



**Michael A. Leven School of Management,
Entrepreneurship, and Hospitality**
School Bylaws

INTRODUCTION

These bylaws provide a framework for governance and procedures for operation of the Leven School of Management, Entrepreneurship and Hospitality, a unit of the Coles College of Business Administration at Kennesaw State University. The school is recognized as a collaborative, collegial, and diverse group of scholars, who value excellence in teaching, scholarly research, and service. All university and Coles College by-laws have precedence over these school by-laws. These bylaws were first adopted by the faculty of the Department of Management and Entrepreneurship on 7 April 2009, amended on 14 March 2011 and again on 04 March 2019.

ARTICLE I. Administration

1. School Director

- 1.1. The dean of the Coles College of Business Administration will appoint the director, including acting director, after consultation with school faculty, when there is a vacancy in this position.
- 1.2. During searches for a school director, the faculty will meet to discuss and vote on potential candidates. The results will then be communicated to the dean as an indication of the school's preferences. Using this, and other relevant information, the dean selects and appoints the school director.
- 1.3. The director shall provide academic and administrative leadership for the school and perform duties including, but not limited to: supervising the operation of the school, administering school budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, evaluating faculty and staff, assigning office and work space, presiding over school meetings, representing the school in college and university affairs, informing the faculty of events affecting the school or welfare of the faculty, and performing other such duties as assigned by the university or the dean of the Coles College of Business Administration.

2. Assistant Director

- 2.1. The school director may appoint an assistant director, subject to available funding.
- 2.2. If the school director decides to appoint an assistant director, the selection will be made in consultation with the faculty.
- 2.3. The director will assign the duties of the assistant. These duties may include, but are not limited to: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the director at college and/or university meetings, and completing special projects as assigned by the school director.
- 2.4. The assistant director will serve as acting director of the school at any time the director is out of town, unavailable, or incapacitated and unable to administer the affairs of the school.

3. Course Coordinators

- 3.1. The school director may appoint course coordinators for courses that are frequently taught by multiple faculty members in an effort to maintain consistency and ensure standards across sections.
- 3.2. In some instances, there may be a different course coordinator assigned to the face-to-face course and another coordinator assigned to the online version of the same course. In that instance the two coordinators should ensure that the face-to-face and online versions of the same course promote the same learning.
- 3.3. Where the course requires AOL activities, the course coordinator will also act as the course AOL coordinator.
- 3.4. Course coordinators will take a lead role in calling meetings among the relevant faculty to discuss any changes in course and will keep the general faculty and director informed about significant changes.

4. School Faculty Senate Representative

- 4.1. The Leven School Faculty Senator will be elected by full-time faculty from a list of nominated candidates. Candidates can be self-nominated. If only one candidate is nominated, the faculty must vote to accept or not accept the candidate.
- 4.2. The Leven School Faculty Senator will represent the school at all senate faculty meetings and will be responsible for disseminating any relevant information from those meetings to the rest of the school.
- 4.3. Senators will serve three-year terms and the school election officer will hold elections for a new senator in the spring of the third year.
- 4.4. If a senator resigns before their term ends then the school election officer will hold a special election for a new senator for the rest of the original senator's term.

5. School Election Officer

- 5.1. The Levin School Faculty Council (LSFC) will appoint the school election officer. Candidates can be self-nominated.
- 5.2. The school election officer is in charge of all election activities. These include; requesting nominations for candidates for posts, preparing nomination lists, circulating voting ballots, tabulating votes, and announcing results. The officer will usually hold these elections in the spring faculty meeting, except where special elections are needed for resigning post holders or ad-hoc committees.
- 5.3. The school election officer will serve a three year term and the LSFC will appoint a new officer or reappoint the old officer for a new term in the spring of the third year.

ARTICLE II. Committees

Section 1. Standing Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held in the spring semester of each year for the next year's committees. Each committee shall elect its chair annually, as soon as possible after the committee is elected. The chair of the previous year's committee shall convene the first fall semester meeting.

A. Leven School Faculty Council (LSFC)

A.1. Purpose

- A.1.1. The LSFC is advisory to the director, who holds decision-making authority at the school level.
- A.1.2. The LSFC will promote collegiality and effective shared governance of the school by increasing the transparency and two-way communication between the faculty and the director with regard to the development and implementation of policy, including but not limited to: strategic planning, annual budgeting, hiring, space and resource allocation, reassign-time, salaries and raises, appointments and reports of ad-hoc committees, workload issues, teaching load, overall goals, ideas about new programs, etc.
- A.1.3. The LSFC has the right to prompt access to school information relating to the planning and implementation of school policies.
- A.1.4. The chair of the LSFC will communicate faculty issues to the school director in a timely manner.
- A.1.5. The LSFC will work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and will notify the Faculty Senate Executive Committee of such problems for information purposes.

