

Stillman School of Business

Policy on Released Time for Intellectual Contributions

[Stillman School Mission](#)

[Minimum Scholarship Standard](#)

[Release Time Procedure](#)

[Supporting the Transition to Minimum Scholarly Activity Standards](#)

[Expectations for Probationary Faculty](#)

[Application](#)

Stillman School Mission

The mission of the Stillman School of Business is to be the school of choice for business education in the state of New Jersey and to be known nationally as among the best business schools within a Catholic university.

The mission impels an expectation of quality faculty research published in peer reviewed journals. To achieve this goal, we need a policy that aligns the resources and rewards of the school with the goals. We need an incentive system consistent with this goal. Using our resources to further our goals is a measure of commitment to the goals. Further, we need to be both forward and backward looking. We need to support and encourage those who further the goal of publishing in peer refereed journals while we assist and develop those who do not yet further this research mission.

This policy addresses one resource only: release time.

The faculty guide direction on released time is:

5. Released Time

- a. A department may recommend to the dean load reductions for faculty members engaged in the assignments listed below. Determination of reductions shall be made annually by the dean from the list of department recommendations and with the concurrence of the provost.
 1. Supervision of special academic programs.
 2. Preparation of new programs of substantial scope.
 3. Unusual academic or research assignments.

- a. Load reductions supported by funded research shall be made pursuant to the terms of the contract or grant award. All proposals for grants and contracts shall be approved in accordance with current university practices and policies.

Minimum Scholarship Standard

The Stillman School recognizes that peer reviewed articles are the quality standard in our profession. Our scholarly activity expectation is three peer-reviewed journal articles in the last five years and one peer reviewed article in the last two years. Intellectual contributions other than peer-reviewed journal articles will also be considered in determining whether the individual meets the standard.

Release Time Procedure

Each faculty member who is requesting release time for the following academic year will submit to the department chair a list of refereed articles and other intellectual contribution(s)-in APA format (beginning with author(s), month and year in bold) with the most recent article at the top of the list-in the last five academic years. These lists will be forwarded to the Dean's office and will be published in a booklet distributed to the faculty each year.

Faculty lists of publications should be submitted to chairs accompanied by course or scheduling on October 15th (for fall of the following year) and February 15th (for spring of the following year) when schedules need to be submitted for fall and spring terms, respectively, of the following year. A letter of acceptance will be acceptable.

In the last week of October, Chairs will determine who is eligible for release time for the following academic year. In the last week of February, chairs will determine if there are additional faculty eligible for release time for the following spring term.

Supporting the Transition to Minimum Scholarly Activity Standards

To assist faculty to meet the standard, faculty who do not presently meet the minimum standard may contract for release time by giving explicit details on the nature of the research and publication expectations. The request should provide a one year stepwise progression that can begin with a presentation to the faculty of a working paper, that progresses to a conference presentation that then leads to a publication in a peer reviewed journal. The chair should closely monitor progress toward the goal of a refereed publication. Release time should be granted for achieving the stepped goals.

Expectations for Probationary Faculty

Probationary faculty will receive release time for research for their first three years. They are expected to publish at least one refereed article in their first three years at Seton Hall with additional written evidence of commitment to research.

Subsequently, they will come under the general policy stated above. Chairs will conduct annual departmental reviews to assist new faculty to achieve this goal.

Jointly adopted FASB & SSB Dean

11/20/98