

AHRD Journals Policy

1.0 Preamble

The Academy of Human Resource Development (AHRD) is a Sponsor of four journals. Each of these journals is owned by its publisher. As a Sponsor, AHRD is responsible for negotiating and following the contractual obligations with each of the Publishers. Although the contracts specify the role of the Journal Editors, they do not describe the relationship between the Editors and the AHRD Board and the responsibilities and obligations of the Editors relative to the AHRD Board. The purpose of this policy is, therefore, to describe those obligations and responsibilities regarding relationship of AHRD-Sponsored Journal Editors to the AHRD Board

2.0 Editorial Independence

- 2.1 Editors shall have total responsibility, authority, and accountability for the scientific content of the journal [editorial independence].
- 2.2 Materials published in the journals shall not represent the opinion of the AHRD.
- 2.3 Editors shall resist any action that might compromise editorial independence.
- 2.4 Without prejudice to any provisions in this policy, AHRD shall expect all editors of its Journals to be compliant with COPE's [Committee on Publication Ethics] mandatory Code of Conduct for Journal Editors standards.
- 2.5 Editors shall have independent authority to select their editorial boards.
- 2.6 The AHRD as a sponsoring society, shall always recognize and accept the journals' scientific integrity and objectivity and the editorial independence of the editors, and it shall not interfere in the assessment, selection, or editing of journal articles. The relationship between the editors and the AHRD shall be based on trust and respect.

3.0 Selection of Editor and Associate Editor(s)

The AHRD as a sponsor of the Journals is responsible for appointing Editors to the Journals. However, the procedures for the appointment of editors may be specific to each Journal as per the contractual agreement between the AHRD and the respective Publisher as well each Journal with AHRD.

3.1 Selection and Oversight of Editors and Associate Editors for the HRDQ, HRDR, and ADHR

- 3.1.1 AHRD, with the approval of the Publisher, is responsible for editorial policy and control. AHRD will exercise this responsibility by maintaining a statement of the editorial aims and scope of the Journal and by appointing an Editor and Associate Editor(s). Changes in the editorial policy will be made with approval of the Publisher and with consultation of editorial boards. The Editor shall sign an Editor's agreement with AHRD. See Appendix A for details.
- 3.1.2 Six months to the expiration of the term of office of the incumbent Editor, the AHRD Board shall initiate a search for a new Editor. A Search Committee headed by the incumbent Editor (unless he/she is an interested candidate), two members of the Editorial Board and two members of the AHRD Board shall select a candidate for the approval of the AHRD Board. This process shall be within a period of three months. This shall give the new editor enough transition period.

- 3.1.3 Since the journals typically have an Associate Editor eventually transition into the Editor role, it is incumbent upon the newly appointed Editor, and the AHRD Board to ensure that there is a public announcement requesting applicants for the Associate Editor(s) position(s). Once a selection is made, the incoming Editor will request a review and approval of the selected person(s) by the AHRD Board. If the Associate Editor(s) or Editor must be replaced at an unexpected time, the AHRD Board shall follow the same process without prejudice to the provisions of section 3.1.5 of this policy.
- 3.1.4 AHRD shall have the responsibility of supervising the Editor.
- 3.1.5 If the Editor is unable or unwilling to perform routine duties related to the Journal's publication for any extended period of time, the AHRD shall ensure that the Publisher can rely on another authorized individual for day-to-day decisions regarding the operation of the editorial office. In the event the Editor is not performing his/her obligations and duties to the reasonable satisfaction of the Publisher or the AHRD, the unsatisfied party shall notify the other, specifying in detail the areas of unsatisfactory performance. If the Editor is unable to improve his/her performance as provided in the Editor's Agreement with the Publisher, the Editor's Agreement shall be terminated and AHRD shall appoint an interim editor and initiate a search for a successor, all in consultation with the Publisher.

3.2 Selection and Oversight of Editor and Associate Editor(s) for HRDI

- 3.2.1 AHRD and the University Forum for Human Resource Development (UFHRD) are the co-sponsors of HRDI. The AHRD and UFHRD shall be responsible for the establishment and management of a Board of Directors.
- 3.2.2 The Board of Directors consist of three appointees of the AHRD, three appointees of the UFHRD (the Sponsors), the Editor-in-Chief, and the Associate Editors.
- 3.2.3 The Board of Directors shall be responsible for the appointment of the Journal's Editor-in-Chief, and two Associate Editors based on recommendations from the Editorial Team, and in consultation with Taylor & Francis. These appointments will be made from members of the Editorial Board, and will be designed to maximize the geographical spread of the editorial executive.
- 3.2.4 Each year the AHRD Board shall appoint a member to replace one of its three members whose four year term expires.

4.0 Review and approval of publisher contracts: The President, and/or designated other, will receive contracts from the publisher. The AHRD Board reviews and approves the contracts.

5.0 Reports to the AHRD Board: The Editors shall provide the AHRD President and Board with a formal report annually on the manuscript flow, manuscript review cycle time and procedures, updates on editorial board, SSCI status, and any other relevant concerns related to the effectiveness and long-term viability of the Journals.

