



SCHOOL OF  
**Business  
Administration**



2024 – 2025

Faculty and Staff Handbook:  
Policies & Procedures\*

Approved by the USCA Provost on 10/14/2024

# Faculty and Staff Handbook: Policies & Procedures

The School of Business Administration (SOBA) acknowledges that the university-wide Faculty Manual, maintained by the Faculty Assembly, serves as the authoritative source for policies and procedures at USCA. In keeping with expectation for accreditation, SOBA maintains a Faculty Handbook.

1. SOBA recognizes that the university Faculty Manual establishes the minimum standards for faculty and staff. Any deviations from the USCA Faculty Manual within the SOBA Handbook must be more stringent than the university's requirements and must also meet or exceed the standards set by AACSB.
2. The primary purpose of the SOBA Handbook is to outline operational procedures and expectations specific to SOBA faculty and staff (such faculty qualifications standards, SOBA faculty evaluation, etc.) thereby promoting consistency with AACSB accreditation standards.
3. The SOBA Handbook cannot establish expectations regarding compensation, research funding levels, or travel reimbursement as these matters are governed by university-wide policies. Any changes/modifications to the SOBA Handbook must be approved by the Provost.

## Mission Statement

The USC Aiken School of Business Administration provides a transformative business education that empowers students to achieve their career goals and make a positive impact on society.

- Approved by SOBA: 8/18/23

## Vision Statement

The School of Business Administration strives to be recognized regionally and nationally for progressive business programs. SOBA will demonstrate success by preparing students with industry and technical skills demanded by employers, forming partnerships within the community, and being responsive to societal needs.

- Approved by SOBA: 1/8/24

## Core Values

- *Excellence*: SOBA will encourage a learning environment defined by continuous improvement, relevant academic programs, and meaningful scholarship.
  - *Collaboration*: SOBA will foster an atmosphere of collaboration among students, faculty, staff, administration, and community partners.
  - *Resilience*: SOBA will support a climate of perseverance and flexibility to address changing needs and prepare for the future.
  - *Inclusiveness*: SOBA will cultivate an environment of tolerance and a sense of belonging.
- Approved by SOBA: 1/8/24

## Diversity

We strive to cultivate an inclusive environment that is open, welcoming, and supportive of individuals of all backgrounds. We recognize diversity is essential to providing academic excellence and critical to our

sustainability. We celebrate the diverse voices, perspectives, and experiences of our students, faculty, and staff. We do not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth, or related medical conditions.

## Policies for Ethical Conduct

The Employee Standards of Ethical Conduct provides a code of ethics for faculty and staff in the University of South Carolina system. The School of Business Administration follows this code of conduct found at the link below:

- [Employee Standards of Ethical Conduct](#)

The University has instituted both an academic and non-academic code of conduct for students. The School of Business Administration follows the policies outlined in the links below:

- [Academic Code of Conduct](#)
- [Non-academic Code of Conduct](#)

## SOBA Committees

**SOBA Dean's Council** (Chair: SOBA Dean, Graduate Programs Director, Director of External Relations, Committee Chairs, Other Members Appointed by the SOBA Dean)

### **Duties and Responsibilities:**

1. This committee will maintain the SOBA Handbook.
  - a. As previously mentioned in this Handbook, the USCA Faculty Manual sets a minimum standard for all USCA faculty. The SOBA Handbook is intended to provide additional clarity for SOBA Faculty and Staff.
  - b. Any faculty member in SOBA may suggest changes to the Handbook by submitting a written request to any Council member. The committee will review the USCA Faculty Manual to see if the proposed changes are consistent with (or exceed) the standards established at the University level.
  - c. If the changes are consistent, the Dean will bring the proposed changes to the Provost for review. If the Provost approves the changes, the Dean will bring the approved proposal to the SOBA faculty for a vote.
  - d. This committee will maintain an updated versions of the Handbook with dates of approval by the Provost and SOBA faculty.
2. This committee oversees the strategic planning process.
3. This committee oversees the assurance of learning processes.
4. This committee oversees AACSB reporting processes.
5. Perform other duties as assigned by the Dean.

**Faculty Success Committee** (Chair: Elected by Committee Members for 2-year terms academic years where the Fall term is an even year; Members: Appointed by the Dean, Chair and all members must retain SA status to serve on this committee.)

### **Duties and Responsibilities:**

1. One member of this committee will be nominated to serve on the university Honors, Awards and Scholarship (HAS) Committee, if possible.
2. A member of the committee (generally the Chair or elective SOBA faculty member) must attend the meetings of the related university committee(s), including HAS.

3. Journal impact measure will be available in Sedona.
  - a. If requested, the committee will verify the current impact scores for faculty prior to submission of a manuscript target journal.
  - b. If the committee determines that the impact score has changes from the last Sedona update, or if the journal is not in Sedona, the committee will report the change to the Dean. The Dean will update the Sedona score. It is possible that the score may go up or down.
  - c. The committee will communicate the impact measure of the target journal and relevance for faculty qualifications.
  - d. If the journal is determined to be a predatory journal or fails to meet minimum standards for a journal publication, this information will be communicated to the faculty member in writing, by email. A record of this communication will be maintained in the One-Drive.
  - e. The committee will recommend relevant faculty awards in accordance with Foundation documentation. Based on donor specifications, not all awards are selected by committee.
4. Each committee must maintain records on the assigned One-Drive with full SOBA access
  - a. All minutes will be electronic recordings and will be posted to the drive.
  - b. Paper records (all scholarship impact, award recommendations, Applications, etc. must be uploaded)
  - c. The Chair must submit an annual report highlighting member contributions.
5. Other Duties as assigned by the Dean

