

ACADEMY OF CRIMINAL
JUSTICE SCIENCES
POLICY MANUAL

Last revised: April 1, 2017

INDEX TO POLICIES

100 ACADEMY ADMINISTRATION

100 Policies

100.01 Issuance of Policy

101 Duties of Officers and Staff

101.01 Duties of Officers

101.02 Division of Duties Between Association Manager, Executive Director, Treasurer, and President

101.03 Official Spokesperson of ACJS

101.04 Board Liaison to Committees and Sections

101.05 President's Annual Report

101.06 Presidential Address in *Justice Quarterly*

101.07 ACJS NGO Representative and Representatives to Other Organizations

101.08 Selection and Evaluation of the Executive Director and the Association Manager

101.09 ACJS Historian

102 Executive Board Processes

102.01 Executive Board Quorum

102.02 Proxy Votes

102.03 Interim Executive Board Actions

102.04 Second Executive Board Meeting of the Annual Meeting

102.05 E-mail Voting

103 Reports

103.01 Reports

104 General Academy Policy Statements

104.01 Affirmative Action

104.02 Sexual Harassment

104.03 Hold Harmless

104.04 Code of Ethics – Publication

104.05 Environmental Awareness and Impact

104.06 Requests for Proprietary Information

104.07 Conflict of Interest Policy Applicable to ACJS Executive Board Members, Committee Members, and Section Officers

104.08 ACJS and Academic Regalia Color for Criminal Justice/Criminology

104.09 ACJS Record Protection, Retention, and Destruction Policy

200 FINANCIAL

200 Dues and payment

200.01 Lifetime Memberships

200.02 Student Dues

200.03 Payment of Academy Dues

200.04 Complimentary ACJS Membership for Doctoral and Other Graduate Students

201 Bonding of Officers, Liability Insurance, Contracts

201.01 Bonding of Officers and Staff

201.02 Liability Insurance

201.03 ACJS Contracts

- 202 Checking and Other Financial Accounts**
 - 202.01 Checking Accounts
 - 202.02 Check Signatures
 - 202.03 Investment Accounts
 - 202.04 DELETED March 9, 2004
 - 202.05 ACJS Affinity Credit Cards
 - 202.06 Treasury Report
 - 202.07 Investment Signatures

- 203 Budgetary Policies**
 - 203.01 Budget Format
 - 203.02 Deficit Budget
 - 203.03 Budget Transfers
 - 203.04 Contingency Fund
 - 203.05 Surplus Allocation Review
 - 203.06 Audit of Accounts
 - 203.07 Categorization of ACJS Funds and Financial Transfers or Expenditures

- 204 Expense Reimbursement and Comp Policies**
 - 204.01 Annual Meeting Complimentary Room Policy
 - 204.02 Annual Meeting Expenses
 - 204.03 Complimentary Rooms for Executive Board Members
 - 204.04 Site Selection Expenses
 - 204.05 Mileage Reimbursement for ACJS Travel
 - 204.06 ACJS Travel Letter of Agreement, and Release and Waiver of Liability

- 205 BFA Committee**
 - 205.01 BFA Committee

- 206 Refunds**
 - 206.01 Refunds

- 300 COMMITTEES (EXCEPT Academic Review Committee and Budget, Finance and Audit Committee)**

- 300 Standing Committees, Chairs, Membership**
 - 300.01 Standing Committees
 - 300.02 Acquainting Membership About Academy Service and Solicitation for Committee Membership
 - 300.03 Deputy Chairs
 - 300.04 Committee Memberships - Board Approval
 - 300.05 Recognition of Committees

- 301 Awards Committee and Awards**
 - 301.01 ACJS Awards
 - 301.02 ACJS Awards - Multiple Authors
 - 301.03 ACJS Awards – Notification
 - 301.04 SAGE Junior Faculty Professional Development Teaching Awards
 - 301.05 ACJS Minority Mentorship Grant Award
 - 301.06 ACJS Outstanding Mentor Awards

- 302 Constitution and By-Laws**
 - 302.01 Constitution and By-Laws Committee

- 303 Nominations and Elections**
 - 303.01 Nominations and Elections Committee

- 303.02 DELETED March 9, 2004
- 303.03 Voting by Membership
- 303.04 Election Materials
- 303.05 Use of ACJS Stationery

- 304 Program Committee**
 - 304.01 Assistant Deputy Chair of the Program Committee

- 305 Student Affairs Committee & Student Scholarship**
 - 305.01 Student Scholarship Fund

- 306 Code of Ethics**
 - 306.01 Ethics Committee

- 307 Affirmative Action**
 - 307.01 Affirmative Action Fund
 - 307.02 Affirmative Action Student Scholarship Mini-Grants
 - 307.03 Minorities and Women Section Esther Madriz Student Travel Awards
 - 307.04 ACJS Dorothy Bracey/Janice Joseph Minority and Women New Scholar Award
 - 307.05 Minorities and Women Section Roslyn Muraskin Student Travel Awards

- 308 Editor Selection Committees**
 - 308.01 Editor Selection Committees

- 309 Assessment Committee**
 - 309.01 Assessment Committee
 - 309.10 Public Policy Committee

- 310 Crime and Justice Research Alliance Committee**
 - 310.01 Crime and Justice Research Alliance Committee

- 400 ACADEMIC REVIEW**

- 400 Academic Review Committee**
 - 400.01 Academic Review Committee – Appointment, Terms of Membership, and Guidelines
 - 400.02 Academic Program Review
 - 400.03 ARC Reviewers and ACJS Membership

- 401 Academic Review Process**
 - 401.01 Academic Review Committee - Oversight Responsibility
 - 401.02 Academic Review Committee - Site Reviewer Fees for Certification Reviewers and Academic Peer Reviewers
 - 401.03 Academic Review Contracts

- 402 Academic Review Reports**
 - 402.01 Confidentiality of Academic Review Committee Reports

- 403 Technical Assistance Option**
 - 403.01 Technical Assistance Guidelines Prior to Program Review or Certification
 - 403.02 Model Agreement for Technical Assistance Prior to Program Review or Certification

- 500 SECTIONS**

- 500 Initiating a Section, Section Requirements**
 - 500.01 ACJS Sections

- 500.02 Section Requirements
- 500.03 Petitions for Creating a Section

501 Finances

- 501.01 Sections - Financial Status
- 501.02 National Office - Section Financial Relations
- 501.03 Section Budgets and Carryover Funds

502 Elections

- 502.01 Section Elections

503 Publications, Journal Affiliations

- 503.01 Section Authority and Limitations
- 503.02 Section Publications
- 503.03 DELETED March 1, 2011
- 503.04 Police Section Newsletter

504 Awards

- 504.01 Section Awards

505 Relation to Program Committee

- 505.01 Relation of Sections to Program Committee

600 REGIONS

600 Regional Boundaries, Representation

- 600.01 Regional Organization

601 Regional Trustees

- 601.01 Regional Trustees' Attendance at Regional Meetings

700 PUBLICATIONS

700 Editors, Copyrights, Fees - General, for journals and newsletter

- 700.01 Selection of ACJS Editors
- 700.02 ACJS Editors - General Duties
- 700.03 DELETED July 24, 2009
- 700.04 DELETED July 24, 2009
- 700.05 ACJS Copyrights
- 700.06 Fees for Duplication for Classroom
- 700.07 DELETED July 24, 2009
- 700.08 Advertising in ACJS Journals

701 ACJS Today

- 701.01 *ACJS Today* - Number of Issues
- 701.02 *ACJS Today* - Copyright and Transitioning Editors
- 701.03 *ACJS Today* Permission to Reprint
- 701.04 *ACJS Today* - Space for Section Notices, and Standing Committee Recruitment
- 701.05 Annual Meetings in *ACJS Today*

702 JCJE

- 702.01 DELETED July 24, 2009
- 702.02 DELETED July 24, 2009

- 702.03 Reprinting *JCJE* articles
- 703 JQ**
 - 703.01 DELETED July 24, 2009
 - 703.02 DELETED July 24, 2009
 - 703.03 DELETED September 13, 2007
 - 703.04 Exchange of *JQ* with UNSDRI Publications
- 704 ACJS NOW**
 - 704.01 DELETED March 13, 2012
- 800 ANNUAL MEETING**
- 800 Abstracts, Call for Papers**
 - 800.01 Paper Abstracts for Annual Meeting
 - 800.02 Participant Abstract Statement for Presentation
 - 800.03 DELETED March 9, 2004
 - 800.04 Duties of Program Chair
- 801 Attendance**
 - 801.01 Annual Meetings
- 802 General Policies**
 - 802.01 Carrying Weapons at ACJS Annual Meetings
 - 802.02 Alcohol Service at Annual Meetings
 - 802.03 Disruptive Persons
 - 802.04 Disputes as to Authorship
- 803 A-V Equipment**
 - 803.01 Audio-Visual Equipment
- 804 Fees**
 - 804.01 Registration Fees
 - 804.02 Registration Fees - Waivers
 - 804.03 Annual Meeting Replacement Fees
 - 804.04 One-Day Group Rate for Students for Annual Meeting
 - 804.05 Refunds - Annual Meeting
 - 804.06 Registration for Spouses and Domestic Partners
- 805 Complimentary Air Fares**
 - 805.01 Complimentary Air Fares
- 806 Joint Book Exhibit**
 - 806.01 Joint Book Exhibit at Annual Meeting
- 807 Academy's Business Meeting**
 - 807.01 Quorum at Academy's Annual Business Meeting
- 808 Routledge Outstanding Paper Awards**
 - 808.01 Routledge Outstanding Paper Awards

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Issuance of Policy	POLICY NUMBER: 100.01 August 28, 1999 87-001 REVISED:
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I. Procedure

Policies are for the express purpose of providing members of the Academy and the Executive Board with guidelines for the interpretation of issues affecting the Academy and to provide a general structure for formulating uniform and consistent procedures for dealing with these matters.

II. Issuing Authority

Policies will, in all instances, be issued exclusively over the signature of the President following Executive Board approval.

III. Responsibility

The Association Manager in conjunction with the Secretary is responsible for putting all policies, procedures, rules and regulations in proper format and securing the signature of the President. The Association Manager is responsible for issuing copies to all Board members as soon as possible and updating the ACJS policy manual index. Each board member will be issued an electronic file in which he/she will maintain the aforementioned issuances.

IV. Distribution

Each issuance will indicate on its face the effective date, its number, the subject matter, any version of the policy revised by the current issuance, special instructions, and the number of pages.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Duties of Officers	POLICY NUMBER: 101.01 EFFECTIVE DATE: March 11, 2008 FORMERLY: 95-017 REVISED: March 9, 2004, February 28, 2006; March 13, 2007, March 11, 2008; March 13, 2012; October 12, 2012; August 16, 2013; September 18, 2015
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Special Instructions: See also policies 101.02 and 800.04.

I. President

- A. Appoint Standing Committee Chairs (except for the Ethics Committee Chair-refer to Policy #306.01), solicit appropriate Deputy Committee Chairs from First Vice-President and Assistant Deputy Committee Chair from Second Vice-President, arrange Executive Board liaisons for Standing Committees, develop formal written charges to Committees, and meet with Standing Committees at the annual meeting to transmit Committee charges and expected deadlines and deliverables. Respond to letter inquiries by Committee Chairs on policy and procedures.
- B. Appoint *ad hoc* Committees as needed.
- C. Represent the Academy to universities, federal agencies, and other parties.
- D. Contribute a President's Message by the appropriate deadline to the issues of *ACJS Today*.
- E. Attend annual meetings of the regional associations affiliated with ACJS.
- F. Schedule, coordinate in advance, set the agendas, and then chair three consecutive Executive Board meetings: the second Board meeting held at the Annual Meeting at which the presidential term begins; the mid-year Board meeting; and the first Board meeting held at the Annual Meeting at which the presidential term ends. The same duties apply to any special Board meetings or retreats.
- G. With the Annual Meeting Program Chair, the Executive Director, and the ACJS Association Manager, ensure that the Annual Meeting is advertised, that the Program Committee coordinates the development of panels/sessions, and that all special speakers for the Annual Meeting are arranged.

- H. With the Program Chair, the Executive Director, and the Association Manager, travel to the site of the upcoming Annual Meeting for a site visit (usually in September). A second site visit in January is optional and may be carried out by the Association Manager or the Executive Director.
- I. With the Program Chair, travel to the ACJS National Office (usually in late October or early November) to schedule the placement of panels/sessions/speakers/etc. on the program. This includes assigning rooms for each session and activity.
- J. Works with the Executive Director who has final approval of all other aspects of the Annual Meeting, including the program book, food functions, and so on.
- K. At the Annual Meeting at which the presidency ends, preside over the Awards Program.
- L. Schedule, coordinate in advance, set the agenda, and then chair the Business Meeting at the Annual Meeting at which the presidential term begins.
- M. At the Annual Meeting, deliver a Presidential Address, which will be published in *Justice Quarterly*. The President shall be responsible for submitting the presentation in a timely manner for publication within a year of the presentation and for meeting the editorial requirements of the publication.
- N. At the Annual Meeting, attend major functions sponsored by the Academy (e.g., New Member's Breakfast, Editorial Breakfasts, Receptions, etc).
- O. During the presidential term, coordinate all initiatives undertaken by the ACJS Executive Board.
- P. In a timely manner, undertake general information, damage control, and public relations efforts occasioned by member requests or potential problems created by or for ACJS members and institutions.

II. First Vice President

- A. Appoint members of Standing Committees for approval at September mid-year meeting of the Executive Board. (Chairs of these committees were appointed last year as Deputy Chairs.) Have the Chairs offer input into the Committee selection process. Appoint the Deputy Chair of the Academic Review Committee (as per Policy 400.01).
- B. Has joint responsibility with the Executive Director for site visits. Site selection for the Annual Meeting will be held at least five years in advance, if possible. Two possible sites for each meeting should be presented to the Executive Board at the mid-year meeting. These sites should be researched, and site visits undertaken (keeping in mind meeting size, costs, and geographic distribution of meeting sites). A conference planner may assist in site research and site selection
- C. Work on charges for Standing Committees. Meet with all Committees during the Annual Meeting at which you become President. The charge should give specific and measurable tasks with specific time lines and required products.

- D. Work on Annual Meeting theme and program with the Program Chair for the meeting you will plan.
- E. Prepare budget for next year for review by the Budget, Finance and Audit.
- F. Serve on *ad hoc* Committees as assigned by the President.
- G. Research international conference sponsorship opportunities to advertise ACJS.

III. Second Vice President

- A. Chair and appoint the Budget, Finance, and Audit. As Chair, he/she is responsible for setting the agenda for that meeting and assuring that the Committee carries out its functions as delineated in the Constitution and By-Laws and the Policy Manual.
- B. Chair the *Justice Quarterly* and *Journal of Criminal Justice Education* Editor Search Committee, as needed. As Chair, he/she is responsible for assuring that the position is properly advertised, appoints the search Committee, communicates with the Committee, solicits qualified applicants for the editorship, and manages the selection process within the established policy. The Chair of the Editor Search Committee will ensure the announcement of the search, the items required for the application, and relevant policies are posted on the ACJS website.
- C. Appoint Deputy Chairs of all Standing Committees (except the Academic Review Committee) at the mid-year Executive Board meeting.
- D. Appoint the Assistant Deputy Chair of the Program Committee upon taking office.

IV. Treasurer

- A. Has fiduciary responsibility for the Academy.
 - 1. Oversees, with the Executive Director, monthly postings of revenues and expenditures made by Association Manager. Notifies the Executive Director and the Association Manager after reviewing the profit and loss statement.
 - 2. Oversees, with the Executive Director, the Academy's investment accounts.
 - 3. Recommends policies to the Budget, Finance, and Audit Committee and to the Executive Board, as appropriate.
 - 4. Submits financial reports to the Executive Board at its mid-year meeting and when the Board first convenes at the Annual Meeting.
 - 5. Is an active participant at the annual Budget, Finance, and Audit Committee.

- B. Is responsible for ensuring that all ACJS policies regarding financial expenditures are followed.
- C. Ensures that adequate resources exist in the National Office for initiatives that are being implemented by the President or the Executive Director (or due to other ACJS Policy initiatives).
- D. Serves as a liaison between the President and the Executive Director when concerns arise, on either side, regarding the feasibility of implementing initiatives.
- E. Prepares and administers the annual evaluation of the Executive Director, coordinating the feedback and process with the President and other Executive Board members.

V. Secretary

- A. Records minutes of the Executive Board meetings and forwards them to the Association Manger for distribution to the Executive Board. The institution (school) names for all Certification "Deferral and Denial" decisions will be recorded in a "CONFIDENTIAL" copy of the minutes. A redacted "PUBLIC DISSEMINATION" set of minutes will delete the names of the institutions (schools) that have received deferrals or denials of Certification. Public Dissemination Minutes will not reflect the names of any institutions or schools who have applied for or are in the process of pursuing Certification.

Public Dissemination version of the minutes will have a statement that reads:
 CONFIDENTIAL MOTION NOT INCLUDED IN PUBLIC MINUTES PER POLICY
 #101.01 V.A and #402.01.

- B. Records minutes of the annual Business Meeting of the ACJS membership when convened at the ACJS Annual Meeting and forwards them to the Association Manger for distribution to the Executive Board.
- C. Serves as Board liaison to Committee(s) as appointed by the President.
- D. Is responsible to transmit any policy to the Association Manager immediately following all Executive Board action.
- E. Chair the *ACJS Today* Editor Search Committees, as needed. As Chair, he/she is responsible for assuring that the position is properly advertised, appoints the Search Committee, communicates with the Committee, solicits qualified applicants for the editorship, and manages the selection process within the established policy.

VI. Immediate Past President

- A. Chair the Nomination and Elections Committee. As such he/she is responsible for:
 1. Appointing members to the Committee, one from each of the five regions.
 2. Coordinating the nominations process, which includes: a.) securing nominations for offices, b.) providing Committee members with information on each nominee, and c.) supervising the Committee's voting on which of the nominees to place on the ballot.

3. Making a report to the Executive Board at the mid-year meeting which includes a slate of candidates for each open office and the process used to establish that slate.
 4. Appointing the members of the Teller's Committee, who verify the ballots for the election.
- B. Automatically becomes a voting member of the Ethics Committee to serve a 1-year term, per Policy #306.01.

VII. Trustee-at-Large

- A. Prepare for, attend, and fully participate in all Executive Board meetings and Academy functions.
- B. Enhance communication between the Executive Board and the membership and bring membership concerns to the Executive Board.
- C. Continually seek ways to improve the Academy's services to members and make formal proposals when appropriate to implement those changes.
- D. Serve as a Board liaison to a standing Committee, as requested.
- E. Attend and participate in the Annual Meeting. In particular, the New Member Breakfast, the annual Business Meeting, receptions, and the journal editorial board meetings.
- F. Strive to maintain a collegial environment where differences among board members can be discussed and resolved in a harmonious manner.
- G. Uphold the interests of the Academy with no regard for personal interests.
- H. Identify others who might be interested and perform well in leadership positions and encourage them to be involved actively in the organization.
- I. Recruit new members.
- J. Keep current on ACJS activities, and to respond in a timely manner to requests of the President, other Board members, and the Association Manager.
- K. Keep the Association Manager informed regarding where the Trustee can be contacted.
- L. Serve on or chair *ad hoc* Committees at the request of the President.
- M. Assist in the development and implementation of policies to facilitate Academy operations.

- N. Per Policy #306.01, the three Trustees-at-Large should (as a group) appoint a total of two (2) ACJS members annually to serve a three (3)-year term on the Ethics Committee. The appointments must be made prior to the Executive Board mid-year meeting each year so the Board can vote on these appointments. Names, affiliations, and vitae shall be collected and distributed to the Executive Board prior to the vote. These appointments shall reflect the diversity of the ACJS membership.

VIII. Regional Trustees

- A. Prepare for, attend, and fully participate in all Executive Board meetings and Academy functions.
- B. Enhance communication and serve as a liaison between the region and the Executive Board.
- C. Continually seek ways to improve the Academy's services to members and make formal proposals when appropriate to implement those changes.
- D. Serve as a Board liaison to a standing Committee, as requested.
- E. Attend and participate in the Annual Meeting. In particular, the New Member Breakfast, the annual Business Meeting, receptions, and the journal editorial board meetings.
- F. Strive to maintain a collegial environment where differences among board members can be discussed and resolved in a harmonious manner.
- G. Uphold the interests of the Academy with no regard for personal interests.
- H. Identify others who might be interested and perform well in leadership positions and encourage them to be involved actively in the organization.
- I. Recruit new members for both the ACJS and the regional association from both students and new colleagues in the region.
- J. Keep current on ACJS activities, and to respond in a timely manner to requests of the President, other Board members, and the Association Manager.
- K. Keep the Association Manager informed regarding where the Trustee can be contacted.
- L. Serve on or chair *ad hoc* Committees at the request of the President.
- M. Assist in the development and implementation of policies to facilitate Academy operations.
- N. Assist in increasing the meaningful involvement of members in the Academy governance through an inclusivity policy.
- O. Provide semi-annual presentations to the membership on relevant information from the national level at the regional Annual Meeting and at the regional Business Meeting held during the ACJS Annual Meeting.
- P. Serve on the Executive Board of the regional association, where applicable.
- Q. Disseminate national paperwork (i.e., calls for papers and membership forms) to the membership either through direct mailing or through the regional conference.

- R. Serve the membership as a general resource for both ACJS and regional information.
- S. Provide timely notification to the National Office of changes in officers of the region. Annually, send a list of regional officers to the Association Manager.
- T. Prepare a mid-year and annual report of regional information for the ACJS Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Division of Duties Between Association Manager, Executive Director, Treasurer, and President	POLICY NUMBER: 101.02
	EFFECTIVE DATE: February 28, 2006
	FORMERLY: 94-007
	REVISED: August 28, 1999; February 28, 2006; August 16, 2013; February 27, 2014; September 18, 2015

I. Purpose

To ensure the efficient and effective administration of the Academy, it is essential to demarcate as much as is feasible the division of responsibilities among the Association Manager, Executive Director, Treasurer, and President.

On a general level, the four positions have distinct functions: the President should direct the implementation of initiatives approved by the Board as well as his/her own initiatives (e.g., membership drive), and should direct the major aspects of the annual meeting; the Executive Director should assist in the implementation of both the President's initiatives, the certification process and any other initiatives of his/her own that have been approved by the Board; the Association Manager should administer the daily business and production schedule of the National Office and serve to support the President in his/her initiatives and in the planning and running of the annual meeting; the Executive Director should supervise the Association Manager's handling of the daily business of the National Office and in the planning and running of the Annual Meeting; the Treasurer works with the Executive Director to control financial expenditures and supervises the work of the Executive Director, in close coordination with the President.

Within these broad parameters, however, it is important to demarcate more specific areas of responsibility. The purpose of this policy is not to detail every task that each office must perform, but rather to set forth general duties of each office.

Further, to avoid potential conflicts over "who's in control," or ambiguity that may cause duties to "fall between the cracks," it is necessary to specify lines of authority. In particular, the Association Manager and the Executive Director, as paid employees of the Academy, should be furnished with clear directives as to the areas in which he/she has decision making authority and to whom he/she reports within the Academy.

