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Dr. Emily Xu (middle), Associate Professor of Accounting, with students
MISSION STATEMENT

1st Draft: February 1993; Revised: February 2012

The mission of the Accounting and Finance Department at the University of New Hampshire is to educate students in accounting and finance for professional careers in the private and public sectors. This mission will be achieved through the following objectives and activities:

1. Teaching that gains us recognition by the University and our alumni as being a high quality department.

2. A sustained output of published research in professional journals and other scholarly activities that achieves a national scholarly reputation among other academic institutions, professional groups, and business organizations.

3. Service, through consulting and applied research, to regional business, professional, and political entities that secures us the distinction of being a community-minded faculty.

4. The active participation of the faculty in national academic professional organizations and University service activities.

5. The offering of required basic courses in the Paul College curricula, which are attentive to the needs of other departments in the College and students pursuing other concentrations and majors.

6. The provision of concentrations and development of majors in accounting and finance, composed of courses that reflect the unique skills of our faculty and contain the current, latest developments in our disciplines.

7. Continuous availability for informal advising and other assistance, to our students in regard to career and graduate education planning.

8. A basic commitment to work together as a faculty in a harmonious environment free of personal strife and discord.
RESEARCH POLICY STATEMENT
January 2010

The University of New Hampshire is committed to research as one of its basic missions. This research shall consist of theoretical, empirical and applied research as well as clinical analyses, historical narratives and case studies in a blend that is appropriate for the overall mission of a professional school of business and the strategic plan of the Paul College of Business and Economics. Research of any kind that gains us a distinctive niche in the academic community and secures us recognition in the public and private sectors is especially encouraged and supported.

The department is committed to a rate of publication that will provide a steady, continued reputation for its faculty. The outlets for scholarly work of the department, arranged in order of scholarly value would normally be:

A. Refereed (peer reviewed) journals books that advance the state of knowledge

B. Publications intended for practicing managers and executives
   -case studies
   - books that effectively disseminate knowledge in the field, including textbooks

C. Documents and reports related to studies conducted for public policy institutes, governments and companies

D. Presentations at professional meetings published proceedings from professional meetings

E. Published articles in popular outlets that bring recognition to the contributor for quality scholarly work.

Although we look for a balance among the categories listed above, we require publications in peer-reviewed and refereed journals for promotion to associate professor with tenure and for promotion to full professor. Normally a minimum of five refereed articles, plus other evidence of continuing scholarly activities, would be expected for promotion to associate professor. For promotion to full professor the candidate must meet the guidelines of the University with respect to the candidate’s external scholarly reputation.
I. Membership. The faculty members of the Accounting and Finance department are all individuals who have been hired to teach those courses offered by the department. The voting faculty members of the department are only those individuals who hold a tenure-track contract with the university. The department Chair will vote only when a tie-breaking vote is necessary.

II. Department Chair. The Chair of the department will be elected by the department faculty for three-year terms. Only tenured faculty members are eligible to be the Chair.

III. Meetings. The Chair will convene at least one department faculty meeting per semester. A quorum will consist of one-half of the tenure track faculty. Two or more voting faculty members may also call for special department meetings at any time, with at least twenty-four hours written notice to all other members of the department.

IV. Operating Committees. The department will usually maintain at least two committees, the Faculty Recruiting Committee and the Promotion and Tenure committee. The procedures of these committees shall be as follows:

A. Recruiting Committees: In each academic year, the Chair shall establish recruiting committees whenever accounting and finance faculty positions are open. Their composition and operating procedures will be determined by the voting faculty members of the department. These committees will cease to operate when the positions in question are filled.

B. Promotion and Tenure Committee: The committee shall be guided by the ACFI Promotion and Tenure Policies and Procedures specified in this handbook.
ACFI PROMOTION AND TENURE POLICIES AND PROCEDURES

Department Promotion and Tenure Committee

A. For a decision involving promotion to associate professor with tenure, the committee shall consist of four departmental tenured members elected by the department tenure-track faculty, with at least two faculty members coming from the same discipline (accounting or finance) as the candidate and at least one member coming from the other discipline, if possible. If there are not at least four tenured department members, non-ACFI tenured faculty shall be chosen by the department chair and department tenure-track.

B. For a decision involving promotion to full professor, the committee shall consist of four departmental full professors elected by the department tenure-track faculty. Any shortfall of members shall be fulfilled by department tenured associate professors elected by department tenure-track faculty. At least one faculty member shall come from accounting and one from finance, if possible. If a shortfall of members still remains, additional members shall be selected from among non-ACFI full professors by the department chair and department faculty.

C. The interim review committee will consist of three tenured members of the faculty appointed by the department chair.

1. Role of Committee
   A. Ensure that the candidate receives a fair and equitable opportunity to be assessed for promotion and tenure.
   B. Adhere to all university, state and federal labor legislation, policies, and procedures.
   C. Ensure due process.
   D. Solicit input from entire department.
   E. Make decision and recommendation to be forwarded according to UNH policies and procedures.

2. Role of Department Chair
   A. Convenes committee for each candidate, as appropriate.
   B. Consults with candidate, as necessary, when the members of a committee must be solicited external to the department.
   C. Prepares own recommendation and forwards it according to the College Promotion and Tenure Committee.

3. Role of P&T Committee Chair
   A. Conducts meetings, oversees process.
   B. Acts as liaison person to candidate.
MERIT COMPENSATION DISTRIBUTION
1st Draft: May 2009; Revised: September 4, 2015

Performance is evaluated based on each faculty member’s research accomplishments. The criteria applied will be based on the faculty member’s rank. The merit pool will be distributed among all tenure-track faculty who meet the following requirements:

Assistant Professors (un-tenured):
1st year – No publications are required. These faculty automatically earn a 1 point share.
2nd year – 1 peer-reviewed publication. Meeting this earns a 1 point share.
3rd year – 2 peer-reviewed publications. Meeting this earns a 1 point share.
4th year – 3 peer-reviewed publications. Meeting this earns a 1 point share.
5th year – 5 peer-reviewed publications. Meeting this earns a 1 point share.
6th year – 6 peer-reviewed publications. Meeting this earns a 1 point share.

Associate Professors (tenured or un-tenured):
For all Associates, 3 peer-reviewed publications in the last 5 years plus one other academic contribution per the definition of Academically Qualified. Meeting this earns a 1 point share.

Professors:
Meeting the College’s requirement for “Academically Qualified” under the Scholarly Academics (SA) criteria earns a 1 point share.

Notes:
- A publication is a manuscript appearing in a peer-reviewed journal.
- Years are defined using college fiscal year periods.
- Publications are counted in the year of acceptance, not the year of publication.
- Faculty members cannot earn more than a 1 point share for having more than the required number of publications. For example, an Assistant with 2 publications in the first 2 years will still only earn a 1 point share.
- Faculty members can earn bonus shares based on the quality of the publications:
  - Each Top-3 publication will earn a bonus ½ point share in year of acceptance.
  - Each “A” publication will earn a bonus ¼ point share in year of acceptance.
  - “A” journals (subject to periodic review) are defined in the appendix.
- Top 3 or A journals count only during the year of acceptance and do not carry over to future years.
- An exception to this rule occurs when the union contract does not specify a merit award in a given fiscal year. Any Top 3 or A publication accepted in such a fiscal year will carry over to the next fiscal year in which merit is awarded. Unrewarded publications can be carried over for a maximum of five fiscal years counting the year of acceptance as one year.
MERIT COMPENSATION DISTRIBUTION (cont.)

Tenure and promotion decisions are not necessarily related to being awarded merit based on the criteria herein. Tenure and promotion decisions involve more parameters and usually include an assessment of expected future performance. Merit awards are only based on past research performance.

Distribution of the Pool:
- All faculty members who earn points based on the above criteria will be eligible to share in the Merit pool.
- The entire Merit pool awarded to the Accounting and Finance department will be distributed to the eligible faculty members on a pro-rata basis, based on the total number of points awarded to all faculty.

Examples:
- An Assistant with 3 publications (non-A) in their first 3 years will earn a 1 point share. If the total points earned by all faculty in the department is 10 points, this Assistant will receive 10% of the Merit pool.