- A.1.6. In the event that a member of a standing committee resigns, or otherwise cannot serve out their term, the LSFC will initiate an election for the newly open position by having the elections officer request nominations. A new representative will then be elected by the full time faculty to complete out the existing term.

A.2. Formation and Structure of the committee

- A.2.1. The LSFC is a “committee of the whole” and composed of all full-time permanent faculty members of the school.
- A.2.2. The leadership of the LSFC will consist of five (5) members from all full-time permanent faculty members of the school, elected by the school. This group will be referred to as the “executive committee of the LSFC”. At least two members of the executive committee should be tenure-track faculty members. Each spring semester, school faculty will vote for new members by secret ballot from all the nominations, to replace the members rotating out. Exiting members are eligible for re-election.
- A.2.3. Members of the LSFC executive committee will serve staggered three-year terms, with one or two members rotating out each year, who may be replaced by new member(s).
- A.2.4. The chair of the LSFC will be a tenured faculty member, elected into the executive committee and then determined by the members of that committee as soon as the membership is finalized each year.
- A.2.5. The Chair of the LSFC will also serve as the School representative to the College Faculty Council (CFC). It is the LSFC chair’s duty to communicate the views of the LSFC to the CFC and to promote in that council in the best interests of both the school and of Coles College of Business.
- A.2.6. The membership may recall the LSFC chair or any member of the executive committee by a two thirds vote of eligible voting members.
- A.2.7. The school director is an *ex officio* non-voting member of the LSFC, and is not eligible to vote for or to serve as a LSFC representative.

A.3. Meetings

- A.3.1. The executive committee of the LSFC will meet as often as the committee membership deems appropriate.
- A.3.2. Meetings shall be called by the LSFC Chair as the director deems appropriate. The school director or any of the members of the executive committee of the LSFC can request meetings by contacting the LSFC chair, who will schedule the meetings.
- A.3.3. Prior to the semester meetings, the executive committee of the LSFC will formally solicit written inputs and agenda items from the faculty as a whole to be discussed during the meeting.
- A.3.4. The term “meetings” comprises both physical meetings as well as virtual meetings. A virtual meeting can be called for certain matters and may take the form of a discussion over a number of days or a vote taken after an email discussion over a number of days.

- A.3.5. The school director will respect the committee's desire, on occasion, to meet without the director present.

B. School Curriculum Coordinating Committee (LSCCC)

B.1. Purpose

- B.1.1. The LSCCC Committee will review proposed policy changes regarding admission, progression, retention, course or program description and requirements for any undergraduate or graduate course or program offered through the Leven School.
- B.1.2. The LSCCC will address the following issues related to both undergraduate and graduate programs:
- a) Reviewing strategic areas of the Leven School in relation to curriculum to ensure integration within the majors and among the courses,
 - b) Reviewing major field requirements,
 - c) Reviewing major field electives to ensure titles and descriptions are current,
 - d) Reviewing electives for courses to be dropped and added,
 - e) Identifying key business areas not being addressed in the curriculum,
 - f) changing programs or courses,
 - g) Adding new courses,
 - h) Offering special topics courses,
 - i) Revising catalogs,
 - j) Periodically reviewing all program and courses offered,
 - k) Deleting of courses,
 - l) Changing overall program requirements,
 - m) Cross listing courses,
 - n) Offering certificate programs.
- B.1.3. The LSCCC will also receive all undergraduate and graduate course and program proposals issuing from the school, and will insure their compliance with school, university, and college policies and goals. The LSCCC will insure that proposals do not duplicate existing offerings in any area, are in the proper format, are entered in Curriculog correctly, and are correct for spelling, grammar, and consistency (e.g. description of course is the same on the form and on the syllabus) in order that the proposal can proceed through the process at the Coles and KSU levels.
- B.1.4. The LSCCC will direct its recommendations to the Coles Graduate or Undergraduate Curriculum Committees, as appropriate. The LSCCC will also make policy recommendations regarding the curriculum development and review process to these college committees.

B.2. Membership:

- B.2.1. The full-time faculty will elect by secret ballot the members of the LSCCC. Each member of the LSCCC will serve overlapping three year terms, with two elected each year.
- B.2.2. Composition of the LSCCC will be across the seven areas of expertise within the school (i.e., General Management, OB/HRM, Operations, Strategy, Entrepreneurship, International, and Hospitality). While seven members, one for each area of expertise, is the recommended number for the LSCCC, faculty can represent two areas if they have expertise in both those areas. In such case the composition of LSCCC may be less than seven members.
- B.2.3. Two of the members of the LSCCC will also serve as representatives to the Coles College Curriculum Committees, one for undergraduate and one for graduate.