**Courses and Curriculum Committee** (Chair: Appointed by the Dean; Members: Appointed by the Dean)

**Duties and Responsibilities:**

1. Members of this committee should volunteer to serve on related university committees, including C&C, the GAC, and the UPC.
2. A member of the committee (generally the Chair or elective SOBA faculty member) must attend the meetings of the related university committee, including the C&C, the GAC, and the UPC. The attendee must be prepared to address questions related to the proposals submitted by SOBA and must communicate the status of the proposals to the committee and the dean and share recommendations and/or concerns from the university committee.
3. The committee must manage all paperwork associated with curriculum changes including bulletin curriculum revisions. Members of the committee must review the Bulletin draft for accuracy.
4. Any faculty member may propose a curriculum change and present the proposal to the faculty. The faculty member may submit a proposal to the committee for feedback and guidance. All proposals will also be submitted to the Committee and the Dean simultaneously.
  - a. In accordance with university procedures, this committee does not vote on curricular changes. All submitted curricular changes will be voted on by the SOBA faculty.
  - b. The committee will review paperwork for accuracy. The committee does not approve or disapprove of a proposal but provides feedback to improve paperwork. All proposals submitted to the committee will appear on the next faculty meeting agenda, regardless of review by the committee.
  - c. During the next faculty meeting, or during a special curriculum faculty meetings scheduled prior to the university meeting, all proposals will be presented to the faculty by the person making the proposal and discussed or by a person designated by the proposer. Following the discussion, a ballot will be circulated electronically for a vote. The Dean's office will provide the outcome of the vote to the Chair of the Committee.

- d. If approved by SOBA, the Chair will add relevant information and submit to the related university committee
- e. If forwarded and discussed in Faculty Assembly, the Chair will determine the outcome of the vote.
- f. The Chair will obtain a final signed copy of the form must band retain it in the SOBA records. posted to One-drive
5. Each committee must maintain records on the assigned One-Drive with full SOBA access
  - a. All minutes will be electronic recordings and will be posted to the drive.
  - b. Paper records (Forms, Applications, etc. must be uploaded).
  - c. The Chair must submit an annual report highlighting member contributions.
6. Other Duties as assigned by the Dean

**Student Engagement Committee** (Chair: Elected by Committee Members for 2-year terms academic years where the Fall term is an odd year; Members: Appointed by the Dean)

**Duties and Responsibilities:**

1. A member of the committee (generally the Chair) should volunteer to serve on any university committees or programs related to student engagement.
2. A member of the committee (generally the Chair or elective SOBA faculty member) must attend the meetings of committees or programs related to student engagement.
3. One or more committee members must participate in student recruiting and admissions events and must participate in associated university activities falling under the duties of the committee (e.g., Orientations, Open houses, etc.). This may require preparing and delivering presentations.
4. This committee will award scholarships by the university schedule and procedures, following all due dates.
5. This committee will recommend students for student awards.
6. This committee will track all SOBA Ace credits, guest speakers and field trips (all faculty members using speakers or field trips must notify the committee and submit a list of students in attendance to the committee chair). Additionally, this committee will collect other relevant engagement data.
7. Each committee must maintain records on the assigned One-Drive with full SOBA access
  - a. All minutes will be electronic recordings and will be posted to the drive.
  - b. Paper records (Forms, Applications, etc. must be uploaded).
  - c. The Chair must submit an annual report highlighting member contributions.
8. Other Duties as assigned by the Dean

**Event Planning & External Relations Committee** (Chair: Appointed by the Dean; Members: Appointed by the Dean)

**Duties and Responsibilities:**

1. A member of the committee (generally the Chair) will participate in advancement, and other external relations meetings as planned.
2. One or more members of the committee must participate in associated university activities falling under the duties of the committee (e.g., Homecoming, alumni events, senior breakfast, fundraising events, etc.)
3. This committee will plan and implement SOBA events at the request of the Dean.
4. If any SOBA events are developed outside the committee, the committee will review requests for such events and gain Marketing and Communication approval for all materials. The Dean will be kept informed of these events.
5. This committee will plan, support, and implement honor society induction ceremonies.

6. This committee will obtain ACE credits when relevant and student track attendance. This committee will support faculty requests for ACE credits for their activities.
7. This committee will plan and implement the Executive Lecture Series. Foundation funds are available to support these events with approval from the Dean.
8. Each committee must maintain records on the assigned One-Drive with full SOBA access
  - a. All minutes will be electronic recordings and will be posted to the drive.
  - b. Paper records (Forms, Applications, etc. must be uploaded).
  - c. The Chair must submit an annual report highlighting member contributions.
9. Other Duties as assigned by the Dean

## Faculty Qualifications

### Participating and Supporting Faculty Definitions

In accordance with AACSB guidelines, SOBA has defined participating and supporting faculty members.

A **participating faculty member** participates in the intellectual or operational life of the school beyond the direct performance of teaching responsibilities. A participating faculty member has voting rights within SOBA and actively engages in the activities of the School in matters beyond direct teaching responsibilities. The individual may participate in a variety of non-class activities such as directing extracurricular activities, providing academic and career advising, acting as a faculty advisor for student organizations, developing curriculum, and representing the School on SOBA and institutional committees.

A **supporting faculty member** does not, as a rule, participate in the intellectual or operational life of the School beyond the direct performance of teaching responsibilities. Usually, a supporting faculty member does not have deliberative or involvement rights on faculty issues, membership on faculty committees, or assigned responsibilities beyond direct teaching functions (e.g., classroom and office hours). Normally, a supporting faculty member's appointment is on an ad hoc basis and is exclusively for teaching responsibilities.

