

Charge of the committee:

The current teaching/research guideline at the Conrad N. Hilton College is a 2/2 teaching load for assistant and 3/2 for associate and full professors. As the college and the university are continuing to focus on research, a need exists to develop guidelines for associate and full professors who are pursuing a rigorous research agenda.

Clarifications:

1. The 2/2 load is an incentive for professors who are pursuing a rigorous research agenda which helps to raise the college's and the university's reputation through research. The 2/2 load should be viewed as an incentive for faculty to begin or maintain a high level of research productivity.
2. This recommended set of guidelines is for course release and should not be confused as the promotion criteria for associate to full professorship.
3. This set of guidelines is a tool to encourage faculty performance in research.

In order to receive a reduced teaching load from a 2/3 to 2/2, the associate and full professors will need to accomplish at least one item from each of the three categories listed below and an additional item in two of the three categories in each calendar year to coincide with the annual review. Thus, a total of five items are to be completed. These three categories are of equal importance in the research agenda of the college. The start date of these guidelines will begin August 2015 to ensure there is ample time for faculty to discuss, make recommendations to the guidelines and also to adjust their priorities.

For current associate or full professors who would like to be a part of this program, they must have published at least two articles in refereed journals over the past two years and be first author in at least one of them. By January 15 of each year, faculty who decides to accept this option will submit documentation on how they have met these criteria.

Faculty members who decides to opt for a 2/2 teaching load will submit documentation on how they have met this criteria by January 15th to qualify for the upcoming academic year. This set of guidelines is subject to change based on funding, needs of the college, and university policies.

Category 1: Publications and External Grants/Contracts

- Obtain an external grant or funded project in excess of \$50,000 or at least \$150,000 with a course buyout clause.
- Publish or have in press at least two articles in SSCI journals annually, either sole or team authorship where you must be first author in at least one article every two years. If your type of research is not generally published in SSCI journals, please submit a request in the form of explaining why your research is published in non-SSCI journals. The Dean's Office will examine where the top researchers in your area publish their research, acceptance rates, and impact scores to determine if

these other journals are acceptable. The plan must be agreed upon by the Dean's Office before release time is given.

Category 2: Grantsmanship, Research Presentation, Industry Outreach, and Editorial Board Service

- Submit an internal or external grant (You must have received a grant within a three-year period to continue to use within this category).
- Conduct at least one stand up presentation at national/international conferences
- Serve on at least one editorial boards
- Actively involved in review process of academic journal(s)
- Serve on at least one conference review committee
- Publish a textbook within your area of expertise
- Publish a minimum of two trade publication/non-refereed articles a year
- Join and participate on at least one industry advisory board or assume an officer role

Category 3: Assisting Graduate Students or External Collaboration in Research

- Serve as a chair of at least one thesis or dissertation
- Serve as a chair of at least two professional papers
- Serve as an active member of at least two student paper committees
- Publish a paper with graduate student(s) in refereed academic journals, industry trade publications, and conference proceedings
- Publish with faculty from outside the college or industry professionals in refereed academic journals