



Department of Management and Entrepreneurship

Departmental Bylaws

INTRODUCTION

These bylaws provide a framework for governance and procedures for operation of the Department of Management and Entrepreneurship, a unit of the Coles College of Business Administration at Kennesaw State University. The Department is recognized as a collaborative, collegial, and diverse group of scholars, who value excellence in teaching, scholarly research, and service. All University and Coles College by-laws have precedence over these departmental by-laws.

ARTICLE I. Administration

1. Department Chair

- 1.1. The Dean of the Coles College of Business Administration will appoint the Chair, including Acting Chairs, after consultation with departmental faculty.
- 1.2. During searches for a Department Chair, the faculty will meet to discuss and vote on potential candidates. The results will then be communicated to the Dean as an indication of the Department's preferences. Using this, and other relevant information, the Dean selects and appoints the Department Chair.
- 1.3. The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, evaluating faculty and staff, assigning office and work space, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing other such duties as assigned by the University or the Dean of the Coles College of Business Administration.

2. Assistant Chair

- 2.1. The Department Chair may appoint an Assistant Chair, subject to available funding.
- 2.2. The Department Chair will appoint an Assistant Chair after consultation with the faculty.
- 2.3. The Chair will assign the duties of the Assistant. These duties may include, but are not limited to: advising, scheduling, monitoring enrollment, assisting part-time faculty,

representing the Chair at college and/or University meetings, and completing special projects as assigned by the Department Chair.

- 2.4. The Assistant Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

3. *Course Coordinators*

- 3.1. The Department Chair may appoint course coordinators for courses that are frequently taught by multiple faculty members in an effort to maintain consistency and ensure standards across sections.
- 3.2. In some instances, there may be a different course coordinator assigned to the face-to-face course and another coordinator assigned to the online version of the same course. In that instance the two coordinators should ensure that the face-to-face and online versions of the same course promote the same learning.
- 3.3. Where the course requires AOL activities, the course coordinator will also act as the course AOL coordinator.
- 3.4. Course coordinators will take a lead role in calling meetings among the relevant faculty to discuss any changes in course and will keep the general faculty and Chair informed about significant changes.
- 3.5. Face-to-face or on-line course coordinators will get compensation (which may be course release) for their duties.

4. *Support Faculty Coordinators*

- 4.1. The Department Chair will appoint support faculty coordinators as needed. Currently there is one coordinator that oversees Operations Management support faculty and one that oversees all other areas within the M&E Department.
- 4.2. The responsibilities of the support faculty coordinators include, but are not limited to; advising, scheduling, orientation, observing, and providing feedback to all support faculty, as well as providing teaching assessments to the Department Chair.
- 4.3. Support faculty coordinators will get compensation (which may be course release) for their duties.

5. *Departmental Faculty Senate Representative*

- 5.1. The M&E Faculty Senator will be elected by full-time faculty from a list of nominated candidates. Candidates can be self-nominated. If one candidate is nominated, the faculty must vote to accept or not accept the candidate.

- 5.2. The M&E Faculty Senator will represent the department at all Senate Faculty meetings and will be responsible for disseminating any relevant information from those meetings to the rest of the department.
- 5.3. Senators will serve three-year terms and the departmental election officer will hold elections for a new senator in the spring of the third year.
- 5.4. If a senator resigns before their term ends then the departmental election officer will hold a special election for a new senator for the rest of the original senator's term.

6. *Departmental Election Officer*

- 6.1. The DFC will appoint the departmental election officer. Candidates can be self-nominated.
- 6.2. The departmental election officer is in charge of all election activities. These include; requesting nominations for candidates for posts, preparing nomination lists, circulating voting ballots, tabulating votes, and announcing results. The officer will usually hold these elections in the Spring faculty meeting, except where special elections are needed for resigning post holders or ad-hoc committees.
- 6.3. The departmental election officer will serve a three year term and the DFC will appoint a new officer or reappoint the old officer for a new term in the spring of the third year.

ARTICLE II. Committees

Section 1. Standing Committees

Standing committees shall be composed only of faculty with full-time appointments. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the Committee Chair may conduct a meeting electronically unless there is an objection by a committee member. See ARTICLE III for details of full departmental meetings.

