

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

Approved by Dean's Council – December 5, 1995  
Revised and approved by Dean's Council – November 2, 2010

**CONTEXT:** Oftentimes, requests are presented to the dean's office for potential support and commitment to enable faculty to compete for editorships of professional journals. 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 shared between the faculty's department and the college.
- 3) A formal proposal for support will be developed by the faculty member which will be formally reviewed, first by the department and then by the college regarding whether to provide support.
- 4) If the department approves of the request and provides the needed support, then the process will end at the department level.
- 5) If the department is unable to provide financial support, then the request will be presented to the Dean for consideration.

**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, students, the department, 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 will be conducted on all proposals seeking financial support from the college. The dean will be responsible for the final decision regarding each proposal requesting such support.
- 3) Criteria for evaluating the proposals will include:
- Evidence of support provided by publisher
  - Evidence of matching support to be provided by department
  - 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
  - Description of the editorial roles and expectations
  - Number of journals being supported within the college at the time the proposal is submitted
- 4) 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 CEHD Council of Principal Investigators 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
  - Recommendations submitted to the dean for a final decision