II. The Association Manager

- A. Administers the daily business of the National Office.
- B. Hires and supervises the performance of the staff in the National Office, with the approval of the Executive Director.

- C. Administers the production schedule for ACJS publications and activities (e.g., elections, annual program book, mobile app, employment bulletin).
- D. Assists the President and the Executive Director in the implementation of ACJS initiatives.
- E. Administers the business aspects of the Annual Meeting (e.g., pays bills, arranges exhibits, handles registration).
- F. Supports the President, the Program Chair, and the Executive Director in planning events, scheduling sessions, and developing the meeting program. To facilitate this task, the Association Manager should provide the incoming President with a list of all tasks and decisions that will have to be made regarding the Annual Meeting.
- G. While the Association Manager is expected to support the President and the Executive Director in his/her initiatives, this should be done within the bounds of office resources.
- H. The Association Manager is *not* expected to be a “secretary” to the President or the Executive Director (e.g., type daily correspondence)
- I. The Association Manager must make a report on the status of the Academy/National Office at the meetings of the Executive Board.
- J. The Association Manager should report to the President and the Executive Director in regard to all initiatives that fall within the scope of the President’s and the Executive Director’s responsibility.
- K. In all other matters -- or if a conflict with the President occurs -- the Association Manager should report to the Executive Director, who has general supervisory responsibility over the National Office.
- L. Oversight of the webpage.
- M. Communicates with Sections about their budgets at least twice annually in accordance with Policy 501.01.
- N. Provides an Administrative Status Report to the Executive Director the first of each month.

III. The President

- A. Directs the implementation of ACJS initiatives.
- B. Develops the agenda for the Executive Board meetings.
- C. Holds full responsibility for the content and scheduling of speakers and scholarly sessions at the annual meeting.
- D. Works with the Executive Director who has final approval of all other aspects of the Annual Meeting, including the program book, food functions, and so on.
- E. The President does *not* have general supervisory authority over the Executive Director, Association Manager or the National Office outside of the parameters listed above.

IV. The Treasurer

- A. Has fiduciary responsibility for the Academy in close coordination with the Executive Director.
- B. Is responsible for ensuring that all ACJS policies regarding financial expenditures are followed.
- C. Ensures that adequate resources exist in the National Office for initiatives that are being implemented by the President or the Executive Director (or due to other ACJS policy initiatives).
- D. Serves as a liaison between the President and the Executive Director when concerns arise, on either side, regarding the feasibility of implementing initiatives.
- E. Prepares and administers the annual evaluation of the Executive Director, coordinating the feedback and process with the President and other Executive Board members.
- F. Is authorized to visit the National Office once per year in a supervisory capacity and with Board approval and, in the case of an unanticipated need (e.g., personnel matter that cannot be resolved in any other way), the Executive Director and the Treasurer will be financially supported for additional visits to the National Office as deemed necessary.

V. The Executive Director

- A. Approves the hiring and supervision of the performance of the staff in the National Office by the Association Manager.
- B. Assists the President in the implementation of ACJS initiatives.
- C. Directs the implementation of ACJS initiatives so directed by the President.
- D. Supervises the production of the Annual Meeting: Works with the President in this area, but has final approval of all aspects of the Annual Meeting that include the program book, food functions, and so on. However, these decisions:
 - 1. May be delegated to the Association Manager; and
 - 2. Must be approved by the Executive Board if they involve major departures from practices traditionally followed in past Annual Meetings.
- E. Reviews the Association Manager reports at the meetings of the Executive Board.
- F. Assists the Treasurer to meet fiduciary responsibilities for the Academy.
- G. Is responsible, with the Treasurer, for ensuring that all ACJS policies regarding financial expenditures are followed.
- H. Through general supervision, ensures that the daily business and production schedule of

the National Office is being conducted effectively.

- I. Ensures that adequate resources exist in the National Office for initiatives that are being implemented by the President or the Executive Director (or due to other ACJS policy initiatives).
- J. Approves staff training within existing budgetary allocations.
- K. Prepares and administers the annual evaluation of the Association Manager, coordinating the feedback and process with the other Officers, the editors of ACJS publications, and the Program Chair.
- L. Does *not* micro-manage the National Office. The Executive Director's role is as a broad supervisor of office staff and business. It is the Association Manager's role to administer the details of the daily business of the National Office.
- M. Works with the President and the Treasurer on budgets.
- N. Directs, with the President, strategic planning for the Academy.
- O. Has a face-to-face site visit at the national office at least three times per year.
- P. Attends and reports at all annual, mid-year and BFA meetings of the Executive Board.
- Q. Travels to represent the Academy as determined by the President.
- R. Has joint responsibility with the First Vice-President for site visits.
- S. Has responsibility for site contract negotiations, in close coordination with the "ACJS President" who was involved in the original site selection visits/process.
- T. Prepares staff contracts and reviews all other contracts. Hotel and other major contracts require Presidential and Board approval.
- U. Works with the Association Manager on the master plan and program template for the Annual Meeting. Also reviews the Association Manager's work with exhibitors and efforts in the area of attendee recruitment and retention.
- V. Serves as a representative of the Academy at international and other criminal justice related organizational meetings (e.g., ASC).
- W. Oversees the work of the National Office on the webpage.
- X. Attend a practitioner professional conference, schedule permitting.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Official Spokesperson of the ACJS	POLICY NUMBER: 101.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 92-008 REVISED:
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The President shall be the official spokesperson of the Academy of Criminal Justice Sciences.

All correspondence directed to the Academy and requiring an official response will be directed to the President, who shall respond in conformity with the Constitution and By-Laws of the Academy. When a query addresses an issue upon which the Constitution and By-Laws are silent, the President shall poll the Executive Board and respond in conformance with the will of the majority of the members.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Board Liaison to Committees and Sections	POLICY NUMBER: 101.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-010 REVISED:
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I. Policy

- A. Each standing Committee and each Section shall have an *Ex-Officio* Board liaison selected from the Trustees.
- B. At the annual Executive Board meeting, the incoming President shall announce the Board liaison assignments for his/her term of office. Incoming Board members may serve as liaisons.
- C. It is the intent of this policy that Board liaisons should continue with the same Committee throughout their term on the Board, if at all possible.
- D. Board liaisons to the Committees and Sections may be asked to provide information in addition to that provided in the written reports of the Committees and Sections.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

President's Annual Report	POLICY NUMBER: 101.05 EFFECTIVE DATE: August 28, 1999 FORMERLY 88-002 REVISED:
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The outgoing ACJS President will submit an Annual Report summarizing the activities of the past year. Included in this report will be written reports from all Standing and *ad hoc* Committees. Copies of the Annual Report will be distributed to all Executive Board members and made available for review by the membership at the Annual Meeting.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Presidential Address in <i>Justice Quarterly</i>	POLICY NUMBER: 101.06 EFFECTIVE DATE: August 28, 1999 FORMERLY: 93-008 REVISED:
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The Presidential Address given at the Academy of Criminal Justice Sciences Annual Meeting will be published in *Justice Quarterly*.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS NGO Representative and Representatives to Other Organizations	POLICY NUMBER: 101.07
	EFFECTIVE DATE: March 13, 2007
	REVISED: February 23, 2010; September 13, 2014

Purpose

To provide guidelines and procedures on the role and authority of NGO and others who represent the Academy to external organizations.

Policy

An ACJS member, officer, or employee serving as ACJS NGO representative or as a representative to another association or organization is acting on behalf of the ACJS as its agent.

An individual cannot represent ACJS unless he or she has been appointed by the ACJS President and approved by the ACJS Executive Board. The length of term for the representative will be set at the time of approval. The standard term of appointment is for one (1) year unless otherwise stated. Temporary appointments are for one (1) meeting of the external organization only and require appointment by the ACJS president and approval by the ACJS Executive Board.

In the event that a temporary replacement is needed for an ACJS representative, that representative should immediately notify the ACJS President. If the ACJS President is unavailable, the representative should contact the ACJS 1st Vice President regarding appointment and approval of a temporary replacement.

To reduce the need for temporary replacements and to provide continuity of representation, an alternate representative should be appointed for each representative. The representative is responsible for ensuring that the alternate is informed of all activities.

All Representatives

To adequately fulfill the duty to represent ACJS to other associations or organizations, the representative/liaison must:

1. Remain a member in good standing of ACJS.
2. Remain a member in good standing of the other association or organization, if applicable.

3. Should act with due diligence in favor of ACJS.
4. Submit a written report to the ACJS Executive Board upon return from the meetings.

In the role as a representative of ACJS or to another organization, the representative member must:

1. Respect, understand, and act in accordance with the fact that the ultimate decision and authority regarding all activities and actions planned in cooperation with any other organization resides solely with the ACJS Executive Board.
2. Contact the ACJS Executive Board through the ACJS President to discuss ACJS positions on issues that arise during meetings of other associations/organizations attended by that representative.
3. Obtain written approval of the ACJS Executive Board before making any statements on behalf of ACJS.

NGO Representatives to the United Nations

NGO Representative to the United Nations

The NGO Representative will be appointed by the ACJS Executive Board to serve a four-year term that is renewable only if there is not a suitable NGO Alternate prepared and willing to assume the NGO Representative position at the time the NGO Representative appointment process begins. In this situation the current NGO Representative may apply for a second four-year term. Appointment for any subsequent four-year term is possible as long as there have been at least four years since the last appointment. These restrictions are not affected by any appointment a person might have as the ACJS NGO Alternate Representative to the United Nations.

The NGO representative will be expected to perform the following duties as part of this role:

- Attend the annual meeting of the *United Nations Commission on Crime Prevention and Criminal Justice (CCPCJ)*, which is held in Vienna, Austria at the U.N. Vienna International Centre. ACJS will reimburse the travel expenses incurred by the NGO Representative for this meeting.
- Attend, when it falls during the representative's term, the quinquennial meeting of the *United Nations Crime Congress*, which is held in various locations around the world.
- In addition to preparing the required written report to the ACJS Executive Board upon return from the meetings, the representative must submit an annual and mid-year report to the Executive Board summarizing activities during the year. These reports will be reviewed by the Executive Board at its annual and mid-year meetings.
- The NGO Representative must prepare and submit the four year NGO report to the UN (with a copy to the ACJS Executive Board).
- The NGO representative must also complete the annual review that is submitted to the NGO Relations, DPI, United Nations at the end of every calendar year.
- When possible, the NGO Representative will attend meetings of the Alliance of NGOs On Crime Prevention and Criminal Justice, which are held in New York several times each year.

- The NGO Representative will participate in professional and social activities held in conjunction with ACJS Executive Board approved events and, when possible, the NGO Representative will participate in other professional and social activities created by and for the various NGOs linked to United Nations conferences and sessions.
- Chair any committee created to select ACJS members who will participate in ACJS-sponsored activities at any UN conference or other related activity. If the Alternate NGO Representative chooses to matriculate into the NGO Representative's role, then the outgoing NGO Representative will continue to advise the new NGO Representative for a period of one year. During that year the outgoing NGO Representative will serve as mentor to the new NGO Representative, will assist the incoming NGO Representative with the drafting of the UN report, and serve in an advisory role to the incoming NGO representative.

NGO Alternate Representative to the United Nations

Because United Nations activities, events, and protocols can be difficult to appreciate and follow, an NGO Alternate Representative will be appointed by the ACJS Executive Board to serve a three-year term for the years 2014-2017. After this initial term, the NGO Alternate Representative term will be for four years. With Executive Board approval, the Alternate NGO will have the option to assume the NGO's position at the end of said four-year term and will proceed to serve a four-year term as the NGO Representative. If the Alternate NGO chooses not to transition into the NGO Representative's role, the Executive Board will solicit applications for a new Alternate if the current NGO Representative or another person is awarded a second term. Appointment for any subsequent four-year term is possible as long as there have been at least three years since the last appointment. These restrictions are not affected by any appointment a person might have as the ACJS NGO Representative to the United Nations.

The alternate representative will be expected to perform the duties of the NGO Representative as shown above when the Representative is unable to perform those duties. In addition, the Alternate Representative is encouraged to perform the following duties as part of this role:

- Join the NGO Representative at any UN activity at which ACJS is allowed to send more than one NGO representative.
- Work with the NGO Representative to learn how the various reports for ACJS and the UN are prepared and submitted.
- The Alternate NGO Representative must submit an annual report to the ACJS Executive Board summarizing her/his activities during the year. This report will be reviewed by the Executive Board at its annual conference meeting.
- The Alternate NGO Representative shall receive all funding due to the Representative when the Alternate is serving as the Representative, but shall be reimbursed only for airfare to the relevant UN meetings when acting as Alternate.

Annual Review During the Four-Year Term

Based on the annual reports of the NGO Representative and Alternate Representative, the Executive Board will determine whether each representative should remain in his/her position for the next year. This decision will be made each year except during the final year of the representative's term.

Requests to Speak on Behalf of ACJS

The NGO Representative must obtain approval of the ACJS Executive Board before making any statement on behalf of ACJS. Due to the need to act quickly, the regular seven (7) day discussion period for Executive Board email votes is dispensed with in this situation and the Board will make every effort to conduct its vote and notify the NGO representative within 24 hours of receiving notice concerning the proposed action.

Funding for Participants at National or International Meetings

The following procedures will be used for any national or international meetings/conferences for which ACJS will provide funding for a team of participants:

1. The ACJS President will obtain approval of the ACJS Executive Board for providing support to the meeting.
2. The ACJS President will appoint a selection committee consisting of three or four members.
3. The selection committee must be approved by the ACJS Executive Board.
4. The selection committee is responsible for advertising and soliciting involvement from the ACJS membership as appropriate.
5. The selection committee is responsible for reviewing applications and recommending a team of participants to the ACJS Executive Board.
6. Those recommended to represent ACJS must be approved by the ACJS Executive Board prior to their travel to the meeting/conference.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Selection and Evaluation of the Executive Director and Association Manager	POLICY NUMBER: 101.08
	EFFECTIVE DATE: March 13, 2007
	FORMERLY: NA
	REVISED: March 13, 2012

Purpose

To provide guidelines and procedures on the selection and evaluation of the Executive Director and the Association Manager.

Policy

I. Executive Director

- A. The position of Executive Director is a separate category of part-time employee as a contracted position.
- B. The selection process is set by the ACJS Executive Board.
- C. The position is to be advertised from within the membership of ACJS.
- D. The contract period is a three (3) year term. At the end of the first term, the Executive Board has the option of reappointment for an additional three (3) year term or may conduct an open search. At the end of the second term, the Executive Board shall conduct an open search.
- E. A Search Committee consisting of the current 1st Vice President, 2nd Vice President and Treasurer is responsible for the search process and for making a recommendation to the ACJS Executive Board. The Board is responsible for making the decision to approve the individual, the contract period, and the financial arrangement.
- F. The President and Treasurer have responsibility for the evaluation of the Executive Director. The Treasurer will take the lead and ensure the evaluation is conducted in a timely manner. The President and Treasurer should agree on comments included in the evaluation. In instances where there is disagreement, both comments could be included in the draft that is presented to the Executive Board, and a decision could be made by the Board concerning the final wording.
- G. The ACJS Executive Board reviews the evaluation and makes the decision regarding a bonus or change in salary. The ACJS Executive Board's action regarding the Executive Director's annual evaluation will take place at either the Annual Meeting or the mid-year meeting of the ACJS Executive Board, whichever is closest to the anniversary of the initiation of the Executive Director's contract.

II. Association Manager

- A. The position of Association Manager is a separate category of full-time employee. The selection process is set by the ACJS Executive Board.
- B. The position is to be advertised both within and outside ACJS.
- C. A Search Committee consisting of the Executive Director, President, and Treasurer is responsible for the search process and for making a recommendation to the ACJS Executive Board. The Executive Director, as supervisor of the Association Manager, will chair the Search Committee. The Board is responsible for making the decision to hire the individual and the financial arrangement.
- D. The evaluation of the Association Manager is conducted by the Executive Director in close consultation with the Treasurer and the President.
- E. The ACJS Executive Board reviews and makes the decision regarding the evaluation and associated recommendation for bonus or change in salary. The ACJS Executive Board's action regarding the Association Manager's annual evaluation will take place at either the Annual Meeting or the mid-year meeting of the ACJS Executive Board, whichever is closest to the anniversary of the Association Manager's hire date.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Historian	POLICY NUMBER: 101.09 EFFECTIVE DATE: September 16, 2011 FORMERLY: N/A REVISED: September 18, 2015
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Purpose

To provide guidelines and procedures on maintaining the history of ACJS including its origin, aims, structure, and impact over time.

Responsibilities/Duties

- A. Dedication to the preservation of ACJS history.
- B. Archive data relevant to preserving the history of ACJS.
 - 1) Archive the year's activities as a reference to future ACJS Executive Boards.
 - 2) Ensure information about ACJS events, specifically the Annual Meetings, are documented:
 - i. Photograph and record the names of the ACJS Executive Board annually at the Annual Meetings.
 - ii. Photograph and record the award recipients at the ACJS annual awards ceremony.
 - iii. Periodically publish in *ACJS Today* a "The Historian's Corner" column.
 - iv. Conduct an oral interview with transcription of the outgoing President.
 - 3) Manage ACJS archives.
- C. Produce products related to furthering our understanding of the ACJS as an institution.
 - 1) Work with Executive Board on projects.
 - 2) Create/update the document titled, "The History of ACJS" to be maintained and made available on the ACJS website.
 - 3) Create a "History" section on the ACJS website and maintain information on that site.
- D. Submit a mid-year and annual report to the Executive Board, coinciding with the mid-year and first Executive Board meeting at the Annual Meeting.

Term/Selection

- A. The position of ACJS Historian will be advertised from within the membership of ACJS no less than three (3) months prior to the expiration of the current appointee's term of service.
 - a. The advertisement shall summarize the duties and responsibilities of ACJS Historian.
 - b. The application shall include a statement from the applicant describing his or her qualifications for the position.
 - c. The applicant must be a current member of ACJS at the time of application.
- B. The current appointee may apply as part of the open search and may be reappointed an unlimited number of times.
- C. The ACJS President will review all applications and recommend the top candidate to the Executive Board for appointment as ACJS Historian.
- D. The ACJS Historian will be appointed to a three (3)-year term by the ACJS Executive Board.
- E. The ACJS Historian must remain a member in good standing of the Academy throughout the term of appointment.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Executive Board Quorum	POLICY NUMBER: 102.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 78-005 REVISED:
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A quorum for a meeting of the Executive Board shall be one-half of the Board members plus one. A quorum shall be needed to conduct business.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Proxy Votes	POLICY NUMBER:102.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 87-003, 86-001, 80-001 REVISED:
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Purpose

To establish a policy for the casting of proxy votes by members of the Executive Board.

Policy

Proxy votes may be made in all official votes of the Executive Board.

To cast a proxy vote, the Board member must file a written authorization for the proxy with the Secretary prior to or during the Executive Board meeting at which the proxy is to be voted.

The proxy is limited to the question put to the Board as specified in the proxy authorization.

Any member of the Board may inspect the written proxy authorization.

The Secretary shall keep the proxy on file for one (1) year.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Interim Executive Board Actions	POLICY NUMBER: 102.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 92-009 REVISED:
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In the event that the ACJS Executive Board takes an action on some matter or issue in the interval between Board meetings, this action will be reported in the minutes of the next regularly scheduled meeting of the ACJS Executive Board, including a reporting of Executive Board members' votes on the action.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Second Executive Board Meeting of the Annual Meeting	POLICY NUMBER: 102.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 92-003 REVISED:
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The second Executive Board meeting at the Annual Meeting will be scheduled on the next to the last day of the Annual Meeting.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES
Academy of Criminal Justice Sciences

SUBJECT: E-mail Voting	POLICY NUMBER: 102.05 EFFECTIVE DATE: March 11, 2008 FORMERLY: REVISED: September 13, 2007; March 4, 2003, March 11, 2008; September 13, 2014
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I. Policy

- A. In principle, Board decisions should be made by e-mail only in those circumstances in which the issue cannot wait until the next Board meeting.
- B. Upon discussion of an issue by the Executive Board through e-mail, the President will determine if the Board wants to vote on the issue before the next regular Board meeting.

II. Process of E-Mail Voting

- A. The President will ask for a motion and second. If two people make a motion, the second motion will be considered the second.
- B. The President shall keep records of the count on e-mail motions and report the final count on the vote to the Secretary and the Board.
- C. The President shall declare the result of the vote. A majority vote of all Board members for or against the motion is required.
- D. The Secretary will prepare a report of all motions handled by e-mail between Board meetings for submission at the next Board meeting. The report of these motions will be included verbatim in the minutes of the meeting at which the report is approved.
- E. For new business or items not previously discussed, other than Committee and other routine reports, a minimum of seven (7) calendar days must pass from the time a motion is seconded before voting on the motion is allowed. During this seven (7)-day period, discussion over e-mail is encouraged. Following the discussion period, Board members have five (5) calendar days to cast a vote for or against the motion. The voting period can be shortened if all members have voted, or the period may be extended by the President if a quorum has not been reached by the end of the fifth day.

- F. Procedure for considering Committee or other routine reports:
1. When a Committee or other routine report is submitted to the Board between meetings, the seven (7)-day rule is suspended for acceptance of the report itself.
 2. Following a motion to accept the report and a second, the Board may immediately vote. Board members will have five (5) calendar days to cast a vote. The voting period can be shortened if all members have voted, or the period may be extended by the President if a quorum has not been reached by the end of the fifth day.
 3. Any action items included in the report (i.e., awards nominations) must be voted on using the seven (7)-day rule for discussion.

III. Requests from NGO Representative to Speak on Behalf of ACJS

- A. As stated in Policy 101.07, the NGO Representative must obtain approval of the ACJS Executive Board before making any statement on behalf of ACJS. Due to the need to act quickly, the regular seven (7) day discussion period for Executive Board email votes is dispensed with in this situation and the Board will make every effort to conduct its vote and notify the NGO representative within 24 hours of receiving notice concerning the proposed action.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

REPORTS	POLICY NUMBER: 103.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-011 REVISED:
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I. Reports

- A. President: At the Annual Meeting, deliver a Presidential Address, which will be published subsequently in *Justice Quarterly*.
- B. Other Officers: Report as duties dictate.
- C. Regional Trustees: Prepare a mid-year and annual report of regional information for the ACJS Executive Board.
- D. Program Chair: Prepare a final report regarding the program.
- E. Standing Committees: Chairs shall be responsible for submitting an interim and final Committee report which coincide with the mid-year and first Executive Board meeting at the Annual Meeting. Under unusual circumstances, additional reports may be requested by the President or Board liaison.
- F. Other Reports: Journals, newsletter, and *ad hoc* committee reports.

II. Dissemination

At the conclusion of the Annual Meeting, the Association Manager is responsible for disseminating the annual report of each standing Committee and Section to each of the next year's Committee members, Section officers, and Board liaison. Additionally, copies of any outgoing editor's report shall be distributed to the respective incoming editor.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Affirmative Action	POLICY NUMBER: 104.01 EFFECTIVE DATE: September 15, 2006 FORMERLY: 94-010, 91-002 REVISED: August 28, 1999; September 15, 2006; March 13, 2012
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Purpose

To provide guidelines and procedures for promoting diversity and inclusivity within the Academy.