### Annual Evaluation Guidelines

In accordance with University Policy (USC Aiken Faculty Manual Page 134, Appendix III), SOBA has adopted a five-point evaluation scale as shown below. SOBA has developed criteria in each of the evaluation areas for teaching, research, and service.

- Substantially Below Expectations at Rank
- Below Expectations at Rank
- Meeting Expectations at Rank
- Exceeding Expectations at Rank
- Substantially Exceeding Expectations at Rank
- Approved by SOBA: 3/3/23 See Appendix A

Preparation and submission of annual self-evaluation documents will be in accordance with dates communicated by the Provost Office. All self-evaluations must be prepared using the form provided in the Appendix. Documentation may be required. All documentation must be merged into a single PDF file.

### Teaching

The School of Business Administration will use a point scale system for the annual system that will be translated into the USC Aiken evaluation levels. Based on the number of points earned, SOBA faculty will earn the appropriate evaluation as shown in the table below.

<b>Evaluation</b>	<b>Points</b>
Substantially Below Expectations at Rank	<b>Below 60</b>
Below Expectations at Rank	<b>Between 60 and 69</b>
Meeting Expectations at Rank	<b>Between 70 and 79</b>
Exceeding Expectations at Rank	<b>Between 80 and 89</b>
Substantially Exceeding Expectations at Rank	<b>90 or more</b>

The faculty assessment is performed by the Dean of the School of Business. The assessment will rely on multiple areas as advised in the USA Aiken Faculty Manual.

The assessment is based on the following 4 areas:

- Meeting USC Aiken teaching Standards (Section 4.1 and 4.2 of the USCA Faculty Manual) [70 possible points]
- Teaching and Advising (see teaching table in the Appendix)
- Teaching Innovation (see teaching table in the Appendix)
- Teaching Impact (see teaching table in the Appendix)

## Faculty Qualifications and Scholarship

AACSB defines faculty qualifications in four areas, which include Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP), and Instructional Practitioners (IP). Additional Faculty (A) are faculty who do not meet the school's criteria for SA, PA, SP, or IP.

		<b>Sustained Engagement Activities</b>	
		<b>Scholarly Engagement</b>	<b>Professional Engagement</b>
<b>Initial Academic Preparation</b>	Terminal degree	Scholarly Academics (SA)	Practice Academics (PA)
	Master's degree	Scholarly Practitioners (SP)	Instructional Practitioners (IP)

- Note: USCA Faculty Manual requires a minimum of a Master's degree to teach.

SOBA uses a point-based system to categorize faculty into these five areas using a five-year rolling window. Scholarly engagement activities fall into three categories: Peer Reviewed Journal (PRJ), Non PRJ Reviewed Intellectual Contribution (RIC), and Other Scholarly Activities (OSA). Additionally, faculty qualifications consider professional engagement. The table below provides the information regarding minimum points to achieve each of the levels of faculty qualification.

		Sustained Engagement Activities			
		Scholarly Engagement (SE)			Professional Engagement (PE)
	Points Required	Peer Reviewed Journal (PRJ)	Non-PRJ Reviewed Intellectual Contribution (RIC)	Other Scholarly Activities (OSA)	
SA	Min 100	Min 60 points			Max 20 Points
		Min 80 points Combined			
SP	Min 100	Min 80 points Combined			Max 20 Points
PA	Min 100	Min 40 Points Combined			Min 40 Points
IP	Min 100				Min 60 Points

**Scholarly Academics (SA):** SA faculty are expected to have most of their sustained engagement derived from Scholarly Engagement. A faculty member is classified as SA if:

1. Faculty members who hold terminal degree status (as defined in our operating policies) at or shortly after their hire and who have earned a minimum of **100 points** in the past 5 years with the following rules:
  - a. **A minimum of 60 points needs to be generated from Peer Reviewed Journal Intellectual Contribution** (details of PRJ points classification are explained below) and,
  - b. **A minimum of 80 points combined needs to be generated from Scholarly Engagement Activities: PRJ, Non-PRJ Reviewed Intellectual Contribution (RIC), and Other Scholarly Activities (OSA) and,**
  - c. **A maximum of 20 points** can be awarded for Professional Engagement (PE).
2. Faculty members who earned their terminal degree within the past 5 years are classified as SA.
3. Faculty who are ABD may be designated as SA for three years from the date they entered ABD status.
4. Full-time administrators in the USC Aiken School of Business who had maintained SA status before becoming an administrator will be classified as SA for the term of administration with reduced engagement in scholarly activities.

**Scholarly Practitioner (SP):** SA faculty are expected to have most of their sustained engagement derived from Scholarly Engagement. A faculty member is classified as SP if:

1. Faculty members who hold a master's degree or another graduate degree relevant to their area of teaching at or shortly after their hire and who have earned a minimum of **100 points** in the past 5 years with the following rules:
  - a. **A minimum of 80 points needs to be generated from Scholarly Engagement Activities: PRJ, Non-PRJ Reviewed Intellectual Contribution (RIC), and Other Scholarly Activities (OSA) and,**
  - b. **A maximum of 20 points** can be awarded for Professional Engagement (PE).

**Practice Academic (PA):** PA faculty are expected to their sustained engagement derived from both Scholarly Engagement and Professional Engagement. A faculty member is classified as PA if:

1. Faculty members who hold terminal degree status (as defined in our operating policies) at or shortly after their hire and who have earned a minimum of **100 points** in the past 5 years with the following rules:
  - a. **A minimum of 40 points needs to be generated from Scholarly Engagement Activities: PRJ, Non-PRJ Reviewed Intellectual Contribution (RIC), and Other Scholarly Activities (OSA) and,**
  - b. **A minimum of 40 points needs to be generated from Professional Engagement (PE).**

**Instructional Practitioner (IP):** IP faculty are expected to have most of their sustained engagement derived from Professional Engagement. A faculty member is classified as IP if:

1. Faculty members who hold a master's degree or another graduate degree relevant to their area of teaching at or shortly after their hire and who have earned a minimum of **100 points** in the past 5 years with the following rules:
  - a. **A minimum of 60 points needs to be generated from Professional Engagement Activities.**

The tables in the Appendix summarize the faculty qualifications requirements with regard to Scholarly Engagement and Professional Engagement. The Journal Quality and Impact section below describes policies regarding point assignments based on where the article is published.



