

## JOURNAL LIST SUBSTITUTION PROCESS

Each discipline-specific journal list area can be amended after a new list is developed according to established revision procedure (here after "the new list"). The amendment process provides faculty in a discipline a way to adjust the new journal list so that the journal list more closely matches the strengths and interests of the faculty while at the same time ensuring that the research standards in the College of Business are consistent with the standards of peer and aspirant institutions. Amendment of the new list is purely optional. The new list can only be amended if there is agreement among a majority of faculty in the discipline as well as approval by the College Council and the Dean. The following details the process for amending the new journal list:

- No substitutions or changes may be made to the A+ list. Only journals in the A list may be removed and replaced with another journal.
- Substitutions can only occur at the time a new list is developed (i.e. every five years).
- There may be up to 3 substitutions per discipline list, with no more than 1 substitution by a journal not on the substitution list (see criteria 1 below). That substitution *must* meet criteria 2.
- Each substitution must be based upon majority vote of Tenure and Tenure-Track faculty members within the discipline. More specifically, there must be a majority vote in favor of which journal(s) to remove from the new A journal list and there must be a majority vote in favor of which journal(s) that will be added to the list.
- Any proposed substitutions to the new journal list must be submitted through the Department Head/Director to the Dean for review by the Council and the Dean within 30 days of the development of the latest revision of the journal list. The "New list" will not become official until this 30 day period is over and any substitution proposals have been acted on by the Dean.

In order to be considered as a potential substitute for a journal on the Category 1 list, ***a journal must meet 2 criteria.***

First, a journal must:

1. Fall no more than one standard deviation below the total number of A+ and A journals in the revised journal list for a particular discipline (where *standard deviation* is defined in terms of the number of A+ and A journals on lists obtained from peer and aspirant universities that have been used to create the revised Louisiana Tech list for a particular discipline). For example, if the standard deviation of the number of A+ and A journals on lists obtained from peer and aspirant universities that have been used to create the Louisiana Tech list for a particular discipline is seven, and the revised Louisiana Tech University list for that discipline includes fifteen A+ and A journals, journals ranked sixteen through twenty-two for that discipline may be considered).

Second, in order for a journal to be considered as a potential substitute, additional credible supporting evidence must be provided. Additional credible supporting evidence may be provided by meeting ***at least one of the following criteria:***

2a. Have an impact factor (either most recent year or average of the last 5 years) equal to or greater than an A journal on the new list.

2b. Have a Social Citation Index value (either most recent year or average of the last 5 years) equal to or greater than an A journal on the new list.

2c. Be ranked higher than another journal on the new A journal list by a journal ranking article in the area of consideration. The journal ranking article used as credible supporting evidence must have been published within the last 10 years.

It is incumbent upon the faculty in the discipline to provide documentation of the necessary supporting evidence when presenting the proposed substitution for consideration. This includes affirmation of majority agreement within the area about the proposed changes.

If a journal list is amended using this process, the amended list becomes "the new list" and will be used until the next revision cycle.