Policy

The Academy's affirmative action goal is to provide inclusive and diverse opportunities through the acceptance of individuals at all levels within various disciplines without regard to race, color, religion, gender, age, handicap, national origin, marital status, sexual orientation, pregnancy, veteran status, or previous incarceration. The Academy has officially adopted and reaffirms its non-discrimination policy as follows:

No member of the Academy shall, on the grounds of race, color, religion, gender, age, handicap, national origin, marital status, sexual orientation, pregnancy, veteran status, or previous incarceration be excluded from participation in, be denied the benefits of, or be subjected to, discrimination in this organization.

AND

It is the policy of the Academy that minorities and women shall be involved and encouraged to participate as active members in all activities of ACJS, including policy and decision making.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Sexual Harassment	POLICY NUMBER: 104.02 EFFECTIVE DATE: September 15, 2006 FORMERLY: 95-001 REVISED: September 15, 2006; August 28, 1999
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Purpose

To provide guidelines and procedures for the prevention of sexual harassment within the Academy.

Policy

The Academy's believes that no person should be subject to sexual harassment in ACJS-related programs and activities.

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that lack of sexual submission will be used as a basis for decisions affecting or interfering with an individual's organizational standing.

AND

It is the policy of the Academy that no member shall under the color of duty engage in sexual harassment.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Hold Harmless	POLICY NUMBER: 104.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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The [*Region, Section, Company, University, Other Entity*] assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the Academy of Criminal Justice Sciences and its employees and officers harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorneys fees arising out of or caused by the [*Region, Section, Company, University, Other Entity*]'s use of the [*reception room, meeting space, and other space*], excluding any liability caused by the sole negligence of the [*Annual Meeting conference venue or Academy, if applicable*], its employees, and agents.

This policy shall become part of all ACJS contracts and related information. It shall be disseminated to all officers of ACJS Regions and Sections, all exhibit sponsors, and upon inquiry prior to all Annual Meetings.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Code of Ethics - Publication	POLICY NUMBER: 104.04 EFFECTIVE DATE: September 15, 2000 REVISED:
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Special instructions: Carried out by Association Manager and the ACJS Web Master.

I. Policy

- A. Members and prospective members of the Academy shall be notified of the ACJS Code of Ethics by:
 - A. The Code shall be referenced on the membership application; and by signing the application the person agrees to abide by the Academy's Ethics Code.
 - B. The Code shall be placed on the ACJS web site.
 - C. The Code shall be referenced in the Annual Meeting program.
- B. Policy #306.01 incorporates the Code of Ethics into the Policy Manual and outlines the selection and composition of the Ethics Committee.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Environmental Awareness and Impact	POLICY NUMBER: 104.05
	EFFECTIVE DATE: September 15, 2006
	FORMERLY: N/A
	REVISED: N/A

Purpose

To provide guidelines and procedures to regulate the environmental impact of all Academy activities.

Policy

The Academy's Environmental Awareness and Impact Policy is to promote recycling, reduction, and reuse while encouraging the least adverse impact on the environment that might result from Academy sponsored activities. To that end, operation of the National Office, planning for, and conduction of the conference, and all other Academy activities, should involve the proactive use of recycling (including aluminum, toner cartridges, paper, plastic, glass, and glossy paper), the minimized use of non renewable resources, the donation or reuse of excess conference bags, and the promotion of recycled materials for Academy publications.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Requests for Proprietary Information	POLICY NUMBER: 104.06 EFFECTIVE DATE: March 13, 2007 REVISED:
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I. Purpose

The purpose of this policy is to outline the procedures for responding to requests for proprietary information.

II. Policy

- A. All requests must be submitted in writing and specify precisely the materials being requested. Only requests from ACJS members will be considered.
- B. Information will NOT be provided on the following:
 - Members' personal information.
 - Personnel files.
 - Financial account numbers.
 - No financial information except for external audits, internal account balance sheet, and annual budgets.
- C. At the discretion of the National Office, the information requested will be either sent or made available for review at the National Office. Requests which involve staff time and related expenses may incur costs to the requestor.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Conflict of Interest Policy Applicable to ACJS Executive Board Members, Committee Members, and Section Officers	POLICY NUMBER: 104.07 EFFECTIVE DATE: March 17, 2008 FORMERLY: REVISED:
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I. Policy

The Academy of Criminal Justice Sciences (ACJS) Executive Board holds the primary decision-making authority or responsibility for the organization. In an effort to avoid conflict of interest that could be construed as a material affiliation potentially affecting the independent, unbiased judgment of Executive Board members, in conduct of that decision-making authority or responsibility, this policy is adopted. The policy shall also govern the action of Committee members and Section officers in the conduct of ACJS associated business.

The Academy of Criminal Justice Sciences (ACJS), all Officers, Directors, Trustees, Committee members, and Section officers scrupulously shall avoid any conflict between their own respective personal, professional, or business interests and the interests of the association, in any and all actions taken by them on behalf of the association in their respective capacities.

In the event that any of the foregoing individuals shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Academy, including but not limited to transactions involving:

- a. The sale, purchase, lease or rental of any property or other asset;
- b. Employment, or rendition of services, personal or otherwise;
- c. The award of any grant, contract, subcontract, or agreement; or
- d. The investment or deposit of any funds of the association;

such person shall give notice of such interest or relationship and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the association, or its components to affect a decision to participate or not participate in such transaction.

II. Procedure for ACJS Executive Board Members

- A. Individuals seeking a position on the ACJS Executive Board shall be provided this Conflict of Interest Policy by the Chair of the Nominations and Elections Committee.

- B. Upon election to office, ACJS Board Members shall complete the ACJS Executive Board Member's Conflict of Interest Statement in Part IV of this Policy and file it with the ACJS National Office before engaging in any business before the ACJS Executive Board.
- C. ACJS Secretary in coordination with Association Manager is responsible for ensuring signed statements have been filed as required in II.B.
- D. The statement will be effective throughout the individual's term of office.

III. Procedure for ACJS Committee Members and Section Officers

- A. Committee members and Section officers shall be informed of the Conflict of Interest Policy through the Chair of the Committee or Section.
- B. Reference to this policy shall be added to appropriate policies regarding Committees and Sections.
- C. Conflict of Interest Statements are not required for Committee members or Section officers.

IV. ACJS Board Member's Conflict of Interest Statement

By signing this statement, I acknowledge that I have read the ACJS Conflict of Interest Policy #104.07 and I hereby affirm that, to the best of my knowledge and belief, except as otherwise disclosed herewith, neither I nor any person with whom I have a personal or business relationship has a direct or indirect interest in any individual or organization which proposes to enter into a transaction with ACJS.

If I find that I or any person with whom I have a personal or business relationship has a direct or indirect interest in any individual or organization which proposes to enter into a transaction with ACJS, I will make full disclosure of such interest before any discussion or negotiation of such transaction and shall not be present for any discussion of or vote in connection with the matter.

Please check one:

_____ Without exception

_____ Except as described: _____

List / Description of Potential Conflicts: _____

Date: _____

Printed Full Name: _____

ACJS Board Position: _____

Signature: _____

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS and Academic Regalia Color for Criminal Justice/Criminology	POLICY NUMBER: 104.08 EFFECTIVE DATE: March 2002; Added to manual February 23, 2010 FORMERLY: N/A REVISED:
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I. Policy

"Midnight blue" which is "dark navy blue" is the official color of the Academy and academic regalia in the field of criminal justice/criminology.

II. Rationale

"Midnight blue" was chosen because this color symbolizes the following characteristics thought to represent the best in the field of criminal justice/criminology: trustworthy, truthful, professional, official, intelligent, respectable, secure, dignified, and understanding (Source: Jill Morton 1997. Color Voodoo: A Guide to Color Symbolism).

- A. In March, 2002, ACJS selected an academic regalia color representative of the field of criminal justice/criminology. The vote of the Academy was to adopt "midnight blue" which is "dark navy blue" as the official color of the Academy and academic regalia in the field of criminal justice/criminology.
- B. "Midnight blue" is the official color of the degree of criminal justice/criminology; therefore, it should be used for:
 - Mortar Tassels (where custom dictates that the color of the tassel reflect the degree granted);
 - Trim on Master's and Doctoral Hoods (as custom dictates); and
 - Any other academic regalia/publications where the color of the degree is represented.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Record Protection, Retention, and Destruction Policy	POLICY NUMBER: 104.09 EFFECTIVE DATE: September 18, 2015 FORMERLY: N/A REVISED:
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I. Accounting and Corporate Records

All accounting and corporate records, paper and electronic, shall be permanently stored at the National Office in a locked and secure location. If the records are electronic, the files shall be backed up to external hard drives and to cloud storage. All computers at the National Office shall be virus, spyware and password protected to ensure the integrity, accuracy, and reliability of all stored files.

II. Employment Records

All employment records, paper and electronic, shall be permanently stored at the National Office in a locked and secure location. If the records are electronic, the files shall be properly backed up to external hard drives and to cloud storage. All computers at the National Office shall be virus, spyware and password protected to ensure the integrity, accuracy, and reliability of all stored files.

III. Tax Records

All tax records, paper and electronic, shall be permanently stored at the National Office in a locked and secured location. If the records are electronic, the files shall be properly backed up to external hard drives and to cloud storage. All computers at the National Office shall be virus, spyware, and password protected to ensure the integrity, accuracy, and reliability of all stored files.

IV. Hard Copy Membership Forms

All hard copy membership forms received by the National Office shall be retained for a period of three (3) years in a locked and secure location. After three (3) years, membership forms shall be destroyed to ensure elimination of all personal information.

V. Hard Copy Annual Meeting Registration Forms

All hard copy registration forms for the Annual Meeting received by the National Office shall be retained for a period of one (1) year in a locked and secure location. After one (1) year, registration forms shall be destroyed to ensure elimination of all personal information.

VI. Online Membership and Annual Meeting Registration Payment System

All payments received online for membership and registrations shall be processed using a secured online system that ensures personal information is protected from unauthorized use. Access to online payment information shall be limited to the Executive Director, Association Manager, and Administrative Assistant at the National Office.

VI. PCI (Payment Card Industry) Data Security Standard Requirement

The Payment Card Industry Security Standards Council (PCI SSC) was launched on September 7, 2006, to manage the ongoing evolution of the Payment Card Industry (PCI) security standards with focus on improving payment account security throughout the transaction process. The PCI DSS is administered and managed by the PCI SSC (www.pcisecuritystandards.org), an independent body that was created by the major payment card brands (Visa, MasterCard, American Express, Discover and JCB.).

All ACJS credit card merchant accounts for credit card payments shall be PCI compliant, according to PCI standards. This certification shall be completed annually to ensure that ACJS processes, stores, and transmits credit card information through a secure environment, as mandated by PCI SSC.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Lifetime Memberships	POLICY NUMBER: 200.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 94-002, 93-003 REVISED: September 18, 2015
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Lifetime membership dues shall be set at 20 times the cost of annual membership dues and can be paid in full or four equal installments.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Student Dues	POLICY NUMBER: 200.02 EFFECTIVE DATE: January 1, 2008 FORMERLY: 81-005 REVISED:
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Effective 2008, eliminate the membership category of 'Student Without Journals' and have all students pay the same annual membership rate of \$30.00 with journals.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Payment of Academy Dues	POLICY NUMBER: 200.03 EFFECTIVE DATE: March 9, 2004 FORMERLY: 92-002 REVISED: April 3, 2001; March 9, 2004; March 19, 2013
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- I. **Academy membership fees must be paid in U.S. funds.**

- II. **Annual membership rates will be available for regular, institutional, sustaining, and senior, and student categories.**
 - A. Two (2) additional membership payments will be available: three (3)-year and five (5)-year membership categories. Three (3) and five (5) year renewals will receive a \$5.00 per year reduction in the current membership rate.
 - B. The three (3) and five (5) year renewal option is available for regular, sustaining, and institutional membership categories, and not for student, senior, or lifetime members.
 - C. Monies collected this way will be designated to be put in an investment fund designated by year and moved to the general fund in the FY so designated.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Complimentary ACJS Membership for Doctoral and Other Graduate Students	POLICY NUMBER: 200.04 EFFECTIVE DATE: March 3, 2006 FORMERLY: 91-009 REVISED: August 28, 1999; March 3, 2006; February 23, 2010; March 13, 2012
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I. Policy

- A. Doctoral students in criminology or criminal justice will be granted a one (1) year complementary student membership with journals during their first year of study and will be able to use this membership before they graduate.
- B. Graduate students in criminology or criminal justice who register for the Annual Meeting are entitled to one (1) free year of membership in ACJS.
- C. All doctoral and graduate student memberships require sufficient proof of status for the membership to be processed. A student is only entitled to one (1) free year of membership in ACJS, which may be used under the doctoral or graduate membership process.

II. Procedure

A. Free Doctoral Student Membership Process

Each applicant for a Free Doctoral Student Membership must complete the Doctoral Student Membership form, attaching proof from their school of Doctoral Student status. When the application is received by the National Office, it is reviewed for completeness and, if the Doctoral Student status is verified, the membership is activated. If the form is incomplete or insufficient proof of status is provided, the applicant is notified and the membership is held until all information is received. If the applicant has taken advantage of the free student membership (either Doctoral or Graduate) in a previous year, the applicant is notified that they no longer qualify for a free year and must pay the student membership rates to remain a member of ACJS.

B. Free Graduate Student Membership Process

Graduate students who register for the Annual Meeting are entitled to one (1) free year of membership in ACJS. Any student who provides proof of graduate student status with their registration is then awarded the free year of membership as a matter of course. If the student provides proof of status that just states "Student" or does not specifically identify the student as a graduate student, no attempt is made to contact the student to ask if they hold a graduate status with their institution. If the registrant has provided graduate student status proof and also has taken advantage of the free membership (either Doctoral or Graduate) in a previous year, the registrant is notified that they no longer qualify for a free year and must pay the student membership rate to remain a member of ACJS.

ACJS POLICIES

Academy of Criminal Justice Sciences

Bonding of Officers and Staff	POLICY NUMBER: 201.01 EFFECTIVE DATE: March 19, 2007 FORMERLY: 96-003 REVISED: March 19, 2007; August 28, 1999
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Beginning immediately, the Academy shall bond the Association Manager, Executive Director, and Treasurer. The amount of bonding coverage for officer/employee dishonesty shall be increased to \$100,000.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Liability Insurance	POLICY NUMBER: 201.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 83-004 REVISED:
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The Academy will have liability insurance which will cover the Executive Board, staff, and editors.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Contracts	POLICY NUMBER: 201.03 EFFECTIVE DATE: September 15, 2006; FORMERLY: 88-007 REVISED: September 18, 2004; April 3, 2001
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I. Purpose

To establish policy for ACJS contracts.

II. Method

- A. Either the ACJS Association Manager or the Executive Director are authorized to sign and make binding all contracts dealing with the routine operations of the National Office.
- B. Any questions which arise as to the definition of "routine operation of the National Office" must be resolved by the Treasurer.
- C. No ACJS contract, other than those executed by the Executive Director or the Association Manager for routine operation of the National Office, will be signed and executed until approved by a simple majority of the Executive Board.
- D. All contracts, other than those for routine operation of the National Office, will be signed with the name of the ACJS President, Executive Director, First Vice President, or Treasurer.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Checking Accounts	POLICY NUMBER: 202.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 86-008 REVISED:
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The ACJS checking accounts are to be located in the same city or nearest possible location to the National Office and be maintained at a local bank in an account with the highest possible interest, in line with fiscal policy set by the Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Check Signatures	POLICY NUMBER: 202.02 EFFECTIVE DATE: October 26, 2005 FORMERLY: 86-009 REVISED: August 28, 1999, April 3, 2001; March 13, 2012
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Effective immediately the Association Manager is authorized to sign checks up to \$7,500 for all normal and regularly occurring expenses. All checks in excess of this amount and/or for non-regular expenditures require either:

- a. Two of three valid signatures: that of the Treasurer, the Association Manager, or the Executive Director, for the purposes of accountability; or
- b. Email confirmations from two of the three valid signatures acknowledging knowledge of the expenditure and authorization for signature by one individual. The emails shall be attached to the expenditure paperwork and placed in the appropriate financial files.

In the absence of the Association Manager or in times of transition, the Executive Director and Treasurer will have standard check writing authority.

All bank accounts will be accessible by the Treasurer, Association Manager, and the Executive Director.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Investment Accounts	POLICY NUMBER: 202.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 88-010 REVISED:
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The Budget, Finance, and Audit Committee shall approve the establishment of all investment accounts established in the name of the Academy.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Affinity Credit Cards	POLICY NUMBER: 202.05 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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Special Instructions: *Carried out by the President and Association Manager.*

Any contract with a company offering ACJS affinity credit cards shall carry the proviso that ACJS members have the ability to indicate on future membership renewal and registration forms whether they wish to be removed from mailing lists that the Academy provides to other organizations and businesses.

In addition, the contract with the company offering the affinity credit card must carry a proviso that the membership list shall be purged annually by the company of ACJS members who do not wish to remain on the mailing list.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Treasury Report	POLICY NUMBER: 202.06 EFFECTIVE DATE: August 28, 1999 FORMERLY: 88-008 REVISED:
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Special Instructions: *Prepared by Treasurer; reviewed by Budget, Finance and Audit (BFA) Committee prior to presentation to the Executive Board.*

I. Policy

In order to assist in budget planning and fiscal control of Academy funds, the Treasurer shall submit regular written reports to the Executive Board.

II. Method

- A. The Treasurer shall submit a written report to the Executive Board at the mid-year Board meeting and at the first Board meeting of the Annual Meeting.
- B. The report shall contain:
 1. The current balance of the checking account.
 2. The current balance of the investment accounts.
 3. Any other information pertinent to the revenues, expenses, and financial status of the Academy.
- C. The treasury report shall be supplemented with a current balance sheet of revenues and expenses as maintained by the Association Manager at the National Office.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Investment Signatures	POLICY NUMBER: 202.07 EFFECTIVE DATE: October 26, 2005 FORMERLY: New REVISED:
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Effective immediately, all investment accounts will be accessible by the Treasurer and the Executive Director.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Budget Format	POLICY NUMBER: 203.01 EFFECTIVE DATE: March 9, 2004; FORMERLY: 86-010 REVISED: March 9, 2004; August 28, 1999
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Special Instructions: *Reviewed by Budget, Finance and Audit (BFA) Committee prior to presentation to the Executive Board.*

The President is to submit a budget with definitive budget lines by Academy function and the Annual Meeting will be a separate line item with definitive subcategories for expenditures.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Deficit Budget	POLICY NUMBER: 203.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 92-007 REVISED:
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Special Instructions: *Budgets are reviewed by Budget, Finance and Audit (BFA) Committee prior to presentation to the Executive Board.*

The President may not propose, nor the ACJS Executive Board approve, a deficit budget for the Academy in any fiscal year.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Budget Transfers	POLICY NUMBER: 203.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 92-006, 88-006 REVISED:
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I. Purpose

To establish a policy for budget transfers within line item or budget categories.

II. Policy

The President, with the approval of a simple majority of the ACJS Executive Board, may transfer monies from one budget category to another. The President, with the approval of the Treasurer or a simple majority of the ACJS Executive Board, may transfer monies from one line item to another within budget categories. Such transfers shall not exceed 50 percent of monies within a given budget category without approval by a simple majority of the ACJS Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Contingency Fund	POLICY NUMBER: 203.04 EFFECTIVE DATE: March 13, 2007 FORMERLY: REVISED: August 28, 1999; March 13, 2007
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I. Policy

The Academy shall establish a reserve or contingency fund by designating a line item in all annual budgets equal to at least one percent (1%) of the total revenues. This shall be done with the goal of having a reserve fund that is one-half of the Academy's operating budget as soon as feasible.

II. Contingency Account

A contingency account shall be established and the funds budgeted shall be transferred annually into this account.

III. Withdrawals

The contingency fund is a designated fund to be used only on Board approval.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Surplus Allocation Review	POLICY NUMBER: 203.05 EFFECTIVE DATE: August 28, 1999 FORMERLY: REVISED:
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A review of any surplus allocation policy shall be conducted annually by the Budget, Finance, and Audit Committee.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Audit of Accounts	POLICY NUMBER: 203.06 EFFECTIVE DATE: March 21, 2000 FORMERLY: REVISED: March 13, 2012
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I. Policy

A complete independent audit shall be conducted once a year as close to the end of the fiscal year as possible. The first audit will be conducted after April 1, 2002.

II. Financing for the Audit

Funds for conducting the audit shall be placed into the budget on an annual basis.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Categorization of ACJS Funds and Financial Transfers or Expenditures	POLICY NUMBER: 203.07 EFFECTIVE DATE: March 13, 2007 FORMERLY: REVISED:
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1. The ACJS Executive Board establishes a policy to categorize all ACJS funds in the following manner:
 - A. General fund: All funds that have not been specifically designated by Board action or restricted by the individual providing the funds. Though the budget designates monies to be spent for specified line items, these monies are not considered designated; they are general fund monies.
 - B. Designated fund: Specific action by the ACJS Executive Board, so noted in the minutes of the Board, is required to place money in this category, for example, contingency, affirmative action, or lifetime. Designated funds may be used only on Board approval. In order to transfer funds from any designated account a written request, including the justification for the transfer, is required; advance approval by the Treasurer and President must be obtained prior to the withdrawal.
 - C. Restricted fund: All funds that are indicated for a specific use must be placed in this category, for example, money that is taken in for Sections, for student scholarships as designated on the membership renewal forms, or for awards. The funds in this category may only be used for their intended purpose with the exception of the dissolution of a section as specified in ACJS Policy #500.02.
2. When the ACJS Executive Board takes action to designate or restrict the use of funds, it shall be so noted in the minutes and the type of fund and the category of the fund shall be specified.
3. Designated and restricted funds should, where possible, be placed in savings or investment accounts. For restricted funds belonging to ACJS Sections, only the amount of carryover that is not within the Sections' Fiscal Year budgets should be placed in savings or investment accounts. General fund monies sufficient to pay anticipated bills will be maintained in a checking account. Temporary surplus general funds monies, when feasible, should be placed in short-term savings or money market accounts.
4. Transfers between checking and savings (including money market) accounts are to be initiated by the Association Manager, or in his or her absence the Executive Director, with advance written approval of the Treasurer.

5. Unless otherwise specified by policy or approved by the ACJS Executive Board, in order to transfer designated or restricted funds from any ACJS savings or investment account a written request, including the justification for the transfer, is required; advance approval by the Treasurer and President must be obtained prior to the withdrawal. If specified by policy or approved by the ACJS Executive Board, advance notice will be provided the Treasurer prior to making the transfer.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Annual Meeting Complimentary Room Policy	POLICY NUMBER: 204.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 91-001, 87-008 REVISED: March 13, 2012
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Special Instructions: See related policy 204.03, "Complimentary Rooms for Executive Board Members"

The following policy shall replace any existing policy or custom concerning the assignment of hotel rooms, which are complimentary for the Academy of Criminal Justice Sciences at the annual meeting.

