

MEMORANDUM

November 14, 2003

To: All Zicklin Adjunct Faculty Members
From: Ann Brandwein, Chair, Zicklin School of Business Executive Committee
Rob Ducoffe, Acting Associate Dean
cc. Your Department Chair
Dean John Elliott
Re: AACSB Adjunct Faculty Assessment

This is a long, but important memo! Please read it carefully.

Overview

In April 2003, the membership of AACSB, the Association to Advance Collegiate Schools of Business, approved new standards for business accreditation. Next spring, new and similar standards for Accounting accreditation are expected to be formally adopted. The Zicklin School, this year, will be engaged in preparations for re-affirmation of our accreditation during the 2004-2005 academic year with our site visit by the review team scheduled for spring 2005.

The new standards give significant attention to the important role that each of you as adjunct faculty members play in delivering a high quality business school education. For each adjunct faculty member we are required to report on: 1) your academic and professional qualifications, and 2) your participation in the life of the Zicklin School and Baruch College community. In order for us to comply, we need to ask each of you to ***please submit the following items by December 1st, 2003 (hardcopy, e-mail, or fax):***

1. A current version of your ***resume***
2. A completed ***Adjunct Faculty Participation Summary*** (attached with this memo)

to:	Hardcopy:	Associate Dean Rob Ducoffe, Box B13-260
	E-mail:	sibelanil76@yahoo.com
	Fax:	646-312-3031

Explanation

Academic and Professional Qualifications

The data contained in all faculty resumes, both full-time and adjunct, individually and in aggregate, are used to evaluate our intellectual qualifications to accomplish our mission. Each faculty member's record serves as the basis for an assessment of both *Professional and Academic Qualifications*.

Professional Qualification is based on both relevant academic preparation (typically master's degree in teaching area) and relevant and significant professional experience. We expect our adjunct faculty members to be professionally qualified. Some of our adjunct faculty, by virtue of their academic pursuits, are also academically qualified.

Academic Qualification is based on original academic preparation (typically PhD degree; and including JD or LLM holders) augmented by subsequent activities that maintain or establish preparation for current teaching responsibilities. We expect our full-time faculty members to retain their academic qualifications over the course of their careers. Some of our full-time faculty, by virtue of their industry activities, are also professionally qualified.

The key criterion for judgment of the Zicklin School as a whole is as follows:

“At least 90 percent of faculty resources are either academically or professionally qualified.”

Faculty resumes are the primary source of raw materials on which these assessments are made. That's why we are asking for yours. We encourage you if you are interested to read more about the AACSB standards by visiting the site below.

<http://www.aacsb.edu/accreditation/standards.asp>

Participation

In assessing sufficiency of faculty, AACSB now distinguishes between **Participating and Supporting (or non-participating) faculty**, a distinction that categorizes individuals into those who are "full participants in the life of the school and those who are not." The summaries of the definitions are as follows:

Participating Faculty: engage in definition of major academic issues (curriculum development; course development; assurance of learning; other mission-related activities); participate in governance; are eligible to serve on committees; vote on committees; participate in non-class activities such as directing extra-curricular activity, academic and career advising; representing School on institutional committees; participate in faculty development activities; and take non-teaching

assignments as defined by School. The School considers them as long-term members of the faculty *regardless of whether they are full-time or adjunct.*

Supporting Faculty: do not have deliberative or voting rights on faculty issues; do not have membership on faculty committees; are not assigned responsibilities beyond direct teaching function (i.e. class contact and office hours); and contractual arrangement with School is ad hoc, normally one term or academic year at a time.

The key criteria for judging sufficiency of faculty resources for the Zicklin School as a whole are as follows:

“Normally, Participating faculty members will deliver at least 75 percent of the school’s annual teaching.”

“Normally, Participating faculty members will deliver at least 60 percent of the teaching in each degree program AND in each discipline.”

In order to capture participation activities, we attach a simple form for you to complete, **Adjunct Faculty Participation Summary**.

What Happens Next?

Your resume and the Adjunct Faculty Participation Summary form that you complete and return by December 1st will be assessed by the Executive Committee* of the Zicklin School and by Associate Dean Rob Ducoffe. Results will be returned to your Department Chair and they will be available for your review in the Spring 2004 semester.

A key outcome of this process will be accomplished if, as a business school, we are successful going forward in increasing the involvement of our adjunct faculty in the Zicklin community. Understanding the level of current adjunct participation is an important first step.

Thank you in advance for your prompt attention.

Enclosure Adjunct Faculty Participation Summary

* The elected members of the Zicklin School’s Executive Committee are:

Chair	Ann Brandwein	Statistics and Computer Information Systems
Member	Masako Darrough	Accounting
Member	Stephen Gould	Marketing
Member	Debbie Kaminer	Law
Member	Terry Martell	Economics and Finance
Member	Hannah Rothstein	Management