- An Assistant with 3 publications (non-A) in their first 5 years will not earn any points.

- An Assistant with 1 Top-3 publication in their first 5 years (and this is their only publication) will earn ½ point in the year of acceptance.

- An Assistant with 3 Top-3 publications in their third year will earn 2 ½ points (1 point for having at least 2 publications within the first 3 years, plus ½ point for each Top-3).

- An Associate with 5 publications (non-A) in the last 5 years will earn 1 point.

- An Associate with 20 total publications, but only 2 (non-A) in the last 5 years will not earn any points unless a publication is in a Top-3 or A journal.

- A Professor with 2 publications (non-A) plus other Academically Qualified accomplishments within the last 5 years will earn 1 point.

- A Professor with 3 publications (non-A) within the last 5 years will earn 1 point.

- A Professor with 1 publication (non-A) plus other Academically Qualified accomplishments within the last 5 years will not earn any points.
Appendix

“A” Journals

Accounting
- Contemporary Accounting Research
- Accounting, Organizations and Society
- Accounting Horizons
- Auditing: A Journal of Practice and Theory
- Journal of Accounting, Auditing and Finance
- Journal of Management Accounting Research
- Journal of Accounting and Public Policy
- Journal of the American Taxation Association
- Journal of Information Systems
- Review of Accounting Studies
- Behavioral Research in Accounting
- Journal of Governmental and Nonprofit Accounting
- Review of Quantitative Finance and Accounting

Finance
- Financial Analysts Journal
- Financial Management
- Financial Review
- Journal of Banking and Finance
- Journal of Business Finance and Accounting
- Journal of Corporate Finance
- Journal of Empirical Finance
- Journal of Financial and Quantitative Analysis
- Journal of Financial Intermediation
- Journal of Financial Markets
- Journal of Financial Research
- Journal of International Money and Finance
- Journal of Money, Credit and Banking

Other
- American Economic Review
- Decision Sciences
- Econometrica
- Information Systems Research
- Journal of American Statistical Association
- Journal of Business Ethics
- Journal of Monetary Economics
- Journal of Political Economy
- Management Science
- MIS Quarterly
- Quarterly Journal of Economics
- Review of Economic Studies
- Review of Economics and Statistics
DEPARTMENTAL GUIDELINES FOR INTERNSHIPS

The Accounting and Finance Department encourages its students to take a rich array of advanced elective courses that will provide them with deep conceptual knowledge and broad analytical skills for their professional careers. The department will offer an ample mixture of those advanced courses from which its students can develop a concentration in accounting and finance, and it will recommend other departments' courses that are germane to accounting and finance.

Also, the department recognizes that occasional opportunities may arise in which a student can acquire certain professional skills outside of the classroom by interning in a business or other type of organization. In those cases where unique learning experiences are clearly possible, the department faculty will sponsor internships in the department's internship courses, subject to the following guidelines:

1. A maximum of four internship credits will be allowed under the internship courses ACFI 750 or ACFI 751.

2. A formal paper on a subject chosen by the faculty sponsor will be required in all accounting or finance internships. This paper should demonstrate the professional skills and other learning that the student has achieved in the internship. Other requirements are at the discretion of the faculty sponsor.

3. A written evaluation of each intern by the sponsoring business or other organization will be required at the end of the internship.

4. Registration in an accounting or finance internship course must be approved by the faculty sponsor and the department chair.

5. A minimum cumulative grade point average of at least 3.00 is required to be eligible for an internship in accounting or finance.

6. Also, students applying for an internship in accounting must have successfully completed ADMN 502: Financial Accounting and ADMN 503: Managerial Accounting.

7. Further, students applying for an internship in finance must have successfully completed ADMN 570: Financial Management.
TEACHING MENTORSHIP PROGRAM
September 4, 2015

The Department of Accounting and Finance (ACFI) seeks to enhance teaching success through the department’s Teaching Mentorship Program. The program provides mentors to ACFI tenure-track professors interested in greater teaching support and a more comprehensive evaluation of their teaching performance. By working with a faculty mentor, participants are expected to improve their teaching effectiveness and student teaching evaluations. Participation is optional, but recommended for assistant professors interested in improving teaching effectiveness or concerned about teaching standards for promotion and tenure. The program is open to any interested ACFI tenure-track faculty member, whether untenured or tenured.

