



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI.

SCHOOL OF MANAGEMENT
ANNUAL EVALUATION
PROMOTION AND TENURE
GUIDELINES

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SCHOOL OF MANAGEMENT POLICIES AND PROCEDURES DOCUMENT

Version 1.1

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PART I: ORGANIZATIONAL STRUCTURE

1. School Personnel: Explain scope of authority and essential function of each role in shared governance. List responsibilities, duties, and authority of each role. Describe to whom each reports. Describe selection and evaluation processes for each role.

a. The Faculty

Faculty report to the School Director. Primary responsibilities of School of Management Faculty include teaching, research, and service to the university, college, school, and profession. School of Management Faculty may be called upon to assist with school activities related to recruiting, retention, student success, marketing, and publicity.

b. Director

The school director represents the school to the college and university, manages assessment and accreditation, supervises faculty, staff, and student workers, manages and monitors operational, development and designated budget(s) in the school, oversees faculty searches and recommends new hires to the Dean/Provost, hires staff and student workers, liaises with Human Resources, approves time and attendance degree programs, monitors student degree progression, retention, and success, and handles student issues, and events, including recruiting and retention, marketing and publicity. The director provides strategic vision for the school and is responsible for all operational activities. The school director reports to the Dean of Business.

c. Associate Director

The Associate Director assists the school director with operational and administrative tasks described in the list of School Director responsibilities. The Associate Director may be assigned other duties on an ad hoc or permanent basis, depending on the needs of the unit. These responsibilities may include assessment and accreditation, chairing curriculum committees, or spearheading recruiting and retention efforts, among other things. In the absence of the school director, the associate director may act on the director's behalf, sign forms, and represent the School of Management. The associate director reports to the Director of the School of Management.

Currently, the School of Management is without an Associate Director.

d. Faculty Lead

Faculty leads assist the school director with managing curriculum, assessment and accreditation, collaborating on strategic plans for the school, overseeing mentoring of new faculty, recommending part-time, adjunct, and student workers, mediating student concerns and advisement, signing course substitution paperwork, ensuring faculty grade

input, and attending summer orientations. The Faculty Lead reports to the School Director, and as required, to the Associate Director.

Currently, the School of Management does not have a Faculty Lead.

e. Program Lead

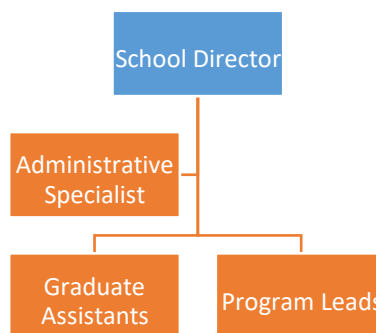
Program Leads are informed about degree requirements, relevant career paths for prospective students and processes required to progress to degree in a timely fashion. The primary duties of the Program Lead are to provide information to the School Director and/or Faculty Lead and serve as a faculty representative of the program. In the absence of an Associate Director or Faculty Lead, the Program Lead may be asked to assist the School Director with academic or operational activities of the school.

f. Staff Personnel

Administrative specialists act as academic and administrative support for the school and director. Typical responsibilities include managing, updating, and reconciling school budgets in a timely, tracking school inventory, entering course schedules, recording meeting minutes, preparing forms for school maintenance and purchasing, upkeep and filing of school records, preparing travel forms for school director and faculty, managing the office suite, supervising student workers, answering phones, and routing calls.

2. Organizational Structure of the School: Describe constituent disciplines and/or programs within the school, including attached leadership. Describe intra-school communication processes, including regular meeting patterns for leadership teams and other bodies.

The graphic below depicts the current organizational structure for the School of Management.



3. School Standing Committees: Explain scope and responsibility of each committee (e.g.

committee charge), membership, voting processes, and terms of service.

a. Leadership Team (required)

The School of Management's Leadership Team consists of the school director, a program lead, a senior faculty member, the area coordinator on the Gulf Park campus, the MBA Director, and the internship coordinator.

b. Curriculum Committee (required)

Membership as appointed by Director; The curriculum committee reviews and approves school degree programs, curriculum changes and modifications prior to submission to Undergraduate Program Assessment Committee and Academic Council.

c. Personnel Committee (required)

Membership as appointed by Director; purpose/objective of committee TBD.

d. School Promotion and Tenure Review Committee

Membership as appointed by Director; The School Promotion and Tenure committee is comprised of all tenured faculty in the school. For teaching track promotion decisions, the committee is also comprised of associate teaching and teaching professors. The SPT determines faculty productivity and progress towards tenure and promotion.

e. School Policies and Procedures Committee

Membership as appointed by Director.