B.3. Operations:

- B.3.1. Faculty shall submit courses proposals to the committee chair in Curriculog. New course proposal must be accompanied by the "change to major" request in Curriculog adding the new course to the list of electives accepted by the major.
- B.3.2. The chair of the LSCCC sends a request for review to the committee via email with the direction to accept as is, accept with revision, need to meet to discuss, or do not accept. This is usually accompanied with a two-week time for reply.
- B.3.3. The LSCCC chair consolidates the comments and the committee makes a recommendation based on the review and transmits it to the requesting faculty and the school director.
- B.3.4. If the finding is to "accept as is" the Curriculog proposal is electronically signed by the curriculum chair and forwarded to the school director for signature. Submitting faculty need to attend both the Coles and KSU Curriculum review sessions.
- B.3.5. If the findings suggest a review is necessary before acceptance, the proposal, along with the reviewer comments, are sent back to the submitting faculty. Once the faculty has revised the proposal, it is resubmitted to the committee for review and the cycle begins again.
- B.3.6. The registrar determines the deadlines for submission to be included in the next year catalog. Faculty should plan from those and the meeting schedules of the Coles and KSU committees in order to get submission processed in time. Both Coles and KSU require two readings of the proposal.

B.4. Meetings

B.4.1. The LSCCC chair will schedule meetings as needed.

B.4.2. The LSCCC chair will distribute all meeting minutes and agendas to faculty by email.

C. Levin School Assurance of Learning Committee (LSAOLC)

C.1. Purpose

The objective of Leven School's Assurance of Learning committee is to establish how well each individual student graduating from our program is meeting the learning objectives established by the university, college, and school; to develop action plans; implement changes to improve our performance; and to help the student better meet those established goals and objectives. It should be noted that the primary unit of assessment is the effectiveness of individual student performance in meeting the overall program goals for AACSB; and the overall major goals for SACS.

C.2. Membership

C.2.1. The committee consists of two elected members, one of whom will act as the chair of LSAOLC. The other will lead on program assessment. In addition, all course coordinators for program core courses, both undergraduate and graduate, are members of the committee.

C.2.2. The elected members will serve overlapping, three year terms. The full-time faculty vote for these members by secret ballot.

C.3. Operations

C.3.1. The LSAOLC will coordinate;

- a) Development of course embedded assessment vehicles,
- b) Program assessment,
- c) Indirect assessment vehicles,
- d) Course assignment rubrics,
- e) Sampling processes,
- f) Administration of assessment vehicles,
- g) Analysis of assessment results,
- h) Implementing changes to reflect assessment results,
- i) Continuous improvement goals,
- j) Participation of faculty in the assessment process.

C.4. Meetings

- C.4.1. The LSAOLC chair will hold meetings as needed.
- C.4.2. The LSAOLC chair will distribute all meeting minutes and agendas to faculty by email.

D. Leven School Review Committee (LSRC)

D.1. Purpose

- D.1.1. The LSRC is advisory to the president, who retains final decision-making authority at the university level on all tenure and promotion matters. For pre-tenure reviews, the LSRC is advisory to the Dean.
- D.1.2. The primary purpose of the committee is to review faculty applications for tenure, promotion, and pre-tenure review, and to produce committee recommendations in response to such applications.

D.2. Membership

- D.2.1. The permanent, fulltime faculty of Leven School shall elect by secret ballot, five representatives to the LSRC. When considering a promotion to professor, only full professors on the committee may vote.
- D.2.2. LSRC members must be tenured members of the Leven School.
- D.2.3. LSRC members shall serve three-year overlapping terms after the first cohort, which will serve staggered terms.
- D.2.4. The school director will not be eligible to vote for or to serve on the LSRC.

D.3. Leadership & Operations

- D.3.1. The Leven School Review Committee will conduct operations in a manner consistent with all university and Coles College standards and the guidelines contained in the current KSU Faculty Handbook.
- D.3.2. Committee members of the LSRC will elect the chair, who must have served on the LSRC for at least one year during the three preceding academic years.

D.4. Meetings

- D.4.1. Meetings will be scheduled as needed and at the call of the LSRC chair during the regular academic year.
- D.4.2. A quorum shall consist of four of the five LSRC members.
- D.4.3. If a member cannot attend a meeting, they may authorize another member of the committee to serve as their proxy for voting. A proxy does not count towards a quorum.
- D.4.4. The LSRC does not record minutes of its deliberations, as its discussions and recommendations are confidential.

E. Leven School Scholarship Committee

E.1. Purpose:

- E.1.1 The Leven School Scholarship Committee (LSSC) determines the ranking of journals in which school members publish.
- E.1.2. The LSSC will develop and maintain a list of journal ranks and will consider school faculty petitions to change the ranking of a journal or determine the ranking for a journal not yet ranked consistent with the protocol provided in this document.

