


Finance Department  
The College of New Jersey  
Disciplinary Standards for Reappointment, Tenure, and Promotion

The attached disciplinary standards have been reviewed and approved by the Committee on Faculty Affairs, the Council of Deans, and the Provost.

To avoid creating a moving target for candidates for reappointment, the disciplinary standards in effect during a faculty member's first year of employment will be used for reappointment and tenure applications. Candidates for promotion will use the disciplinary standards in effect in the year in which they apply for promotion.

  
\_\_\_\_\_  
Department Chair

8/20/15  
Date

  
\_\_\_\_\_  
Dean

8/20/15  
Date

  
\_\_\_\_\_  
Provost

8/21/15  
Date

The Finance department will next review its disciplinary standards in Academic Year 2020.

Disciplinary Standards for Reappointment and Promotion  
Department of Finance  
School of Business  
The College of New Jersey

July 21, 2015

## **1. Purpose**

The February 2015 TCNJ Promotions and Reappointment Document (<http://academicaffairs.pages.edu/files/2014/12/Promotion-and-Reappointment-Documents-2014-PDF.pdf>) provides the timeline and processes for reappointment, tenure, and promotion at the College. The policy also mandates the application format, and outlines candidate responsibilities.

Within the Department of Finance, the document herein describes the standards applied in evaluating candidates for reappointment, tenure, and promotion within the Department. It is consistent with the College Reappointment and Promotion Policy and provides supplemental guidance. The disciplinary standards will be reviewed and revised as necessary.

## **2. Areas of Faculty Responsibility**

All candidates will be evaluated in the areas of teaching, scholarship, and service at all stages of a candidate's career. Teaching and scholarly productivity will be the primary considerations for evaluation, as the College's mission statement values a teacher-scholar model and the Department is committed to these values. Service in professional societies and within the college and/or engagement with external constituencies is also important, though expectations of performance in this area are moderate for faculty who have yet to earn tenure. Similarly, the importance of scholarship will vary over a faculty member's career.

The Department expects that faculty will not only excel in teaching and scholarship but will also, through the senior thesis, or other capstone courses along with other undergraduate research opportunities, combine research and teaching in a way that expands knowledge and is pedagogically sound. This expectation is also consistent with requirements for maintenance of accreditation with the Association to Advance Collegiate Schools of Business (AACSB)

The Department has an interdisciplinary approach to the teacher-scholar model which includes active engagement of student apprentices in diverse types of scholarship, both applied and basic, and fosters development of diverse student career goals. It also includes faculty discussing their research processes and results with students in both classroom and apprenticeship settings.

Beyond the thesis proper, dissemination of student research achievements can be achieved through a variety of outlets ranging from campus events like the Celebration of Student Achievement, to professional conferences, to published scholarship.

The Department expects that candidates for promotion to the Associate and Professor level will be involved as mentors for students' scholarship will continue and expand to a level that is appropriate for the specific disciplinary field. However, the Department recognizes that in some research areas, students can realistically apprentice at a high level, while in others, students can realistically only be trained as research assistants.

### **3. Evaluating Scholarship**

The Department embraces the *TCNJ Promotion and Reappointment Document's* standards for evaluating scholarship, which include: 1) high quality work as judged by one's peers and as indicated by the significance of the field of inquiry; 2) consistent and sustained effort, involvement, and record of accomplishment; and 3) scholarship in keeping with the Teacher-Scholar model, for instance, projects that involve TCNJ students in scholarship, or are connected to the College's larger role in the community.

The framework we describe is intended to fit various types of scholarly programs and goals. In addition to reporting scholarly achievements, applicants for promotion and tenure should articulate their plan for scholarly work.

#### **A. Continuity and Planning**

The Department expects Teacher-scholars to establish an ongoing and intentional program of scholarship. Teacher-scholars may concentrate on one type of scholarship or may engage in scholarship across different areas and different audiences. Teacher-scholars are expected to maintain a program of scholarship that is marked by ongoing productivity, and dissemination. A scholarship program consistent with departmental expectations includes: 1) a systematic plan for one's projects; 2) defining responsibility for scholarship with joint authors; and 3) a core of scholarship disseminated in nationally (or internationally) recognized outlets.

#### **B. Research Quality**

1) Teacher-scholars should have a core of scholarship disseminated in, nationally (or internationally) recognized outlets, including journals and scholarly books. Regardless of sub-field, refereed journals carry the most weight for evaluating disciplinary contribution, even though they are not the only outlets of value. 2) Other evidence of ongoing research engagement includes books, textbooks, chapters in edited volumes, edited volumes, economic books, and grants. While not an absolute requirement, the Department generally expects that candidates for tenure will have at least two conference presentations.

Publications in established peer-reviewed journals with high impact are highly desirable. The preferred method to establish high impact is the Journal Citation Reports (JCR) published by Thomson Reuters (<http://admin-apps.isiknowledge.com/JCR/JCR>).

Citation counts for the candidate's published works also serve to establish quality. Accordingly, the Department expects citation counts on publications for applications to the associate and full professor ranks. Publishing in established peer-reviewed journals with high impact is often aided by research grants. As a consequence, the Department views grant awards as desirable (though not required for tenure or promotion).

The Department recognizes that some interdisciplinary research may reach its widest audience in journals not generally considered to be finance journals. Likewise, books, chapters in books, invited articles, may for various reasons be preferable to traditional peer-reviewed finance journals for certain types of research. Because it may be more difficult for the Department to determine the quality of such publications, promotion and tenure candidates should consult with other faculty in the Department before submitting to these outlets and verify that there are commonly accepted measures of quality for the publication in question. Additional measures of quality are attached in Appendix A.