- I. The Academy of Criminal Justice Sciences will provide two (2) VIP suites at the Annual Meeting. These suites are to be assigned as follows: One suite for the President and one suite for the President-Elect (First Vice President who is incoming President by second Board meeting). Every effort shall be made by the negotiator of the hotel contract to stipulate that two VIP suites shall be provided to the Academy by the hotel *in addition to* the customary complimentary rooms.
- II. The Executive Director, Association Manager, Program Chair, Treasurer, *Justice Quarterly* editor, *Journal of Criminal Justice Education* editor, and any additional ACJS staff person required to attend and work at the Annual Meeting shall be provided with complimentary rooms at the meeting host hotel, utilizing staff room rate nights as much as possible.
- III. When invited by the President and approved by the Executive Board, guest speakers, award recipients, and other special attendees may be provided with complimentary rooms at the meeting host hotel, utilizing staff room rate nights as much as possible.
- IV. For remaining Executive Board members not covered by this policy, Policy 204.03 shall be followed.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Annual Meeting Expenses	POLICY NUMBER: 204.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 88-005 REVISED:
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I. Purpose

To establish a uniform policy for travel and per diem at the Annual Meeting.

II. Policy

Travel and per diem at the Annual Meeting will not be provided for any Executive Board member other than the President, and unless designated by the ACJS Executive Board.

All presidential travel and per diem expenses must remain within the line item budget categories approved by the ACJS Executive Board.

The Association Manager and staff as the Board's representatives, upon presenting receipts, may be reimbursed above the fair and actual per diem amount of \$50.00 for meals.

For reasons of financial accountability and consistency, the staff and others traveling at the Academy's expense, shall submit all receipts to the National Office.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Complimentary Rooms for Executive Board Members	POLICY NUMBER: 204.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 93-005 REVISED: March 13, 2012
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Executive Board members who are not receiving complimentary rooms for the Annual Meeting shall receive five (5) nights at the conference hotel at the conference room single room rate plus tax paid for by ACJS. All other expenses shall be the responsibility of the Board member.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Site Selection Expenses	POLICY NUMBER: 204.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 86-004 REVISED:
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The President shall budget adequate monies for site selection expenses incurred by the First Vice President.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Mileage Reimbursement for ACJS Travel	POLICY NUMBER: 204.05 EFFECTIVE DATE: March 13, 2007 FORMERLY: REVISED:
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Mileage for ACJS Travel reimbursement is tied to the Federal rate as posted on January 1 of each calendar year. The National Office staff is responsible for modifying the ACJS Travel Voucher form at the beginning of each year and for ensuring that the form includes the calendar year for which it is effective.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Travel Letter of Agreement, and Release and Waiver of Liability	POLICY NUMBER: 204.06 EFFECTIVE DATE: March 13, 2012 FORMERLY: N/A REVISED:
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The purpose of this Policy is to (1) ensure that all individuals traveling on behalf of ACJS are fully aware of the level of reimbursement that will be provided to them while acting on behalf of ACJS, and (2) to release, discharge, and hold harmless ACJS and its officers, directors, employees, members, agents, successors, and assigns from any and all liability that may arise, directly or indirectly, now or in the future, by reason of any injury, damage, loss, or expense incurred other than agreed upon payment in connection with participation in ACJS required meetings or Presidential-approved travel to represent ACJS at national and international events.

I. Procedure: ACJS Board Member Letter of Agreement, and Release and Waiver of Liability

- A. All ACJS Board Members shall be required to sign the ACJS Board Member Letter of Agreement, and Release and Waiver of Liability.
- B. Upon election to office, ACJS Board Members shall complete the ACJS Board Member Letter of Agreement, Release and Waiver of Liability (see Part II of this Policy) and file it with the ACJS National Office before engaging in any business before the ACJS Executive Board.
- C. The Association Manager is responsible for ensuring that the signed forms have been filed as required in I.B.
- D. The executed ACJS Board Member Letter of Agreement, and Release and Waiver of Liability shall be effective throughout the individual's term of office.

II. ACJS Board Member Letter of Agreement, and Release and Waiver of Liability

This letter of agreement is between the Academy of Criminal Justice Sciences (hereafter "ACJS") and _____ (hereafter "ACJS Board Member").

ACJS Board Member shall be required to attend Executive Board and ACJS Committee meetings on behalf of ACJS while serving as a member of the ACJS Executive Board. In consideration for attending these meetings, ACJS Board Member shall receive the following remuneration:

Travel Expenses: Actual travel expenses as defined by ACJS Policies for attendance at the ACJS MidYear Executive Board Meeting and any required Committee meetings, except the Business, Finance, and Audit Committee meeting which is held in conjunction with the ACJS Annual Meeting. No travel expenses shall be reimbursed for attending the ACJS Annual Meeting, ACJS Annual Board Meeting, and the ACJS Business, Finance, and Audit Committee meeting.

In consideration for the ACJS Board Member's participation and travel on behalf of ACJS, ACJS Board Member hereby releases, discharges, and holds harmless the Academy of Criminal Justice Sciences and its officers, directors, employees, members, agents, successors, and assigns from any and all liability that may arise, directly or indirectly, now or in the future, by reason of any injury, damage, loss, or expense incurred other than agreed upon payment in connection with participation in ACJS required meetings. This release and waiver of liability shall be binding on ACJS Board Member's heirs, executors, administrators, successors, and assigns.

I have read and understood this letter of agreement, release and waiver of liability, and agree to the payment referenced above:

ACJS Board Member:

Name: _____

ACJS Title: _____

Date: _____

Signature: _____

III. Procedure: ACJS Letter of Agreement, and Release and Waiver of Liability

- A. The ACJS President shall ensure that the ACJS Letter of Agreement, Release and Waiver of Liability (see Part IV of this Policy) is completed for each individual who is asked to travel on behalf of ACJS (hereafter, the "ACJS Representative").
- B. The President shall determine the event, location, and dates of attendance; and the remuneration to be provided to the ACJS Representative.
- C. The ACJS Representative shall sign and date the form and return to the ACJS President.
- D. The ACJS President shall forward the completely executed form to the National Office.
- E. The Association Manager is responsible for ensuring that the signed form is attached to the travel reimbursement issued to the ACJS Representative.
- F. This section shall not apply to travel by ACJS Board Members (see Part I, above).

IV. ACJS Letter of Agreement, and Release and Waiver of Liability

This letter of agreement is between the Academy of Criminal Justice Sciences (hereafter "ACJS") and _____ (hereafter "ACJS Representative").

ACJS Representative shall attend the following on behalf of ACJS:

Event: _____
Location: _____
Dates: _____

In consideration for representing ACJS at the above referenced event, ACJS agrees to pay the ACJS Representative the following:

Travel Expenses: (Description of reimburseable expenses not to exceed stated amount);
Honorarium: (List amount); Flat Fee (List amount)

The above monies will be the total payment to the ACJS Representative for attendance at the above referenced event.

In consideration for the ACJS Representative's participation and travel to the above referenced event, ACJS Representative hereby releases, discharges, and holds harmless the Academy of Criminal Justice Sciences and its officers, directors, employees, members, agents, successors, and assigns from any and all liability that may arise, directly or indirectly, now or in the future, by reason of any injury, damage, loss, or expense incurred other than agreed upon payment in connection with participation in the above referenced event. This release and waiver of liability shall be binding on ACJS Representative's heirs, executors, administrators, successors, and assigns.

I have read and understood this letter of agreement, release and waiver of liability, and agree to the payment referenced above:

ACJS Representative:

Name: _____
Date: _____
Signature: _____

Approved by ACJS:

Name: _____
ACJS Title: _____
Date: _____
Signature: _____

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

BFA Committee	POLICY NUMBER: 205.01 EFFECTIVE DATE: March 5, 2002 FORMERLY: REVISED: New
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I. Purpose

To establish policy and procedures for the operation of the BFA Committee.

II. Policy

The BFA shall review the budget and finances of the Academy on a yearly basis and propose additional policies and procedures as needed to ensure the fiscal stability of the Academy.

III. Committee Membership

- A. The Committee is chaired by the Second Vice President in accord with Policy # 101.01.III.A.
- B. Other members of the Committee must include the sitting Treasurer, one past President or past Treasurer, and one at-large member of the Academy who are appointed by the Second Vice President. The First Vice President, the Executive Director, and the Association Manager must attend the BFA meeting as *ex officio* members. The President will be invited to attend as an *ex officio* member.

IV. Duties of the BFA Committee

- A. Review the President's budget and the budget proposed by the First Vice President.
- B. Review all investment accounts and approve the establishment of any new investment accounts as per Policy #202.03.
- C. Conduct internal audit of all financial accounts. At a minimum, this will include the following:
 - 1. Selecting all monthly expenditures/payments exceeding \$5,000.
 - 2. Selecting at least two (2) additional expenditures/payments per month.
 - 3. Reconciling 1 & 2 against the canceled check and the official invoice for the product or service.
- D. Review any surplus allocation policy, as per Policy #203.05.

- E. Review pending and executed contracts since the last review, as per Policy #201.03.II.C and #201.03.II.D.
- F. Review the Personnel Manual and conduct personnel file audits, and recommend changes as needed.
- G. Review personnel evaluations as needed and approve raises for all positions besides the Association Manager.
- H. Make recommendations to the ACJS Board on any financial issues.

V. Reporting

The BFA, through the Second Vice President, shall make a full report to the ACJS Board at the Annual Meeting and mid-year meeting, if appropriate.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Refunds	POLICY NUMBER: 206.01 EFFECTIVE DATE: February 23, 2010 FORMERLY: REVISED: New
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I. Policy

ACJS does not refund any fees or payments except when a duplicate payment has been received except as provided under Policy 804.05.

Such refunds shall be handled and determined by the Association Manager.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Standing Committees	POLICY NUMBER: 300.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-005 REVISED: March 1, 2011; August 27, 2012; March 19, 2013
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I. Composition

Each Standing Committee of the Academy shall be as large as feasible given the Committee's responsibilities. The composition shall be as diverse as possible, both philosophically and demographically. There should be diversity by gender, race, region, and length of Academy membership whenever possible.

The 14 Standing Committees are: Academic Review; Affirmative Action; Awards; Budget, Finance, and Audit; Constitution and By-Laws; Ethics; Membership; Nominations and Elections; Program; Publications; Assessment; Student Affairs, Public Policy; and National Criminal Justice Month.

II. Standing Committee Mission Statements

- A. The Academic Review Committee shall oversee the Academic Review process of ACJS, as stated in ACJS Policy 401.01.
- B. The Affirmative Action Committee shall be responsible for making recommendations regarding the use of Affirmative Action funds, such as scholarships, as outlined in ACJS Policy 307.01 and 307.02. The Committee shall also ensure the adherence to ACJS Policy 104.01 (Affirmative Action).
- C. The Awards Committee shall be responsible for seeking nominations; reviewing nominees and award criteria; and recommending award recipients to the ACJS Executive Board for the ACJS Awards noted in ACJS Policy 301.01.
- D. The Budget, Finance, and Audit Committee shall be responsible for reviewing the budget and overall financial condition of the Academy, pursuant to ACJS Policy 205.01.
- E. The Constitution and By-Laws Committee shall review the ACJS Constitution, By-Laws, and ACJS Policies and make recommendations for changes, when appropriate. (See ACJS Policy 302.01.) The Committee shall also interpret the Constitution and By-Laws when requested by the Executive Board.
- F. The Ethics Committee shall provide guidance on ethics issues and, when requested, investigate inquiries of violation of the ACJS Code of Ethics, pursuant to ACJS Policy 306.01.
- G. The Membership Committee shall provide recommendations on how to increase membership and other items as charged by the ACJS President.
- H. The Nominations and Elections Committee shall solicit nominations for vacancies on the Executive Board, recommend candidates to the Executive Board for approval, and oversee the National Elections of the Academy.

- I. The Program Committee shall be responsible for obtaining submissions, reviewing submitted abstracts, and recommending panels and other presentations for the ACJS Annual Meeting.
- J. The Publications Committee shall review ACJS publications and the ACJS website, make appropriate recommendations to the ACJS Executive Board, and perform other tasks as charged by the ACJS President.
- K. The Assessment Committee shall create and maintain the ACJS Assessment Forum online on the ACJS website. The Committee shall also be responsible for presenting sessions on assessment issues at the ACJS Annual Meeting and reviewing assessment materials for use by academic programs in criminal justice and criminology. See ACJS Policy 309.01 for committee composition requirements.
- L. The Student Affairs Committee shall be responsible for recommendations on how to increase student membership and involve students in ACJS. The Committee shall also be responsible for the award of ACJS student scholarships, pursuant to ACJS Policy 305.01.
- M. The Public Policy Committee Shall serve as the ACJS liaison to policy makers in the federal government sector.
- N. The National Criminal Justice Month Committee shall develop resources to recognize National Criminal Justice Month and shall promote the Month through partnerships and events.

III. Orientation of Chairs

The incoming President shall call a meeting of the Chairs of each Standing Committee during the Annual Meeting to explain Committee governance and interfacing with the Executive Board.

IV. Orientation of Committee Members

- A. The incoming President shall call an orientation meeting of each Standing Committee at the Annual Meeting and deliver a written charge to the assembled Committee. The charge shall specify goals to be attained during their term and time frames for delivery of products and reports.
- B. Written material distributed to the Committee shall include the names, addresses, telephone, fax, and email addresses of the Committee Members, Board Liaison, and President.
- C. The Committee Chair shall provide the written charge and related material to any Committee member not in attendance.
- D. Per Policy 306.01, the Ethics Committee appoints its own Chair each year.

V. Reports

- A. Standing Committee Chairs shall be responsible for submitting an interim and final Committee report which coincide with the mid-year and first Executive Board meeting at the Annual Meeting. Under unusual circumstances, additional reports may be requested by the President or Board Liaison.

B. Standing Committee reports to the Board shall include:

- a. The names and contact information of all members of the Committee;
- b. A listing of charges assigned to the Committee by the ACJS President;
- c. A detailed description of the activities of the Committee;
- d. A listing of action items for Board decision; and
- e. A listing of items to be forwarded to the next year's Committee.

VI. Review of Standing Committees

Every three years, beginning with the first annual review in 1995-1996, the Constitution and By-Laws Committee shall review the list of Standing Committees and their duties and make recommendations for appropriate changes to the Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Acquainting Membership About Academy Service and Solicitation for Committee Membership	POLICY NUMBER: 300.02 EFFECTIVE DATE: March 19, 2007 FORMERLY: 95-008 REVISED: March 19, 2007; August 28, 1999, March 1, 2011; March 13, 2012; October 12, 2012
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- A. It is the policy of the Academy of Criminal Justice Sciences to encourage membership participation and service on Committees.
- B. At the Annual Meeting, the President will conduct the General Business Meeting, which is open to all ACJS members. This meeting is attended by the Executive Board and includes a Treasurer's Report, a report from the Program Committee Chair, and information by the Second Vice President on ACJS Standing Committees, how and when to volunteer, and whom to contact to volunteer.
- C. To the extent practical, the General Business Meeting should be scheduled at a time that maximizes the membership's ability to attend the session.
- D. The nature and time of the General Business Meeting should be advertised in the January issue of *ACJS Today*, and should be listed in the meeting program book. The Secretary shall inform the newsletter editor of the meeting date and time for publication.
- E. A workshop for Section Chairs and a workshop for Standing Committee Chairs shall be held at each Annual Meeting. Section and Standing Committee Chairs shall be notified in writing of the nature and time for the workshops.
- F. Written materials distributed at the General Business Meeting may be distributed at the Annual Meeting New Member Breakfast (if a New Member Breakfast is held).
- G. The January issue of *ACJS Today* shall include a "Call for Committee Volunteers." This solicitation shall include a statement of the Academy's policy regarding affirmative action and diversity. The Second Vice President is responsible for writing the solicitation. Members who volunteer will be placed on Standing or *ad hoc* Committees, to the extent practical. This solicitation shall also be posted on the ACJS website and information concerning it distributed to the ACJS membership electronically. The Secretary shall inform the newsletter editor to publish the call for volunteers.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Deputy Chairs	POLICY NUMBER: 300.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-015 REVISED:
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- A. Each Standing Committee shall have a Chair and Deputy Chair, unless otherwise specified in the Constitution and By-Laws (e.g., Ethics Committee has only a chair selected annually by the Ethics Committee—see Policy 306.01). The Deputy Chair ascends to Chair. Interim replacement appointments shall serve only the remainder of the original two (2) year term.
- B. At each mid-year meeting, the Second Vice President shall present to the Board a list of their appointments to become Deputy Chair for each Standing Committee during the next ACJS year (excluding the Academic Review Committee - see Policy 400.01). This individual will serve as Committee Chair when the current Second Vice President is ACJS President.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Committee Memberships - Board Approval	POLICY NUMBER: 300.04 EFFECTIVE DATE: September 15, 2006; FORMERLY: 88-009 REVISED: March 9, 2004; August 28, 1999
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The Executive Board shall review Committee membership at the Friday Board meeting during the Annual Conference.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Recognition of Committees	POLICY NUMBER: 300.05 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-016 REVISED: March 19, 2013
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In order to give recognition to Committee members for their service, the membership of each Standing Committee and each *ad hoc* Committee, with the exception of the ACJS Executive Board *ad hoc* Committees, shall be printed prominently in the Annual Meeting Program and in *ACJS Today*. The Secretary shall forward the Committee membership listing to the newsletter editor for publication in the May issue. Additionally, the outgoing President shall express written appreciation, as warranted, to Committee members who served in the past year as his/her appointees.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Awards	POLICY NUMBER: 301.01 EFFECTIVE DATE: September 15, 2006 FORMERLY: 95-004, 93-007 REVISED: January 18, 2017; September 18, 2015; March 6, 2015; March 20, 2014; February 21, 2014; February 17, 2014; August 16, 2013; October 12, 2012; March 16, 2012; September 16, 2011; March 1, 2011; February 24, 2010; September 11, 2009; September 12, 2008; September 15, 2006; February 28, 2006; September 7, 2001; August 28, 1999
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Special Instructions: *Distribute to each member of the Awards Committee, preferably at the initial committee orientation held during the Annual Meeting which begins the members' term of service on the Awards Committee. To be carried out by Association Manager.*

I. Purpose

To establish policy and procedures for the creation and selection of ACJS award recipients/honorees.

II. Policy

- A. ACJS awards may be created or amended by the Executive Board upon recommendation of the Awards Committee, members of the Board, or the general membership.
- B. ACJS awards are announced and given only following recommendations of the ACJS Awards Committee and approval by the ACJS Executive Board.
- C. An individual can only receive the Bruce Smith, Founder's, and Fellow Awards once.
- D. In any one year, there can be only one recipient each for the Bruce Smith, Founder's, and Fellow Awards.

III. ACJS Awards

A. Bruce Smith Sr.

- 1. For outstanding contributions to criminal justice as an academic and/or professional endeavor.
- 2. Active involvement in criminal justice or other endeavor which has made substantial contributions to the emerging body of knowledge in criminal justice.

B. Academy Founder's

1. For outstanding service to the Academy and the profession.
2. An active member in good standing of ACJS for at least five (5) consecutive years prior to being recommended.
3. Through service activities, has made a substantial contribution to the Academy and to the discipline of criminal justice.

C. Academy Fellow

1. For a distinguished contribution to justice education and scholarship.
2. Scholarly achievement in the faculty member's discipline. Includes, but is not limited to, books, articles, reviews, technical reports, grants or papers to scholarly associations.
3. Professional contribution to the Academy includes: active participation or leadership in the Academy through workshops, conferences, panels or offices.
4. Other recognitions include: awards, fellowships, visiting lecturer/professor, office holder in state, regional, national or international societies.
5. Minimum of five (5) years teaching courses on crime and/or criminal justice.

D. Academy New Scholar Award

1. Recognizes outstanding scholarly contributions to the study of crime and/or criminal justice by someone who has received his/her most recent doctoral degree within the past six (6) years.
2. Scholarly contributions include, but are not limited to, books, articles, book chapters, reviews, technical reports, grants, or papers to scholarly associations.
3. To be eligible for this award, the person must be nominated by at least one (1) other member of the Academy and must submit a current vita for review by the subcommittee. In addition, the applicant at the time of the nomination must be a current ACJS member and an untenured faculty member.
4. The nominee may submit up to four (4) works (articles, books, book chapters, etc.) for review by the subcommittee.
5. Only those individuals who meet the eligibility criteria will be evaluated.

E. Outstanding Book

1. Extraordinary contribution to the study of crime and criminal justice.
2. Book must be published within the three (3) calendar years prior to the meeting at which the award will be given. (That is, books published in 1991, 1992, and 1993 are eligible for the 1994 award.)
3. A book may be considered no more than twice for the award.
4. Edited volumes which include previously published works are not eligible for the book award.

5. In general, textbooks are not eligible for the book award. Exceptions can be made for textbooks that offer a new theoretical framework or otherwise make a significant advance in scholarship. The chair of the Awards Committee will decide if a textbook meets this requirement.
6. If the number of nominated books exceeds six (6), the Awards Committee chair will have the discretion of selecting the six most promising books for consideration by the Book Award Subcommittee.
7. To be considered for the book award, the publisher, nominator, or author must provide complimentary copies of the books to all members of the Book Award Subcommittee. If a book is not reviewed after being nominated, any copies of the book will be returned to the publisher or original source.
8. Nominations for the ACJS outstanding book award are restricted to members of the Academy. Individuals who are involved in the production of a book, or who have a financial interest in it, may not nominate that book for this award.
9. All nominated books must have at least one author who is an ACJS member at the time the book is nominated.

F. William L. Simon/Routledge Outstanding Paper

1. For the outstanding paper presented at the annual meeting held the previous year.
2. Conceptual and methodological rigor in the development of the thesis and its subsequent empirical or logical documentation.
3. Theoretical or pragmatic relevance of the thesis and its importance to the development of a body of knowledge for criminal justice.
4. Formal organization of material, flow of ideas, and clarity of narrative.

G. Michael C. Braswell/Routledge Outstanding Dissertation

For the outstanding criminal justice-related dissertation:

1. Relevancy of research problem.
2. Quality of theoretical orientation.
3. Rigor of empirical and/or logical documentation.
4. Quality of writing.
5. Dissertations must have been completed within two years of nomination.

H. Donal MacNamara Award

The MacNamara Award for Outstanding Journal Publication was created by a donation to ACJS from Dr. Donal E. MacNamara, one of Academy of Criminal Justice founding scholars. The purpose of the award is to recognize outstanding scholarship published in one of the publication venues of the Academy (*Justice Quarterly*, *Journal of Criminal Justice Education*, and *ACJS Today*).