6.0 Identification of Award Winners: The Editors shall ensure that a timely review process is created for reviewing and selecting the award winner(s) in line with AHRD Awards Policy. The selection will be reported to the AHRD Main Office within the specified period so that the awards can be crafted in advance of the AHRD Americas Conference.

7.0 Meet-the-Editor Panel: The editors and/or their designated representatives shall participate in the meet-the-Editor panel of the AHRD Americas Conference, which the AHRD Board is responsible for coordinating annually, and other AHRD Board Approved Conferences.

Appendix A. Editor Contract

LETTER OF AGREEMENT

The following confirms the conditions of your appointment as [Editor] of [Journal].

- (1) *Appointment.* Your appointment is an official action of the Board of Directors of the Academy of Human Resource Development (AHRD) and requires no further confirmation within the AHRD governance structure.

The Journal is an official publication of the AHRD and is owned and published by [Publisher].

Editors are appointed by AHRD Board and serve at the pleasure of the Board. Editors are provided with sufficient resources for manuscript review and selection and have wide authority in selecting and shaping the content of the Journal - consistent with the approved coverage statement. Ultimate direction, and publishing authority, however, belongs to the AHRD and the [Publisher] respectively.

- (2) *Use of Likeness.* AHRD may use my name, likeness, biographical materials, and professional credits in connection with the marketing and promotion of the Journal.
- (3) *Conflicts of Interest.* You agree that you will promptly and fully disclose any potential or perceived conflicts of interest that may be relevant to your contributions made to the Journal and will ensure that all others participating in producing the editorial content of the Journal will disclose potential conflicts.
- (4) *AHRD Membership.* It is understood that you are and will remain a member of AHRD in good standing during your term of office. As such, you will be entitled to all the benefits of membership as well as all the responsibilities that entails.
- (5) *Term of Office.* Your official term as editor is for [Number] calendar years, from [Month] [Day], [year] through [Month] [Day], [year].
- (6) *Management of the Journal.* You are expected to observe general policies and practices, as approved by the AHRD Board. You are also bound by the AHRD Code of Ethics.
- (7) You are responsible for the efficient management of the Journal (e.g., in terms of maintaining editorial controls over lag times, rejection rates, and page usage).
- (8) *Editorial Responsibilities.* Having been approved by the AHRD Board, you are responsible for all editorial matters, including but not limited to:
 - (a) soliciting submissions of high quality manuscripts for the Journal;
 - (b) arranging for and supervising timely independent peer review of suitable manuscripts and make, or request the contributor thereof to make, such revisions as the reviewers deem appropriate, and timely reject any such manuscript you deem unsatisfactory;

- (c) as requested by AHRD or the Journal publisher, timely assisting with investigating and responding to allegations regarding contributions submitted to and/or published in the Journal.
 - (d) ensuring that to the best of your knowledge nothing in the Journal violates any proprietary rights or copyright or is injurious or libelous;
 - (e) taking other actions as AHRD requests or requires to stay in compliance with AHRD's agreement(s) with the Journal publisher(s).
- (9) *Journal Coverage.* The area of coverage of the journal you edit is as approved by the AHRD. Any change in the approved mission statement of the Journal must be approved by the AHRD Board.
- (10) *Manuscripts.* As Editor, you will have complete authority to accept or reject manuscripts submitted to you. Your decisions in this area are not subject to review by any officer or employee of the AHRD nor by any member of its governance structure.
- (11) *Deputy Editors/Editorial Board.* You are responsible for proposing Associate Editors and editorial board members during your term of service. The appointments of Associate Editors require the approval of the AHRD Board. Editorial Board members are typically appointed for a three-year calendar term, with one-third of the board rotating off each year.
- (12) *Transitional Backlog.* Editors have the responsibility of staying within the allocated page limit for their journal. When the journal transitions to a new editorial office, the backlog of accepted manuscripts should fill no more than one issue of the journal. The AHRD Board requires annual updates of the size of the backlog to ensure compliance with this mandate.
- (13) *Honorarium.* AHRD acknowledges its great indebtedness to the Editors of its journals and their assistants. The payment of an honorarium to Editors is not to be regarded as compensation for their services but rather as a means that may permit them greater freedom in their professional activities. In partial recognition of the valuable service you will give as Editor, the AHRD provides an annual honorarium, currently [amount] [if co-editor: (your portion will be \$X)]. This honorarium is paid for each year of the official term of service and is disbursed in [Month].
- (14) *Termination.* It is expected that you will complete the term as stated, but circumstances could result in early termination. This agreement may be terminated early as follows:
 - (a) by your written notice 12 months prior to termination;
 - (b) by mutual agreement between you and the AHRD Board with less than 12 months' notice;
 - (c) by the AHRD Board, with written notice of at least 12 months, notice unless:
 - (i) you cease to be an AHRD member;
 - (ii) you fail to satisfactorily perform your duties;
 - (iii) the financial status of the Journal changes;
 - (d) by either Board or you for a disability that precludes your performance of editorial duties for a prolonged period.

