

## ***SBT Faculty Qualifications Form***

This form must be submitted with all other faculty approvals.

**Campus:** \_\_\_\_\_ **Candidate:** \_\_\_\_\_

### **Instructions to Campus Director:**

1. To determine whether the above-named candidate is considered Professionally Qualified **OR** Doctorally Qualified, please check off all boxes that apply to the credentials of this instructor, using the criteria below which are defined by ACBSP.
2. Then, after completing the instructions cited above in #1, please indicate whether this instructor is:  
 professionally qualified or  doctorally qualified or  neither  
If “neither,” please use an attached sheet to provide justification as to why this faculty member should be retained as an instructor on your campus.
3. Ensure that signatures are affixed to the reverse side of this document.

---

### ***Criteria defined by ACBSP for Doctorally Qualified:***

To be considered doctorally qualified, a faculty member must:

1. Hold a doctorate in business **with**
  - a. a graduate level major, minor, or concentration **in the area of teaching responsibility**  
---OR---
  - b. professional certification **in the area of teaching responsibility**  
---OR---
  - c. five or more years of professional and management experience **directly related to the area of teaching responsibility.**  
---OR---
2. Hold a Juris Doctor (JD) **and**
  - a. teach business law, legal environment of business or other area with **predominantly legal content**  
---OR---
  - b. hold a business related master’s degree with a specialization **in the area of teaching responsibility.**  
---OR---
  - c. hold professional certification and **teach in the area of the certification**  
---OR---
  - d. have five or more years of professional and management experience **directly related to the area of teaching responsibility.**  
---OR---
3. Hold an out-of-field doctorate, **and** meet a. **and** b. (below), **plus** either c. **or** d.(below) :
  - a. Demonstrate content area knowledge by evidence of
    - (1) 15 hours of graduate course work **in the field**  
---OR---
    - (2) a master’s degree in business **with a major, concentration or specialization in the field**  
---OR---
    - (3) possess professional certification **in the area**  
---OR---
    - (4) have completed a special post-graduate training program (ACBSP approved) especially designed to improve the faculty member’s knowledge and teaching skills in the area of the assigned teaching responsibilities.

---AND---

(continued on reverse side)

b. Demonstrate teaching effectiveness in the teaching area including evidence of successful student outcomes.

---AND (either C or D)---

c. Demonstrate scholarly productivity evidenced by publications in the discipline considered as expert work by external colleagues (refereed journals) or papers in the teaching discipline presented at a national meeting.

---OR---

d. Demonstrate successful professional practice evidenced by:

(1) substantial professional or management level practice

---OR---

(2) significant involvement in professional organizations related to teaching field

---OR---

(3) significant consulting activity.

---

***Criteria defined by ACBSP for Professionally Qualified:***

To be considered professionally qualified a faculty member must:

1. be A.B.D. (i.e., has completed all course work required for a Ph.D. in business or D.B.A., passed the general exams, but has not completed a dissertation) **with a major, minor or concentration in the area of assigned teaching responsibilities.**

---OR---

2. hold a Master's degree in a business-related field and professional certification(e.g., C.P.A., C.D.P., C.F.M., C.M.A., P.H.R., etc.) appropriate to this or her assigned teaching responsibilities

---OR---

3. hold a Master's degree **and** have:

a. extensive and substantial documented successful teaching experience **in the area of assigned teaching responsibilities, and** demonstrate involvement in meaningful research and/or programs for the enhancement of pedagogical skills.

---OR---

b. five or more years of professional and management experience in work **directly related to his or her assigned teaching responsibilities.**

---OR---

4. have completed a special post-graduate training program (ACBSP approved) especially designed to improve the faculty member's knowledge and teaching skills in the area of the assigned teaching responsibilities.

---

**Analysis done for:** \_\_\_\_\_

Signature of person doing the analysis: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Campus Director or Department Chair,  
indicating concurrence with the decision: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_