General Business Adjunct Instructor Requirements

Effective September 1, 2018, requirements to teach business CAPP courses will be adjusted to meet the standards of our accrediting body, the Association to Advance Collegiate Schools of Business (AACSB). AACSB requires that 90% of faculty meet the requirements of a *Scholarly Academic* (SA), *Practice Academic* (PA), *Scholarly Practitioner* (SP), or *Instructional Practitioner* (IP) at a given degree level (e.g., baccalaureate, master’s, doctoral level.)

New CAPP adjuncts will need qualifications that are at least sufficient to meet the standards for an IP.

An individual is IP if all of the following criteria are met:

(1) a graduate degree from an AACSB-accredited institution, or from an institution with commensurate credentials, that is related to the individual's assigned area of teaching;

(2) a recognized professional certification or five years of full-time (or close to full-time) experience in a professional position requiring deep content knowledge in a discipline related to their teaching duties; and

(3) at least 2 “Professionally Enhancing” experiences during the prior five years.

Professionally enhancing experiences include:

1. Obtain a professional certification (from a professionally recognized high-quality program);
2. Complete substantial continuing education (from a professionally recognized high-quality program sufficient to meet the professional continuing education requirement);
3. Create and deliver well attended professional education seminars;
4. Own or operate a profitable business with substantial revenues (not a hobby activity);
5. Develop and manage a significant event related to the individual's assigned area;
6. Develop a significant project for the College of Business, related to the individual's assigned area and beyond the individual's teaching duties;
7. Develop significant new educational materials available for peer review;
8. Publish a periodic newsletter or report that attracts a significant readership;
9. Contribute to leadership to an organization, e.g., by serving on a Board of Directors for a year (this may include companies, non-profit agencies, professional associations, College of Business centers, etc.);
10. Deliver speeches to businesspeople beyond the local area through a speaker's bureau;
11. Engage in a significant internship or consultancy available for peer review;
12. Provide major editorial responsibilities to an academic journal or practitioner periodical;
13. Coauthor a first edition of a text, or a later edition that is reasonably updated and adopted;
14. Complete a Fulbright fellowship or equivalent;
15. Write a popular press book that achieves significant recognition;
16. Other as previously established in agreement with the department chair.

Exceptions:

1. CAPP instructors who were accepted under the previous standard and who are currently meeting expectations in the classroom will be considered IP so long as they maintain their Professionally Enhancing Experiences.
2. CAPP instructors who do not yet meet these qualifications, but have a reasonable expectation of fulfilling the requirements within one year, may be granted provisional status during that year while working toward the completion of the appropriate degree and/or coursework (as identified by the department chair and/or college dean.) During the provisional period, the instructor of record should be another qualified teacher on site (e.g., school principal) who will supervise the CAPP instructor.
3. CAPP instructors who meet these qualifications but are missing one or two course(s) deemed necessary by the department may be granted provisional status for a period of 1 year while working to complete missing coursework.

Department/Course-Specific Requirements

**Management & Human Resources (Business 198):** Meets requirements for IP and has completed graduate or undergraduate coursework in a variety of business-related areas such as:

* accounting
* finance
* information systems
* human resources
* marketing
* economics
* supply chain management

Additionally, some experience working in business is desirable but not required.

**Finance & Business Law (Business 231):** Meets requirements for IP. Previous experience working in business and/or teaching business education is desirable.