1. Articles must constitute a scholarly approach to the topic.
2. Present a thoughtful analysis.
3. Present insights or a novel treatment of the topic.
4. Constitute a meaningful addition to the literature

As compared to other ACJS Awards, nominations are not necessarily for MacNamara Awards because all articles published in all ACJS venues during the period specified below for each annual award will be considered automatically. For the 2016 Award, all articles published between January 1, 2014, and August 31, 2015, will be considered. For each year thereafter, eligible articles will be those published during the 12-month period, September 1 through August 31. Thus, the 2017 Award winner will be chosen from all articles published in ACJS venues between September 1, 2015, and August 31, 2016. Subsequent years will follow this same schedule; all articles published between September 1 two years prior to the date the award is made and August 31 of the year immediately preceding the year the award is made will be considered for the MacNamara Award.

I. SAGE Junior Faculty Professional Development Teaching Awards

The SAGE Junior Faculty Professional Development Teaching Awards was established by ACJS at the request of and with funding provided by SAGE Publications, Inc. to provide travel reimbursement scholarships for new faculty to attend ACJS's annual meetings and a Teaching Workshop that ACJS will organize and offer at each yearly meeting. These ACJS awards will carry the SAGE name as long as SAGE funds the awards. The eligibility criteria, selection criteria, selection committee composition and procedures for this award are specified in Policy 301.04.

J. ACJS Minority Mentorship Grant Award

The ACJS Minorities Mentorship Grant Award was created to provide opportunities for mentorship of minority doctoral students or junior faculty by senior criminal justice professors at the same or another institution within the ACJS organization. The goal is to facilitate a mentoring relationship between new or junior faculty and senior faculty to facilitate the former's professional development for a productive criminal justice academic career.

The ACJS Minorities Mentorship Grant Award of \$1,000 can be used for expenses of the mentor involved in working with the mentee, such as telephone, postage, travel, honorarium, or other training expenses needed to develop a focused program of mentorship. Applications should be submitted by the mentor with the agreement of a designated mentee who has agreed in writing to be mentored for one year. ACJS will recognize this award at its Annual Meeting. The eligibility criteria, selection criteria, selection committee composition and procedures for this award are specified in Policy 301.05.

K. ACJS Outstanding Mentor Awards

The ACJS Outstanding Mentor Awards are non-competitive and honor outstanding mentors who, during the course of their career, have made a significant contribution to the professional development of graduate students and junior faculty members in criminal justice. The eligibility criteria and nomination requirements are specified in Policy 301.06.

L. President's Award for Contributions to Criminal Justice

At the discretion of the President, the President's Award for Contributions to Criminal Justice is given by the President to an individual or organization of national prominence who has exhibited a commitment to justice. The President selects one recipient and recommends the recipient to the Executive Board for approval. Only one President's Award may be given in any year.

M. Such other awards as may be created

IV. Solicitation of Nominations

- A. The Awards Committee shall solicit annually nominations for the various ACJS awards through at least one email to the membership, advertisement in the Annual Meeting program, advertisement in *ACJS Today*, and other such venues as the Committee deems viable. The Secretary shall forward the call for nominations to the newsletter editor for publication.
- B. It is required that all nominations for the Founder's, Bruce Smith, and Fellow Awards submitted to the Awards Committee be by letter which describes the qualifications of the nominee or be supported by the nominee's vita. Nominations for this award must include an electronic copy of the completed paper to the award chairperson.
- C. Nominations for Academy awards may be made only by:
 - 1. Any Academy member for any award and,
 - 2. Any author(s) for any paper award

V. Review and Recommendation of Nominees

- A. All members of each Award Subcommittee shall review such valid, written nomination for the award assigned to the Subcommittee.
 - 1. Nominations for person awards may include letters and vita. Nominations for paper and book awards shall consist of the writing itself.
 - 2. A nomination is invalid if it falls under exclusions found in Article VIII or Article III Section D, paragraphs 2, 3, 4, or 5.
 - 3. A nomination for a person award is invalid if no letter or nomination or vitae for the nominee is received by the Committee by the deadline set for such supporting materials.
 - 4. A nomination for a paper or book award is invalid if the paper or book is not made available to the Committee by the author, nominator, or publisher.
 - 5. A nomination for any award is invalid if it is received from a source not authorized by Article IV Section C of this policy.

- B. Recommendations by each Award Subcommittee shall be made to the Award Committee Chair by majority vote, in writing and with supporting commentary. The written report shall include:
1. A description of the selection process adopted by the Committee;
 2. A tally of the votes;
 3. The name of the nominee recommended to receive the award; and
 4. A brief justification of the awardee relative to the criteria.
- The written report may also include any minority reports.
- C. The Committee report to the Executive Board shall be presented no later than November 1 and shall contain the written report of each Subcommittee.
- D. Subcommittee Chairs shall notify all nominees who do not receive an award that they were not selected. Notification should be timely but shall not occur until after all awardees have been approved by the Executive Board.

VI. Confirmation of Awards

To be awarded, recommended awards must be confirmed by a majority vote of the Executive Board no later than December 1.

VII. Affirmative Action

All actions by the Awards Committee and the Executive Board in the solicitation, nomination, recommendation and award of ACJS awards shall proceed in compliance with Policy #104.01 on Affirmative Action.

VIII. Exclusion

- A. Sitting Executive Board members are not eligible for ACJS awards, with the exception of the ACJS Outstanding Mentor Awards (see Policy 301.06).
- B. Award Committee members are not eligible for the award of the Committee on which they serve; however, they may be considered for all other ACJS awards.

IX. Awards Committee Structure and Operations

- A. The Awards Committee shall have a Chair and Deputy Chair. The Awards Committee shall be divided into Subcommittees having at least 3 members of the Academy serving on each Subcommittee. There will be a Subcommittee for each Award assigned to the Awards Committee. The subcommittee composition shall be as diverse as possible, both philosophically and demographically and should have at least one previous award recipient. There should be diversity by gender, race, region, and length of Academy membership. The Subcommittees for Bruce Smith, Fellow Award and the Founder's Award must have a previous award recipient for the respective awards on the subcommittee. For example, one member of the Bruce Smith Award subcommittee is to be a previous recipient of the Bruce Smith Award; a previous Fellow Award recipient must serve on the Fellow Award Committee; and an Academy Fellow must also be a member of the Fellow Subcommittee. The composition of the Subcommittee for the SAGE Junior Faculty Professional Development Teaching Awards is set forth in Policy 301.04. The composition of the Subcommittee for the ACJS Minorities Mentorship Grant Award is set forth in Policy 301.05. The composition of the Subcommittee for the ACJS Outstanding Mentor Awards is set forth in Policy 301.06.

- B. A Chair will be appointed, shall be responsible for insuring policy and procedures are followed, and shall collect and distribute nominations to Subcommittees, obtain Subcommittee reports, and report as required to the Executive Board. The Chair may chose not to serve on a Subcommittee, but may participate in Subcommittee deliberations as needed.
- C. A Deputy Chair will be appointed, shall serve on a Subcommittee, and will assist the Chair as necessary. The Deputy Chair will assume responsibilities of the Chair if the need arises. The Deputy Chair assumes the duties of Chair in the following Academy year.
- D. Each Subcommittee will be assigned to a specific Academy award and will be responsible for recommendations in regard to that award. The Subcommittee may recommend a recipient, a tie for the award, or that no award be granted.
- E. Each Subcommittee will have three (3) members including one designated Subcommittee Chair. Said Chair is responsible for leading Subcommittee deliberations and making the written report to the Awards Committee Chair.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Awards - Multiple Authors	POLICY NUMBER: 301.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 90-010 REVISED:
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Every author of a multiple-authored presentation receiving an ACJS award will receive an individual plaque.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Awards - Notification	POLICY NUMBER: 301.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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Special Instructions: *Carried out by Chairs of Affirmative Action, Awards, and Student Affairs Committees.*

Chairs of all Committees shall be responsible for notifying the award recipients, with a copy of such notification to the Association Manager.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SAGE Junior Faculty Professional Development Teaching Awards	POLICY NUMBER: 301.04 EFFECTIVE DATE: September 12, 2008 FORMERLY: REVISED: March 13, 2012; August 16, 2013
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Special Instructions: *Responsibility for carrying out: ACJS Awards Committee; Association Manager.*

I. Policy

The Academy shall establish a junior faculty professional development teaching award and fund. The first awards will be given at the 2009 Annual Meeting. SAGE will provide exclusive sponsorship of the awards under the sponsorship agreement until such time as SAGE and/or ACJS decide to discontinue the sponsorship agreement. SAGE and ACJS will jointly advertise the award. The award will be promoted in *ACJS Today*.

II. Purpose

To establish procedures for awarding SAGE Junior Faculty Professional Development Teaching Awards.

III. Intent

- A. The intent of the awards is to provide deserving junior faculty with travel reimbursement scholarships to participate in the Annual Meeting and to attend a Teaching Workshop that ACJS will organize at each yearly meeting.
- B. Up to 50 applicants for the awards who meet Selection Criteria Categories 1 and 2 will be invited to attend the Teaching Workshop based on space availability. If necessary, the prioritization methods specified in Section V. will be used by ACJS staff to determine the invitation list.
- C. All actions by the Awards Committee and the ACJS Executive Board in the solicitation, nomination, recommendation, and award of SAGE Junior Faculty Professional Development Teaching Awards shall proceed in compliance with Policy 104.01 on Affirmative Action.

IV. Responsible Committee

The ACJS Awards Committee shall establish a SAGE Professional Development Teaching Awards Subcommittee of no less than three (3) members. The Subcommittee will be responsible for reviewing applications for the awards and making written recommendations for their award to the Chair of the Awards Committee according to Policy 301.01. The ACJS Executive Board has final approval authority.

V. **Eligibility and Selection Criteria**

Eligibility Criteria

To be eligible for an award, the applicant must:

1. Be a current ACJS member at the time of application.
2. Have received most recent graduate degree within the past 5 years.
3. Have taught full time for less than 5 years. There is no limit on part-time teaching experience.
4. Be currently teaching in a criminal justice/criminology program at a regionally accredited institution of higher education.
5. Be an untenured faculty member or doctoral level teaching assistant.
6. Have submitted a complete electronic application by the due date.

Selection Criteria

Only those individuals who meet the eligibility criteria will be evaluated based on the selection criteria.

The Subcommittee for this Award will examine the full applications of all eligible applicants against the selection criteria. The applicants will be placed in one of 3 categories based on the selection criteria:

Category 1 = yes, should be funded; these applications will be separated into the four priorities specified below; then the applications will be ranked within category, if necessary.

Category 2 = could be funded.

Category 3 = no, do not fund; These applications will receive no further consideration for funding.

Applications placed in the "Should be Funded" category will have all the following characteristics:

1. The applicant has clearly identified needs for teaching improvement.
2. The applicant has clearly identified strengths as a teacher.
3. The applicant has a well developed teaching improvement agenda with specific plans.
4. The applicant has clearly identified strategies/ideas that can be shared with other participants in the Teaching Workshop.
5. The applicant clearly expresses the manner in which sharing ideas and refining them will benefit the teaching of participants in the workshop.
6. The applicant expressed a clear interest in teaching and improvement of teaching.
7. The applicant was articulate in the presentation of application materials.
8. The applicant demonstrated commitment to attendance at ACJS as a means to facilitate professional development in areas of teaching competence.
9. The applicant clearly states the need for the award.
10. The applicant has a clearly delineated itemized budget.

Applications placed in the "Could be Funded" category will have the following characteristics:

1. The applicant has somewhat clearly identified needs for teaching improvement.
2. The applicant has somewhat clearly identified strengths as a teacher.
3. The applicant has a teaching improvement agenda that is not clearly developed and/or lacks specific plans.
4. The applicant has somewhat clearly identified strategies/ideas that can be shared with other participants in the Teaching Workshop.
5. The applicant somewhat clearly expresses the manner in which sharing ideas and refining them will benefit the teaching of participants in the workshop.
6. The applicant expressed a clear interest in teaching and improvement of teaching.
7. The applicant was somewhat articulate in the presentation of application materials.
8. The applicant demonstrated commitment to attendance at ACJS as a means to facilitate professional development in areas of teaching competence.
9. The applicant clearly states the need for the award.
10. The applicant has a clearly delineated itemized budget.

Applications placed in the "Do not Fund" category will have the following characteristics:

1. The applicant vaguely states or fails to state needs for teaching improvement.
2. The applicant vaguely states or fails to state strengths as a teacher.
3. The applicant vaguely states or fails to state a teaching improvement agenda.
4. The applicant vaguely states or fails to state strategies/ideas that can be shared with other participants in the Teaching Workshop.
5. The applicant vaguely states or fails to state the manner in which sharing ideas and refining them will benefit the teaching of participants in the workshop.
6. The applicant vaguely states or fails to express a clear interest in teaching and improvement of teaching.
7. The applicant is vague or inarticulate in the presentation of application materials.
8. The applicant demonstrated little or no commitment to attendance at ACJS as a means to facilitate professional development in areas of teaching competence.
9. The applicant vaguely states or fails to state the need for the award.
10. The applicant has a vague or unclearly delineated itemized budget.

If there are more applicants in category 1 than can be funded with the monies available, the following priorities will be used for determining which applicants to fund.

1. First priority will be given to new full time faculty (junior faculty at four year and community colleges).
2. Second priority will be given to applicants who have recently received the Ph.D. and have accepted a position.
3. Third priority will be given to applicants who are ABD and have accepted a teaching position.
4. Fourth priority will be given to applicants who are ABD and are currently TAs.

The above priorities are to be used within category 2 if sufficient funding is available to provide awards to some applicants in the "could be funded" category.

VI. Deadline for Submission:

Application deadline date will be set each year by the Subcommittee. The deadline must be on or before November 15.

VII. Conditions for Disbursement of Awards

Final disbursement of the reimbursement award will be made when the conditions listed below are met.

- A. Confirmation of the Association Manager from the coordinator of the Teaching Workshop that the awardee attended the Teaching Workshop.
- B. Awardee's submission to the ACJS National Office of an ACJS Travel Voucher for reimbursement of otherwise unfunded travel expenses. For reimbursement of hotel expenses, awardee must have stayed at the conference host hotel. Reimbursement for hotel expenses for other than the conference host hotel will not be approved.
- C. Awardee granting written permission to ACJS to use the awardee's name in the publications of the Academy, to release same to the public media, and to announce the award at an appropriate time during the annual meeting.
- D. Awardee's written agreement that the awardee is responsible for all expenses for travel and participation in the annual meeting even if these exceed the amount of the award.

VIII. Amount and Number of Scholarships

- A. The Subcommittee will determine the number and amount of the awards based on the funds available from SAGE for the year and the number of applicants who meet the criteria for Category 1 and 2 funding.
- B. A minimum of 10 grants shall be made each year if eligible candidates can be recommended by the Subcommittee.
- C. The maximum amount of all scholarships awarded in any one year may not exceed the sum of the SAGE donation received for that budget year.

IX. Subcommittee Procedures

- A. The Subcommittee members shall review the uniform set of criteria for the award found in Section V. above prior to the deadline for nominations.
- B. The Subcommittee Chair shall receive all nominations and simultaneously distribute them to Subcommittee members and the ACJS Program Committee member who is responsible for the Teaching Workshop. The Subcommittee Chair shall verify membership status through the Membership Directory on the ACJS website. The Subcommittee Chair shall create a list of applicants whose names do not appear in the Membership Directory and submit it to the ACJS Association Manager at manager@acjs.org for verification of current membership status.

- C. Subcommittee members should review the files and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform selection criteria in Section V. above. To create their individual rank-ordered list in each of the three Categories (1, 2, & 3), Subcommittee members shall use the rubric below to rate nominees on a scale of 0-to-10 points (with 10 being the highest level) for each of the criteria listed in Section V. above. Complete the rubric for each application that is submitted. The Subcommittee summary rubric for each applicant should accompany the report to the Awards Committee Chair and the ACJS Executive Board. The rank ordering and total points awarded each applicant shall be reported by the Subcommittee Chair to the Chair of the ACJS Awards Committee when submitting the Subcommittee recommendations.

Eligibility Criteria	Applicant Name
Current member of ACJS	Yes/No
Received graduate degree within past 5 years	Yes/No
Taught full time less than 5 years	Yes/No
Currently teaching in CRJ/CRIM program at regionally accredited institution of higher education	Yes/No
Untenured faculty member OR doctoral level teaching assistant	Yes/No
Submitted complete application by due date	Yes/No

Amount of Funding Requested (for later use in determining award amounts)	\$
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Selection Criteria	Applicant Name
Clearly identified needs for teaching improvement	0 1 2 3 4 5 6 7 8 9 10
Clearly identified strengths as a teacher	0 1 2 3 4 5 6 7 8 9 10
Has a well developed teaching improvement agenda with specific plans	0 1 2 3 4 5 6 7 8 9 10
Clearly identified strategies/ideas that can be shared with other participants in the Teaching Workshop	0 1 2 3 4 5 6 7 8 9 10
Clearly expresses the manner in which sharing ideas and refining them will benefit the teaching of participants in the workshop	0 1 2 3 4 5 6 7 8 9 10
Expresses a clear interest in teaching and improvement of teaching	0 1 2 3 4 5 6 7 8 9 10
Articulate in the presentation of application materials	0 1 2 3 4 5 6 7 8 9 10
Demonstrated commitment to attendance at ACJS as a means to facilitate professional development in areas of teaching competence	0 1 2 3 4 5 6 7 8 9 10
Clearly states the need for the award	0 1 2 3 4 5 6 7 8 9 10
Clearly delineated itemized budget	0 1 2 3 4 5 6 7 8 9 10

- D. Award of each grant and resolution of any ties will be by majority vote of the Subcommittee.

- E. The results of the Scholarship Subcommittee's deliberations are due from the Subcommittee Chair to the Awards Committee Chair by December 15 prior to the Annual Meeting for which the award applies.
- F. The Awards Committee Chair will forward the Subcommittee's recommendation to the ACJS Executive Board (national office) for final approval by January 1 prior to the Annual Meeting for which the grant applies.
- G. The announcement of the awards will be made without regard to or mention of the ranking of recipients.
- H. The Chair of Subcommittee shall be responsible for notifying the awardees of the award and amount upon notification of final approval from the Executive Board. This does not preclude the President or other officers from also providing notification.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Minority Mentorship Grant Award	POLICY NUMBER: 301.05 EFFECTIVE DATE: February 23, 2010 FORMERLY: N/A REVISED:
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Special Instructions: *ACJS Awards Committee is responsible for carrying out.*

I. Policy

The Academy shall establish a Minority Mentorship Grant Award. The first award will be given at the 2011 Annual Meeting.

II. Purpose

To establish procedures for awarding the ACJS Minorities Mentorship Grant Award.

III. Intent

- A. The intent of the award is to create opportunities for mentorship of minority doctoral students or junior faculty by senior criminal justice professors at the same or another institution within the ACJS organization. The goal is to facilitate a mentoring relationship between new or junior faculty and senior faculty to facilitate the former's professional development for a productive criminal justice academic career.
- B. Applications should be submitted by the applicant mentor with the agreement of a designated mentee who has agreed in writing to be mentored for one year.
- C. The ACJS Minorities Mentorship Grant Award of \$1,000 to be provided to the mentor awardee can be used for expenses of the mentor involved in working with the mentee, such as telephone, postage, travel, honorarium, or other training expenses needed to develop a focused program of mentorship.
- D. One mentorship pair will be selected each year.
- E. ACJS will recognize the Awardee and Mentee at its annual ceremony during the ACJS Annual Meeting. The Awardee will receive an award check and a certificate. The Mentee will receive a certificate.

IV. Responsible Committee

The ACJS Awards Committee shall establish a Minority Mentorship Grant Award Subcommittee of no less than three (3) members. The Subcommittee must be diverse and must include minorities. The Subcommittee will be responsible for reviewing applications for the award and making written recommendations for the award to the Chair of the Awards Committee according to Policy 301.01. The ACJS Executive Board has final approval authority.

V. Eligibility Criteria and Application Process

1. Eligibility Criteria

To be eligible for an award, the **mentor applicant** must meet the following criteria:

1. A member of ACJS at the time of application.
2. A senior faculty member (full professor).
3. Demonstrated excellence in teaching.
4. Established record of scholarship productivity in criminal justice.
5. Currently teaching in a CRJ/CRIM at a regionally accredited institution of higher education [may be at the same or different institution than the mentee].
6. Commitment to provide a one-year program of active mentorship to the mentee.
7. Submitted a complete electronic application by the due date.

To be eligible for an award, the **mentee** must meet the following criteria:

1. A member of ACJS at the time of application.
2. A member of an under-represented racial/ethnic minority group in the criminal justice/criminology discipline.
3. Doctoral student or junior faculty member.
4. Written commitment to a one-year program of active mentorship.

2. Application Process

ACJS sends out an annual request for applications for the ACJS Minorities Mentorship Grant Award. Applications must be provided electronically to the Subcommittee Chair by the established due date.

To be eligible for the award, an applicant (potential mentor) must submit:

- a. Coversheet with the following information for both the applicant and the proposed mentee:
 - a. Name.
 - b. Statement regarding ACJS membership.
 - c. Current academic rank/position.
 - d. Race/ethnicity.
 - e. Institution.
 - f. Street and e-mail address.
 - g. Telephone and fax numbers.
- b. Three to five (3-5) page, single-spaced narrative addressing:
 - a. Applicant's background and academic experience.
 - b. Description of work and research experience.
 - c. Short-term objectives with measurable outcomes (for example abstract or manuscript submissions, proposal development) for the period of mentorship award (one-year).
 - d. Description of how the mentorship award will meet short-term and long-term objectives.
 - e. Compatibility of the applicant's previous work with the mentee's interests and professional goals.

- c. Mentoring work plan which should include
 - a. Description of the activities to be undertaken with the mentee.
 - b. Timeline.
 - c. Brief (one (1)-page) budget and justification for the mentoring experience.
- d. Letter of support from mentee stating commitment to the mentorship.
- e. Letter of support from mentee's doctoral advisor (if relevant).

VI. Selection Criteria

Only those individuals who meet all eligibility criteria will be evaluated based on the selection criteria.

The Subcommittee for this Award will examine the full applications of all eligible applicants against the selection criteria and rank order the applications for the purpose of deliberating to make a final recommendation.

Applications will be ranked on the following characteristics:

1. The applicant has clearly stated the significance of the proposed grant activity to the professional development of the proposed mentee.
2. The applicant has clearly stated a sound set of objectives and measurable outcomes or plan of activities for the mentorship.
3. The applicant has clearly shown the compatibility of the applicant's previous work with the mentee's interest and professional goals.
4. The overall merit and quality of the proposed mentoring activities.

VII. Deadline for Submission

Application deadline date will be set each year by the Subcommittee. The deadline must be on or before November 15.

VIII. Responsibilities of the Mentor and Mentee

The mentor is expected to be accessible to the mentee and to respond to communications in a timely manner. The mentor is encouraged to give the mentee an expected time frame of when h/she will be able to complete review of requested materials, such as mentor's manuscripts for publication, materials for tenure, etc.

The mentor and mentee will be expected to write a final report at the year of the one-year mentorship period describing the nature of the mentorship provided or received, type and amount of contact, what was accomplished, barriers encountered in the process, and strategies used to overcome the barriers.

Mentors and mentees will be expected to write an evaluation of the mentorship at the end of the one-year mentorship period and to provide recommendations for how to improve the process.