- (15) *Confidentiality.* “Confidential Information” shall mean any business, creative or commercial information of any kind of AHRD, its officers, directors, employees, volunteers and contractors relating to the Journal, including, but not limited to, the plans, business models, policies, publisher reports, subscriber information, commercial and financial information, unpublished content or other proprietary information related to the Journal. Except as permitted by this Agreement, you shall disclose no part of such Confidential Information to anyone except to those who have (i) a need to know the same to accomplish the purposes of this Agreement; (ii) signed an Agreement under which they shall keep confidential such Confidential Information (iii) before receiving access to the Confidential Information, acknowledged its confidential, proprietary and trade secret nature; (iv) agreed to use such Confidential Information only for the purposes of performing their obligations. You may disclose Confidential Information as required to comply with the law or a court or administrative order as long as you give AHRD prior written notice sufficient to allow it to seek a protective order or other appropriate remedy. This duty and obligation of confidentiality shall indefinitely survive termination of this Agreement.
- (16) *Arbitration.* AHRD and you will attempt to settle any disputes over business or administrative matters in good faith. The parties agree that, if such disputes cannot be otherwise resolved, they shall be settled by arbitration in Minnesota in accordance with the Commercial Arbitration Rules of the American Arbitration Association.
- (17) *Assignability.* You may not assign or delegate, in whole or in part, your duties under this Agreement without the written consent of the AHRD.
- (18) *Miscellaneous.*
- (a) This Agreement shall be governed by and constructed under the laws of the State of Minnesota.
 - (b) This Agreement contains the entire understanding of the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all previous written, electronically communicated and oral agreements between the parties with respect to the subject matter set forth herein.
 - (c) This Agreement may not be modified or amended except by an instrument in writing signed by the parties to this Agreement.
 - (d) Your sole and exclusive remedy for any breach or alleged breach of this Agreement by you shall be an action at law to recover such actual damages, if any, as you may actually suffer as a result of any such breach and you hereby irrevocably waive any right to seek and/or obtain injunctive or other equitable relief.

Signature.....Name.....Date.....

**RETURN ONE COPY OF SIGNED AGREEMENT TO THE AHRD OFFICE. RETAIN
ONE COPY FOR YOUR RECORDS.**

Appendix B. Editor Selection Guidelines

AHRD Journal editors serve to give leadership to publishing in an area consistent with the mission of the journal or series. Although the quality of a journal ultimately depends on the quality of submissions, outreach, an openness to communicating with scholars about diverse ideas, and a zest for building new bridges and connections by the editor can enhance the significance and breadth of work published.

Appointment to an AHRD Journal editorship requires skill in reviewing, processing, making publication decisions, and following accepted manuscripts through their publication in the journals. In addition, editors are required to name an editorial board in line with policies of the AHRD Board and the history of the journal.

Each year, the editor will hold a board meeting at the AHRD Americas Conference.

Eligibility: Candidates must be members of the AHRD and hold a tenured position or equivalent in an academic or non-academic setting.

Selection Criteria: In accordance with AHRD's mission to "Leading Human Resource Development through Research," the following criteria are considered in selecting editors:

- established record of scholarship;
- evidence of understanding the mission of the journal and its operation, indicated by experience with the journal across any of a wide variety of activities (e.g., publication, reviewing, editorial board experience);
- assessment of the present state of the journal, its strengths and challenges, and a vision for the journal's future;
- openness to the different methods, theories, and approaches to HRD; and
- record of responsible service to scholarly publishing and evidence of organizational skill and intellectual leadership.

AHRD Board encourages applications for both sole editorships and co-editorships. In order to minimize conflicts of interest if you are chosen as editor, if you do choose to apply, we ask that you do not submit any of your own work to the publication for which you apply after until the decision has been announced.

Preparing the Application Packet

The guidelines below offer suggestions to streamline the application process for applicants and the AHRD Board.

The application packet should be no more than five pages (approximately 2,500-3,000 words) and should include:

Vision Statement: Set forth your goals and plans for the content of the journal. This may include an assessment of the current strengths, weaknesses, or gaps that you plan to address and how you will implement your plan.

Editor/Co-Editor Background Information: The name, affiliation, and other important information about the potential editor and, if applicable, co-editors is required. Describe the qualifications of each person that supports her/his inclusion. Evidence of the ability and experience of the editor to provide sound judgment and guidance to potential authors is central to the application.

Institutional Support: It is important for candidates to consider and address the feasibility of serving as editor in light of the resources AHRD and the Publisher can provide, and other resources likely to be available to the candidate. The AHRD BOARD does not pay for office space, teaching release, or tuition, but does provide financial support for office resources as necessary. This support may include funds for editorial assistance, office supplies, postage, and telephone beyond what will be provided by the editor's home institution. Letters of support from deans or other appropriate institutional officials are required.

The application packet should be sent to the AHRD Office at Office@ahrd.org