## Service Evaluation

The School of Business Administration will use a point scale system for the annual system that will be translated into the USCA evaluation levels. Based on the number of points earned, SOBA faculty will earn the appropriate evaluation as shown in the table below.

Evaluation	Points
Substantially Below Expectations at Rank	<b>Below 60</b>
Below Expectations at Rank	<b>Between 60 and 69</b>
Meeting Expectations at Rank	<b>Between 70 and 79</b>
Exceeding Expectations at Rank	<b>Between 80 and 89</b>
Substantially Exceeding Expectations at Rank	<b>90 or more</b>

The assessment of service contribution on 4 main areas: SOBA Service, University Service, Professional Service, and Service to the Community. See the Service Table in the Appendix.

## Journal Quality and Impact

As explained above in the Faculty Qualification and Scholarship section, journal points are necessary for achieving a faculty qualification level. Journal quality and impact are key factors in determining the value of a publication. Faculty are required to maintain current and impactful scholarship. The following policies indicate how points are awarded for scholarship.

## Predatory Journal Statement

In accordance with the integrity of SOBA's scholarly expectations and AACSB written standards, no points shall be given for articles published in predatory journals at the time of article submission. Faculty members should research the journal quality measures (e.g., Cite Score, H-index, etc.) prior to submission of a manuscript. Faculty members are charged with the responsibility of ensuring that a journal is not predatory prior to submission. The predatory journal list is available on Cabells Predatory Journal List accessible via USCA library resources.

## Peer-Reviewed Journal Quality and Impact Measures

The intellectual contributions in a form of Peer-Reviewed Journal publications must be included in at least one of the following lists/indexes:

- Australian Business Dean's Council (ABDC) journal ratings list
- Scopus Source list
- Web of Science (WOS) Master Journal List
- Cabells Journalytics list
- SCImago Journal Rank (SJR)

Each publication will be awarded points based on its impact. The impact is measured on 5 levels (Exceptional, Outstanding, Above Average, Average, and Sufficient). The impact level is assessed using 5 criteria as shown in the table below. Faculty will be awarded the highest impact across the 5 criteria. For example, if a journal is ranked Outstanding in Web of Science journal criteria and Exceptional in Scopus Cite Score criteria, the publication impact will count as Exceptional.

Impact Measurement Criteria							
		Points	ABDC	Scopus Cite Score	WOS SSCI	Cabells Altmetric	SCImago H-Index
<b>Publication Impact</b>	Exceptional	85	A*	6.9 or greater	3.40 or greater	75 or greater	100 or greater
	Outstanding	70	A	3.5 to 6.8	2.00 to 3.39	50 to 74	45 to 99.99

	Above Average	55	B	1.3 to 3.4	1.00 to 1.99	25 to 49	20 to 44.99
	Average	40	C	0 to 1.29	0.00 to 0.99	10 to 24	3 to 19.99
	Sufficient <sup>1</sup>	20	N-A	none	none	0 to 9	0 to 2.99
	Predatory <sup>2</sup>	0					

<sup>1</sup> To be considered a Peer Reviewed Journal, the journal must be listed or indexed in at least one of the following: Australian Business Dean's Council (ABDC) journal ratings list, Scopus Source, Web of Science (WOS) Master Journal List, Cabells Journalytics list, SCImago Journal Rank (SJR)

<sup>2</sup> Predatory Journals are defined as all journals in the Cabells Predatory List.

## Co-authorship

AACSB recognizes co-authored publications as a vital part of academic culture that often leads to greater societal impact and broader practical reach. In addition, co-authoring within SOBA and/or the broader University remains important for building a collaborative environment. All co-authoring relationships are expected to be transparent and ethical. Co-authors should make substantial contributions, i.e., conceptual, analytical, interpretive, acquisition of data, etc., and be accountable for all the work's integrity. Papers that meet these ethical guidelines and have four (4) or fewer authors will be fully counted. Any work that exceeds this number of co-authors should be submitted to the FSC for review and approval.

## Promotion and Tenure Guidelines

In addition to the Annual Evaluation processes, the University has specific guidelines for promotion and tenure.

1. The University Promotion and Tenure Policy is outlined in the USCA Faculty Manual, [Section I.A., under 5.6 Promotion and Tenure Policy].
2. SOBA adheres to the University Promotion and Tenure Policy.

## Course Scheduling and Deployment

1. In the USCA Faculty Manual, Section 2.2 assigns course scheduling to the Dean as the unit head of the School of Business Administration.
2. In accordance with Section 4.1 of the USCA Faculty Manual, SOBA will adhere to current guidelines for class size.
3. Faculty qualifications will be a primary component for course assignments by the SOBA Dean.
4. Faculty are not guaranteed summer teaching. Summer schedules will be based on student demand for courses. Faculty members who are not qualified as SA, SP, PA, or IP will not be scheduled for summer teaching.
5. Classroom assignments and meeting times are governed by Section 4.1 of the USCA Faculty Manual.
6. Faculty expectations regarding class meetings is governed by Section 4.1 of the USCA Faculty Manual.
7. Information regarding the University's policy on course syllabi is in Section 4.1 of the USCA Faculty Manual.
8. Final examinations will be administered in accordance with Section 4.1 of the USCA Faculty Manual.
9. Course textbook adoption will adhere to Section 4.1 of the USCA Faculty Manual.