E.2. Formation and Structure of the Committee:

- E.2.1. The membership of LSSC will consist of three (3) research active, tenure or tenure track full-time faculty members of the school. The committee members should represent diverse academic disciplines. To be considered research active, the faculty member has to be on the research, research-balanced or balanced track, with at least one publication at the A or B level within the previous three years. Members will be voted in via secret ballot of eligible fulltime school faculty of all names placed in nomination and will serve for a period of three years. New members will be voted in via secret ballot of all eligible names placed in nomination. Existing members are eligible for re-election.
- E.2.2. Members of the LSSC will serve staggered three-year terms, with one member rotating out each year and replaced by one newly elected member.
- E.2.3. The chair of the LSSC will be a tenured faculty member, elected into the committee and then determined by the members of that committee as soon as possible after the committee is formed.
- E.2.4. The membership may recall the LSSC chair or any member of the committee by a two thirds vote of eligible voting members.
- E.2.5. The Leven School director is an ex officio non-voting member of the LSSC and is not eligible to vote for or to serve as a LSSC representative.

E.3. Meetings:

- E.3.1. Meetings of the LSSC shall be called by the LSSC chair when deemed appropriate or when warranted to address requests by faculty members or the school director requesting clarification on journal rankings.
- E.3.2. Prior to meetings, the LSSC chair will notify school faculty to solicit written inputs and agenda items to be discussed during the meeting.
- E.3.3. The term “meetings” comprises both physical meetings as well as virtual meetings. A virtual meeting can be called for certain matters and may take the form of a discussion over a number of days or a vote taken after an email discussion over a number of days.
- E.3.4. The school director will respect the faculty’s desire, on occasion, to meet without the director present.

E.4. Operations:

- E.4.1. The LSSC will maintain both the Criteria for Ranking Scholarship Output and the Journal Ranking Benchmark List.
- E.4.2. The LSSC will review faculty petitions regarding specific ranking for any journal publication or scholarship activity not specifically included in the existing benchmark list. Decisions made by the LSSC in response to faculty petitions will be recorded as part of a separate Evaluated Publication List for references by all school members.
- E.4.3. The protocol for determining the assessed value of scholarship is explained in detail in the school performance document.

Section 2. Ad-hoc Committees

The school director or the LSFC may appoint ad-hoc committees (such as search committees, see below) for a specific term, either with appointed or elected members. The school director or the LSFC, whichever is the sponsoring organization, shall notify the school faculty of the existence and purpose of any ad hoc committees.

A. 1. Search Committee Designation and Guidelines for Faculty Searches

- 1.1. The school director shall appoint a search committee chair from a list of faculty members nominated by the faculty. In most cases the search committee chair should come from the discipline, for which the search is being conducted, unless no one from that discipline is available.
- 1.2. The school director and search committee chair will work together to select the remaining members of the search committee. In addition to the committee chair, at least one of the committee members should come from the discipline, for which the search is being conducted.

A. 2. Process

- 2.1. The search committee chair, working with the school director and school administrator will produce the requirements for the new hire. These requirements must meet all KSU and Coles hiring guidelines as well as Leven School's needs.
- 2.2. The search committee chair, with advice from KSU's Faculty Affairs, will then advertise the opening on the web, publications, and at conferences, as usual for the discipline, while meeting all KSU job hiring guidelines. The search committee chair will advertise for the position in suitable national academic journals and discipline bulletin boards for the discipline being hired for, during the normal time in the recruiting cycle for that discipline.
- 2.3. The search committee chair, working with the school director and academic affairs, will gather applicants' files, review their completeness, and make them accessible to committee members and other faculty. Typically, this is gathered in a hiring database by Academic Affairs.
- 2.4. The search committee will review applicants' files and select applicants that fit guidelines and determine a list of applicants to interview.

- 2.5. If applicable, phone interviews will be conducted with search committee members to create a short list of candidates. Ideally the search committee will select three candidates selected for an onsite campus visit and interviews.
- 2.6. The search chair will organize the visits and arrange interviews with the dean, school director, the search committee, and faculty as needed. Normally, the potential hire will present their research or teaching skills (for lecturers) to an open meeting of interested parties. The search chair will also organize meals, accommodation, tours, and travel for the potential hires, as needed with the help of the school administrator.
- 2.7. The search chair will organize feedback from faculty after these visits to present to the search committee.

A. 3. Deciding on Job Offer

- 3.1. Subsequent to campus visits by candidates, the faculty shall vote on the acceptability of candidates. The school director and search committee will use the results of this vote, in conjunction with other pertinent information, to rank candidates.
- 3.2. The school director will send the candidate's strengths and weaknesses to the dean.
- 3.3. The dean will make the final decision.
- 3.4. The School Director will then negotiate with the chosen candidate and gets provost's approval for the negotiated offer.
- 3.5. The provost makes a formal offer to chosen candidate, who accepts or declines offer. If the candidate declines offer then the school director with consult with the dean and the search committee to determine how to proceed.

