

# Editor Selection

## ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Editor Selection Committees	POLICY NUMBER: 308.01 EFFECTIVE DATE: July 24 , 2009 FORMERLY: REVISED:
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Responsibilities of the Chair of the Editor Selection Committee are specified in the applicable section of policy 101.01.

- I. Journal Editor Selection Committees:  
The Second Vice President serves as Chair of the *Justice Quarterly* and *Journal of Criminal Justice Education* Editor Search Committees, as needed. The Second Vice President appoints a seven member committee consisting of one ACJS Trustee who has eighteen months remaining in his/her term of office at the time of appointment, the sitting Editor for the journal, and other members selected from the ACJS membership at-large.
- II. Other Editorships:  
The Secretary serves as Chair of the *ACJS Today* and the *ACJS NOW* Editor Search Committees, as needed. The Secretary appoints a seven member committee consisting of one ACJS Trustee who has eighteen months remaining in his/her term of office at the time of appointment, the sitting Editor for the publication, and other members selected from the ACJS membership at-large.
- III. All members of the Editor Selection Committee are participating, voting members. The Chair's vote serves to break a tie.

Approved by the ACJS Executive Board

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ACJS President

# ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Selection of ACJS Editors	POLICY NUMBER: 700.01 EFFECTIVE DATE: July 24, 2009 FORMERLY: 93-011 REVISED: July 24, 2009; August 28, 1999
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Policy: This policy applies to the selection of ACJS editors for all ACJS edited publications.

Appointment of the Editor Selection Committee is covered in policy 308.01. Responsibilities of the Chair of the Editor Selection Committee are specified in the applicable section of policy 101.01.

*Editor Search Committees shall advise applicants of the eligibility and selection criteria and other relevant publication policies at the time of application and/or in the call for editor candidates.*

The general duties and responsibilities of ACJS editors are delineated in policy 700.02.

## I. Editor Eligibility and Selection Criteria

In assessing the applications, the following criteria should be considered:

1. Demonstrated record of scholarly activity as measured by such indicators as publications in refereed journals, book publication, and research. When selecting *JQ* and *JCJE* editors, strong preference will be given to applicants who have published their research and scholarly activities in the journal he/she seeks to edit.
2. Prior editorial experience as measured by such indicators as editorial responsibility for other scholarly publications and past experience as a referee or associate/deputy editor of an academic journal, or other editorial experience demonstrating the applicant's ability to implement and maintain the integrity of blind review, to improve or maintain the quality of the publication, to communicate effectively, and to behave in a professional manner that is supportive of the mission and goals of the ACJS and consistent with the ACJS statement of ethics.
3. Commitment to the ACJS Code of Ethics particularly to Section III.C. regarding research and publication.

4. Earned Ph.D. or terminal degree in area of specialization.
5. Senior (associate or above) academic rank at host institution for editing journals.  
  
Academic rank at host institution is not a consideration for editing newsletters.
6. Formal declaration of support from host institution, to include faculty release time, and other supportive services that the institution will commit to the editorship.
7. To be considered for the position of an ACJS editor, the applicant must be a member of ACJS in good standing for three (3) continuous years at the time of application.
8. Co-editorships of journals shall not be considered, and the same shall be indicated in the call for applicants/advertisements.
9. Sitting Executive Board members are not eligible to be selected as editor of *Justice Quarterly*, the *Journal of Criminal Justice Education*, *ACJS Today*, *ACJS Now*, or any other ACJS publication.
10. Upon assuming their editorial position, the editors of *Justice Quarterly* and the *Journal of Criminal Justice Education* may not be an editor of any other academic journal.

II. Selection Process:

The selection process involves three main steps:

- A. An initial review and evaluation of the candidate's applications.
- B. A telephone interview via conference call with leading candidates at the end of which a decisive vote is taken on the candidates; and
- C. A final decision by the ACJS Executive Board.

The selection committee chairperson has the discretion to solicit applications and to answer questions interested scholars might have about the editor's position and the selection process.

III. Initial Review and Evaluation:

- A. At the close of the application deadline, the committee chairperson copies and sends each application to the committee members (or arranges to have the ACJS National Office perform this task).