## Teaching Continuous Improvement and Office Hours

1. University leadership may require participation in teaching enhancement opportunities such as those

- offered by the Center for Engaged Teaching and Learning.
2. Faculty office hours are in accordance with Section 4.2 in the USCA Faculty Manual.
  3. The main SOBA office follows the University policy for opening and closing times.

## Research and Faculty Development Funding

1. The University may provide an annual stipend for faculty traveling for research or faculty development. This allocation is not guaranteed.
2. The University's Honors, Awards and Scholarship (HAS) Committee will call for applications for research/travel funding if funds are available. Faculty should be vigilant about watching for calls for applications. The amount awarded is at the discretion of the committee.
3. The School of Business Administration is unlikely to have any financial resources to support faculty research and travel beyond #1 and #2 above. To be eligible for discretionary business funds,
  - a. a faculty member must have applied for and exhausted their HAS funds.
  - b. If a faculty member holds a professorship or chair appointment, they must have exhausted the award prior to be eligible for discretionary business funds. If the chair/professorship was taken as salary, the faculty member must self-support their research up to the amount of their chair/professorship, and
  - c. The faculty member must have considered USC systems grants.
4. Faculty reimbursement for research or travel requires prior approval from the SOBA Dean. Faculty members must submit all travel USCA forms and organized documentation in accordance with current SOBA policies and University deadlines. Disorganized documents will not be accepted.
5. Academic membership dues affiliated with a presentation at the organization's conference may be approved for reimbursement. Reimbursement is not guaranteed.
6. Individuals who have earned recognized industry credentials that are part of their faculty qualifications (e.g., CPA) may request consideration for reimbursement. Reimbursement is not guaranteed.
7. SOBA does not pay publication fees.

## Faculty Award Policies

1. Faculty awards in SOBA are available by generous gifts from friends of the School.
2. All awards have a specific funds allocation policy, as part of the gift agreement.
3. The gift agreement may include student and/or faculty input.
4. In compliance with the Donor Bill of Rights, all awards will be awarded in accordance with the Foundation allocation document.

## Guidelines for Faculty Recruitment

1. The School of Business Administration will adhere to the policies and procedures established by Human Resource Management in the [Faculty Recruitment Guide](#).
2. Search committee makeup is governed by Section 5.2 of the USCA Faculty Manual.

## SOBA Advisory Groups

**Business Advisory Council (BAC):** SOBA maintains a Business Advisory Council governed by the BAC bylaws.

**Executive-in-Residence:** The Dean of the School of Business Administration may choose to appoint one or more individuals as Executives in Residence.

**Council of Business Students (CBS):**

SOBA maintains a student advisory group for input regarding the undergraduate student experience.

## **SOBA Centers and Institutes**

Historically, SOBA has housed various centers and institutes. Centers and institutes within the School of Business Administration report to the SOBA Dean. Decision makers for centers and institutes should maintain regular dialogue with the SOBA Dean. The Dean of the School of Business Administration has signature authority over the independent financial accounts for centers and institutes. Therefore, as with other financial accounts assigned to SOBA, prior approval is expected to ensure reimbursement. Grants, contracts, and MOUs associated with any SOBA center or institute require the SOBA Dean's involvement from the beginning. All legal documents such as contracts and MOUs will ultimately need approval from the legal team at USC Columbia. Centers and institutes designated as profit centers may be required to meet annual expectations for revenue generation.

## Appendices

### Appendix A – Faculty Evaluations and Faculty Qualifications

Approved by SOBA: 3/3/23

#### Annual Evaluation Report Form for SOBA Faculty

Note: Most faculty will not have entries in all tables. Identical items listed in multiple areas will not be double counted.

Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

☐ Tenure Track ☐ non-Tenure ☐ Tenured

#### I. Scholarship

##### Scholarly/Creative/Applied Professional Activities Summary Table

Give the number of activities accomplished in each category for the last five academic years (Summer 2019- Spring 2024) of your professional teaching career. Begin this table with the current academic year and work backwards.

**I.1. Peer Review Journal Articles: Peer Reviewed Journal Publications (list from most recent to last five years: Summer 2019 to Spring 2024). All authors must be listed in the order in which they appear in the publication. (Attach copy of publication if there is no DOI or Web link). Undocumented publications will not be included in the evaluation.**

Author(s)	Title	Journal (with ISSN number)	Year	Article DOI or Website link

**I.2. Other Reviewed Scholarship and Books: Other reviewed publications in sources other than Peer Reviewed Journals (list from most recent to last five years: Summer 2019 to Spring 2024). All authors must be listed in the order in which they appear in the publication. (Attach copy of publication if there is no DOI or Web link). Undocumented publications will not be included in the evaluation.**

Author(s)	Title	Publication (with ISSN or ISBN number)	Year	Article DOI or Website link

**I.3. Other Scholar Works: grant proposals, self-published, university-published, reports for organizations, court transcripts for expert witness testimony, etc. which have not undergone a peer or publisher review process. (list from most recent to last five years:**

**Summer 2019 to Spring 2024). All authors must be listed in the order in which they appear in the publication. (Attach copy of publication if there is no DOI or Web link). Undocumented publications/scholarship will not be included in the evaluation.**

Author(s)	Title/Description	Publication (with ISSN or Website Link)	Year	Article DOI

**I.4. Refereed Conference Proceedings (list from most recent to last five years: Summer 2019 to Spring 2024). All authors must be listed in the order in which they appear in the publication. (Attach copies of the program agenda and copy of the article from the proceedings) Undocumented publications/scholarship will not be included in the evaluation. Undocumented publications/scholarship will not be included in the evaluation.**