A.4. Potential Conflicts of Interest

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close relationship, s/he should make this known to the committee and the school director and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE III. School Faculty Meetings

Section 1. Structure

- 1.1. The director will regularly schedule school meetings of school faculty. They shall be held at least once each semester, with the director distributing agendas at least two weeks prior to the meetings.
- 1.2. The school director may call such additional meetings as deemed necessary.
- 1.3. All full-time faculty and staff are expected to attend school meetings. All absences must be excused by the school director prior to the meeting.

Section 2. Operations

- 2.1. There must be a secretary (usually the administrative assistant) for each school meeting, who takes minutes. The director should appoint the secretary in advance of the meeting. The school director then reviews these minutes, which are maintained in the office of the administrative assistant. The director must send the draft minutes to the faculty for comments. The next school meeting must take a vote to approve minutes of the previous meeting.
- 2.2. Items that were not included in the agenda at the time of its distribution to the faculty can be added after a positive vote to suspend the rules.

ARTICLE IV. Voting

Voting on matters of school policy and procedures, academic standards, and integrity, committee membership, and revision of school bylaws shall be determined as follows.

Section 1. Eligibility

- 1.1. All full-time permanent faculty are eligible to vote. Part-time and temporary faculty cannot vote.
- 1.2. Absent faculty may vote by written proxy. Written proxy should specifically designate to whom the proxy is being given and who the absent faculty member is.

Section 2. Quorum

- 2.1. A quorum shall consist of two-thirds of those eligible to vote.
- 2.2. Proxies shall not count toward a quorum.

Section 3. Passage of Motion

- 3.1. A simple majority of those voting shall be required to pass a motion.
- 3.2. A two-thirds majority of those voting shall be required to pass an amendment to the school bylaws.

Section 4. Ballots

- 4.1. The school elections officer is in charge with requesting candidates, preparing nomination lists, circulating voting ballots, tabulating outcomes, and assuring that documents to be voted on are available prior to school meetings.
- 4.2. The school shall use secret ballots for all votes and elections.
- 4.3. The election officer shall collect and count all ballots, then announce the results.

Section 5. Electronic Voting

- 5.1 Voting may be done electronically if approved by a simple majority of the members of a committee or the school. Electronic voting is not allowed by the LSRC committee when considering pre-tenure, tenure, or promotion decisions.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the BBA and MBA degrees with a major offered in the Leven School and changes in the requirements for a minor offered in the Leven School (all as appropriate).

- 1.1. The School Director or any tenured or tenure-track school faculty may propose such changes.
- 1.2. Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- 1.3. A completed copy of the appropriate form must be distributed to UPCC committee members at least one week prior to discussion and vote.
- 1.4. A majority of the eligible voting UPCC members is required to approve and to adopt proposals for new course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Summer Session Teaching

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the school director shall determine which faculty members wish to teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during the summer sessions.

- a. Course demand and faculty specialization.
- b. Budget conditions.
- c. Preference will be given to full-time, tenure-track faculty.
- d. Possession of the terminal degree.
- e. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.
- f. Other considerations as the director sees fit.

ARTICLE VII. Amendments to Bylaws

Faculty shall submit proposals to change these bylaws in writing to the school director at least two weeks prior to any vote on said amendment. In accordance with university policy, amendment of the school bylaws requires a two-thirds majority vote by a secret ballot of the permanent, full-time faculty of the school. The school election officer will run any elections on amendments.

ARTICLE VIII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the Coles College of Business and the Board of Regents of the University System of Georgia

Received

MAR 05 2019

Academic Affairs

Kennesaw State University Approval Form for Department/School Bylaws

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated mm / dd / yyyy, were approved by the faculty of the Department/School of _____ in accordance with department policies and procedures:

Ronny Richardson [Signature] 3-4-19
Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Stacy Campbell [Signature] 3-4-19
Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

JOMON PAUL [Signature] 03/05/19
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Robin Cheramie-Latin [Signature]
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Katy S Self [Signature] 3/26/2019
Name (printed or typed) Signature/ Date

Recommended Revisions

Michael A. Leven School of Management, Entrepreneurship, and Hospitality: School Bylaws

Replace Section E.1 with the following

E.1. Purpose

- E.1.1 The Leven School Scholarship Committee (LSSC) determines the ranking of journals used by the school in the evaluation of scholarly output.
- E.1.2 The LSSC: 1) maintains a list of journal ranks, 2) considers faculty petitions to rank journals that are not ranked, and 3) considers faculty petitions to change the rank of journals that have been previously ranked.
- E.1.3 The LSSC follows the ranking guidelines set forth in: section 4.2 and Appendix II of the 'Statement of Philosophy and Guidelines for Faculty Performance, Planning and Evaluation' of the Leven School.