The School Policies and Procedures Committee considers areas mandated in *Vision 2020* to be included in the School Policies and Procedures document (Organization Structure, Workload Guidelines, Annual Evaluation Guidelines, Promotion and Tenure Guidelines, Statement Regarding Shared Governance). The Committee will review policies and procedures and receive input from School faculty for consideration. Specifically, the committee is charged with assuring that School Policies and Procedures are consistent with College and University policies and procedures, while providing the flexibility to 'accommodate the externally-mandated requirements of accreditation or professional internships, or to take into account other exceptional cases that should be protected and promoted by the school' (Initiative #7, Faculty Governance and Representation, Developing School-level Policies and Procedures, p. 16). The Committee will consider possible changes and draft language for discussion and approval of the School faculty.

4. School Ad Hoc Committees (e.g., Search Committees and others as needed)

a. Faculty Search Committee:

Membership as appointed by Director; purpose/objective of committee TBD.

b. School Awards and Event Planning Committee:

The purpose of the school awards and event planning committee is to select students to receive awards (listed below) from the School of Management and help plan student and faculty development events sponsored by the unit.

Awards given to students by the School of Management include:

Fall:

- Outstanding Student in Management ○ Awarded to the student with the top GPA in Management. Other criteria may also be used in the determination.
- Outstanding Student in International Business ○ Awarded to the student with the top GPA in International Business. Other criteria may also be used in the determination.
- Outstanding Student in Entrepreneurship ○ Awarded to the student with the top GPA in Entrepreneurship. Other criteria may also be used in the determination.
- Outstanding Student in Business Administration ○ Awarded to the student with the top GPA in General Business. Other criteria may also be used in the determination.

Spring:

- Outstanding Student in Human Resources ○ Awarded to the student with the top GPA in Human Resources. Other criteria may also be used in the determination.
- Outstanding Student in Management ○ Awarded to the student with the top GPA in Management. Other criteria may also be used in the determination.
- Outstanding Student in International Business ○ Awarded to the student with the top GPA in International Business. Other criteria may also be used in the determination.

- Outstanding Student in Entrepreneurship ○ Awarded to the student with the top GPA in Entrepreneurship. Other criteria may also be used in the determination.
- Most Entrepreneurial Spirit (new to spring 2019) ○ Awarded to the student who displays the entrepreneurial spirit and mindset as exemplified through extracurricular activities and venturing.
- Outstanding Student in Business Administration ○ Awarded to the student with the top GPA in General Business. Other criteria may also be used in the determination.
- Stanley A. Brooking Memorial Award ○ Awarded to the top student in Production Operations Management. Other criteria may also be used in the determination.
- Martin Stegenga Academic Award in Management ○ Awarded to the student with the highest GPA in the School of Management.

5. Representation on College- and University-level Bodies

The School of Management shall elect one representative to represent the school on committees such as:

- Undergraduate Program Assessment Committee (UPAC)
 - Graduate Program Assessment Committee (GPAC)
 - Academic Council (AC)
 - Graduate Council (GC)
 - College Promotion and Tenure Committee (CPT)
 - University Promotion and Tenure Committee (UPT)
 - Gulf Coast Faculty Council
6. Processes for amending and reviewing this document, including required update intervals: Faculty members may bring issues/concerns either to the School Director or a member of the School of Management Policy & Procedure Committee for consideration. This should include any areas covered in this document which are unique to the School, as well as issues related to College or University policy or procedure changes which may impact the School. The Committee will then meet to gather information and draft possible adjustments for consideration of the full School faculty.

In any case, the School of Management Policy & Procedure Committee will review this document each semester for any potential adjustments.