A. Department Faculty Council (DFC)

A.1. Purpose

- A.1.1. The DFC is advisory to the Chair, who holds decision-making authority at the department level.
- A.1.2. The DFC will promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development and implementation of policy, including but not limited to: strategic planning, annual budgeting, hiring, space and resource allocation, reassign-time, salaries and raises, appointments and reports of ad-hoc committees, workload issues, teaching load, overall goals, ideas about new programs, etc..

- A.1.3. The DFC has the right to prompt access to department information relating to the planning and implementation of departmental policies.
- A.1.4. The Chair of the DFC will communicate faculty issues to the Department Chair in a timely manner and will be required to document all communications that transpire in written format.
- A.1.5. The DFC will work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and will notify the Faculty Senate Executive Committee of such problems for information purposes.
- A.1.6. In the event that a member of a standing committee resigns, or otherwise cannot serve out his/her term, the DFC will initiate an election for the newly open position by having the elections officer request nominations. A new representative will then be elected by the full time faculty to complete out the existing term.

A.2. Formation and Structure of the Committee

- A.2.1. The DFC is a “Committee of the Whole” and composed of all full-time permanent faculty members of the department.
- A.2.2. The leadership of the DFC will consist of five (5) members from all full-time permanent faculty members of the department, elected by the department. This group will be referred to as the “executive committee of the DFC”. At least two members of the executive committee should be tenure-track faculty members. Each spring semester, departmental faculty will vote for new members by secret ballot from all the nominations, to replace the members rotating out. Exiting members are eligible for re-election.
- A.2.3. Members of the DFC executive committee will serve staggered three-year terms, with one or two members rotating out each year, who may be replaced by new member(s). [Note: New members of the DFC executive committee voted on in February 2009 will serve abbreviated terms, as one will be replaced in 2010, two in 2011, and then two in 2012.]
- A.2.4. The Chair of the DFC will be a tenured faculty member, elected into the executive committee and then determined by the members of that committee in the first meeting of the fall semester.
- A.2.5. The Chair of the DFC will also serve as the departmental representative to the College Faculty Council (CFC). It is the DFC chair’s duty to communicate the views of the DFC to the CFC and to promote in that council in the best interests of both the department and of Coles College of Business.
- A.2.6. The membership may recall the DFC Chair or any member of the executive committee by a two thirds vote of eligible voting members.
- A.2.7. The Departmental Chair is an *ex officio* non-voting member of the DFC, and is not eligible to vote for or to serve as a DFC representative.

A.3. Meetings

- A.3.1. The executive committee of the DFC will meet as often as the council membership deems appropriate.
- A.3.2. Meetings shall be called by the DFC Chair as the Chair deems appropriate. The Department Chair or any of the members of the executive committee of the DFC can request meetings by contacting the DFC Chair, who will schedule the meetings.
- A.3.3. Prior to the semester meetings, the executive committee of the DFC will formally solicit written inputs and agenda items from the faculty as a whole to be discussed during the meeting.
- A.3.4. The term “meetings” comprises both physical meetings as well as virtual meetings. A virtual meeting can be called for certain matters and may take the form of a discussion over a number of days or a vote taken after an email discussion over a number of days.
- A.3.5. The Department Chair will respect the faculty’s desire, on occasion, to meet without the Chair present.

B. Departmental Curriculum Coordinating Committee (DCCC)

B.1. Purpose

- B.1.1. The DCCC Committee will review proposed policy changes regarding admission, progression, retention, course or program description and requirements for any undergraduate or graduate course or program offered through the M&E department.
- B.1.2. The DCCC will address the following issues related to both undergraduate and graduate programs:
 - a) reviewing strategic areas of the M&E Department in relation to curriculum to ensure integration within the majors and among the courses,
 - b) reviewing major field requirements,
 - c) reviewing major field electives to ensure titles and descriptions are current,
 - d) reviewing electives for courses to be dropped and added,
 - e) identifying key business areas not being addressed in the curriculum,
 - f) changing programs or courses,
 - g) adding new courses,
 - h) offering special topics courses,
 - i) revising catalogs,
 - j) periodically reviewing all program and courses offered,
 - k) deleting of courses,
 - l) changing overall program requirements,
 - m) cross listing courses,
 - n) offering certificate programs.

B.1.3. The DCCC will also receive all undergraduate and graduate course and program proposals issuing from the department, and will insure their compliance with departmental, university, and college policies and goals. The DCCC will insure that proposals do not duplicate existing offerings in any area, are in the proper format, are on the proper forms, and are correct for spelling, grammar, and consistency (e.g. description of course is the same on the form and on the syllabus) in order that the proposal can proceed through the process at the Coles and KSU levels.