Replace Section E.2.1 with the following

E.2 Formation and Structure of the Committee;

- E.2.1 The membership of LSSC will consist of three (3) research active, tenured or tenure track full-time permanent faculty members of the school. The committee members should represent diverse academic disciplines. To be considered research active, the faculty member has to be on the research, research-balanced or balanced track, with research productivity equivalent to their track level or above within the previous five years.

Members will be voted in via secret ballot of eligible fulltime department faculty of all names placed in nomination and will serve for a period of three years. New members will be voted in via secret ballot of all eligible names placed in nomination. Existing members are eligible for re-election.

Remove Section E.3.2 and re-number section E.3

Replace Section E.4 with the following

E.4 Operations:

- E.4.1 The LSSC will maintain a Leven School Benchmark Journal List (Benchmark List) and a Leven School List of Ranked Journals (Ranked Journals List).

The Benchmark List is used to represent the Leven School's journal list to external stakeholders. It is also used by faculty when selecting a comparison journal is needed as part of the journal ranking process.

The Ranked Journals List is a running list of journals and their ranking by the LSSC over time.

These lists will be available for member as well as external stakeholder review.

- E.4.2 The LSSC will assess faculty petitions regarding ranking for any journal not specifically included in the Benchmark List or the Ranked Journals List.

Decisions made by the LSSC in response to faculty petitions will be recorded in the list of ranked journals.

- E.4.3 The protocol for determining the assessed value of scholarship is explained in in section 4.2 and Appendix II of the 'Statement of Philosophy and Guidelines for Faculty Performance, Planning and Evaluation' of the Leven School.

Recommended Revisions

Statement of Philosophy and Guidelines for Faculty Performance, Planning, And Evaluation. Michael A. Leven School of Management, Entrepreneurship & Hospitality.

Pg 4: Inappropriate Reference to Appendix II should be changed to Appendix I

The LSRC is responsible for evaluating pre-tenure and tenure/promotion portfolios each year. Candidates should follow the guidelines for the online portfolio management system content provided in Appendix I of this document as well as guidelines in the college and university documents.

Pg 9: Replace with the following language:

The Leven School Scholarship Committee (LSSC) facilitates the ranking of journals in which department members publish scholarly achievements. The LSSC maintains, updates and distributes the Leven School Benchmark Journal List (Benchmark List) and a list of prior approved journals, the Leven School List of Ranked Journals (Ranked Journals List).

The Benchmark List is used to represent the Leven School's journal list to peer and aspirant universities and when faculty need to pick a comparison journal as part of the journal ranking process when preparing the Journal Rank Request Form.

The list of prior approved journal is a running list of journals that Leven School faculty have requested be approved by the LSSC and the ranking results.

Appendix II

Protocols for Determining the Assessed Value of Scholarship

Overview

The criteria for ranking journals as an outlet for scholarly output is a core school document to guide the process for assessing the value of scholarship output produced by members of the Leven School.

The Leven School Scholarship Committee (LSSC) determines the ranking of journals used by the school in the evaluation of scholarly output. The LSSC: 1) maintains a list of journal ranks, 2) considers faculty petitions to rank journals that are not ranked, and 3) considers faculty petitions to change the rank of journals that have been previously ranked.

The Leven School Benchmark Journal List (Benchmark List) and the Leven School List of Ranked Journals (Ranked Journal List) will be used by the school director and faculty committees when evaluating the scholarship output of faculty members for the purposes of annual faculty evaluation, promotion and tenure decisions and determining compliance with workload requirements for each track identified in the “Statement of Philosophy and Guidelines for Faculty Performance, Planning, And Evaluation. Michael A. Leven School of Management, Entrepreneurship & Hospitality”.

Journal Ranking Criteria

“A+”: Elite Journals

This category includes the most elite journals representing approximately the top 5% of journals in a field.

These are the handful of journals in a discipline that are consistently viewed as the very top journals; have the highest citation impact factors and author affiliation indices in the field; have very high circulation, readership, and visibility; high submission rates; low acceptance rates; and papers are typically heavily refereed. These journals typically publish the most original and best executed academic research papers. Papers published in these journals have been or will be recognized as making a significant or substantial contribution to knowledge, theory, policy, or practice. This designation is reserved for only the most elite scholarly outputs which have significant impact on the field of research and enhances the reputation of the scholar and Kennesaw State University.

An ‘A+’ ranking for a journal may be indicated when the publication meets the following characteristics:

- A 2015 JIF of 3.682 or higher and a 2015 SJR of 2.091 or higher.
- Is ranked by Recognized Journal Rating Systems as among the top 5% of journal outlets.