Procedures
The faculty mentee selects and ranks three ACFI professors who he or she is interested in having assigned as a mentor. Mentors are expected to be assigned from among the tenured ACFI faculty, although in certain instances an assistant professor mentor can be assigned. One mentor is selected for each mentee by the ACFI department chair. In certain cases, two faculty members may mutually agree to establish a mentor/mentee relationship. In these cases, the chair simply approves the relationship.

All tenured ACFI faculty members are expected to stand ready to serve as teaching mentors. Except in unusual circumstances, a maximum of two mentees can be assigned to an ACFI faculty mentor.

Mentorship assignments automatically renew at the end of each academic year unless 1) promotion and tenure is achieved or 2) the mentee believes mentorship is no longer necessary. Even if promotion and tenure are achieved, a mentee can request to continue the formal relationship with his or her mentor.

At the end of each academic year, a mentee may also want a different perspective and can request that a new mentor be assigned. In these situations, the mentee either switches to the new mentor or retains two mentors (the original and new). No more than two mentors can be assigned to a mentee.

Mentor Responsibilities
Mentors and mentees are expected to develop a close, collaborative working relationship in which teaching-related strengths and weaknesses are identified, thoughtful feedback is provided, and ideas are exchanged freely.

Mentors should observe at least two non-test class sessions during the academic year. The class visits can be announced or unannounced depending on the wishes of the mentee. After each session, mentors are to critically evaluate the teaching performance and provide timely feedback to the mentee.
TEACHING MENTORSHIP PROGRAM (cont.)

Other possible mentor responsibilities include the following:

- At the request of the mentee, writing a formal letter at the end of the academic year to the mentee summarizing the mentee’s teaching effectiveness, adjustments and improvements made, progress toward teaching goals, and future plans.

- At the mentor’s discretion, writing a teaching-related letter when the mentee’s P&T committee is soliciting letters from the Paul College tenure-track faculty.

- Reviewing, discussing, and assessing student teaching evaluations with mentee (with mentee permission).

- Reviewing and discussing promotion and tenure standards with mentee.

- Meeting periodically with mentee to discuss teaching experiences and share ideas.

- Serving as a consultant for teaching-related issues throughout the academic year.

- Other responsibilities based on the needs or requests of the mentee that serve to enhance the mentee’s teaching performance.

Program Benefits
The program provides a low-cost method to help improve teaching performance. While the benefits of a strong mentor are obvious to the mentee, it is hoped mentors will likewise benefit from the relationship. These benefits include the experience of mentoring colleagues, sharing of teaching-related ideas, taking a more critical approach to the teaching evaluation process, gaining exposure to different classroom styles, department-level service recognition, and the satisfaction of improving ACFI’s overall teaching performance.
DEPARTMENT FACULTY

May Bao, Assistant Professor of Accounting
Scott Berube, Principal Lecturer in Accounting
Stephen Ciccone, Chair and Associate Professor of Finance
John Colliander, Senior Lecturer in Accounting
Caitlin DeSoye, Lecturer in Finance
Ahmad Etebari, Professor of Finance
Michael Hanlon, Lecturer in Finance
Allen Hartt, Assistant Professor of Accounting
John Hasseldine, Professor of Accounting
Zhaozhao He, Assistant Professor of Finance
Rick Kilbride, Lecturer in Finance
William Knowles, Principal Lecturer in Accounting
Huimin Li, Assistant Professor of Finance
Yixin Liu, Associate Professor of Finance
Kevin McLaughlin, Senior Lecturer in Finance
Mihail Miletkov, Associate Professor of Finance
Jonathan Nash, Assistant Professor of Accounting
Catherine Plante, Associate Professor of Accounting
Linda Ragland, Assistant Professor of Accounting
Stephan Shipe, Assistant Professor of Finance
Viktoriya Staneva, Assistant Professor of Finance
Emily Xu, Associate Professor of Accounting
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