



Procedures for Supervisor Selection and Qualification Accreditation

Effective April 2025

Revised Version III:

1. Introduction

The Asia Pacific School of Business (APSB) is committed to upholding global academic standards and fostering excellence in research, teaching, and ethical conduct. This revised procedure ensures rigorous, transparent, and merit-based selection of graduate supervisors, aligning with the principles of academic integrity, diversity, and internationalization.

2. Eligibility Criteria

2.1 Core Requirements

Applicants must demonstrate:

Academic Excellence:

For PhD supervisors:

A minimum of 10 peer-reviewed publications in top-tier journals (e.g., *Journal of International Business Studies*, *Strategic Management Journal*) within the past 5 years.

H-index \geq 15 (Google Scholar/Scopus).

Principal investigator (PI) of at least 1 ongoing national or international research grant (e.g., NSF, EU Horizon Europe).

For Master's supervisors:

5 peer-reviewed publications in reputable journals.

H-index \geq 8.

Co-investigator on 1 research grant or PI of a school-level project.

Teaching Competence:

Student evaluations \geq 4.0/5.0 in graduate courses taught within the past 2 years.

Curriculum development experience (e.g., designing graduate-level modules).

Ethical Compliance:

No history of academic misconduct (verified via institutional records and ORCID checks).

Signed Conflict of Interest (COI) declaration.

Adherence to APA/COPE guidelines for research integrity.

2.2 Additional Criteria for International/Industry Supervisors

International Candidates:

Fluent English proficiency (e.g., TOEFL \geq 100, IELTS \geq 7.0).

Cross-cultural research experience (e.g., co-authored papers with global teams).

Industry Professionals:

10+ years of leadership experience in relevant sectors (e.g., finance, consulting).

Proven track record in applied research (e.g., patents, industry reports).

3. Application Process

3.1 Submission Requirements

Applicants must submit:

1. CV: Including academic achievements, grants, teaching evaluations, and COI declarations.
2. Research Proposal: A 5-page outline of proposed research (for PhD supervisors) or thematic focus (for Master's supervisors).
3. Teaching Portfolio: Syllabi, course evaluations, and innovative teaching methods.
4. Letters of Recommendation:
3 academic references (for academic applicants).
1 academic + 2 industry references (for industry applicants).
5. Ethics Compliance Form: Signed by the applicant and verified by the department.

3.2 Timeline

Deadline: March 31 annually (applications submitted after this date will be deferred to the next cycle).

Notification: Successful applicants will be notified by May 31.

4. Evaluation and Selection

4.1 Review Stages

1. Initial Screening (Departmental Committee):

Verify eligibility criteria (publications, grants, evaluations).

Shortlist candidates based on academic impact and alignment with APSB's research priorities (e.g., sustainable business, digital transformation).

2. Peer Review (External Experts):

3 international scholars from top-ranked institutions (e.g., Harvard Business School, London Business School) will assess:

Research originality and global relevance.

Teaching innovation.

Ethical rigor.

3. Interview (Academic Council):

Candidates will present their research/teaching vision and undergo a 1-hour panel interview.

Focus areas: interdisciplinary potential, student mentorship philosophy, and commitment to APSB's values.

4. Final Approval (University Senate):

Recommendations from the Academic Council will be reviewed by the Senate.

Final decisions will be based on merit, diversity, and strategic fit.

4.2 Weighting of Criteria

Research Excellence: 40%

Teaching Competence: 30%

Ethical Compliance: 20%

Strategic Alignment: 10%

5. Ethical and Compliance Checks

5.1 Mandatory Review

Plagiarism Check: All publications will be screened via Turnitin/iThenticate.

Conflict of Interest (COI): Applicants must disclose any financial/academic ties that could bias their work.

Ethics Committee Review: Research proposals involving human subjects/animals will undergo IRB/IACUC approval.

5.2 Consequences of Non-Compliance

Immediate disqualification for proven misconduct.

Probationary period (6–12 months) for minor violations (e.g., incomplete documentation).

6. Appointment and Review

6.1 Appointment Terms

Probationary Period: New supervisors will serve a 2-year probationary term with annual reviews.

Tenure Track: After probation, supervisors may apply for 5-year renewable contracts based on performance.

6.2 Continuous Evaluation

Annual Reviews: Based on student feedback, publication metrics, and grant success.

Mid-Term Review (Year 3): Comprehensive assessment of research output and mentorship quality.

Renewal Criteria:

Minimum 2 publications/year in Q1 journals.

Successful supervision of 2+ graduates (for PhD supervisors).

Active participation in APSB's research clusters.

7. Appeals Process

Candidates may appeal decisions within 14 days of notification.

Appeals must be submitted in writing to the University Ombudsman, accompanied by new evidence.

Final decisions will be communicated within 30 days.

8. Diversity and Inclusion

APSB is committed to equal opportunity and inclusive practices:

Gender/ethnic balance will be prioritized in shortlisting.

Accommodations for applicants with disabilities will be provided upon request.

9. Appendices

Appendix A: Detailed evaluation rubrics.

Appendix B: Sample COI declaration form.

Appendix C: List of approved journals and funding bodies.

Approved by the Academic Council of APSB

Date: April 25, 2025

* This procedure ensures alignment with global standards (e.g., Harvard's faculty review process, Stanford's interdisciplinary focus) while integrating APSB's unique mission of "Asia Depth, Global Breadth." Key enhancements include quantitative metrics for academic impact, structured ethical reviews, and diversity considerations, fostering a culture of excellence and integrity.