

UW-Parkside Department of Business Definitions of Faculty Participating & Supporting

April 6, 2015
Effective Date: January 1, 2016

Participating Faculty

Participating faculty members are actively involved in the life of the university. A faculty member is considered Participating, when he/she actively engages in a sufficient number of university activities other than direct teaching.

For a faculty member to be considered participating, (s)he must fulfill items (1) to (3) in the following list; in addition, a faculty member should satisfy at least one of the items from (4) to (11) on an annual basis. An instructional academic staff member is considered participating if (s)he meets items (1) to (3). All items will be evaluated in a five year period unless noted otherwise.

1. Participating in policy decisions by attending CBEC and department meetings on a regular basis; to be participating, a faculty member needs to attend a minimum of 50% of the department, executive committee (where applicable) and CBEC meetings every year and a minimum of 60% of the department and CBEC meetings over each rolling five year period .
2. Advising students on academic or career matters .
3. Having a long-term relationship with the school. This means having at least a one-year contract with the school and having taught part-time or full-time for at least three years in the last five years.
4. Representing CBEC in university committees or external bodies by serving on university-wide or external committees: faculty member should be a member and significantly contribute to at least one university-wide and/or external committee.
5. Conducting research with other school faculty members as coauthors and publish an article, (journal or conference proceedings articles) over a rolling five year period.
6. Guiding student clubs
7. Guiding students working on SEG Center projects, or the VITA program

8. Participating in activities that are beneficial to the department (examples include but not limited to: conducting or participating in university-wide or departmental freshman/transfer orientation sessions, chairing a departmental committee that results in significant accomplishments for the department, accomplishing tasks for the department or the executive committee and attending graduation ceremonies.)

9. Coordinating and/or supervising students on a study abroad visit and/or external collegiate conference or competition

10. Supervising student internships and/or independent studies

11. Participates in significant public service related to their discipline and/or in regional economic development. (such as activities with KABA, RAMAC, or other significant community organizations).

Each of the above activities is essential to achieve the program's mission. Activities associated with community engagement are particularly important in light of the university's and business program's strategic goals. A faculty member's performance in these activities is evaluated regularly. Tenure-track faculty members and lecturers are evaluated and given feedback annually as part of the progress toward tenure and contract renewal process. The performance of other faculty members is evaluated every two years as part of the merit review process. In addition, feedback is provided on an ad hoc basis through advising surveys, surveys of current students, and surveys of faculty members.

Supporting Faculty

Faculty members who have direct teaching responsibilities but do not qualify as Participating faculty will be considered Supporting faculty.

Evaluation Process

The Executive Committee, in conjunction with the CBEC administration, determines SA, PA, IP, SP, participating, and supporting faculty status in the Spring semester of each academic year. Because the Fall teaching schedule must be prepared in the Spring, the status determined applies for the following academic year. A faculty member may appeal their classification to the Executive Committee at any time if they feel an activity has changed their qualification.