B.1.4. The DCCC will direct its recommendations to the Coles Graduate or Undergraduate Curriculum Committees, as appropriate. The DCCC will also make policy recommendations regarding the curriculum development and review process to these college committees.

B.2. Membership:

B.2.1. The full-time faculty will elect by secret ballot the members of the DCCC. Each member of the DCCC will serve overlapping three year terms, with two elected each year.

B.2.2. Composition of the DCCC will be across the six areas of expertise within the department (i.e., General Management, OB/HRM, Operations, Strategy, Entrepreneurship, and International). While six members, one for each area of expertise, is the recommended number for the DCCC, faculty can represent two areas if they have expertise in both those areas. In such case the composition of DCCC may be less than six members.

B.2.3. Two of the members of the DCCC will also serve as representatives to the Coles College Curriculum Committees, one for undergraduate and one for graduate.

B.3. Operations:

B.3.1. Faculty shall submit courses proposals to the committee chair, by both hard copy and e-copy, using the right forms. "New course proposal" forms must be accompanied by the "change to major" form adding the new course to the list of electives accepted by the major.

B.3.2. The chair of the DCCC sends a request for review to the committee via email with the direction to accept as is, accept with revision, need to meet to discuss, or do not accept. This is usually accompanied with a 2 week time for reply.

B.3.3. The chair consolidates the comments and the committee makes a recommendation based on the review and transmits it to the requesting faculty and the department chair.

B.3.4. If the finding is to "accept as is" the paper copy is signed by the curriculum chair and forwarded to the department chair for signature. The signed paper copy and

the e-copy are then forwarded to the departmental representative to the respective Coles Curriculum Committee. Submitting faculty need to attend both the Coles and KSU Curriculum review sessions.

B.3.5. If the findings suggest a review is necessary before acceptance, the proposal, along with the reviewer comments, are sent back to the submitting faculty. Once the faculty has revised the proposal, it is resubmitted to the committee for review and the cycle begins again.

B.3.6. The registrar determines the deadlines for submission to be included in the next year catalog. Faculty should plan from those and the meeting schedules of the Coles and KSU committees in order to get submission processed in time. Both Coles and KSU require two readings of the proposal.

B.4. Meetings

B.4.1. The chair will schedule meetings as needed.

B.4.2. The chair of DAOLC will post all meeting minutes and agendas on the department website or distribute them to faculty by email.

C. Departmental Assurance of Learning Committee (DAOLC)

C.1. Purpose

The objective of M&E's Assurance of Learning committee is to establish how well each individual student graduating from our program is meeting the learning objectives established by the University, College, and Department; to develop action plans; implement changes to improve our performance; and to help the student better meet those established goals and objectives. It should be noted that the primary unit of assessment is the effectiveness of individual student performance in meeting the overall program goals for AACSB; and the overall major goals for SACS.

C.2. Membership

C.2.1. The committee consists of two elected members, one of whom will act as the chair of DAOLC. The other will lead on program assessment. In addition, all course coordinators for program core courses, both undergraduate and graduate, are members of the committee.

C.2.2. The elected members will serve overlapping, three year terms. The full-time faculty vote for these members by secret ballot.

C.3. Operations

C.3.1. The DAOLC will coordinate;

- a) Development of course embedded assessment vehicles,
- b) Program assessment,
- c) Indirect assessment vehicles,

- d) Course assignment rubrics,
- e) Sampling processes,
- f) Administration of assessment vehicles,
- g) Analysis of assessment results,
- h) Implementing changes to reflect assessment results,
- i) Continuous improvement goals,
- j) Participation of faculty in the assessment process.

C.4. Meetings

C.4.1. The chair will hold meetings as needed.

C.4.2. The chair of DAOLC will post all meeting minutes and agendas on the department website or distribute them to faculty by email.

D. Departmental Review Committee (DRC)

D.1. Purpose

D.1.1. The DRC is advisory to the Provost, who retains final decision-making authority at the university level on all tenure and promotion matters. For third year reviews, the DRC is advisory to the Dean.

D.1.2. The primary purpose of the committee is to review faculty applications for tenure, promotion, and third year review, and to produce committee recommendations in response to such applications.

