

**GUIDELINES FOR SUPPORTING EDITORSHIPS OF  
PROFESSIONAL JOURNALS**  
in the  
College of Education and Human Development

Approved by Dean's Council – December 5, 1995

**CONTEXT:** Over the past two years three requests have been presented to the dean's office for potential support and commitment to enable faculty to compete for editorships of professional journals. While ad hoc responses were made to each request, no general guidelines are in the college's administrative guidelines to inform decisions related to this important issue. These guidelines provide a uniform process to seek support for an editorship.

**RATIONALE:** Benefits from receiving an editorship of a quality professional journal provide recognition for both the faculty member(s) and the college and serve as tangible evidence that our college is providing service and leadership in promoting scholarship in the professional field or domain addressed by the journal. Further, opportunities for editing and requesting invited manuscripts are often among the responsibilities resident editors could offer to foster collegiality among faculty and students.

**ASSUMPTIONS:**

- 1) Supporting faculty members' bids for editorships of quality journals is a goal of the College of Education and Human Development.
- 2) Financial support for an editorship will be equally shared between the departments of the faculty and the college.
- 3) A formal proposal for support will be developed by the faculty member and this proposal will be formally reviewed regarding whether to provide support.

**PROCEDURES:**

- 1) Faculty interested in bidding for an editorship will develop a formal proposal (limited to 5 pages) that addresses the following issues:
  - Discuss how this editorship will benefit fellow faculty and the college.
  - Discuss your commitment for assuming the editorship and why this responsibility should be supported with department and college funds. Provide an accounting of the support the publication provides to the editor of the journal.
  - Provide a detailed budget for each year of the editorship.

- 2) A review process, approved by the dean, will be conducted on all proposals resulting in recommendations forwarded to the dean. The dean will be responsible for the final decision regarding each proposal.
- 3) Criteria for evaluating the proposals will include:
  - Evidence of significant support provided by publisher.
  - Evidence of matching support to be provided by department and college.
  - Evidence that the journal is a quality journal and the number of faculty in the college that will benefit from an editorship being in the college.
  - An analysis of the benefits to the department and college to justify the proposed expenditures.
  - Number of journals being supported within the college at the time the proposal is submitted.
- 3) The review process will include:
  - A departmental review of the proposal before being submitted to the college for review.
  - A college panel made up of Research Council members will develop recommendations for support based on the departmental review recommendations and their own review for each proposal.
  - A 30-day period for completing the comprehensive review on each proposal.