- B. Each committee member also receives an "Applicant Rating Form" that lists the criteria for the editor's position and asks the member to rank order his or her top three choices for the editor's position (or top two choices if the applicants number only two). See attached sheet.
- C. To score the rating form, a candidate is given three points for a "first choice," two points for a "second choice," and one point for a "third choice."
- D. This rating is used to decide on the top three candidates, who then move on to the second stage.
- E. If there is a tie for the third position among candidates, then more than three can move to the second stage. Alternatively, if the top two candidates far outdistance all other candidates, then the committee has the discretion to have only two candidates move on to the second stage. However, the committee must vote to approve interviewing less than three candidates (assuming that at least three applications have been received).
- F. After the votes rank-ordering candidates are tallied, the chairperson must inform all members of the committee of the outcome of the voting.

#### IV. Telephone Interview and Vote:

- A. It is the duty of the committee chairperson to schedule a teleconference call. This call must include all committee members and all three candidates who have moved on to the second stage in the review process. The call may be arranged through the ACJS National Office.
- B. The structure of the conference call is as follows:
  - 1. Fifteen minutes of discussion among the committee members.
  - 2. A 20-minute interview with each candidate (with candidates joining the call only for the period in which they are interviewed).
  - 3. In the interview, each committee member will ask one question at a time; there will be a round-robin question-and-answer period until the time expires or no more questions are forthcoming.
  - 4. In the interview, committee members should attempt to ask each candidate a set of uniform questions (e.g., about editorial philosophy, institutional resources, plans for a fair and expeditious review process). Preferably, these questions should be developed in advance of the interview. Of course, asking all candidates a set of uniform questions in no way precludes asking questions that relate to the specific aspects of a given candidate's editorial application.

5. After all interviews are completed, the committee will then remain on the telephone. There will be a discussion of the candidates. Then a final vote will be taken on which one candidate they choose to recommend as editor.
- C. In this vote, candidates are not rank-ordered. Rather, each committee member casts a single vote for his or her choice as editor; abstentions are not permissible. If there is a tie vote, the candidate receiving the lowest vote total is eliminated from the competition, and the committee once again votes. Since all committees have an odd number of members, a decision will be forthcoming.
  - D. Following the vote, it is the chairperson's responsibility to:
    1. Notify each candidate and the Executive Board of the committee's recommendation, with the clear caveat that this recommendation is advisory to the ACJS Executive Board and potentially subject to change. Applicants not interviewed should also be notified at this time.
    2. Write a report that summarizes the committee's rationale for the preferred candidate. The report should also reflect minority viewpoints on the committee. The report should be shared with all committee members, and members have the right to submit dissenting opinions.
    3. Forward the report and any dissents to the ACJS National Office, who will then forward this material to the ACJS Executive Board.
- V. ACJS Executive Board Decision:
    - A. At the meeting at which the committee's recommendation is considered (if not in advance of this meeting), each Executive Board member should be provided with a copy of the committee report, including dissents. Candidates' applications will be available at the Board meeting in which a decision is to be made. Any member of the Board can, upon request to the national office, receive a copy of applications in advance of the meeting.
    - B. The ACJS Executive Board votes to approve or not approve the selection committee's recommendation for editor.
    - C. If the Board votes not to accept the recommendation, then it should -- barring unforeseen complications -- choose the editor at the meeting. The editor will be chosen by a vote of the Executive Board, with each member voting for a single candidate. To be selected as editor, a candidate must have a majority of votes from those present at the meeting. If a majority is not achieved on the first ballot, the candidate with the lowest vote total will be eliminated, and the vote retaken. This process will be repeated, ballot by ballot, until a candidate is chosen. Abstentions are not permissible in the voting.

After the decision is made, the chairperson of the selection committee should

D. inform the candidates of the Executive Board's decision.

Approved by the ACJS Executive Board

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ACJS President

## APPLICANT RATING FORM

First Choice:

Second Choice:

Third Choice:

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2. Prior editorial experience as measured by such indicators as editorial responsibility for other scholarly publications and past experience as a referee or associate/deputy editor of an academic journal, or other editorial experience demonstrating the applicant's ability to implement and maintain the integrity of blind review, to improve or maintain the quality of the publication, to communicate effectively, and to behave in a professional manner that is supportive of the mission and goals of the ACJS and consistent with the ACJS statement of ethics.
3. Commitment to the ACJS Code of Ethics particularly to Section III.C. regarding research and publication.
4. Earned Ph.D. or terminal degree in area of specialization.
5. Senior (associate or above) academic rank at host institution for editing journals.  
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Please return by (Insert appropriate date - January 1<sup>st</sup> for JQ/JCJE). If more convenient, the rating can be sent by fax (xxx-xxx-xxxx). See my letter for everyone's numbers. Thanks!