

Policy and Procedures  
Department of Accounting  
McCoy College of Business Administration  
Texas State University

APPS 5: Personnel Evaluation, Reappointment, Merit and Promotion Decisions  
APPS 5.04.04 Process for Adding Journals to the Active Journal List

### 1.0 PURPOSE

The Department of Accounting maintains a rated list of active journals to aid in assessing the quality of publications across a diverse discipline. This policy describes the process to add a journal to the Active Journal List.

### 2.0 ADDING A JOURNAL TO THE ACTIVE JOURNAL LIST

Any participating faculty member in the Department of Accounting may propose that a journal be included on the Department's Active Journal List. Proposals for journal additions should include the following information:

- A summary of the journal's target audience and objectives.
- The journal's publisher and editor.
- The following measures from Cabell's Scholarly Analytics: Journal Citation Reports Journal Impact Factor, Cabell's Classification Index, "difficulty of acceptance", and acceptance rate.
- Whether the journal is listed in the Social Sciences Citation Index (SSCI).
- The journal's rating on the Australian Dean's Business Council's (ADBC) most recent rating of journal quality. If the journal is not listed on the ADBC, indicate this.
- A description of the journal's review process (*e.g.*, double blind peer review).
- Any other information the proposer views as useful in helping faculty to evaluate the journal's quality and fit with the Accounting Department's mission.

Proposals for journal additions will be sent to the Department of Accounting's representative on the McCoy Research Committee, who will circulate those proposals to the tenured and tenure-track faculty and will conduct a vote on inclusion. The tenured and tenure-track faculty will have two weeks to review proposals and vote "yes," "no," or "abstain" on whether to add the journal to the Departmental list. Votes will be placed in a ballot box in the departmental office or may be submitted electronically to the department's McCoy Research Committee representative. A majority of the votes submitted must be "yes" for the journal to be added to the Active Journal List. In case of a tie vote, the decision to add a journal to the active journal list will be determined by a vote of the Department of Accounting tenured faculty.

### 3.0 INITIAL JOURNAL RATING

The tenured faculty of the Department of Accounting will conduct a second vote to determine how a newly approved journal will be rated on the Department's Active Journal List. This second vote will take place within two weeks of the initial vote for inclusion. Normally, the second vote will be

conducted by the Department's representative to the McCoy Research Committee. However, if the Department's representative is untenured, the Chair of the Department of Accounting may choose a tenured faculty member to conduct the vote.

The following choices will be included on the ballot:

- Rate journal as an "A+".
- Rate journal as an "A".
- Rate journal as a "B".
- Rate journal as a "C".

Votes may be placed in a ballot box in the departmental office or may be submitted electronically. Votes will be counted by the faculty conducting the vote and by a tenured faculty member.

### **CERTIFICATION STATEMENT**

This APPS has been approved by the reviewers listed below and represents the Accounting Department policy and procedure from the date of the document until superseded.

Review Cycle: September 1, E5Y  
To Be Reviewed: September 1, 2019

Governance Review: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

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