

**B. I. MOODY III COLLEGE OF BUSINESS ADMINISTRATION CRITERIA
FOR APPOINTMENT TO GRADUATE FACULTY
Revised for Fall 2025**

Appointment to the University of Louisiana at Lafayette Graduate Faculty recognizes significant scholarly and/or professional accomplishments and the ability to work constructively with graduate students. It confers upon a faculty member the authority to direct theses and dissertations, to serve on advisory committees for graduate students, and the right to participate in the governance of graduate education at the departmental, college, and university levels. Also, only members of the Graduate Faculty may serve as a departmental Graduate Coordinator. Such appointments are made in compliance with the classifications and criteria listed below.

Three levels of graduate faculty membership are available at the University; Full, Associate, and Retiree. Recognizing that the nature of scholarly activities varies among academic disciplines and the recognized peer review process of the work that constitutes sufficient research activity to qualify a faculty member to mentor a graduate student, eligibility for membership on the Graduate Faculty is further defined by specific criteria developed by each academic college and approved by the Provost and Vice President for Academic Affairs. In the B. I. Moody III College of Business Administration, eligibility for these three levels of membership are defined as follows:

Associate Membership

1. All faculty with a terminal degree are eligible for Associate Membership within the graduate faculty.
2. Non-tenure track researchers, adjuncts and instructors may be considered for Associate Membership if they hold a terminal degree in the appropriate discipline.
3. Although all that is required for Associate Membership is a terminal degree, faculty must still apply for membership in accordance with University rules and procedures. The level of Graduate Faculty membership required of Graduate Coordinators/MBA Director is Associate membership

Full Membership

1. Faculty must have a terminal degree to be eligible for Full Membership within the graduate faculty.
2. At the time of hire, new tenured or tenure-track faculty are appointed to the Graduate Faculty at the Full Membership level. All other tenured or tenure-track faculty members, including deans, associate deans, department heads, MBA director and Grad coordinators, who wish to be Full members of Graduate Faculty must apply for membership in accordance with University rules and procedures.

3. A negative review at the time of tenure review will result in removal from Full Membership and appointment for the remainder of the term at the Associate Membership level.

Beyond these requirements, additional requirements for Full Membership within the B. I. Moody III College of Business Administration are as follows:

For the College of Business Administration, a significant and consistent record of intellectual contributions is required for a Full Membership appointment to the Graduate Faculty. While all forms of intellectual contributions are encouraged, traditional forms of academic research and scholarly activity directed towards identified research streams are expected and emphasized by both the Graduate Council and the Association of Advance Collegiate Schools of Business (AACSB International). As mentoring is an important component of the research element at UL Lafayette, co-authored endeavors are acceptable. The ability to mentor and work with graduate students will also be considered. A list of suggested activities can be found on the Graduate School website.

Each applicant must show intellectual contributions in at least one of the following two forms:

1. At least three substantial articles in in five years in peer refereed academic journals in accordance with the college faculty qualifications guidelines.*
or
2. One major scholarly work such as a book or monograph (not including a textbook).

In addition to the items above, the applicant may provide a record indicating a consistent ongoing level of intellectual contributions. Such items would include:

3. Publication of a textbook
4. Publication of a book chapter
5. Publication of refereed paper in a proceeding of regional, national, or international professional/academic association conference
6. Publication of cases or instructional software in a text or a study guide to accompany a text
7. Publication of a book review of another's work
8. Presentation of a paper at a regional, national, or international professional/academic association conferences
9. Conducting professional continuing education, seminars or workshops
10. Any other intellectual contributions or professional accomplishments that may be relevant will be considered by the committee.

*All faculty with administrative duties, such as Deans, Associate Deans, MBA Director, Assistant Deans, and Department Heads will need one substantial article in five years for Full Membership.

Retiree Membership

Retiree Membership is available to individuals who have retired from the University with Full or Associate membership on the Graduate Faculty and who are not employed at another University. The two main criteria for Retiree Membership are a continued record of scholarly/professional activities and continued mentorship recognized by the academic community. Holding Retiree Membership qualifies individuals to co-direct and to serve on master's and doctoral committees.

Mentorship Statement

The Graduate Council also requires that applicants include a separate mentorship statement that documents the experience and/or philosophy guiding:

1. Their ability to work constructively with graduate students, including students from historically marginalized and/or underrepresented communities, and/or
2. Their participation in professional development activities aimed at supporting their ability to mentor effectively. For all membership levels, the mentoring statement should document success working constructively with graduate students and/or participation in professional development focused on mentorship as described above.

Graduate faculty membership is not required by the College of Business Administration to teach graduate courses on the master's degree level.

Approved by the College, Spring 2012.

Approved by Dr. Carolyn Bruder, Interim Provost and Vice President for Academic Affairs, March 13, 2012.

Revised by the College, Fall 2015.

Approved by Dr. James Henderson, Provost and Vice President for Academic Affairs, January 12, 2016.

Revised by the College, September 12, 2022.

Approved by Dr. Jaimie Hebert, Provost and Vice President for Academic Affairs, September 13, 2022.

Revised by the College, September 5, 2025.

Approved by Dr. Dianne Olivier, Interim Provost and Vice President for Academic Affairs, September 9, 2025.