- Is ranked in the highest category of publications by peer and aspirant schools.

LSSC ranking of a journal as A+ is not automatic but requires LSSC discussion and consideration.

“A”: High Quality Journals

High quality journals representing approximately the next 10% of journals in a field.

These journals reflect the relatively small number of high-quality peer-reviewed academic journals in each discipline. These journals have significant and substantial circulation, readership, and visibility. They typically have good submission rates; low acceptance rates; fair to good impact factors; and reasonably high Author Affiliation Indices. These journals are very selective in what is published. The papers are heavily refereed, and these journals publish original and well-executed research papers.

Papers published in these journals have advanced or are likely to advance knowledge, theory, policy, or practice. Publications in these journals are considered significant academic achievements. This designation is reserved for scholarly outputs which have identifiable impact on the field of research and which are widely regarded as a high quality publication outlet consistent with the goals and mission of the school.

An ‘A’ ranking for a journal may be indicated when the publication meets the following characteristics:

- A 2015 JIF of 2.366 or higher and a 2015 SJR of 1.048 or higher.
- Is ranked by Recognized Journal Rating Systems as among the top 15% of journal outlets.
- Is ranked in a high category of publications by peer and aspirant schools.

LSSC ranking of a journal as ‘A’ is not automatic but requires LSSC discussion and consideration.

“B”: Well Regarded Journals

Well Regarded Journals making up approximately the next 35% of journals in a field.

These journals reflect the larger number of well-regarded quality peer-reviewed academic journals and most visible peer-reviewed professional journals. Papers in these journals are fully refereed according to accepted standards and conventions. At the very least, these journals should reflect an author affiliation index similar to that of the Coles College’s peer and aspirant institutions, have some reasonable consistency in being classified as second tier journals in broadly accepted comprehensive journal publication lists, have modest citation impact factors (when available), and have a reasonable readership and circulation level. These journals publish original research of an acceptable standard. Papers published in these journals have made or will make a contribution to knowledge, theory, policy, or practice.

LSSC ranking of a journal as ‘B’ is automatic based upon the following criteria. However, completion of the Journal Rank Request Form and submission to the LSSC is required.

- A JIF of 1.083 or higher OR a SJR of 0.263 or higher.

If the journal does not have a JIF or SJR, a 'B' ranking may be indicated by the following criteria which will have to be considered by the LSSC outside of an automatic ranking:

- Is Recognized Journal Rating Systems as among the top 50% of journal outlets.
- Is consistently ranked at the mid-level category of publications by peer and aspirant schools.

"C": Peer Reviewed Journals

These journals should at minimum ensure an ethical publication and review process.

LSSC ranking of a journal as 'C' is automatic based upon the following criteria. However, completion of the Journal Rank Request Form and submission to the LSSC is required.

- Inclusion of a journal in the Thompson database or the Scopus database.
- Journal membership in one of the following:
 - Open Access Scholarly Publishers Association: <http://oaspa.org/membership/members/>
 - Directory of Open Access Journals: <https://doaj.org/>
 - Committee on Publication Ethics: <http://publicationethics.org/>

Ranking a Journal

Faculty members should petition the LSSC using the Journal Rank Request Form to provide a specific ranking for any journal they wish to submit a scholarly work to. Decisions made by the LSSC in response to faculty petitions will be recorded in the Ranked Journal List.

Any faculty member may, during the school year, petition the LSSC to rank additional scholarly outlets not included on the Ranked Journal List using the procedures outlined below.

1. The petition should be submitted using the Journal Rank Request form below and submitted to the LSSC chair by email.
2. Petitions will be considered at the next meeting of the LSSC and the outcome of the LSSC deliberation will be included in the Ranked Journal List.
3. It is the responsibility of the faculty member initiating the petition to provide all evidence needed by the LSSC to determine the ranking of the journal in question. Faculty may present additional information to support the ranking of any journal. Such information is qualitatively assessed by the LSSC and is given relatively greater weight in Supporting Category 1 than Supporting Category 2.

Supporting Category 1 includes

- Recognized journal rating systems - Academic Journal Guide of the Chartered Association of Business Schools (CABS or ABS), the Australian Business Dean's Council (ABDC), the Academic Journal Quality List (FNG) published by the French Scientific Board of FNEGE, or the VHB-JOURQUAL (VHB) published by the German Academic Association for Business Research.
- Peer, aspirant and other university journal rankings.

