

Procedure for Journal Editor

Procedure Title: Journal Editor

Department Responsible: College of Education

Contact Person and Title: College Dean

Procedure: The College of Education supports work that fosters and advances important research related to the range of disciplines residential to its degree programs. Editors of scholarly journals that contribute to this effort may request support from the Dean's Office. Such support can include one of the following:

- funds to provide a faculty member with a course release or summer support for work as an editor
- clerical, graduate student, or editorial support, typically at the level of 0.25 FTE

When the Dean's Office provides support for a journal, the letter of commitment will outline the terms of the support and the length of the commitment, nor to exceed a five-year term. A renewal of the College's commitment may be pursued in the penultimate year of the existing agreement. Support will be provided only for editors-in-chief of journals, not for associate editors, and preferably for journals that are in the inventory of the Social Science Citation Index.

A request will require two items:

1. A letter that speaks to the stature of the journal and explains how support for the journal fulfills the research mission of the College. Information about the editorial board and the referees of submitted articles should also be included. If a course release is requested for the faculty member to serve as editor, the role and responsibilities of the editor must be specified.
2. A letter of endorsement from the Department Head where the journal will be located.

UA Policy: UA Faculty Handbook (Chapter 3)

Scope: College of Education Faculty