

Policy and Procedures for the  
The Department of Accounting,  
McCoy College of Business Administration, Texas State University

PPS 5: Personnel Evaluation, Reappointment, Merit and Promotion Decisions

PPS 5.04.03 Process for Changing the Rating of Journals and/or Deleting Journals from the Active Journal List

The department should review its journal list at least once every two years to determine whether all the journals on that list should remain. The following questions should be asked by faculty when making a deletion:

1. Is the journal currently being published? If no, the journal should be removed from the list with no faculty discussion.
2. To lower the rating of a journal: Faculty should consider whether circumstances have changed sufficiently to cause either a downward adjustment of the current rating or the elimination of the journal from the Active Journal List. Items such as the following should be considered in this regard:
  - a. A detrimental change in journal publisher, publishing university, or members of the editorial board
  - b. A significant increase in acceptance rates
  - c. A new policy of flat rate or per-page publication fees
  - d. A significant decrease in article quality
  - e. A new policy that links conference attendance with article publication
  - f. The journal is no longer available through a recognized database.
  - f. New information on how external parties (such as compilation indices) have ranked the journals that indicate our rating is too high
3. To raise the rating of a journal: Faculty should consider whether circumstances have changed sufficiently to cause a positive adjustment of the current rating of the journal on the Active Journal List. Items such as the following should be considered in this regard:
  - a. A positive change in journal publisher, publishing university, or members of the editorial board
  - b. A significant decrease in acceptance rates
  - c. A significant increase in article quality
  - d. New information on how other parties (such as compilation indices) have ranked the journals that indicate our rating is too low
  - e. Newly promulgated criteria such as external peer-review

Proposals for journal deletions or changed ratings, with appropriate reasoning and suggested rating, should be sent to a designated member of the Departmental Research Committee, who will then circulate the proposals to tenured and tenure-track Accounting faculty.

Faculty will have two weeks to review such proposals. Faculty should vote (1) to approve the proposed addition or change and rank of the journal if necessary, (2) to disapprove the proposed change or (3) abstain from the process. Votes should be placed in the ballot box in departmental office. Sixty percent of the tenured faculty must cast a vote with the majority voting for the change for it to be accepted. Should a journal receive a negative vote, it can be readdressed for consideration at the next scheduled faculty meeting