D.2. Membership

D.2.1. The permanent, fulltime faculty of Management and Entrepreneurship shall elect by secret ballot, five representatives to the DRC.

D.2.2. DRC members must be tenured members of the Management and Entrepreneurship department.

D.2.3. DRC members shall serve three-year overlapping terms after the first cohort, which will serve staggered terms.

D.2.4. The Department Chair will not be eligible to vote for or to serve on the DRC.

D.3. Leadership & Operations

- D.3.1. The Departmental Review Committee will conduct operations in a manner consistent with all University and Coles College standards and the guidelines contained in the current KSU Faculty Handbook.
- D.3.2. Committee members of the DRC will elect the Chair, who must have served on the DRC for one year during the three preceding academic years.

D.4. Meetings

- D.4.1. Meetings will be scheduled as needed and at the call of the Chair during the regular academic year. The chair should ensure that DRC members have adequate access to review documents before the meetings are held.
- D.4.2. A quorum shall consist of DRC members.
- D.4.3. If a member cannot attend a meeting, they may authorize another member to serve as their proxy. Such a proxy should be tenured.
- D.4.4. The DRC does not record minutes of its deliberations, as its discussions and recommendations are confidential.

E. Departmental Scholarship Committee

E.1. Purpose:

- E.1.1 The Departmental Scholarship Committee (DSC) determines the ranking of journals in which department members publish.
- E.1.2. The DSC will develop and maintain a list of journal ranks and will consider department faculty petitions to change the ranking of a journal or determine the ranking for a journal not yet ranked consistent with the protocol provided in item 5 of this document.

E.2. Formation and Structure of the Committee:

- E.2.1. The membership of DSC will consist of three (3) research active, tenure or tenure track full-time permanent faculty members of the department. The committee members should represent diverse academic disciplines. To be considered research active, the faculty member has to be on the research, research-balanced or balanced track, with at least one publication at the A or B level within the previous three years. Members will be voted in via secret ballot of eligible fulltime department faculty of all names placed in nomination and will serve for a period of three years. New members will be voted in via secret ballot of all eligible names placed in nomination. Existing members are eligible for re-election.
- E.2.2. Members of the DSC will serve staggered three-year terms, with one member rotating out each year and replaced by one newly elected member. New members of the DSC will be

voted on in February 2011 and will serve abbreviated terms, as one will be replaced in 2012, one in 2013, and then one in 2014.

E.2.3. The Chair of the DSC will be a tenured faculty member, elected into the committee and then determined by the members of that committee in the first meeting of the fall semester.

E.2.4. The membership may recall the DSC Chair or any member of the committee by a two thirds vote of eligible voting members.

E.2.5. The Chair of the Management & Entrepreneurship department is an *ex officio* non-voting member of the DSC and is not eligible to vote for or to serve as a DSC representative.

E.3. Meetings:

E.3.1. Meetings of the DSC shall be called by the DSC Chair as the Chair deems appropriate or when warranted to address requests by faculty members or the Department Chair requesting clarification on journal rankings.

E.3.2. Prior to meetings, the DSC chair will notify departmental faculty to solicit written inputs and agenda items to be discussed during the meeting.

E.3.3. The term “meetings” comprises both physical meetings as well as virtual meetings. A virtual meeting can be called for certain matters and may take the form of a discussion over a number of days or a vote taken after an email discussion over a number of days.

E.3.4. The Department Chair will respect the faculty’s desire, on occasion, to meet without the Chair present.

E.4. Operations:

E.4.1. The DSC will maintain both the Criteria for Ranking Scholarship Output and the Journal Ranking Benchmark List.

E.4.2. The DSC will review faculty petitions regarding specific ranking for any journal publication or scholarship activity not specifically included in the existing benchmark list. Decisions made by the DSC in response to faculty petitions will be recorded as part of a separate Evaluated Publication List for references by all department members.

E.4.3. The protocol for determining the assessed value of scholarship is explained in detail in Appendix I (page 14)

Section 2. Ad-hoc Committees

The Department Chair or the DFC may appoint Ad-hoc committees (such as search committees, see below in section 3) for a specific term, either with appointed or elected members. The Department Chair or the DFC, whichever is the sponsoring organization, shall notify the departmental faculty of the existence and purpose of any *ad hoc* committees.