The final report and the evaluation should be sent to the current ACJS President and to the ACJS Association Manager for reporting to the ACJS Executive Board.

IX. Subcommittee Procedures

- A. The Subcommittee members shall review the uniform set of criteria for the award found in Section VI above prior to the deadline for applications.

- B. The Subcommittee Chair shall receive all applications and simultaneously distribute them to subcommittee members. The Subcommittee Chair shall verify membership status through the Membership Directory on the ACJS website. The Subcommittee Chair shall create a list of applicants whose names do not appear in the Membership Directory and submit it to the ACJS Association Manager for verification of current membership status.
- C. Subcommittee members should review the files and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform selection criteria in Section VI above. To create their individual rank-ordered lists, Subcommittee members shall use the rubric below to rate nominees on a scale of 0-10 (with 10 being highest) for each of the criteria listed in Section V above. Complete the rubric for each application that is submitted. The Subcommittee summary rubric for each applicant should accompany the report to the Awards Committee Chair and the ACJS Executive Board. The rank ordering and total points awarded to each applicant shall be reported by the Subcommittee Chair to the Chair of the ACJS Awards Committee when submitting the Subcommittee recommendations.

Eligibility Criteria	Applicant Name
Applicant Mentor	
Current member of ACJS	Yes/No
Senior faculty member (full professor)	Yes/No
Demonstrated excellence in teaching	Yes/No
Established record of scholarly productivity in criminal justice	Yes/No
Currently teaching in CRJ/CRIM program at regionally accredited institution of higher education	Yes/No
Commitment to provide a one-year program of active mentorship to the mentee	Yes/No
Submitted complete application by due date	Yes/No

If any of the above are answered “No”, the application is not eligible to be considered for selection.

Selection Criteria	Applicant Name
Clearly stated the significance of the proposed grant activity to the professional development of the proposed mentee	0 1 2 3 4 5 6 7 8 9 10
Clearly stated the importance of the proposed grant activity to the professional development of the proposed mentee	0 1 2 3 4 5 6 7 8 9 10
Clearly stated a sound set of objectives and measurable outcomes or plan of activities for the mentorship	0 1 2 3 4 5 6 7 8 9 10
Clearly shown the compatibility of the applicant's previous work with the mentee's interests and professional goals	0 1 2 3 4 5 6 7 8 9 10
Overall merit and quality of the proposed mentoring activities	0 1 2 3 4 5 6 7 8 9 10

- D. Award of each grant and resolution of any ties will be majority vote of the Subcommittee.
- E. The results of the Subcommittee's deliberations are due from the Subcommittee Chair to the Awards Committee Chair by December 15 prior to the Annual Meeting for which the award applies.
- F. The Awards Committee Chair will forward the Subcommittee's recommendation to the ACJS Executive Board for final approval by January 1 prior to the Annual Meeting for which the grant applies.
- G. The Chair of the Subcommittee shall be responsible for notifying the awardees of the award upon notification of final approval from the ACJS Executive Board. Notification shall include a statement of the Mentor and Mentee responsibilities as stated in section VIII above. The Awards Chair, President or other ACJS officers may also provide notification.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Outstanding Mentor Awards	POLICY NUMBER: 301.06 EFFECTIVE DATE: March 1, 2011 FORMERLY: N/A REVISED:
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Special Instructions: *ACJS Awards Committee is responsible for carrying out.*

I. Policy

The Academy shall establish an Outstanding Mentor Award.

II. Purpose

To establish procedures for awarding the ACJS Outstanding Mentor Awards.

III. Intent

A. The ACJS Outstanding Mentor Awards shall be non-competitive.

B. The intent of the award is to honor outstanding mentors who, during the course of their career, have made a significant contribution to the professional development of graduate students and junior faculty members in criminal justice. The mentors will be recognized for their excellence in the role of student/faculty mentor as evidenced by their willingness and commitment to foster the professional growth and achievement of students and faculty.

C. The ACJS Outstanding Mentor Award certificates shall be presented at the Annual Meeting Awards Ceremony.

D. There shall be no limit to the number of awards presented each year.

E. The ACJS Outstanding Mentor Award recipients shall be listed in the ACJS Annual Meeting Program.

IV. Responsible Committee

The ACJS Awards Committee shall establish an Outstanding Mentor Award Subcommittee that shall consist of a minimum of two members. The Subcommittee will be responsible for reviewing applications for the Award and making written recommendations for the Award to the Chair of the Awards Committee according to Policy 301.01. The ACJS Executive Board has final approval authority.

V. Eligibility Criteria and Nomination Requirements

A. Eligibility Criteria

To be eligible for an award, the **outstanding mentor** shall be a current member of ACJS and shall have:

1. Served as an outstanding role model in a professional capacity in teaching, research, and service;
2. Demonstrated commitment to the career goals of the mentee(s);
3. Contributed to the professional development of the mentee(s);
4. Encouraged graduate student involvement in professional opportunities, supporting graduate students and junior faculty membership in professional organizations, and nurturing graduate students and junior faculty contributions to professional organizations; and
5. Provided exemplary academic and professional service to graduate student and junior faculty members.

B. Nomination Requirements

ACJS sends out an annual request for nominations for the ACJS Outstanding Mentor Awards. Applications must be provided electronically to the sub-committee chair by the established due date.

To be considered:

1. Nominees must be current members of ACJS. Nominators do not have to be current members of ACJS.
2. Nominators may be mentees of the nominee or colleagues who have personal knowledge of the nominee's mentoring efforts and accomplishments. Self-nominations shall not be accepted.
3. Nominations must be based on either having been mentored by the nominee or personal observation of mentoring provided to others by the nominee.
4. Nominations shall be provided by a formal letter summarizing the mentor's influence on students and colleagues. The letter should provide specific information about the deserving nature of the nominee's mentoring, rather than focusing on the nominee's other professional accomplishments.
5. The nomination letter shall include the nominee's full contact information.
6. Prior recipients of the ACJS Outstanding Mentor Awards are ineligible for future awards.

VI. Selection Criteria

The Subcommittee for this Award shall examine the nomination letters against the eligibility criteria and nomination requirements, as listed above.

VII. Deadline for Submission

Application deadline date will be set each year by the Subcommittee. The deadline must be on or before November 15.

VIII. Subcommittee Procedures

- A. The listing of Award recipients from the Subcommittee Chair to the Awards Committee Chair shall be submitted no later than December 15 prior to the Annual Meeting for which the award applies.
- B. The Awards Committee Chair will forward the Subcommittee's recommendations to the ACJS Executive Board for final approval no later than January 1 prior to the annual meeting for which the award applies.
- C. The Chair of the Subcommittee shall be responsible for notifying the awardees of the award upon notification of final approval from the ACJS Executive Board.

Approved by the ACJS Executive Board

ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Constitution and By-Laws Committee	POLICY NUMBER: 302.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-006 REVISED:
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I. Composition

- A. The Constitution and By-Laws Committee shall have six (6) members with staggered three (3)-year terms.
- B. The sitting Second Vice President appoints two (2) members and designates the Assistant Deputy Chair.
- C. The initial appointments will be of six (6) persons assigned to staggered terms. Two (2) persons will be appointed to one (1)-year terms, two (2) to two (2)-year terms, and two (2) to three (3)-year terms.

II. Duties

- A. Every three (3) years, beginning with the first annual review in 1995-1996, the Constitution and By-Laws Committee shall review the list of Standing Committees and their duties and make recommendations for appropriate changes to the Executive Board.
- B. The Constitution and By-Laws Committee shall review ACJS Policies and make recommendations for appropriate changes to the Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Nominations and Elections Committee	POLICY NUMBER: 303.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-007 REVISED:
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- A. It is the responsibility of the Immediate Past President to appoint the Nominations and Elections Committee and serve as its Chair. The Committee shall be comprised of at least one (1) representative from each of the five (5) regions of the Academy. These representatives should reflect the Academy's commitment to diversity and inclusivity.
- B. The "Call for Nominations" for Academy officers shall specifically state the desire for inclusivity. The Nominations and Elections Committee shall consider the inclusivity policy in making recommendations for the slate of candidates to the Board.
- C. In addition to inclusivity, the Nominations and Elections Committee shall print the following rank-ordered criteria in the "Call for Nominations," and use these criteria in the rank order given for selecting nominees. (These criteria are based on responses to the membership survey conducted by the Strategic Planning Committee.):
 - 1. Dependability, demonstrated experience, record of accomplishments.
 - 2. Demonstrable service to the Academy.
 - 3. Demonstrable record of scholarship or contributions to the field of criminal justice.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Voting by Membership	POLICY NUMBER: 303.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 84-002 REVISED:
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I. Policy

All members, including those with institutional memberships, have only one (1) vote.

II. Transfer of Institutional Memberships

Institutional memberships belong to the institution. If the person who initiated the membership leaves, the membership remains at the institution. Therefore, a different faculty or staff member is selected to become the voting member for the institution.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Election Materials	POLICY NUMBER: 303.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 89-001 REVISED: March 9, 2004; March 13, 2012
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Special Instructions: *Refer to Academy's Bylaws, Article I, Section 8, governing elections to ensure accuracy in process*

I. Purpose

To centralize election materials.

II. Policy

If mail is used, all election materials will be mailed from and returned to the National Office for tabulation.

III. A Teller's Committee will be empowered by the Immediate Past President.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Use of ACJS Stationery	POLICY NUMBER: 303.05 EFFECTIVE DATE: August 28, 1999 FORMERLY: 90-009 REVISED:
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ACJS stationery may not be used in campaigning or for personal gain.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Assistant Deputy Chair of the Program Committee	POLICY NUMBER: 304.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-014 REVISED:
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Special Instructions: *See also Policy 101.01 - Duties of Officers and Policy 800.04 - Duties of Program Chair.*

Upon assuming office, the Second Vice President shall appoint an Assistant Deputy Chair of the Program Committee for the Annual Meeting. The Assistant Deputy Chair ascends to Deputy Chair and then to Chair. Therefore, the Assistant Deputy Chair appointment commences a three (3)-year term on the Program Committee. Interim replacement appointments shall serve only the remainder of the original three (3) year term.

The Assistant Deputy Chair will serve as Chair of the Program Committee when the current Second Vice President is ACJS President.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Student Scholarship Fund	POLICY NUMBER: 305.01 EFFECTIVE DATE: March 11, 2008 FORMERLY: 95-003, 93-004, 86-002 REVISED: October 1, 2016; February 27, 2014; August 16, 2013; October 12, 2012; March 11, 2008; April 27, 2006; August 28, 1999
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Special Instructions: *Responsibility for carrying out: Student Affairs Committee; Budget, Finance and Audit Committee; Association Manager.*

I. Policy

The Academy shall establish a student scholarship fund.

II. Purpose

To establish a procedure for the award of ACJS student scholarships.

III. Intent

- A. The intent of the award is to provide deserving students with travel scholarships to participate in the Annual Meeting and to present a scholarly paper.
- B. Scholarship awards are to be based on merit, not need.
- C. All actions by the Student Affairs Committee (SAC) and the Executive Board in the solicitation, nomination, recommendation, and award of ACJS student scholarships shall be in compliance with Policy 104.01 on Affirmative Action.
- D. A student does not have to be a member of the ACJS at the time of nomination or award of a scholarship. Self nominations are welcome. The student may have, but does not need to have the recommendation of a faculty member in order to be considered.

IV. Responsible Committee

The Student Affairs Committee shall establish a Scholarship Subcommittee of no less than three (3) members. The Scholarship Subcommittee will be responsible for reviewing nominations for ACJS student scholarships and making written recommendations for their award to the Executive Board which has final approval authority.

V. Eligibility and Criteria

- A. A scholarship recipient must be a currently enrolled student in a graduate program at the time of nomination and at the time of the Annual Meeting at which the scholarly paper will be presented.
- B. The student must be willing and able to attend the Annual Meeting and present the paper submitted to the Program Chair.
- C. The set of criteria used by the Scholarship Subcommittee to judge among the otherwise eligible nominees shall include, but are not limited to, the following items:
 1. The paper must be authored or co-authored by one or more students and cannot be co-authored with a faculty member.
 2. Submit to the Chair of the Student Affairs Committee or designated scholarship selection Committee Chair the following items:
 - One electronic copy of the paper.
 - Proof of the student's current college or University enrollment.
 - Evidence that the student's abstract has been accepted for presentation at the Annual Meeting.
 - Documentary evidence that the student will be attending the Annual Meeting and present the paper cited above (photocopy of airline tickets, and/or hotel reservations.)
 - Other letters of support of the nomination may be obtained by the recommender.

VI. Deadline for Submission

Papers shall be received by the Scholarship Subcommittee no later than December 1 prior to the Annual Meeting for which the scholarship is to be granted.

VII. Conditions for Disbursement of Scholarship Grant

Final disbursement of the scholarship grant sum will be made when the conditions listed below are met:

- A. Confirmation of the Association Manager from the assigned Panel Chair that the student attended the session and presented the paper.

VIII. Amount and Number of Scholarships

- A. One award will be granted to a MA level student and one award to a PHD level student. If no qualified candidates are received in any one level, two awards may be granted in the same level (for example, two awards may be granted at the MA level if no qualified candidates are received at the PHD level).
- B. A minimum of one grant shall be made each year if an eligible candidate can be recommended by the SAC.
- C. Beginning in fiscal year 1996-1997 and thereafter, the Budget, Finance and Audit Committee (BFA) shall recommend to the Executive Board the amount to award each year.

IX. Student Affairs and Scholarship Subcommittee Procedures

- A. The Scholarship Subcommittee members shall review the uniform set of criteria for scholarship grant found in Section V.D. above prior to the deadline for nominations.
- B. The Scholarship Subcommittee of SAC should receive all nominations and distribute them to Subcommittee members.
- C. Subcommittee members should review the files and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall use the rubric below to rate nominees on a scale of 0-to-10 points for each of the criteria listed in Section V.D. above. Complete the rubric for each paper that is submitted whether or not more than one paper is submitted in each category. The rubric should accompany the report to the executive committee. The rank ordering and total points awarded each nominee shall be reported to the full SAC Chair.

Criteria	Master's level Paper	Doctoral level Paper
Currently enrolled	Yes/No	Yes/No
Abstract submitted	Yes/No	Yes/No
Attend meeting	Yes/No	Yes/No
Co-authored with faculty	Yes/No	Yes/No
Letters of support	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Relevance to discipline	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Thorough lit review	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Organization of paper	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Appropriate methods	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Proper citations	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Findings relevant	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Potential for publication	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

- D. Award of each grant and resolution of any ties will be by majority vote of the Scholarship Subcommittee.
- E. The results of the Scholarship Subcommittee's deliberations are due from the SAC Chair to the Executive Board (national office) for final approval by February 1 prior to the Annual Meeting for which the grant applies.
- F. If more than one scholarship is granted in a given year, the announcement of the grants will be made without regard to or mention of the ranking recipients.
- G. The Chair of SAC shall be responsible for notifying the student(s) of the scholarship grant upon notification of final approval from the Executive Board. This does not preclude the President or other officers from also providing notification.
- H. While an applicant(s) may submit a single paper for multiple awards, a single paper may only receive one ACJS scholarship in a given year.

X. Solicitation of Donations

- A. The SAC shall insure that a solicitation of donations to the student scholarship endowment is included within the text of all publications of the solicitation of nominees and announcement of award recipients.
- B. The SAC shall ensure that a solicitation of donations to the student scholarship endowment is printed in *ACJS Today* at least once each year.
- C. The tasks in Sections A and B of this heading may be delegated to the Scholarship Subcommittee by the SAC Chair.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Ethics Committee	POLICY NUMBER: 306.01 EFFECTIVE DATE: March 21, 2000 by Vote of ACJS Membership; Incorporated into ACJS Policy Manual on September 7, 2007 FORMERLY: REVISED: February 17, 2014
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ETHICS COMMITTEE POLICIES AND PROCEDURES

[Taken from the ACJS Code of Ethics]

The Ethics Committee (EC) appointed by the Executive Board of the Academy of Criminal Justice Sciences (ACJS) will act in a timely and equitable manner and shall have responsibility for:

- Providing guidance on ethics issues,
- Promoting ethical conduct among Members of the Academy,
- Interpreting and publicizing this Code,
- Receiving inquiries about violations of the Code,
- Investigating complaints concerning the ethical conduct of ACJS members in an equitable manner,
- Mediating disputes to assist the parties in resolving their grievances,
- Holding hearings on charges of misconduct, and
- Recommending courses of action to the Executive Board of ACJS.

A. COMPOSITION OF THE ETHICS COMMITTEE OF THE ACJS

1. The EC shall be a Standing Committee of the ACJS.
2. The EC shall consist of seven (7) members, in good standing, of the ACJS. There shall be a preference that members be either tenured faculty or hold a senior rank at their institution or in their profession.
3. Six (6) members will be nominated by the trustees-at-large and appointed by the Executive Board of the ACJS and shall reflect the diversity of the ACJS membership. The seventh (7th) member shall be the Immediate Past President of the ACJS. All members of the EC are voting members. The EC will elect a chair from its membership each year.
4. With the exception of the Immediate Past President, members of the EC shall serve a three (3) year term. However, two (2) of the six (6) members of the first EC after ratification of this code and procedure will be appointed for a one (1) year term, another two (2) appointed for a two (2) year term, and the final two (2) appointed for a three (3) year term. Each following year, two (2) members will be appointed by the Executive Board of the ACJS to fill the vacated seats on the EC.
5. Except as hereinafter provided, all formal policies and procedures of the EC shall be adopted at its meetings usually held in conjunction with the Annual Meeting of the ACJS, at which a quorum is present (four (4) members), by a majority vote. These policies and procedures shall be written with a copy forwarded to the Executive Board of the ACJS and be available upon request to any party of an EC action. Any action of the EC which could be taken at a meeting may be taken upon a vote in writing or by electronic communication.
6. Members of the EC with conflicts of interest in any case will be excluded from all EC deliberations, actions, and decisions in that case.

B. COMMITTEE MANDATE

1. At any time, not necessarily in the context of the investigation of a particular case, the EC may advise the Executive Board of the ACJS of its views on general ethics questions, which the Executive Board may elect to publish in appropriate publications of the Academy.
2. The EC shall receive complaints of violations of the Code of Ethics and endeavor to resolve them by mediation, and proceed to a hearing if mediation is unsuccessful or a decision not to mediate is made. If, after a hearing, the EC determines that an ethical violation occurred, it should notify the parties and prepare a report for Executive Board, which may or may not recommend one or more of the following actions:
 - a. Apply no sanctions,
 - b. Private reprimand,
 - c. Public reprimand,
 - d. Denial of membership privileges for a specified period of time (e.g. participation in meetings, editorial boards, etc.) which becomes public record, or
 - e. Termination of membership, which becomes public record.

C. OPERATING PROCEDURES

1. All inquiries about alleged violations of the Code of Ethics shall be sent to the Chair of the EC who shall determine whether the alleged violator was a member of the Academy at the time of the alleged violation. A person making an inquiry must be sent a copy of the Code and requested to specify in writing the time, place, persons, and events constituting the alleged violation and cite the section(s) of the Code alleged to have been violated. This formal complaint must be submitted within 90 days of the initial inquiry to the EC. Anonymous complaints will not be accepted. In the event that a complaint alleges conduct, which is, or may be, subject to other legal or institutional proceedings, the EC may defer dealing with the complaint until conclusion of those proceedings
2. Upon receipt of the formal complaint, the Chair of the EC shall notify the President of the ACJS of the inquiry. The Chair, in conjunction with the President, shall determine whether or not the complaint is in fact covered by the Code. If so determined, the complainant will be notified of the acceptance of the complaint by the EC. The Chair shall then communicate the entire complaint to the person or persons accused, together with a copy of the Code and an explanation of the composition and purpose of the EC (by registered mail with return receipt requested), and request a written response to the allegations within 90 days.
3. The EC shall consider complaints received from both members and non-members of the Academy against members of ACJS.
4. To be considered by the EC, complaints must be initiated within twelve (12) months of the discovery of the alleged violation. If received later, complaints must be certified for EC consideration by the ACJS Executive Board. In no case will a complaint be considered if it is received more than five (5) years after the alleged violation occurred or was discovered.
5. The Chair of the EC shall send copies of the complaint, responses, and supporting documents to all members of the EC for their deliberation.
6. After deliberation, the EC shall decide by majority vote whether (1) the case should be dismissed, (2) further information is needed, (3) mediation should be attempted, or (4) the case should come to a hearing.
 - a. If the EC decides there should be no further pursuit of the case, the Chair shall communicate the decision and its justification to the President of the ACJS, who shall notify all parties.

- b. If the EC decides that further investigation of the case is necessary, it may direct inquiries to either the complainant(s), the alleged violator(s), or other sources, with copies of the request(s) and response(s) provided to both the complainant(s) and the alleged violator(s)
- c. If the EC decides to attempt mediation, the President of the ACJS shall appoint a mediator, acceptable to both parties, from among members of the Academy. The mediator shall in due course notify the EC that the matter has been resolved by written agreement of the parties or, if no such resolution has been achieved, the mediator may (1) recommend that the matter be dismissed, or (2) recommend that the case proceed to a hearing.
- d. If the EC decides that a hearing is appropriate, either upon the recommendation of a mediator, or upon its own initiative, it shall advise the complainant and the alleged violator that a hearing will be conducted, giving at least 30 days notice of time and place which shall be convenient, if possible, to all parties. The Chair of the EC will select three (3) members of the EC to serve as a Hearing Panel (ECHP) for the complaint. The alleged violator(s), as well as the complainant, shall be advised of his/her rights to introduce witnesses and evidence in their behalf, to cross-examine witnesses, and to have the assistance of professional or other counsel at the hearing. All documentary evidence to be introduced by the complainant, and the names of all witnesses to be offered in support of the charges, shall be supplied to the alleged violator no later than 60 days prior to the hearing. If the alleged violator(s) refuses to participate in the hearing, the EC may elect to continue without their participation.
- e. At the hearing, the evidence in support of the complaint shall be presented by the complainant, by complainant's counselor, or by a representative of the ACJS. The alleged violator(s) shall have full opportunity to answer the charges. The ECHP may introduce its own witnesses to answer factual questions.
- f. The ECHP shall record the proceedings of the hearing. The alleged violator(s) or his/her representative shall have the right to be present either in person or, with the consent of all parties, through electronic medium at all evidentiary sessions of the hearing, and to have a transcript at cost. Every attempt will be made to conduct hearings at one time and place, so as to reduce travel costs of the parties involved in the dispute.
- g. Unless the alleged violator(s) requests, and the ECHP grants, a public hearing, the hearing of the complaint shall be closed. All persons except those necessary for the conduct of the hearing shall be excluded.
- h. At the conclusion of the introduction of all evidence, the alleged violator(s), counsel for the alleged violator(s), or both shall be permitted to argue against or in favor of mitigation of the complaint.
- i. Thereafter, the ECHP shall conduct its deliberations in private (either through a face-to-face meeting or through an electronic medium).
- j. If the ECHP finds that no ethical violation has occurred, the parties, organizations and individuals contacted during the investigation shall be so notified by the President of the ACJS, and the case closed.
- k. If the ECHP finds that an ethical violation has occurred, it shall prepare a report of the case summarizing its findings and recommendations. After review and acceptance of the findings of the ECHP by the EC, a copy of that report shall be sent to the alleged violator(s) and complainant(s) whom shall both have an opportunity to prepare written comments within 30 days of receipt of the findings.
- l. The ACJS Executive Board, after examination of the EC recommendations and comments thereto, shall make a final determination of the case on behalf of ACJS, and either dismiss the case or take appropriate action.