We also recognize the impact of scholarship on students or the community is more difficult to demonstrate using standard quantitative indicators. Nevertheless these contributions are highly valued. There are no predetermined criteria for scholarly contributions in these areas. Thus, documentation of this type of impact is particularly important. Indicators of student impact may include student co-authorship on presentations/publications, mentoring of student research activities (e.g., MUSE), and independent study. Also relevant are undergraduate research apprentices' success in garnering external research positions and internships and/or pursuit of graduate training. Measures of community impact may be found in technical reports or consultations with respect to public-policy issues, expert review or letters about the quality and impact of applied work, and external evaluation of engaged scholarship.

Candidates demonstrate "primary responsibility for scholarship" through sole- or co-authored articles. Working with co-authors is an effective method to learn new research skills and gain insight into additional sub-fields. However, the degree and nature of authors' relative contributions should be specified for multiple-authored works. The candidate does not need to be the first author on all their published work. However, the overall body of their published work should support the inference that the candidate is able to generate new research ideas, show scholarly leadership, and publish this research in quality outlets.

### C. Research Quantity

To be eligible for tenure, the Department expects: 1) while at TCNJ, the publication of three refereed articles or a scholarly refereed book (in print or in press) that are consistent with the quality measures explained above; and 2) additional evidence of an ongoing research program characterized by research under peer review or in progress\*. It is understood that this research may draw heavily on the dissertation. Along the route to publication in peer-reviewed journals with high impact, researchers typically present their work at an academic conference. As noted above, conference presentations are a

means rather than an end. While not an absolute requirement, the Department generally expects that candidates for tenure will have at least two conference presentations.

For promotion to associate professor, the Department expects: 1) at least three refereed articles or a scholarly refereed book (in print or in press) that are consistent with the quality measures explained above; and 2) additional evidence of an ongoing research program characterized by research under peer review or in progress\*. Articles completed prior to employment at TCNJ may be considered in the promotion to associate decision.

For promotion to full professor, the Department expects at least four refereed articles consistent with the quality measures explained above since promotion (or hiring at) the associate professor rank, and evidence of an ongoing research program, including work in progress.\* Articles published or accepted for publication over the most recent five year period may be considered in the promotion to associate/full decision, including years prior to employment at TCNJ.

\* Such evidence includes book chapters, textbooks, monographs, edited volumes, grants, working papers

#### **4. Review of This Document**

The Guiding Principles for Faculty Scholarship shall be reviewed at a minimum of every 5 years by a departmental sub-committee, consistent with regular reviews by the School of Business, consistent with periodic accreditation review.

### **A. Appendix A**

#### 1. Journal articles:

- a. Peer review
- b. The stature of the editor of a special issue
- c. Acceptance/rejection rates for the journal
- d. Professional sponsorship or other affiliation status of the journal
- e. Inclusion of journal abstracts in disciplinary databases
- f. Article citations (e.g. *SSCI*, Google scholar, and whatever the college uses)
- g. Average citation record for the journal as assessed by impact factors within the subfield

#### 2. Books (authored or edited):

- a. Peer review
- b. The academic standing of the publisher, e.g. university press, national recognition as an academic or textbook publisher
- c. Published reviews of the work
- d. Evidence of readership, e.g. size of the press run, sales, course adoptions
- e. Citation frequency

3. Book chapters:

- a. Peer review
- b. Prestige of invitation, e.g., stature of the editor of the book
- c. (see items under # 2)

4. Invited contributions (these would include invited contributions to special issues of a journal, invited chapters in books, and invited addresses to meetings of professional organizations):

- a. The stature of other contributors to the publication or meetings of professional organizations
- b. The scope of the professional organization extending the invitation, i.e., international, national, regional, or local
- c. (see items under # 2)

5. Other published work: proceedings papers, working papers, professional or trade journal, business case in a text or book, study guide or significant instructional software subject to public scrutiny

- a. Peer review
- b. The stature of other contributors to the publication or meetings of professional organizations
- c. (see items under # 2)

6. Applied scholarly activities:

- a. Number and scope of technical reports and monographs
- b. Number and scope of program evaluation reports
- c. Number and scope of case study reports
- d. Frequency and range of use of a product (such as a survey instrument)
- e. Number and scope of original databases developed for public use
- f. Number and scope of software developed for general public use

7. Conference presentations (e.g., symposia, papers, posters, discussant):

- a. A screening process used for the conference (e.g., peer review)
- b. The acceptance/rejection rates for comparable submissions
- c. The scope of the professional organization sponsoring the conference, i.e. international, national, regional, or local

8. Editorial roles:

- a. Editor-in-Chief, Associate Editor, or Assistant Editor
- b. Guest Editor for a special issue of a journal
- c. Membership on an Editorial Board

- d. Invitations to serve as an ad hoc reviewer on journal submissions, book chapters, grant applications, or conference presentations
- e. Membership on a grant review panel

9. Professional honors, awards, and other forms of recognition

- a. Election as an officer of a professional organization, including consideration of the scope of the organization, i.e., international, national, regional, or local
- b. Recognition through fellowship status in a professional organization, including consideration of the scope of the organization
- c. Awards, prizes, and other forms of recognition, including consideration of the scope of the organization presenting the award
- d. Obtaining an external research grant