Author(s)	Title	Conference Name	Year

**I.5. Professional Workshops/Seminars (list from most recent to last five year: Summer 2019 to Spring 2024). All presenters/panelists must be listed in the order in which they appear in the documentation. (Attach copies of the program agenda and copy of the description workshop or seminar if it is in the proceedings) Undocumented publications/scholarship will not be included in the evaluation.**

Author(s)	Title	Conference/Seminar Name	Year

**I.6. Employment or volunteer service related to teaching field (list from most recent to last five year: Summer 2019 to Spring 2024). (If available, attach documentation confirming your role with the organization) Undocumented or unverifiable employment/service will not be included in the evaluation.**

Organization (with contact information)	Employment/service appointment during the evaluations window	Brief description of how this employment/service helps you remain current in your teaching field

**I.7. Professional credentials related to teaching field (list from most recent to last five year: Summer 2019 to Spring 2024). Identify earned credentials (CPA, CFA, SHRM, Real Estate License, etc.) Provide information regarding the effective dates of the credential. Indicate the organization providing the credential and how you are identified within the organization. (e.g., license number, member number, etc.) Attach copies of information regarding your membership. Undocumented or unverifiable credentials will not be included in the evaluation.**

Credential	Effective dates (must occur within the evaluation window)	Website for organization issuing the credential and membership or credential Identifier	Brief description of how this credential helps you remain current in your teaching field

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**I.8. Research Award (list from most recent to last five year: Summer 2019 to Spring 2024). (Attach documentation confirming your award). Undocumented or unverifiable awards will not be included in the evaluation.**

Organization (with contact information)	Name of Award	Brief description the criteria for the award.

## II. TEACHING

### a. Teaching Summary Table

Please list all of the courses you have taught in the last academic year, including the total enrollment for multiple sections under the appropriate semester. For example, if 3 sections of BADM A299 had a total enrollment of 45 students in a given semester, enter 45(3) in the corresponding Enrollment by Semester column. List any additional teaching information including independent studies, honors courses, undergraduate research projects, and other special courses below the table.

Course Number	Credit Hours	Contact Hours	Course Title	Indicate Special Designation (Wi or Honors)	Indicate (yes/no) if you have any High Impact Practices in the course (provide details in table below)	ENROLLMENT BY SEMESTER		
						Year 2023-2024		
						Summer	Fall	Spring

Number of Advisees	ENROLLMENT BY SEMESTER		
	Year 2023-2024		
	Summer	Fall	Spring

**II.1. If you marked yes in the table above, describe high impact and engagement activities (micro credentials, guest speakers, company visits, peer-to-peer engagement, student research, etc.) for your classes during Summer 2023 to Spring 2024. List each separately.**

High Impact Practices	Course and delivery (f2f or online)	Date(s) of activity	Describe the goal of the activity

**II.2. Describe any new courses or course innovations/revisions (embedded micro credentials, new simulation, new projects, etc.) implemented for your classes during Summer 2023 to Spring 2024. List each separately.**

Course innovations	Course and delivery (F2F or virtual)	Semester(s) taught	Describe the goal of the new course or changes

**II.3. Describe any on campus or off campus teaching enhancement training and teaching professional development you have taken (CETL workshops, LMS training, Quality Matters, etc.) Training undertaken during Summer 2023 to Spring 2024. List each separately.**

Program Name	Source/Provider of program	Program Date	Describe the program content and any changes you have made to your teaching as a result of the training

**II.4. Describe any on campus or off campus courses you have taken to develop new programs, new courses or new course content (Content courses undertaken on request to develop entirely new courses or programs, completion of certifications or training undertaken to add courses or materials to new or existing classes, etc.) Training undertaken during Summer 2023 to Spring 2024. List each separately.**

Content area of training	Title of training	Source/Provider of training	Program Dates	Describe the program content and new courses/programs planned from this training. Include the status of the new development.

**II.5. Teaching Award (list from most recent to last five year: Summer 2019 to Spring 2024). (Attach documentation confirming your award). Undocumented or unverifiable awards will not be included in the evaluation.**

Organization (with contact information)	Name of Award	Brief description the criteria for the award.

### III. SERVICE

#### a. Service Activities Summary Table

Give the number of activities accomplished in each category for the last academic year (Summer 2023 – Spring 2024) of your teaching career. Begin this table with the current academic year and work backwards.



**III.1. SOBA Committees or Special Assignments (Administrative Assignment, Ad Hoc Committee, etc.)**

Name of Committee/ Assignment	Role (Chair, Member, etc.)	Terms (Summer, Fall, and or Spring)	Describe your specific contribution and approximate time spent

**III.2. University Committees or Special Assignments (Administrative Assignment, Ad Hoc Committee, etc.)**

Name of Committee/ Assignment	Role (Chair, Member, etc.)	Terms (Summer, Fall, and or Spring)	Describe your specific contribution and approximate time spent

**III.3. Professional Service (Editorial, reviewing, organization/conference duties, etc.) Please attach program, website link, etc. indicating your role. Undocumented or unverifiable service will not be included in the evaluation.**

Name of Organization	Website Link	Role (editor, reviewer, etc.)	Describe your specific contribution and approximate time spent

**III.4. Community Service (Board Membership, Leadership position, unpaid service projects, etc.) Please attach website link, etc. indicating your role. Undocumented or unverifiable service will not be included in the evaluation.**

Name of Organization	Website Link	Role (board, project, etc.)	Describe your specific contribution and approximate time spent

**III.5. Service Award (list from most recent to last five year: Summer 2019 to Spring 2024). (Attach documentation confirming your award). Undocumented or unverifiable awards will not be included in the evaluation.**

Organization (with contact information)	Name of Award	Brief description the criteria for the award.