7. The filing of the complaint and all proceedings of the ACJS EC mediator(s), ECHP, President, and Executive Board concerning a complaint shall be kept confidential except when compelled by a valid subpoena, by a final court order, or by the request of the alleged violator(s). The final action of ACJS concerning the proceedings, however, can be made public as per section B.2., above. Initiation of legal action against the ACJS or its officers or employees shall constitute a waiver of confidentiality by the person initiating such action.

**The code took effect on March 21, 2000 after a vote by the ACJS membership.
The code and these procedures were developed using the American Sociological Association's Code of Ethics, with its permission**

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Affirmative Action Fund	POLICY NUMBER: 307.01 EFFECTIVE DATE: March 11, 2008 FORMERLY: REVISED: September 13, 2014
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Special Instructions: *Responsibility for carrying out: Affirmative Action Committee; Budget, Finance and Audit Committee; Association Manager. See associated Policies 307.02 and 307.03, and 307.05.*

I. Policy

The Academy shall maintain the affirmative action fund that was established by the ACJS Executive Board. The intent in establishing and maintaining this fund is to provide an endowment from which the annual revenue may be spent.

II. Purpose

To establish the uses for affirmative action funds.

III. Affirmative Action monies shall be used to fund

- A. Two annual Affirmative Action Student Scholarship Mini-Grants. The amount and procedure for these awards will be established by the ACJS Executive Board and set within Policy 307.02.
- B. One annual Minorities and Women's Section Esther Madriz Student Travel Awards. The amount and procedure for this award will be established by the ACJS Executive Board and set within Policy 307.03.
- C. One annual Minorities and Women's Section Roslyn Muraskin Student Travel Award. The amount and procedure for this award will be established by the ACJS Executive Board and set within Policy 307.05.
- D. Other activities as recommended by the Affirmative Action Committee and approved by the ACJS Executive Board.

IV. Responsible Committees

- A. The Affirmative Action Committee is responsible for making recommendations regarding the use of Affirmative Action funds.
- B. The Budget, Finance and Audit Committee (BFA) shall annually review the Affirmative Action Fund account and make any necessary recommendations to the Executive Board regarding the award amounts for III.A. and III.B. above.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Affirmative Action Student Scholarship Mini-Grants	POLICY NUMBER: 307.02 EFFECTIVE DATE: March 11, 2008 FORMERLY: REVISED: October 1, 2016; February 17, 2014; October 12, 2012
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Special Instructions: *Responsibility for carrying out: Affirmative Action Committee; Budget, Finance and Audit Committee; Association Manager.*

I. Policy

Annually, the Academy shall fund two Affirmative Action Student Scholarship Mini-Grant Travel Awards (see Policy 307.01) from the ACJS Affirmative Action Fund. The maximum amount for each award is \$600.

II. Purpose

To establish the procedure for the implementation of this policy.

III. Intent

- A. The intent of the award is to provide deserving undergraduate, master's, and doctoral level minority and/or female students with travel scholarships to participate in the Annual Meeting and to present a research paper.
- B. Scholarship awards are to be based on merit, not need.
- C. All actions by the Affirmative Action Committee (AAC) and the Executive Board in the solicitation, nomination, recommendation, and award of the Mini-Grant Travel Awards shall proceed in compliance with Policy 104.01 on Affirmative Action.
- D. A student does not have to be a member of the ACJS at the time of nomination or award of a travel mini-grant. Self nominations are welcome. The student may have, but does not need to have the recommendation of a faculty member in order to be considered.
- E. Award recipients shall be required to submit receipts to the ACJS National Office to receive reimbursement for their expenses up to the award amount.

IV. Responsible Committee

- A. The Affirmative Action Committee (AAC) may establish a Scholarship Subcommittee of no less than three (3) members or the AAC may choose to act as a Committee of the Whole. A Subcommittee is assumed for the remainder of this policy.

- B. The Scholarship Subcommittee is responsible for advertising the awards, accepting applications/nominations, reviewing applications/nominations, and making written recommendations for the mini-grant travel awards to the Chair of the Affirmative Action Committee.
- C. The Chair of the Affirmative Action Committee is responsible for making a written recommendation for the recipients of these awards to the ACJS Executive Board which has final approval authority.
- D. The Affirmative Action Committee may change the manner (electronic instead of hard copy) in which application materials are submitted at any time by notice to the ACJS Association Manager. The method of submission must be included in the advertisement for the award.

V. Eligibility and Criteria

- A. To be eligible for an award, an applicant must meet the following criteria:
 - 1. Be a woman or a member of a group that has experienced historical discrimination.
 - 2. Be enrolled in an undergraduate, master's, or doctoral program of criminal justice/criminology during some part of the academic year for the Annual Meeting at which the presentation will be made.
 - 3. The applicant must have submitted a proposal for a paper presentation for the Annual Meeting to the ACJS website by the due date.
 - 4. The applicant must be willing and able to attend the Annual Meeting and present the paper described in the website submission.
 - 5. The paper can be self-submitted by the applicant student or submitted on the student's behalf by a faculty member.
 - 6. The paper submitted by the applicant may be co-authored with a faculty member; however, the student must be the first author and presenter.
- B. To be eligible for the award, an applicant must submit all the required materials in the manner required by the Subcommittee:
 - 1. A letter of application.
 - 2. One hard copy and one electronic copy of either:
 - a. A completed manuscript examining a criminal justice/criminological issue. Papers may be theoretical or describe a qualitative or quantitative research project. Completed papers should be no more than 30 pages in length.

-OR-

- b. A proposal that outlines a paper as described in V.B.2.a. above that the applicant will present at the ACJS Annual Meeting for which the Mini-Grant will be given. This proposal should be a maximum of 10 pages, double-spaced, typed. It should discuss (a) the nature of the research topic, (b) why the research is important, and where relevant, (c) the methods used, (d) the findings of the research, and (e) the theoretical, methodological, and/or policy implications of the results.
 3. Proof of the student's current college or university enrollment and program of study.
 4. Evidence that the student's abstract has been accepted for presentation at the Annual Meeting.
 5. Documentary evidence that the student will be attending the Annual Meeting and present the paper cited above (photocopy of airline tickets and/or hotel reservations).
- C. The AAC Scholarship Subcommittee will judge among the eligible applications based on the strength of the items submitted in V.B.1 and V.B.2. Subcommittee members should review the files and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall use the rubric below to rate nominees on a scale of 0-to-10 points for each of the criteria listed. Complete the rubric for each paper that is submitted whether or not more than one paper is submitted in each category. The rubric should accompany the report to the executive committee. The rank ordering and total points awarded each nominee shall be reported to the Chair, who in turn will share these recommendations to the ACJS Executive Board.

Eligibility Criteria	Paper 1	Paper 2
1. Woman or member of group that has experienced historical discrimination	Yes/No	Yes/No
2. Enrolled during some part of the academic year for the annual meeting at which the presentation will be made	Yes/No	Yes/No
3. Abstract submitted by due date	Yes/No	Yes/No
4. Willing and able to attend meeting and present paper described in submission	Yes/No	Yes/No
5. Paper submitted by applicant student or by faculty member on student's behalf	Yes/No	Yes/No
6. Authored or Co-authored only by students (cannot be co-authored with faculty)	Yes/No	Yes/No
7. Submitted all required materials in manner required by the advertisement.		
7.1 Letter of application	Yes/No	Yes/No
7.2 Completed manuscript on cj/crim issue – 30 pages max OR Proposal outlining paper – 10 pages max	Yes/No	Yes/No
7.3 Proof of student's current college or University enrollment and program of study	Yes/No	Yes/No
7.4 Evidence that student's abstract has been accepted for presentation	Yes/No	Yes/No
7.5 Documentary evidence that student will be attending the annual meeting to this present paper	Yes/No	Yes/No

Selection Criteria	Paper 1	Paper 2
Letter of application	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Importance of research	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Relevance to discipline	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Thorough lit review	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Organization of paper	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Appropriate methods	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Proper citations	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Findings relevant	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Theoretical, methodological, and/or policy implications	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Potential for publication	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

- D. Award of each grant and resolution of any ties will be by majority vote of the Scholarship Subcommittee.

VI. Deadline for Submission

Application materials shall be received by the Scholarship Subcommittee no later than October 15 prior to the Annual Meeting for which the scholarship is to be granted.

VII. Conditions for Disbursement of Scholarship Mini-Grant

Final disbursement of the Scholarship Mini-Grant sum will be made when the conditions listed below are met.

- A. Confirmation of the Association Manager from the assigned Panel Chair that the student attended the session and presented the paper.

VIII. Number of Mini-Grants

- A. When possible, one award will be granted to an undergraduate student and one award to a graduate student. If an eligible candidate cannot be recommended by the AAC in one category, two awards may be made in the other category.
- B. A minimum of one grant shall be made each year if an eligible candidate can be recommended by the AAC.
- C. The amount of the travel award scholarship is specified in the Section I above and is reviewed per Policy 307.01, Section IV.B.
- D. While an applicant(s) may submit a single paper for multiple awards, a single paper may only receive one ACJS scholarship award in a given year.

IX. Affirmative Action Committee and Scholarship Subcommittee Procedures

- A. The Scholarship Subcommittee members shall review the uniform set of criteria for scholarship grant found in Section V above prior to the deadline for nominations.
- B. The AAC Scholarship Subcommittee Chair should receive all nominations, duplicate them, and distribute them to Subcommittee members.
- C. AAC Scholarship Subcommittee members should review the materials and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall rate nominees on a scale of 0-to-10 points for each of the eight criteria listed in Section V.D. above. The rank ordering and total points awarded each nominee shall be reported to the AAC Scholarship Subcommittee Chair.
- D. Award of each grant and resolution of any ties will be by majority vote of the AAC Scholarship Subcommittee.
- E. The Scholarship Subcommittee Chair is responsible for providing the results of the Committee's deliberations with recommendations and a narrative of the Committee's work to the Affirmative Action Committee Chair.
- F. The Affirmative Action Committee Chair must provide the recommendations and narrative to the Executive Board (national office) for final approval no later than January 1 prior to the Annual Meeting for which the grant applies.
- G. If more than one scholarship mini-grant is granted in a given year, the announcement of the grants will be made without regard to or mention of the ranking of recipients.
- H. The Chair of the AAC shall be responsible for notifying the student(s) of the scholarship grant upon notification of final approval from the Executive Board. This does not preclude the ACJS President or other officers from also providing notification.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Minorities and Women Section Esther Madriz Student Travel Awards	POLICY NUMBER: 307.03 EFFECTIVE DATE: March 11, 2008 FORMERLY: REVISED: October 12, 2012; September 13, 2014
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Special Instructions: *Responsibility for carrying out: Minorities and Women Section; Association Manager.*

I. Policy

Annually the Academy shall fund one Minorities and Women Section Esther Madriz Student Travel Award (see Policy 307.01) from the ACJS Affirmative Action Fund. The maximum amount for each award is \$600.

II. Purpose

To establish the procedure for the implementation of this policy.

III. Intent

- A. The intent of the award is to provide deserving undergraduate and master's level racial/ethnic minority students with travel scholarships to participate in the Annual Meeting and to make a presentation.
- B. Scholarship awards are to be based on merit, not need.
- C. All actions by the Minorities and Women Section (MWS) and the Executive Board in the solicitation, nomination, recommendation, and award of these travel scholarships shall proceed in compliance with Policy 104.01 on Affirmative Action.
- D. A student does not have to be a member of the ACJS at the time of nomination or award of a travel scholarship. Self nominations are welcome. The student must have the recommendation of a faculty member in order to be considered.
- E. Award recipients shall be required to submit receipts to the ACJS National Office to receive reimbursement for their expenses up to the award amount.

IV. Responsible Party

- A. The Minorities and Women Section is responsible for setting the deadline date for receipt of applications but no later than November 15.

- B. The Section shall also establish a Scholarship Committee of no less than three (3) members that is responsible for advertising the awards, accepting applications/nominations, reviewing applications/nominations, and making written recommendations for the travel awards to the Minorities and Women Section Chair.
- C. The Minorities and Women Section Chair shall make a written recommendation for the recipients of these awards to the ACJS Executive Board which has final approval authority.
- D. The Minorities and Women Section may provide additional benefits to the awardees (e.g., featuring their papers on a special panel created by the Section).
- E. The Minorities and Women Section may change the eligibility and criteria of the award subject to approval of the ACJS Executive Board.
- F. The Minorities and Women Section may change the manner (electronic instead of hard copy) in which application materials are submitted at any time by notice to the ACJS Association Manager. The method of submission must be included in the advertisement for the award.

V. Eligibility and Criteria

- A. To be eligible for an award, an applicant must meet the following criteria:
 - 1. Be a member of an under represented racial/ethnic minority group in the criminal justice/criminology discipline.
 - 2. Be enrolled in an undergraduate program of criminal justice/criminology during some part of the academic year for the Annual Meeting at which the presentation will be made; or
 - 3. Be enrolled in a master's degree program of criminal justice/criminology during some part of the academic year for the Annual Meeting at which the presentation will be made.
- B. To be eligible for the award, an applicant must submit all the requested materials in the manner required by the MWS Scholarship Committee:
 - 1. Letter of Application.
 - 2. Personal Resume.
 - 3. Official Transcript of degree being pursued at the time of submitting the application.
 - 4. Faculty Letter of Nomination.
 - 5. Original single authored manuscript (four (4) paper copies). The presentation may be either a roundtable, or a research paper session. The paper should not exceed twenty typewritten, double-spaced pages using APA format. Each paper will be blindly reviewed by a national committee.
- C. The MWS Scholarship Committee will judge among the eligible nominees based on the strength of the items submitted in V.B.1-V.B.5.

VI. Deadline for Submission

Application materials shall be received by the MWS Scholarship Committee no later than the November 15 prior to the Annual Meeting for which the scholarship is to be granted. The deadline is set per Section IV above.

VII. Conditions for Disbursement of Scholarship Travel Award

Final disbursement of the scholarship grant sum will be made by the ACJS Association Manager when the conditions listed below are met.

- A. Confirmation of the Association Manager from the assigned Panel Chair that the student attended the session and made the presentation.

VIII. Number of Travel Awards

- A. The amount of the travel award scholarship is specified in the Section I above and is reviewed per Policy 307.01, Section IV.B.

IX. Minorities and Women Section and MWS Scholarship Committee Procedures

- A. The MWS Scholarship Committee members shall review the uniform set of criteria for scholarship award found in Section V above prior to the deadline for nominations.
- B. The MWS Scholarship Committee Chair should receive all nominations, duplicate them, and distribute them to Committee members.
- C. MWS Scholarship Committee members should review the files and provide to the Committee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall use the rubric below to rate nominees on a scale of 0-to-10 points for each of the criteria listed in Section V.D. above. Complete the rubric for each paper that is submitted whether or not more than one paper is submitted in each category. The rubric should accompany the report to the executive committee. The rank ordering and total points awarded each nominee shall be reported to the Committee Chair.

Eligibility Criteria	Paper 1	Paper 2
1. Member of an under represented racial/ethnic minority group in the criminal justice/criminology discipline	Yes/No	Yes/No
2. Enrolled in criminal justice/criminology program during some part of the academic year for the annual meeting at which the presentation will be made	Yes/No	Yes/No
3. Submitted all required materials in manner required by the advertisement		
3.1 Letter of application	Yes/No	Yes/No
3.2 Personal resume	Yes/No	Yes/No
3.3 Official transcript of degree being pursued at time of submitting application	Yes/No	Yes/No
3.4 Faculty letter of nomination	Yes/No	Yes/No
3.5 Original single authored manuscript in APA format; typed double-spaced – 20 pages max (roundtable or research paper session)	Yes/No	Yes/No

Selection Criteria	Paper 1	Paper 2
Letter of application	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Personal resume	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Official transcript	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Faculty nomination letter	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Importance of research	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Relevance to discipline	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Thorough lit review	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Organization of paper	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Appropriate methods	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Proper citations	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Findings relevant	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Theoretical, methodological, and/or policy implications	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Potential for publication	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

- D. Award of each grant and resolution of any ties will be by majority vote of the Scholarship Committee.
- E. The MWS Scholarship Committee Chair is responsible for providing the results of the Committee's deliberations with recommendations and a narrative of the Committee's work to the Minorities and Women Section Chair.
- F. The Minority and Women Section Chair must provide the recommendations and narrative to the Executive Board (national office) for final approval no later than January 1 prior to the Annual Meeting for which the grant applies.
- G. The Chair of MWS shall be responsible for notifying the student(s) of the scholarship grant upon notification of final approval from the Executive Board. This does not preclude the ACJS President or other officers from also providing notification.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

ACJS Dorothy Bracey/Janice Joseph Minority and Women New Scholar Award	POLICY NUMBER: 307.04 EFFECTIVE DATE: February 21, 2014 FORMERLY: REVISED:
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Special Instructions: *Responsibility for carrying out: Affirmative Action Committee; Association Manager.*

I. Policy

Annually, the Academy shall award one ACJS Dorothy Bracey/Janice Joseph Minority and Women New Scholar Award.

II. Purpose

To establish the procedure for the implementation of this policy.

III. Intent

- A. The intent of the award is to recognize outstanding academic contributions by new minority and female scholars in honor of the first female and racial minority ACJS Presidents.
- B. All actions by the Affirmative Action Committee (AAC) and the Executive Board in the solicitation, nomination, recommendation, and award of the ACJS Dorothy Bracey/Janice Joseph Minority and Women New Scholar Award shall proceed in compliance with Policy 104.01 on Affirmative Action.
- C. The nominee must be an ACJS member at the time of nomination. Self-nominations are welcome.

IV. Responsible Committee

- A. The Affirmative Action Committee (AAC) may establish an Affirmative Action Award Subcommittee of no less than three (3) members or the AAC may choose to act as a Committee of the Whole. A Subcommittee is assumed for the remainder of this policy.
- B. The Affirmative Action Award Subcommittee is responsible for advertising the awards, accepting applications/nominations, reviewing applications/nominations, and making written recommendations for the award to the Chair of the Affirmative Action Committee.
- C. The Chair of the Affirmative Action Committee is responsible for making a written recommendation for the recipient of this award to the ACJS Executive Board, which has final approval authority.

- D. The Affirmative Action Committee may change the manner (electronic instead of hard copy) in which application materials are submitted at any time by notice to the ACJS Association Manager. The method of submission must be included in the advertisement for the award.

V. Eligibility and Criteria

- A. To be eligible for the award, an applicant must meet the following criteria:
1. Be a woman or a member of a group that has experienced historical discrimination.
 2. Be a current member of ACJS.
 3. Have obtained a Ph.D. within the past seven years.
 4. Demonstrate a strong record as a new scholar in the areas of research, teaching, and service.
 5. Has not previously received the ACJS Dorothy Bracey/Janice Joseph Minority and Women New Scholar Award.
- B. To be eligible for the award, an applicant must submit all required materials in the manner required by the Subcommittee:
1. A letter of application describing eligibility for the award.
 2. An abbreviated curriculum vitae that highlights achievements in the areas of research, teaching, and service (6 page maximum).
 3. Two reference letters supporting the applicant's nomination.
- C. The Affirmative Action Award Subcommittee will judge among the eligible applications based on the strength of the items submitted in V.B.1, V.B.2, and V.B.3. Subcommittee members should review the files and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall use the rubric below to rate nominees on a scale of 0-to-10 points for each of the criteria listed. The rubric should accompany the report to the executive committee. The rank ordering and total points awarded each nominee shall be reported to the Chair, who in turn will share these recommendations to the ACJS Executive Board.

Eligibility Criteria	Criteria Met
1. Woman or member of group that has experienced historical discrimination	Yes/No
2. Current member of ACJS	Yes/No
3. Obtained Ph.D. within past seven years	Yes/No
4. Is not a previous recipient of award	Yes/No
4. Letter of application submitted	Yes/No
5. Maximum 5-page curriculum vitae submitted	Yes/No
6. At least two reference letters submitted	Yes/No
7. All required materials submitted in manner required by the advertisement	Yes/No

Selection Criteria	Rating 0 = weak, 10 = strong	Comments
Letter of application		
Quality of research		
Quality of teaching		
Quality of service		
Reference 1		
Reference 2		

- D. Resolution of any ties will be by majority vote of the Affirmative Action Award Subcommittee.

VI. Deadline for Submission

Application materials shall be received by the Affirmative Action Award Subcommittee no later than October 15 prior to the Annual Meeting for which the scholarship is to be granted.

VII. Number of Awards

One award will be granted each year if an eligible candidate can be recommended by the AAC.

VIII. Award

The awardee will receive \$1,000, which will come from the Affirmative Action Fund.

IX. Affirmative Action Committee and Affirmative Action Award Subcommittee Procedures

- A. The Affirmative Action Award Subcommittee members shall review the uniform set of criteria for scholarship grant found in Section V, above, prior to the deadline for nominations.
- B. The Affirmative Action Award Subcommittee should receive all nominations, duplicate them, and distribute them to Subcommittee members.
- C. Affirmative Action Award Subcommittee members should review the materials and provide to the Subcommittee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall rate nominees on a scale of 0-to-10 points for each of the six criteria listed in Section V.C., above. The rank ordering, points awarded, and criteria-related comments for each nominee shall be reported to the Affirmative Action Award Subcommittee.
- D. Award of each grant and resolution of any ties will be by majority vote of the Affirmative Action Award Subcommittee.
- E. The Affirmative Action Award Subcommittee Chair is responsible for providing the results of the Committee's deliberations with recommendations and a narrative of the Committee's work to the Affirmative Action Committee Chair.

- F. The Affirmative Action Committee Chair must provide the recommendations and narrative to the Executive Board (national office) for final approval no later than January 1 prior to the Annual Meeting for which the grant applies.
- G. The Chair of the AAC shall be responsible for notifying the applicants of the award decision upon notification of final approval from the Executive Board. This does not preclude the ACJS President or other officers from also providing notification.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Minorities and Women Section Roslyn Muraskin Student Travel Awards	POLICY NUMBER: 307.05 EFFECTIVE DATE: September 13, 2014 FORMERLY: REVISED:
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Special Instructions: *Responsibility for carrying out: Minorities and Women Section; Association Manager.*

I. Policy

Annually the Academy shall fund one Minorities and Women Section Roslyn Muraskin Student Travel Awards (see Policy 307.01) from the ACJS Affirmative Action Fund. The maximum amount for each award is \$600.

II. Purpose

To establish the procedure for the implementation of this policy.