A. 1. Search Committee Designation and Guidelines for Faculty Searches

- 1.1. The Department Chair shall appoint a Search Committee Chair from a list of faculty members nominated by the faculty. In most cases the Search Committee Chair should come from the discipline, for which the search is being conducted, unless no one from that discipline is available.
- 1.2. The Department Chair and Search Committee Chair will work together to select the remaining members of the search committee. In addition to the Chair, at least one of the committee members should come from the discipline, for which the search is being conducted.

A. 2. Process

- 2.1. The Search Committee Chair, working with the Department Chair and Department Administrator will produce the requirements for the new hire. These requirements must meet all KSU and Coles hiring guidelines as well as M&E's needs.
- 2.2. The Search Committee Chair, with advice from KSU's HR department, will then advertise the opening on the web, publications, and at conferences, as usual for the discipline, while meeting all KSU job hiring guidelines. The Search Committee Chair will advertise for the position in suitable national academic journals and discipline bulletin boards for the discipline being hired for, during the normal time in the recruiting cycle for that discipline.
- 2.3. The Search Committee Chair, working with the Department Chair and Department Administrator, will gather applicants' files, review their completeness, and make them accessible to committee members and other faculty, and will complete paperwork related to EEO and other required documentation.
- 2.4. The Search Committee will review applicants' files and select applicants that fit guidelines and determine a list of applicants to interview. Often face-to-face interviews will be conducted at discipline conference to narrow down the list of applicants.
- 2.5. If applicable, phone interviews will be conducted with search committee members to create a short list of candidates. Ideally the search committee will select three candidates selected for an onsite campus visit and interviews.
- 2.6. The search chair will organize the visits and arrange interviews with the Dean, departmental Chair, the search committee, and faculty as needed. Normally, the potential hire will present their research or teaching skills (for lecturers) to an open meeting of interested parties. The search chair will also organize meals,

accommodation, tours, and travel for the potential hires, as needed with the help of the departmental administrator.

- 2.7. The search chair will organize feedback from faculty after these visits to present to the search committee.

A. 3. Deciding on Job Offer

- 3.1. Subsequent to campus visits by candidates, the faculty shall vote on the acceptability of candidates. The Department Chair and Search Committee will use the results of this vote, in conjunction with other pertinent information, to rank candidates.
- 3.2. The Department Chair will send the department's preferences to the Dean.
- 3.3. The Dean will make the final decision.
- 3.4. The Department Chair will then negotiate with the chosen candidate and get VPAA's approval for the negotiated offer.
- 3.5. The VPAA makes a formal offer to chosen candidate, who accepts or declines offer. If the candidate declines offer then the Department Chair will consult with the Dean and the Search Committee to determine how to proceed.

ARTICLE III. Department Faculty Meetings

Section 1. Structure

- 1.1. The Chair will regularly schedule departmental meetings of departmental faculty. They shall be held at least once each semester, with the Chair distributing agendas at least two weeks prior to the meetings.
- 1.2. The Chair of the Department may call such additional meetings as deemed necessary.
- 1.3. All full-time faculty and staff are expected to attend department meetings. For excused absences, notification should be given to the Department Chair prior to meeting.

Section 2. Operations

- 2.1. There must be a secretary (usually the Administrative Assistant) for each department meeting, who takes minutes. The chair should appoint the secretary in advance of the meeting. The Department Chair then reviews these minutes, which are maintained in the office of the administrative assistant. The chair must send the draft minutes to the faculty for comments. The next Department meeting must take a vote to approve minutes of the previous meeting.
- 2.2. Items that were not included in the agenda at the time of its distribution to the faculty can be tabled by majority vote.

ARTICLE IV. Voting

Voting on matters of departmental policy and procedures, academic standards, and integrity, committee membership, and revision of departmental bylaws shall be determined as follows.

Section 1. Eligibility

- 1.1. All full-time permanent faculty are eligible to vote. Part-time and temporary faculty cannot vote.
- 1.2. Absent faculty may vote by written proxy. Written proxy should specifically designate to whom the proxy is being given and who the absent faculty member is.

Section 2. Quorum

- 2.1. A quorum shall consist of two-thirds of those eligible to vote.
- 2.2. Proxies shall not count toward a quorum.

