



Request for Inclusion or Re-Rating of a Journal on the College of Business Journal List
Modified process approved by CoB Faculty, March 2019

Purpose: To provide a means and format for faculty requests that a journal be included on the College of Business Journal List, or that the CoB apply a different journal rating than the rating which currently appears on the Australian Business Deans Council list.

Review Procedure

1. The faculty member shall submit the completed Request for Inclusion or Re-Rating (subsequently referred to as “request”) with supporting documentation to the faculty member’s Department Chair by email.
2. The department chair will forward the request no later than the Wednesday following the week during which the request is made to all tenured members of the applicant’s department, the applicant excepted. These tenured faculty, including the chair, if appropriate, shall have ten business days to review and discuss the merits of the requested journal and send their vote (either approve or deny) to the department chair. The vote shall be confidential, with the department chair recording only the numbers of yes and no votes. The department chair will forward the application and the results of the vote to the associate dean by the end of the tenth business day. If a request for inclusion is made by the chair of a department, the requesting chair shall ask the chair of a different department to conduct the confidential vote and forward the application and result of the vote to the associate dean by the end of the tenth business day.
3. The associate dean will review the request, information about the journal available online or from other sources, and the results of the departmental vote. The associate dean will then either approve or deny the request. The primary responsibility for determining the appropriateness of the journal for inclusion rests with the department, and the associate dean should only overrule the department in instances in which there is ample evidence that the journal is of poor quality (e.g., a “predatory” pay-to-publish journal, a journal with no review process). The associate dean may seek informal input from faculty within the college before rendering a decision. The associate dean shall have ten business days after receiving the request to render a decision and inform the faculty member and the department of the decision.
4. The associate dean’s decision may be appealed to the P&T Committee by either the faculty member who submitted the request or another member of the faculty. Requests should be submitted during the last full week in February, March, September, or October. The Chair of the P&T Committee will convene the committee to review, discuss, and vote on whether to approve or reject the appeal. The chair of the P&T Committee should provide the committee’s decision on the appeal to the Associate Dean and to the faculty member making the appeal within 15 business days of the P&T Chair’s receipt of the appeal.
5. Following the completion of the request process, the associate dean will update the College of Business Journal List within 5 business days if an affirmative decision on the request has been made. Any modification made to the list and its date should be noted at the bottom of the list.
6. All inclusions to the College of Business Journal List will be made initially at the C level.
7. A request can be made to modify the rating of any journal on the College of Business Journal List. This process shall follow steps 1 through 6 above.

Instructions

1. Complete the attached form with as much detail as possible.
2. Gather supporting documentation, including
 - List of members of editorial board
 - Evidence of the review process and of acceptance rate



**Request Form
for Journal Inclusion**

Name of Requester: _____

Department: _____

Date: _____

Journal Title	
Publisher	
ISSN	
Year Journal Started	
Website	
Discipline / Field	
Impact Rating, H Index, and/or SJR	
Acceptance Rate	
Publishing Fees	

Reason for submitting to this journal rather than to a comparable journal on the CoB list, and any additional information/justification that can be provided (use additional pages if needed):

Request Form for Journal Re-Rating

Refer to the table below for guidance with respect to the requested journal rating. This table provides statistics for the journals currently on the College of Business journal list. Refer to the website www.scimagojr.com for statistics for the journal.

Metrics	Journal Rating				
	A*	A	B	C	ALL
Min of SJR	0.10	0.10	0.10	0.10	0.10
Max of SJR	101.00	6.06	7.01	2.97	101.00
Average of SJR	4.18	1.17	0.60	0.37	1.04
StdDev of SJR	7.79	0.84	0.55	0.36	2.73
Min of H Index	1.00	1.00	1.00	1.00	1.00
Max of H Index	271.00	271.00	192.00	112.00	271.00
Average of H Index	91.29	46.86	23.96	14.59	34.24
StdDev of H Index	48.52	27.70	17.47	13.60	33.35

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Publishing Fees	
Requested Rating	

Additional Information/Justification: