



DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

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## MEMORANDUM

TO: Dorothy F. Schmidt College of Arts and Letters Faculty  
FROM: Heather Coltman, Dean *Heather Coltman*  
RE: Policy on Peer-reviewed Journal Editorship Support  
DATE: November 29, 2016

In order to further enhance our College and Faculty's national and international academic reputations, and support our Faculty's professional service and research efforts, Departments and Colleges are committed to assist in the hosting of reputable academic journals.

The Dean may approve Departmental and/or College funds to be used for the following activities:

- 1.) one course release per academic year for a faculty serving as the editor of a journal
- 2.) one-half GTAship per year to be used for editorial assistance for a journal (10 hours per week of work, supervised by the Faculty editor)
- 3.) special subventions for issues

Proposals for this support must be submitted to the unit chair or director, and must include a full description of the journal (impact factor, readership, editorial board, etc.) and a statement about its reputation in the field. The proposal must have a recommendation from the unit chair to be approved by Dean.