- Recognized discipline specific journal rankings.
- Other journal ranking sources such as: eigenFACTOR.org

Supporting Category 2 includes

- Year established.
 - Author quality affiliation information and indexes.
 - Senior Editor, Editorial Board and/or Guest Editor quality affiliation information and indexes.
 - Circulation, readership, submission and acceptance rates.
 - Citation rates.
 - Submission volume.
 - Quality of the peer review process.
 - Journal membership in an organization that ensures ethical publishing including:
 - Open Access Scholarly Publishers Association: <http://oaspa.org/membership/members/>
 - Directory of Open Access Journals: <https://doaj.org/>
 - Committee on Publication Ethics: <http://publicationethics.org/>
4. The information must be complete, meaning that the submitting faculty member must search and provide all forms of evidence available at the present time.
 5. All information must be submitted to a the chair of the LSSC in electronic form so it can be easily shared with other committee members.
 6. The LSSC will assess the publication in question to assign a ranking and will add the conclusion to the Prior Approved Journal List.
 7. The LLSC reserves the right to 'not rank' a journal is the LSSC deems that it does not appropriately fit the above Journal Ranking Criteria.

Faculty Appeal of Proposed Journal Ranking

If the indication of journal ranking is not what the faculty member believes correct, the faculty member can appeal the proposed journal rank by completing section C of the Journal Rank Request Form. A journal ranking appeal should be based upon on the criteria outlined in Supporting Category 1 and/or Supporting Category 2.

Prior to the Fall or Spring faculty meeting, the logic of the appeal and the logic of the proposed ranking will be prepared in writing and delivered to the faculty for review. The appealing faculty member should remain unknown to the faculty. A faculty vote at the Fall or Spring meeting on the proposed ranking vs the appealed ranking will establish the final journal ranking.

A Faculty Appeal is not a re-ranking of a journal that was previously ranked. If a journal has been ranked by the LSSC for more than one year, and the faculty member believes the ranking is not appropriate, the journal should be re-submitted to the LSSC for ranking using the appropriate Journal Rank Request form.

Journal Rank Request Form: A+/A Review

Potential Ranks	A+	A
Faculty Suggested Rank		
LSSC Review	Full	
LSSC Journal Ranking		

Full Journal Title:

Publisher:

ISSN:

Website:

Choose a discipline specific journal from the Leven School Benchmark Journal List and address the following points of comparison to the submitted journal.

JCR: Journal Citation Reports - Thomson - Web of Science:

Journal impact factor:

Year of JIF:

Primary Category:

Rank within Category / Number of Journals in Category:

SJR: SCImago Journal Rank – Scopus - scimagojr.com

SJR:

Year of SJR:

Primary Category:

Rank within Category / Number of Journals in Category:

Supporting Category 1

Recognized journal rating systems:

Peer, aspirant and other university journal rankings:

Recognized discipline specific journal rankings:

Other journal ranking sources:

Supporting Category 2: Information in Supporting Category 2 can be added if the information in Supporting Category 1 is weak or insufficient.

Year established.

Author quality affiliation information and indexes

Senior Editor, Editorial Board quality affiliation information and indexes

Circulation, readership, submission and acceptance rates

Citation rates

Submission volume

Is the journal a member of the following:

Open Access Scholarly Publishers Association: <http://oaspa.org/membership/members/>

Directory of Open Access Journals: <https://doaj.org/>

Committee on Publication Ethics: <http://publicationethics.org/>

Journal Rank Request Form: B/C Review

Potential Ranks	B	C
Faculty Suggested Rank		
LSSC Review	Automatic/ Abbreviated	Automatic/ Abbreviated
LSSC Journal Ranking		

Full Journal Title:

Publisher:

ISSN:

Website:

JCR: Journal Citation Reports - Thomson - Web of Science:

2015 Journal impact factor:

Current JIF:

Primary Category:

Rank within Category / Number of Journals in Category:

SJR: SCImago Journal Rank – Scopus - scimagojr.com

2015 SJR:

Current SJR:

Primary Category:

Rank within Category / Number of Journals in Category:

If this submission is for a C rank, complete the Evidence of Peer Review below.

If the JIF or SJR factors do not support the B rank, choose a discipline specific B journal from the Leven School Benchmark Journal List and address the following points of comparison to the submitted journal.

Supporting Category 1

Recognized journal rating systems:

Peer, aspirant and other university journal rankings:

Recognized discipline specific journal rankings:

Other journal ranking sources:

Supporting Category 2: Information in Supporting Category 2 can be added if the information in Supporting Category 1 is weak or insufficient.

Year established.

Author quality affiliation information and indexes

Senior Editor, Editorial Board quality affiliation information and indexes

Circulation, readership, submission and acceptance rates

Citation rates

Submission volume

Evidence of Peer Review

Is the journal a member of the following:

Open Access Scholarly Publishers Association: <http://oaspa.org/membership/members/>

Directory of Open Access Journals: <https://doaj.org/>

Committee on Publication Ethics: <http://publicationethics.org/>