Section 3. Passage of Motion

- 3.1. A simple majority of those voting shall be required to pass a motion.
- 3.2. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- 4.1. The departmental elections officer is in charge with requesting candidates, preparing nomination lists, circulating voting ballots, tabulating outcomes, and assuring that documents to be voted on are available prior to department meetings.
- 4.2. The department shall use secret ballots for all votes and elections.
- 4.3. The election officer shall collect and count all ballots, then announce the results.

ARTICLE VII. Amendments to Bylaws

Faculty shall submit proposals to change these bylaws in writing to the Department Chair at least two weeks prior to any vote on said amendment. In accordance with University policy, amendment of the departmental bylaws requires a two-thirds majority vote by a secret ballot of the permanent, full-time faculty of the department. The departmental election officer will run any elections on amendments.

Appendix I

Protocol for Determining the Assessed Value of Scholarship

This section outlines the process for petitioning the DSC to determine the assessed value of scholarship. The Department Scholarship Committee (DSC) will maintain both the Criteria for Ranking Scholarship Output and the Journal Ranking Benchmark List attached to this document. The Criteria for Ranking Scholarship Output is the core department document to guide the process for assessing value to scholarship output produced by members of the Management Department. The journal ranking benchmark list provides a list of publications and scholarship activities that are representative of the criteria. Journals listed serve as benchmarks indicating the rank of specific scholarly output at the A+, A, B and C level. This list will be used by the Department Chair and faculty committees when evaluating the scholarship output of faculty members for the purposes of annual faculty evaluation, promotion and tenure decisions and determining compliance with workload requirements for each track identified in the Coles Faculty Performance document. Both the criteria and benchmark list as initially approved by the majority of the department faculty and subsequently reviewed and amended by the DSC every two years will be available to all department members and will be maintained on the Coles College intranet.

Faculty members may petition the DSC to provide a specific ranking for any journal publication or scholarship activity not specifically included in the benchmark list. Decisions made by the DSC in response to faculty petitions will be recorded as part of a separate Evaluated Publication list for reference by all department members. Every two-years when all publications on the Journal Ranking Benchmark list and Evaluated Publications list will be reviewed by the DSC and the list will be revised as determined appropriate by the committee.

Any department faculty member may, during the school year, petition the DSC to rank additional scholarly output not included on the Journal Ranking Benchmark list using the procedures outlined below. The DSC will evaluate the petition using the criteria provided in Attachment 1.

1. The petition should be submitted using the form provided in Attachment 2 to this document..
2. Petitions will be considered at the next scheduled meeting of the DSC and, if appropriate, the DSC will list the ranking on the Evaluated Publications list.
3. It is the responsibility of the department member initiating the petition to provide all evidence needed by the DSC to determine the ranking of the publication in question. Evidence to be submitted by the faculty member should include:
 - An overview of journal information such as that found in Cabell's or on-line sources. This should include journal title, circulation, readership, submission rates, acceptance rates and referee processes (number of referees, blind review etc.).
 - Social science citation index data as provided through the citation reports available through Thompson Reuters web of knowledge found at:
<http://science.thomsonreuters.com/training/jcr/>
 - Rankings by credible journal ranking outlets and publications such as that published by Dr. Anne-Wil Harzing or published in respected journals.

- Official journal quality/ranking lists published by peer or aspirant schools that show the rank for a particular journal and other similar journals.
 - A statement from the faculty member proposing a specific ranking for the journal in question and providing qualitative evidence of the journal's quality that augments the quantitative criteria discussed above.
 - Specific statement of department member contributions to publications where there are more than three authors listed. This should include contact information for the lead author if needed by the committee to determine the contribution of the department faculty member to the publication.
4. The information must be complete, meaning that the submitting faculty member must search and provide all forms of evidence available at the present time.
 5. All information must be submitted to a member of the DSC in electronic form so it can be easily shared with other committee members.
 6. The DSC will apply the criteria provided in Attachment 1 to determine the assessed value of the publication in question and will add the assessment to the Evaluated Publication list.