<b>Table I</b>		
<b>TEACHING CONTRIBUTIONS</b>		
<b>Teaching Component</b>	<b>Rating</b>	<b>Points</b>
<b>Teaching and Advising</b>		
Course Preparations		
3 Per Year		3
4 Per Year		4
5 Per Year		5
6 Per Year		6
7 Per Year		7
8 Per Year		8
Writing Intensive (WI): one point per course per academic year		1
Advising		2
Teaching Award (internal or external)		10
Engaging in Activities or Continuous Improvements from SET Qualitative Assessments		2
<b>Teaching Innovations</b>		
Create a new course/certification never offered at USCA		3
New Course Prep for faculty member		2
Participate in a complete external review of online course (e.g., Quality Matters) and continuously improve the course by implementing recommendations (one time on a 5-year window)		10
Revision of an existing course or adoption of new technology, revision of course materials, introduction of flipped classroom model etc. (1 point per course per academic year)		1
Online Teaching Certification		2
Other Teaching-related Certifications		2
Develop a new study abroad program		10
<b>Teaching Engagement, Career Readiness and Social Impact (1.5 Points Each/Max 12)</b>		
Serve as the primary coordinator for study abroad program or teach in study abroad program		
Continued use of simulations, live cases, or other innovations		
Teaching an Independent Study		
Honors/Course Enrichment		
Participate in Teaching/Pedagogical Workshops (internal or external) or other activities related to teaching/pedagogy		
Leading students in academic research projects which result in a tangible end project (e.g., grant application, research proposal or completed research manuscript)		
Activities that promote student career readiness, professional development and/or social impact		
Sponsoring Student Competition		
Guest speaker in class		

Sponsoring an academic student club or honor society		
AOL Course Updates and Continuous Improvements		
Research in Teaching (Not Included in the scholarship part of the annual evaluation)		
Engaging in activities (e.g., Talks) on current updates in the respective field		
Updating course materials to incorporate current knowledge and trends, and adapt to career trends or program needs		
Serve on a master's thesis committee (internal) OR doctoral dissertation committee (external)		
Letters from students or other individuals familiar with one's teaching		
Giving or Receiving Peer Observations of Teaching		
Preparation for industry exams		
Conduct face-to-face workshops or online programs in local community.		
Significant experiential learning, service-learning, DEI activity embedded in course		
Other teaching engagement activities		

<b>Table IIa. SCHOLARLY ENGAGEMENT (SE) Activities</b>	
<b>Research Component</b>	<b>Points</b>
<b>Contributions in Peer-Reviewed Journals (PRJ)</b>	
Exceptional: Publication in criteria 1 (very high impact) journal	85
Outstanding: Publication in criteria 2 (high impact) journal	70
Above Average: Publication in criteria 3 (medium impact) journal	55
Average: Publication in criteria 4 (average impact) journal	40
Sufficient: Publication in criteria 5 (lower impact) journal	20
<i>Original scholarship published with a student increases the point value by 20 points</i>	
<b>Non-PRJ Reviewed Intellectual Contribution (RIC)</b>	
Complete <b>peer-reviewed original</b> scholarly manuscripts appearing in print other than PRJs (case studies, book chapters, academic conference proceedings)	30
Abstract/Presentation at an academic conference	20
Original scholarly book or Author on a 1st edition textbook (maximum 40 points)	40
Complete reviewed (academically or editorially reviewed) original scholarly manuscripts appearing in print other than PRJs (case studies, book chapters)	20
Author on a 2 <sup>nd</sup> or higher textbook (maximum 20 points)	20
2 <sup>nd</sup> edition <b>peer-reviewed</b> scholarly manuscript reflecting major revisions	20
<b>Other Scholarly Activities (OSA)</b>	
Public policy briefs, opinion pieces, and trade journal publications with practical/societal reach.	20
Author of a pedagogical textbook supplement other than a test manual	10
Publication of software	10
Best Paper Award in a Journal/ Conference; Reviewer Award in a Journal	10
Awarded significant externally funded research grant (\$10,000 or more)	40

Other research grants	20
Officer or Board member of an academic organization	20
<b><i>Editor for a journal</i></b>	
Criteria 1-2 Exceptional and Outstanding (very high or high impact journal)	50
Criteria 3-4 Above Average or Average (medium impact journal)	30
Criteria 5 Sufficient (lower impact journal)	15
<b><i>Editorial review board member of a journal</i></b>	
Criteria 1-2 Exceptional and Outstanding (very high or high impact journal)	30
Criteria 3 Above Average (medium impact journal)	20
Criteria 3-5 Average or Sufficient	15
<b><i>Ad-Hoc PRJ Reviewer</i></b>	
Criteria 1-2 Exceptional and Outstanding (very high or high impact journal)	20
Criteria 3 Above Average (medium impact journal)	15
Criteria 3-5 Average or Sufficient	10
<b><i>Conference Engagement</i></b>	
Program chair at an academic conference	30
Track chair at an academic conference	20
Reviewer for an academic conference, (maximum of 30 points)	10
Reviewer Award for Academic Conference	10
Attendance at an academic or pedagogical conference (maximum 10 points)	10