7. Special Considerations for the School of Management

a. School Teaching Responsibilities:

In addition to offering the courses to support student progress in the programs housed within the School of Management, the School is also responsible for offering a significant portion of courses required in the Business Core and MBA programs. Specifically, MGT 300, MGT 325, and MGT 400 are required in the core and MGT 600, MGT 611, MGT 650, and MGT 660 are four of the eight required courses in the MBA program.

b. Online Courses in School of Management

1. Reserving seats for online students in MGT courses:

Preference will be given to declared online students when reserving seats in online management courses. Additional openings can be filled with onground students.

2. Exams in Online MGT courses:

To maintain rigor of online courses, School of Management faculty will employ best practices when administering assignments and exams. As such, where possible it is recommended that faculty utilize proctored exams in online courses.

PART II: WORKLOAD GUIDELINES

1. General expectations of faculty workload responsibilities
2. Formula for teaching, research, and service loads among faculty in accordance with college and university guidelines
3. Criteria to qualify and apply for sabbaticals in accordance with college and university guidelines.
4. Procedures for modifying faculty workload responsibilities

School of Management faculty are expected to comply with all CBED and School of Management policies, procedures, and service obligations which are associated with each rank. Failure to comply with CBED and School of Management policies, procedures and service obligations may result in faculty being deemed ineligible to participate in the amenities afforded to fully participating faculty in the unit. This includes summer research support, travel, course releases, and sabbaticals, to name a few.

Typical Service Obligations for:

Visiting Professor

- Other service as so deemed by the director and/or Dean

Professor of Practice / Clinical Professor / Teaching Professor

- Service on one or more school, college or university committees, or
- Advisor to student organization, and
- Recruiting events
- Other service as so deemed by the director and/or Dean

Assistant Professor

- Recruiting events
- Other service as so deemed by the director and/or Dean

Associate Professor

- Service on one or more school, college or university committees
- Advisor to student organization, or
- Recruiting events and
- Other service as so deemed by the director and/or Dean

Full Professor

- Service on multiple school, college, or university committees
- Advisor to student organization, or
- Recruiting events, and
- Other service as so deemed by the director and/or Dean

Please refer to the College of Business and Economic Development Faculty Policies and Procedures Manual for faculty workload responsibilities, teaching, research, and service loads.

PART III: ANNUAL EVALUATION GUIDELINES

1. General expectations of faculty productivity on a yearly basis
2. Workload and annual evaluations
3. Annual evaluation procedures and documents
4. Procedures for resolving discrepancies in the results of annual evaluations

Please refer to the College of Business and Economic Development Faculty Policies and Procedures Manual (section VII) for faculty productivity expectations, workload and annual evaluation guidelines, evaluation procedures and documents, and procedures for resolving discrepancies. This document, and the University Faculty Handbook (section 3.51), address faculty engagement and collegiality expectations.

PART IV: PROMOTION AND TENURE GUIDELINES

1. Program/Discipline-Specific Criteria for Faculty Productivity
2. Expectations and Procedures for the Pre-Tenure Review
3. Program/Discipline-Specific Criteria for Promotion and Tenure

Please refer to the College of Business and Economic Development Faculty Policies and Procedures Manual for discipline-based faculty productivity criteria, expectations for pre-tenure review, and program-specific promotion and tenure guidelines.

Elite journals were selected and voted on by faculty in the School of Management. Articles published in the outlets below may count as two publications for the purposes of annual evaluation, promotion, tenure, and pre-tenure review(s). They include:

Interdisciplinary: *Academy of Management Review, Academy of Management Journal, Journal of Management*

Entrepreneurship: *Journal of Business Venturing*

Organizational Behavior / Human Resources: *Journal of Applied Psychology*

Information Systems: *MIS Quarterly*

Operations Management: *Journal of Operations Management*

Strategic Management: *Strategic Management Journal*

PART V: STATEMENT REGARDING SHARED GOVERNANCE

1. Statement affirming the principles of shared governance, including transparency and accountability regarding school operations.
2. Statement describing the role of the faculty in selecting and evaluating school leadership.

Faculty play a vital role in the overall governance of the unit. Major decisions, policies, procedures, curriculum changes and preliminary hiring decisions are voted on by the corps of instruction.

Each year, faculty vote on shared governance regarding annual evaluations. Options include:

- Director only,
- Director and two senior faculty members,
- A committee of three senior faculty members

The director is evaluated in two ways:

1. By the Dean for his/her administrative role
2. By an appointed/elected group of three (junior/senior) faculty for their supervisory role, teaching, service, and research.