

Updated April 2017

**MINIMUM QUALIFICATIONS FOR APPLICANTS:
Required Academic and Professional Qualifications**

Dear Applicant,

Thank you for interest in a teaching appointment with the Ted Rogers School of Management (TRSM) at Ryerson University.

The purpose of this document is to assist you with understanding the initial academic and professional qualifications required for a successful application when applying for teaching appointment with TRSM.

In evaluating applications for teaching appointments, the Contract Lecturer Appointment Committee (CLAC) has a duty to consider the applicant's expected contribution to the TRSM's mission, namely to offer excellent, committed, experienced faculty who combine theory and practice. In so doing, the CLAC will assess the required initial qualifications of faculty (original academic preparation and/or professional experience) as well as requirements for maintaining faculty competence (e.g., intellectual contributions, professional development, or practice).

The criteria for evaluating a candidate's qualifications and competences are consistent with the relevant collective agreement (CUPE Local 3904 Unit 1 - Part Time and Sessional Contract Lecturers) and the standards defined by TRSM's accrediting body, The Association to Advance Collegiate Schools of Business (AACSB).

In order to teach at TRSM, applicants must possess adequate academic qualifications *OR* professional qualification.

When submitting your application, you will be required to complete a curriculum vitae in the format that best fits your experience. Your academic or professional qualification will have to be properly demonstrated and documented there. The criteria below were developed to provide guidance on how academically or professionally qualified status is granted and maintained.

Academically Qualified Contract Lecturer Requirements:

1. Education: An appropriate terminal degree (PhD or equivalent) in the respective discipline of teaching is required.
 2. Intellectual contributions within the five years prior to the application date:
 - a. At least 2 peer-reviewed journal publications in your discipline, field of practice, or learning and pedagogy, and
 - b. At least 3 additional peer-reviewed intellectual contributions in books, book-chapters, conference papers, technical reports, articles in trade magazines, and other publications.
- Exceptions – you will be granted and maintain an academically qualified status in the following cases:
 1. you have completed a terminal degree in a related discipline (PhD or equivalent) in the five years prior to your application, or
 2. you are currently enrolled in a PhD program and became ABD (completed all-but-dissertation) within the last 3 years.

Supporting documentation will be required.

Professionally Qualified Contract Lecturer Requirements:

1. Education: Master's degree or higher in a field relevant to the teaching area (individuals with a graduate degree in law will be considered qualified to teach business law and the legal environment of business).
2. Non-teaching professional activities: Demonstrate significant and sustained non-teaching activity in 2 of the following categories within the past 5 years:
 - a. Sustained professional management work (e.g. financial manager, accounting manager, lawyer, HR professional in a company)
 - b. Management consulting activities that are material in terms of time and substance (please provide consulting report)
 - c. Professional development activities of no less than 12 hours per year that are related to the subject/discipline taught in the classroom and can be documented or verified as needed (e.g. satisfying the requirements for maintaining standing in professional associations; professional workshop attendance; enrolling in an advanced academic course; registration for noteworthy business-related events)
 - d. Other professional activities (e.g. serving on a board of directors, leadership positions in recognized professional/academic societies, teaching for executive education programs, membership and service in a professional society, production of industry-related publications).

Exclusions: University and college teaching, course development, student mentorship, and other teaching-related activities DO NOT COUNT towards your professional currency / qualification.

These criteria were developed to ensure that TRSM students have learning experiences that reflect current business practice and appreciate the link to research and theory. The quantity and frequency of the required professional development activities may vary across disciplines. For category C (Professional Development), TRSM will normally consider the requirements of the professional association to which you may belong as sufficient demonstration of quantity and frequency of development activities.

Some more helpful information:

1. The above are initial, and not necessarily sufficient, qualifications.
 - Teaching departments may give priority to academically qualified candidates over professionally qualified ones. The rating scale attached to the posting may assist you in learning more about the evaluation process.
 - In making its decision, the CLAC may take into account the relative quantity and quality of your academic and/or professional contributions compared to other qualified candidates in the competition.
 - Required standards of competence may vary depending on the subject matter of the courses taught.
2. Two templates of curriculum vitae are attached to the posting: one for academically qualified candidates and the other for professionally qualified candidates. Please choose and fill out the template that best suits your qualifications.
3. **Please refer to your Department/School Qualification Sheet for information on the requirements of supporting documentation that you may wish to attach to your application.**

Thank you again for your interest in the posted position. We wish you success in your application.

Ted Rogers School of Management
Office of the Dean

Choose Your Qualification / Currency Path:

	Professional Path	Academic Path
You Are	An active professional who demonstrates real-world business experience and knowledge	An active researcher who produces publications OR someone currently in PhD studies to become a researcher
Education	Masters degree (or higher) in field related to teaching subject	Completing OR completed a PhD (or equivalent) in field related to teaching subject
Qualifications	Demonstrate SIGNIFICANT and SUSTAINED non-teaching activity in 2 of the following categories over the past 5 years: <ul style="list-style-type: none"> A) Professional management work experience B) Management consulting or private practice C) Professional development D) Other (service on boards of directors, volunteer positions, etc.) 	Publication of at least 2 peer-reviewed journal articles AND 3 other peer-reviewed articles in last 5 years <i>OR</i> Became ABD within the last 3 years <i>OR</i> Completed PhD within last 5 years
Exclusions	University and college teaching, course development, student mentorship, and other teaching-related activities DO NOT COUNT towards your professional qualification / currency	Becoming ABD more than 3 years ago DOES NOT COUNT towards your academic qualification / currency
Examples	LLB degree + current member of law society + private law practice MBA degree + CPA designation + full-time work as CFO M.Ed. degree + CHRP designation + consulting with companies on restructuring MBA degree + member of Canadian Marketing Association + attending 2 to 3 marketing conferences per year + freelance work as marketing professional	
CV	Apply with Professional RÉSUMÉ Template	Apply with Academic RÉSUMÉ Template