<b>Table Iib. PROFESSIONAL ENGAGEMENT (PE) Activities</b>	
<b>Professional Engagement Component</b>	<b>Points</b>
Mandatory Professional Credentials	80
Extensive experience in a managerial/professional role related to the discipline within the previous 5 years	80
Full-Time Employment	100
Part-Time Employment	50
Officer or leadership role of professional organization or association (maximum of 20 points)	20
Member of a professional organization (maximum of 5 points)	5
Officer or leadership role for a Board of Directors of a business or non-profit (maximum of 40 points), a board counts once during the 5-year window	40
Member Board of Directors of business or non-profit organization (maximum of 40 points), a board counts once during the 5-year window	20
Awarded Grants/Contracts for equipment/service, etc. (maximum 20 points)	10
Consulting projects (40 points each pending submission of final consulting report, maximum of 80 points)	40
Expert witness or testimony in front of a legislative body or other governmental agencies related to discipline area (maximum of 40 points)	20
Editor of trade publication (maximum of 30 points)	30
Editorial Review Board member of trade publication (maximum of 20 points)	10
Article in a trade publication	10
Obtaining or maintaining a professional certification in a discipline-related area (maximum of 40 points)	20
Developing or presenting practitioner-related workshops or continuing education courses	20

related to discipline area, (20 points each per topic, maximum of 40 points)	
Leadership in practitioner-related events	20
Author of a newspaper column or practitioner newsletter (maximum 40 points)	10
Community service related to the discipline area (10 points each, maximum of 40 points), <i>community service involving any students increases the point value by 10</i>	10
Serving as an AACSB consultant or peer review team member (40 points each, maximum of 80)	40
Participation in AACSB conferences and workshops (20 points each, maximum of 80)	20
Presentation at AACSB conferences and workshops	30
Serving in a significant role in local government organizations (maximum of 80 points)	40
Active involvement with local business organizations (including members, and serving on panels) (10 points each, maximum of 30 points)	10
Involvement with accreditation agencies relevant to the School of Business Administration	20
Practitioner pieces disseminated via college or university outlet (maximum of 40 points)	10
Attendance at Professional conferences (maximum 10 points)	10

<b>Table III. SERVICE CONTRIBUTIONS</b>		
<b>Service Component</b>	<b>Rating</b>	<b>Points</b>
<b>SOBA Service (Minimum of 20 Points)</b>		
Special assignment in support of AACSB CIR (10 points each, maximum of 20)		10
Service on a SOBA committee (standing or ad hoc)		20
Service as the chair on any of the above committees (added to committee points)		20
Director Level Administrative Appointment (added to committee points)		10
Chair Level Administrative Appointment (added to committee points)		10
Dean Level Administrative Appointment (added to committee points)		20
Faculty Mentor		5
Nominate prospective SOBA advisory board member in accordance with membership standards (5 each, max 20 per year)		5
Nominate a SOBA Business Leadership Symposium, WIB, Executives in Residence etc., Speaker (5 points, maximum 20 points)		5
SOBA Service Award		5
<b>University Service (Minimum of 10 Points)</b>		
Service on a university committee (standing or ad hoc)		20
Service as the chair on any of the above committees (added to committee points)		20
Faculty Assembly Officer (other than committee chairs above)		20
Faculty Mentor for non-SOBA faculty		5
Unpaid consulting beneficial to USCA and/or SOBA (10 points, 20 points maximum), points awarded upon submission of final report		10
Paid consulting beneficial to USCA		10
Facilitate a gift from a donor (donation points count for 2 years) ( <i>provide supporting USCA documentation</i> )		20
Plan and implement school event, such as a job fair, honor society induction or alumni event.		20
Participate in an event on campus (e.g., advancement event, job fair, honor society		5

induction, alumni event).		
USCA Service Award		5
Sponsoring a non-academic team or non-academic club in an official USCA extra-curricular or co-curricular environment <sup>1</sup>		10
<b>Professional Service</b> Professional service items listed below will be counted only if they are not counted as part of the Teaching and Scholarship evaluation (Tables I and II)		
Officer or Board member of an academic organization		10
<b><i>Editor for a journal</i></b>		
Criteria 1-2 Exceptional and Outstanding (very high or high impact journal)		25
Criteria 3-4 Above Average or Average (medium impact journal)		15
Criteria 5 Sufficient (lower impact journal)		7.5
<b><i>Editorial review board member of a journal</i></b>		
Criteria 1-2 Exceptional and Outstanding (very high or high impact journal)		15
Criteria 3 Above Average (medium impact journal)		10
Criteria 3-5 Average or Sufficient		7.5
<b><i>Ad-Hoc PRJ Reviewer</i></b>		
Criteria 1-2 Exceptional and Outstanding (very high or high impact journal)		10
Criteria 3 Above Average (medium impact journal)		7.5
Criteria 3-5 Average or Sufficient		5
<b><i>Conference Engagement</i></b>		
Program chair at an academic conference		10
Track chair and/or discussant at an academic conference		10
Reviewer for an academic conference, (maximum of 10 points)		5
Reviewer Award for Academic Conference		5
Attendance at an academic or pedagogical conference (maximum 10 points)		5
<b>Service to the Community (Engage/Societal Impact)</b> Service to the community items listed below will be counted only if they are not counted as part of the Teaching and Scholarship evaluation (Tables I and II)		
Officer or leadership role of professional organization or association (maximum of 20 points)		10
Member of professional organization (maximum of 5 points)		2.5
Officer or leadership role for a Board of Directors of business or non-profit (maximum of 40 points)		20
Member Board of Directors of business or non-profit organization (maximum of 40 points),		10
Community service/social impact related to the discipline area (5 points each, maximum of 20 points) <i>Community service/social impact involving students increases the point value by 10</i>		5
Active involvement with local business organization (including member, serving on panels, etc.) (5 points each, maximum of 15 points)		5
Media interviews (5 points each, 10 points maximum)		5
Service Award (internal or external)		5
Organizing or implementing a community event for engagement/societal impact		30
Attend community events – off campus - representing USCA (such as Rotary, Chamber, military events, nonprofit events, etc.) (5 points each, maximum of 15 points)		5