

Definition:

Petitioning department for approval to add journal, accepted, or published, to department journal list and release in SEDONA.

Authority:

AACSB Team

Scope:

- Publication must not be in a journal on Cabell's Predatory Reports or under review by Cabell's for addition to the Predatory Reports list.
- Journals must be refereed and websites should be easily found when searched on the Internet.
- Faculty member enters information into SEDONA.
- SEDONA emails the Associate Dean and Accreditation and Assessment Coordinator with the petition request.
- Accreditation and Assessment Coordinator checks college approved journal quality review websites*. If the journal is listed, the journal petition is automatically released and an email is sent to the AA Team and respective Department Chair and released in SEDONA.
- If not on approved journal quality review websites the Accreditation and Assessment Coordinator forwards the SEDONA email (*petitioner's name redacted*) to the tenured/tenure-track members of the respective department for approval. The department has two weeks to respond.
- Accreditation and Assessment Coordinator sends the results to the AA Team (copying the Department Chair) who make the final decision.
- If approved, the Accreditation and Assessment Coordinator will approve in SEDONA. At this time, the publication will automatically move from non-refereed to refereed status.
- If not approved, the Associate Dean will contact the faculty member.

*Approved journal quality review websites and associated rankings, if applicable:

- Cabell's Journalytics
- Australian Business Deans Council (ABDC); journals ranked as A*, A or B
- Chartered ABS Journal Guide (ABS); journals ranked as 4*, 4, 3, 2 or 1