Attachment 1

The general criteria for ranking scholarship output are provided in the table below:

Criteria for Ranking Scholarship Output		
Value	Criteria	
A+	<p>This category includes the most elite journals and publications at this level. These are the handful of journals in a discipline that are consistently viewed as the very top journals; have the highest citation impact factors and Author Affiliation Indices in the field; have very high circulation, readership, and visibility; high submission rates; low acceptance rates; and papers are typically heavily refereed. These journals typically publish the most original and best executed academic research papers. Papers published in these journals have been or will be recognized as making a significant or substantial contribution to knowledge, theory, policy, or practice. This designation is reserved for only the most elite scholarly outputs which have significant impact on the field of research and serves which enhances the reputation of the scholar and Kennesaw State University. Publications at this level are not required of any Coles faculty (they are rewarded, but not required). An A+ ranking for a publication may be indicated when the publication meets the following characteristics:</p> <ul style="list-style-type: none"> • Has maintained an SSCI impact factor of 2.5 or higher for a sustained period • Is ranked by reputable ranking sources as among the top 5% of journal outlets. • Is ranked in the highest category of publications by peer and aspirant schools. 	
A	<p>These journals reflect the relatively small number of highest-quality peer-reviewed academic journals in each discipline, and publications at this level are not required of any Coles faculty (they are rewarded, but not required). These are journals consistently classified as being in the top tier levels by most prestigious opinion surveys, published journal rankings, and well-accepted external ranking lists. These journals have significant and substantial circulation, readership, and visibility; typically good submission rates; low acceptance rates; fair to good citation impact factors (but some highly regarded journals may not carry a citation factor); and reasonably high Author Affiliation Indices. These journals are very selective in what is published. The papers are heavily</p>	

	<p>refereed, and these journals publish original and well-executed research papers (excellence in standards). Papers published in these journals have advanced or are likely to advance knowledge, theory, policy, or practice. Publications in these journals are considered significant academic achievements. This designation is reserved for scholarly outputs which have identifiable impact on the field of research and which are widely regarded as a high quality publication outlet consistent with the goals and mission of the Department. For publications of department faculty members, an A ranking may be indicated when the publication meets the following characteristics:</p> <ul style="list-style-type: none"> • Has maintained an SSCI impact factor of between 1-2.5 or higher for a sustained period • Is ranked by reputable ranking sources as among the top 15% of journal outlets. • Is consistently ranked in the highest category of publications by peer and aspirant schools. 	
B	<p>These journals reflect the larger number of well-regarded quality peer-reviewed academic journals and most visible peer-reviewed professional journals. Papers in these journals are fully refereed according to accepted standards and conventions. At the very least, these journals should reflect an author affiliation index similar to that of the Coles College’s peer and aspirant institutions, have some reasonable consistency in being classified as second tier journals in broadly accepted comprehensive journal publication lists, have modest citation impact factors (when available), and have a reasonable readership and circulation level. These journals publish original research of an acceptable standard. Papers published in these journals have made or will make a contribution to knowledge, theory, policy, or practice.</p> <p>For publications of department faculty members, a B ranking may be indicated when the publication meets the following characteristics:</p> <ul style="list-style-type: none"> • Has maintained an SSCI impact factor of between .50-1.0 or higher for a sustained period • Is ranked by reputable ranking sources as among the top 40% of journal outlets. <p>Is consistently ranked at the mid-level category of publications by peer and aspirant schools.</p>	
C	All other peer-reviewed journals.	

Attachment 2: Request for Journal Ranking

Refer to the *Protocol for Determining the Assessed Value of Scholarship* document to complete all fields in yellow. Leave fields blank if data is not available. Submit electronically to the Departmental Scholarship Committee. Faculty certify all information is accurate and complete.

Faculty Name:	
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Journal Title:			
Journal Website:			
Circulation:			
Acceptance Rate:		Source (e.g., Cabell):	
Review (select one):	Blind:		Editorial:
# Reviewers:	Internal:		External:

Latest SSCI Ranks:	Total Cites:		Impact Factor:	
	5-Year Impact:		Articles:	
	Cited Half-Life:		Eigenfactor™:	
	Article Influence™:			

Other Published Ranks:	SMJ99:		ABDC08:	
	Other (list):		Other (list):	

Peer/Aspirant School Ranks:	School:		Rank (+ scale):	
	Source:			
	School:		Rank (+ scale):	
	Source:			
	School:		Rank (+ scale):	
	Source:			

Other Ranks (e.g., journal articles):	Rank (+ scale):		Source:	
	Rank (+ scale):		Source:	
	Rank (+ scale):		Source:	

Comparable Journal from Benchmark List:	Journal:		Rank:	
Faculty Suggested Rank (select one):	A+	A	B	C
Previous Rank by Dept (select one):	Yes (if so, provide rank):		No:	
Faculty Comments:				