III. Intent

- A. The intent of the award is to provide deserving undergraduate and master's level women students with travel scholarships to participate in the Annual Meeting and to make a presentation.
- B. Scholarship awards are to be based on merit, not need.
- C. All actions by the Minorities and Women Section (MWS) and the Executive Board in the solicitation, nomination, recommendation, and award of these travel scholarships shall proceed in compliance with Policy 104.01 on Affirmative Action.
- D. A student does not have to be a member of the ACJS at the time of nomination or award of a travel scholarship. Self nominations are welcome. The student must have the recommendation of a faculty member in order to be considered.
- E. Award recipients shall be required to submit receipts to the ACJS National Office to receive reimbursement for their expenses up to the award amount.

IV. Responsible Party

- A. The Minorities and Women Section is responsible for setting the deadline date for receipt of applications but no later than November 15.

- B. The Section shall also establish a Scholarship Committee of no less than three (3) members that is responsible for advertising the awards, accepting applications/nominations, reviewing applications/nominations, and making written recommendations for the travel awards to the Minorities and Women Section Chair.
- C. The Minorities and Women Section Chair shall make a written recommendation for the recipients of these awards to the ACJS Executive Board which has final approval authority.
- D. The Minorities and Women Section may provide additional benefits to the awardees (e.g., featuring their papers on a special panel created by the Section).
- E. The Minorities and Women Section may change the eligibility and criteria of the award subject to approval of the ACJS Executive Board.
- F. The Minorities and Women Section may change the manner (electronic instead of hard copy) in which application materials are submitted at any time by notice to the ACJS Association Manager. The method of submission must be included in the advertisement for the award.

V. Eligibility and Criteria

- A. To be eligible for an award, an applicant must meet the following criteria:
 - 1. Be a woman in the criminal justice/criminology discipline.
 - 2. Be enrolled in an undergraduate program of criminal justice/criminology during some part of the academic year for the Annual Meeting at which the presentation will be made; or
 - 3. Be enrolled in a master's degree program of criminal justice/criminology during some part of the academic year for the Annual Meeting at which the presentation will be made.
- B. To be eligible for the award, an applicant must submit all the requested materials in the manner required by the MWS Scholarship Committee:
 - 1. Letter of Application.
 - 2. Personal Resume.
 - 3. Official Transcript of degree being pursued at the time of submitting the application.
 - 4. Faculty Letter of Nomination.
 - 5. Original single authored manuscript (four (4) paper copies). The presentation may be either a roundtable, or a research paper session. The paper should not exceed twenty typewritten, double-spaced pages using APA format. Each paper will be blindly reviewed by a national committee.
- C. The MWS Scholarship Committee will judge among the eligible nominees based on the strength of the items submitted in V.B.1-V.B.5.

VI. Deadline for Submission

Application materials shall be received by the MWS Scholarship Committee no later than the November 15 prior to the Annual Meeting for which the scholarship is to be granted. The deadline is set per Section IV above.

VII. Conditions for Disbursement of Scholarship Travel Award

Final disbursement of the scholarship grant sum will be made by the ACJS Association Manager when the conditions listed below are met.

- A. Confirmation of the Association Manager from the assigned Panel Chair that the student attended the session and made the presentation.

VIII. Travel Award Amount

- A. The amount of the travel award scholarship is specified in the Section I above and is reviewed per Policy 307.01, Section IV.B.

IX. Minorities and Women Section and MWS Scholarship Committee Procedures

- A. The MWS Scholarship Committee members shall review the uniform set of criteria for scholarship award found in Section V above prior to the deadline for nominations.
- B. The MWS Scholarship Committee Chair should receive all nominations, duplicate them, and distribute them to Committee members.
- C. MWS Scholarship Committee members should review the files and provide to the Committee Chair a rank-ordered list of the nominees using the uniform criteria. To create their individual rank-ordered list, Subcommittee members shall use the rubric below to rate nominees on a scale of 0-to-10 points for each of the criteria listed in Section V.D. above. Complete the rubric for each paper that is submitted whether or not more than one paper is submitted in each category. The rubric should accompany the report to the executive committee. The rank ordering and total points awarded each nominee shall be reported to the Committee Chair.

Eligibility Criteria	Paper 1	Paper 2
1. Woman in the criminal justice/criminology discipline	Yes/No	Yes/No
2. Enrolled in criminal justice/criminology program during some part of the academic year for the annual meeting at which the presentation will be made	Yes/No	Yes/No
3. Submitted all required materials in manner required by the advertisement		
3.1 Letter of application	Yes/No	Yes/No
3.2 Personal resume	Yes/No	Yes/No
3.3 Official transcript of degree being pursued at time of submitting application	Yes/No	Yes/No
3.4 Faculty letter of nomination	Yes/No	Yes/No
3.5 Original single authored manuscript in APA format; typed double-spaced – 20 pages max (roundtable or research paper session)	Yes/No	Yes/No

Selection Criteria	Paper 1	Paper 2
Letter of application	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Personal resume	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Official transcript	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Faculty nomination letter	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Importance of research	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Relevance to discipline	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Thorough lit review	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Organization of paper	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Appropriate methods	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Proper citations	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Findings relevant	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Theoretical, methodological, and/or policy implications	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
Potential for publication	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10

- D. Award of each grant and resolution of any ties will be by majority vote of the Scholarship Committee.
- E. The MWS Scholarship Committee Chair is responsible for providing the results of the Committee's deliberations with recommendations and a narrative of the Committee's work to the Minorities and Women Section Chair.
- F. The Minority and Women Section Chair must provide the recommendations and narrative to the Executive Board (national office) for final approval no later than January 1 prior to the Annual Meeting for which the grant applies.
- G. The Chair of MWS shall be responsible for notifying the student of the scholarship grant upon notification of final approval from the Executive Board. This does not preclude the ACJS President or other officers from also providing notification.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Editor Search Committees	POLICY NUMBER: 308.01 EFFECTIVE DATE: July 24 , 2009 FORMERLY: REVISED: March 13, 2012; August 27, 2012
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Responsibilities of the Chair of the Editor Search Committee are specified in the applicable section of Policy 101.01.

I. Journal Editor Search Committees

The Second Vice President serves as Chair of the *Justice Quarterly* and *Journal of Criminal Justice Education* Editor Search Committees, as needed. The Second Vice President appoints a seven (7) member committee consisting of one ACJS Trustee who has eighteen months remaining in his/her term of office at the time of appointment, the sitting Editor for the journal, and other members selected from the ACJS membership at-large.

II. Other Editorships

The Secretary serves as Chair of the *ACJS Today* Editor Search Committee, as needed. The Secretary appoints a seven (7) member committee consisting of one ACJS Trustee who has eighteen months remaining in his/her term of office at the time of appointment, the sitting Editor for the publication, and other members selected from the ACJS membership at-large.

III. All members of the Editor Search Committee are participating, voting members. The Chair's vote serves to break a tie.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Assessment Committee	POLICY NUMBER: 309.01 EFFECTIVE DATE: August 27, 2012 FORMERLY: N/A REVISED:
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I. **Composition**

- A. The Assessment Committee shall have six (6) members with staggered three (3)-year terms.
- B. The sitting Second Vice President appoints two (2) members and designates the Assistant Deputy Chair.
- C. The initial appointments will be of six (6) persons assigned to staggered terms. Two (2) persons will be appointed to one (1)-year terms, two (2) to two (2)-year terms, and two (2) to three (3)-year terms.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Public Policy Committee	POLICY NUMBER: 309.10 EFFECTIVE DATE: October 1, 2016 FORMERLY: N/A REVISED:
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I. **Composition**

- A. The Public Policy Committee shall have nine (9) members with staggered three (3)-year terms.
- B. The sitting Second Vice President appoints three (3) members for approval at the Mid-year Executive Board Meeting.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Crime and Justice Research Alliance Committee	POLICY NUMBER: 310.01 EFFECTIVE DATE: March 24, 2017 FORMERLY: N/A REVISED:
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I. Composition

A. ACJS will have five representatives on the Crime and Justice Research Alliance (CJRA) Committee who will serve three-year terms on a rotating basis. One representative is the ACJS Treasurer, the second is the Chair of the Public Policy Committee, and the third is the Deputy Chair of the Public Policy Committee. The remaining two appointments will be made up of members at large. The First Vice President shall fill vacancies for the representatives to CJRA.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Academic Review Committee - Appointment, Terms of Membership, and Guidelines	POLICY NUMBER: 400.01 EFFECTIVE DATE: September 15, 2006 FORMERLY: 95-009 REVISED: September 18, 2015; September 15, 2006; August 28, 1999
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I. Policy

- A. The Academic Review Committee (ARC) consists of nine (9) members with staggered three (3)-year terms.
- B. The First Vice President appoints three (3) members who take office when the First Vice President begins his/her term of office as President. The First Vice President shall appoint the Deputy Chair of the ARC from incoming members of the Committee with at least two (2) years remaining in their term.
- C. The Chair of ARC is a two (2) year term. The First Vice President designates the Deputy Chair every third year beginning in 2005-2006. The Deputy Chair becomes ARC Chair in the following year.
- D. The initial appointments were of six (6) persons assigned to staggered terms: two (2) persons were appointed to one (1)-year terms, two (2) to two (2)-year terms, and two (2) to three (3)-year terms. The initial appointments of the three (3) members added in Fall 2006 will begin their term of office immediately, but the three (3) year term will not commence until the Annual Meeting in 2007. The term for these three (3) members will be the same as the other ARC Committee members appointed by that President. One member each will be appointed by the Immediate Past President, President, and First Vice President.
- E. ARC Committee Appointments (on or after September 15, 2006):
 - 1. Shall be made from the current list of Trained Board Certified Academic Certification Reviewers
 - 2. Shall be made to achieve and maintain at least one (1) member of the ARC Committee representing each program level: Associate, Baccalaureate, Master's, and Ph.D.
- F. No more than one (1) ARC Committee member may be part of a Review Team for Certification or Academic Peer Review. An ARC Committee member will not be the Team Captain of a Review Team and will not be involved in any communication within the ARC Committee concerning the institution under review. Neither will the ARC Committee member engage in any communication with the institution other than that required during the site visit.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Academic Program Review	POLICY NUMBER 400.02 EFFECTIVE DATE: March 11, 2008 REVISED: August 28, 1999; September 15, 2006; March 13, 2007; March 11, 2008; February 17, 2014
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- I. Academic Program Review falls under the direction of the ACJS Academic Review Committee.
- II. Program Review Panels
 - A. Universities or colleges requesting reviews may specify no less than two (2) reviewers, with one being the team captain to conduct the program review.
 - B. The ARC Chair is the first contact in the certification process. The ARC Chair works with the institution to insure all paperwork is completed and works in conjunction with ARC to complete the process. The ARC Chair will identify a number of possible external reviewers for submission to the institution. The institution will have an opportunity to strike names from the list. The ARC Chair will then select the reviewers and consult with the ACJS Executive Director regarding the reviewers selected. The ARC Chair will be the contact between the institution and ACJS reviewers.
 - C. The ARC Chair or a designee of the ACJS Executive Board will provide all the training of certification reviewers.
- III. Program Review Costs
 - A. Academic program review through ACJS shall cost \$200, which shall be credited to the Academy's budget, plus any reviewer(s)' travel expenses.
 - B. Honorariums for Program Reviewers will be equivalent to that of ARC Certification Reviewers. *(See Policy 401.02 for reviewer fee and travel costs.)*
- IV. The following provides an overview of the history, context, and details the procedures for Academic Program Review.

ACJS ACADEMIC REVIEW

From its inception as an academic discipline, criminal justice scholars have been debating the merits of accrediting, certifying or independently reviewing criminal justice academic programs. Originally, the debate began with the notion of accreditation but the lack of consensus thwarted these early efforts. Even though many of the issues were never completely resolved, they evolved over time and culminated in the only nationally recognized review process for criminal justice academic programs in the United States. This process was operationalized by the Academy of Criminal Justice Sciences in 1989 with the formation of the Academic Review Committee (ARC), which is a standing Committee of the Academy. Since then, ACJS has been busy providing a comprehensive and affordable process for reviewing criminal justice academic programs throughout the United States. There are two recognized ACJS Academic Review processes: Certification and Program Review. Explicit details about the ACJS Certification process are found on the ACJS website [www.acjs.org]. The purpose of this publication is to provide information about the program review process of academic review.

What is Program Review?

Periodically criminal justice programs (like all academic disciplines) are reviewed by individuals external to the host institution. ACJS provides a list of criminal justice academics who have been trained in ACJS Certification to serve as external reviewers for program reviews. They review the program in terms of the ACJS Certification standards (see ACJS website for the standards) **or** they may use any other local or state standards developed and adhered to by the institution. Thus, program review is an independent assessment of a program against a set of standards agreed to prior to review.

What are the components of Program Review?

Application
Program Self Study
External Review Team
Site Visit
Final Report

How does program review get initiated?

There is a program review application form that must be completed to initiate the program review process. A sample form with instructions is attached to this document. Program review consists of a self-study, *identification of standards to be used to conduct the program review*, establishment of external reviewers, site visitation, and final report. Each component is discussed below in detail.

Program Self-Study

After the application has been completed and received by ACJS, the Program Review begins with the Criminal Justice department or program conducting and writing a **self-study**. The contents of the self study will vary depending on the mechanism used to evaluate the program. If a program chooses to be reviewed using the ACJS Certification Standards then the program should develop a self-study that addresses the content areas found in the standards. If another criteria is being used (e.g., university program review standards; state standards), the program should address in the self-study the areas of review as stated in these guidelines or documents. [Note: ACJS no longer uses ACJS Minimum Standards for program review. The institution either uses the ACJS Certification Standards or something that the institution or state has put forth.] For example, it would not be unusual for an institutional program review to ask a program to conduct and write a self-study that addresses:

- 1) University Mission
- 2) Program or Department Mission
- 3) Enrollment Data
 - a. Number of Majors
 - b. Number of CJ Major Courses taught with semester enrollments
 - c. Number of CJ service courses taught with semester enrollments
- 4) Student Data
 - a. Retention Rates
 - b. Graduate Rates
- 5) Faculty Data
 - a. Credentials
 - b. Academic Profile
 - i. Courses Taught
 - ii. Publications
 - iii. Grants
 - iv. Service Activities
- 6) Budget
- 7) Library Resources
- 8) Space
 - a. Study space
 - b. Computer Labs/Facilities

Often Universities have established peer groups that serve as comparisons. A university may ask for a program review where the program is reviewed in comparison to another similar criminal justice program. In such cases, it would be the responsibility of the institution requesting the review to provide the comparable data from the peer institutions for evaluation.

The above are just examples of what may be contained in a program self-study. Unless otherwise requested, the self-study will follow the ACJS Certification standards. However, the program review process is very flexible and can accommodate a university requesting another criterion to be used in the evaluation. Before initiation of the review, all parties must agree on the criterion to be used to evaluate the program.

A self-study is designed to provide information about program characteristics, what the program hopes to accomplish, and an assessment of problems and solutions to achieve the program's goals. Many programs interested in a program review have conducted self-studies as part of their institution's accreditation process. If these self-studies are current, they can be used by the ACJS review team. However, programs without current self-studies are required to complete one. To help guide program self-studies, ACJS provides this advice:

1. a program mission statement that indicates how it relates to the mission of the university and its reporting bodies (e.g., department, college and/or division);
2. a historical discussion that highlights the evolution of the program from its inception to the current form;
3. a description of the faculty including qualifications (e.g., degrees, experience and expertise) and activities (seminars attended, research conducted, professional activities, and community service). This information should be couched in terms of the program mission statement. Programs that emphasize teaching will likely stress different faculty qualifications than those that emphasize training or research. All faculty vita should be attached to the self-study as an appendix;

4. description of the various types of academic programs (e.g., associate, baccalaureate, and graduate degrees as well as area concentrations) including information on how they related to one another. At a minimum, this description should include:
 - a. a statement of each program's objectives;
 - b. a demographic and academic profile of students in each academic program;
 - c. program mission requirements;
 - d. past, present and estimated future enrollments for each academic program;
 - e. a detailed discussion of the development of each program's curriculum;
 - f. an evaluation of each program's curriculum;
 - g. program assessment;
 - h. information regarding alumni satisfaction and placement for each program;

5. discussion of past (3 to 5 years), present and future (estimate 3 to 5 years) program workloads and resources in comparison to similar programs at the institution. This discussion should describe, compare, forecast and assess:
 - a. workload (e.g., student to teacher ratios, full-time equivalents, advising loads, and graduate assistantships);
 - b. opportunities for faculty research where it is part of the program mission;
 - c. the adequacy of the physical plant (e.g., classrooms, libraries, offices, and computer labs);
 - d. the adequacy of the library holdings (e.g., number of criminal justice journals, books, and the annual library budget devoted to criminal justice holdings);
 - e. the adequacy of budgetary resources. This description should include all monetary resources (e.g., general fund, grants, and contracts).

Applications for review of a single component of an academic program are strongly discouraged. Copies of the self-study must be sent to all program reviewers and the ACJS National Office at least fourteen days prior to the site visit.

Criteria Used to Conduct Program Review

Regardless of the mechanism used for program review, the self study should address the criteria used to evaluate the program. Unless otherwise determined, program review will be conducted using the ACJS Certification Standards. If other standards or guidelines are employed, it is the responsibility of the institution to make certain that the self study addresses the criteria established to review programs and that the review team is provided the guidelines with the self study.

External Review Team

The program will determine the number of external reviewers needed for the program review. However, no less than two reviewers, with one being the team captain, will be required to conduct the review.

The Academic Review Committee chair will identify a number of possible external reviewers depending on the type of program(s) to be reviewed (e.g., B.S., M.S., certificate program, combination of programs, etc), location of the institution, expected completion date of self study, expected date of site visit, and availability of the reviewers. The names will be submitted to the institution with an opportunity for the institution to strike any name without providing reason. The Chair will identify more potential reviewers than requested to allow institutions to strike names. After the names have been approved, the ARC chair will select the reviewers, pursuant to Section II.B., above.

The institution will determine the date of the site visit. All logistical expenses are to be paid by the institution prior to the review team coming to campus. The airfare, hotel accommodations, meals, etc should be pre-paid by the institution. The review team should only have minor incidentals like airport parking or taxi fares that should be paid by the institution after the site visit is completed. ACJS will bill the institution for the external reviewers' honorariums and ACJS will be responsible for paying the external review team.

The review team will be paid by ACJS after the final program review report is written and accepted by the institution.

Site Visitation

To prepare for the one to three day site visit, the review team must be provided with a copy of the institution's catalog and their self study.

Arranging the site visit involves developing an itinerary, which will include time for interviewing all members of the faculty, a sample of adjunct faculty (if they represent a significant proportion of faculty resources), students and administrators who are responsible for the day-to-day operations of the program or the program's plan. It is expected that the program will make all the arrangements for scheduled meetings. Finally, the itinerary should include time for the team to meet privately at the beginning and end of the site visit to coordinate, organize and share information.

Final Report

The review team report shall be drafted within one month of the site visit and will include and assess the:

1. consistency of the program in relation to stated goals;
2. adequacy of institutional support;
3. adequacy of organizational arrangements;
4. adequacy of the curriculum;
5. resources for the program in comparison to other programs of similar size and mission;
6. resources needed by the program and possible sources.

A draft report will be provided to the program to verify the accuracy of the information in the report. After allowing a program two weeks to make clarifications, the report will be finalized. The team's final report will be simultaneously submitted to the program, ARC Chair, ACJS Executive Director, and the ACJS National Office. If so desired, the program has two weeks to comment on the report in writing to the ARC Chair. These comments will be shared with the team and any response must be formulated and written within fourteen days.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ARC Reviewers and ACJS Membership	POLICY NUMBER: 400.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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Special Instructions: *Carried out by ARC Chair and Association Manager.*

All ARC reviewers shall maintain current membership in ACJS. Failure to maintain current membership shall result in their removal from the list of Board-certified ARC reviewers.

Once the Executive Board has approved and/or re-certified a panel of ARC reviewers, the ARC Chair shall notify those individuals whose membership in ACJS has lapsed that they have two (2) months to renew membership or they will be removed from the list of Board-certified ARC reviewers.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Academic Review Committee - Oversight Responsibility	POLICY NUMBER: 401.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 91-006 REVISED:
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I. Purpose

To provide oversight for the Academic Review process.

II. Policy

The Second Vice President is responsible for overseeing the Academic Review process and making reports to the Executive Board on a regular basis.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Academic Review Committee - Site Reviewer Fees for Certification Reviewers and Academic Peer Reviewers	POLICY NUMBER: 401.02 EFFECTIVE DATE: March 13, 2007 FORMERLY: N/A REVISED: March 13, 1999; March 13, 2007
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- A. The honorarium for members of an Academic Peer Review team or a Certification Review team shall be \$400 per day per person.
- B. The honorarium for the Team Captain of an Academic Peer Review team or a Certification Review Team shall be \$500 per day.
 - 1.) The Team Captain of the Academic Peer Review team or the Certification Review team shall have the additional duty of writing the final report for the visitation team.

The reviewer honorariums are in addition to the application fee and travel expenses. Reviewer honorariums for Certification Reviews are included in the initial fee paid by the institution.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Academic Review Contracts	POLICY NUMBER: 401.03 EFFECTIVE DATE: September 15, 2006; FORMERLY: N/A REVISED: September 15, 2006; August 28, 1999
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The Executive Board delegates to the Executive Director, President, First Vice President, and Second Vice President the authority to review and approve Academic Review contracts.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Confidentiality of Academic Review Committee Reports	POLICY NUMBER: 402.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 90-005 REVISED:
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I. Purpose

To establish policies and procedures for maintaining confidentiality of Academic Review Committee evaluations.

II. Policy

The Academic Review Committee reports shall be made available to individuals designated in the review contract. One copy of each report shall be retained at the National Office. The Academic Review Committee members shall maintain confidentiality of the report.

See Policy 101.01 V.A under Secretary's duties for how the Executive Board minutes will report actions related to institutions undergoing certification while at the same time abiding by the Confidentiality of ARC reports.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Technical Assistance Guidelines Prior to Program Review or Certification	POLICY NUMBER: 403.01 EFFECTIVE DATE: September 13, 2007 FORMERLY: REVISED: October 12, 2012
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I. Purpose

The purpose of technical assistance is to help colleges and universities have an understanding of what to prepare in completing an independent self-study for review *or* certification of its undergraduate and/or graduate criminal justice programs. The request may be specific (for example, How should we respond to a particular standard? Did we capture the correct evidence to establish that a standard has been met? Are our evidence-based indicators acceptable?) or broad (Will you comment on the gathering, analysis, and use of information in planning the self-study? Will you review the self-study document in its entirety?).

II. Policy

It is the policy of the Academy of Criminal Justice Sciences (ACJS) to provide an opportunity for colleges and universities to obtain technical assistance in completing an independent self-study for review *or* certification of its undergraduate and/or graduate criminal justice programs. See ACJS Academic Certification Frequently Asked Questions on the Web at www.acjs.org.

(a) Certified Reviewers

Technical assistance is provided by ACJS members who are trained and certified by ACJS.

(b) Caveat

- Providing technical assistance for either a program review *or* certification does not guarantee clearance through certification.
- Although technical assistance is provided by a certified reviewer, certification is conducted by a team of certified reviewers. The team may bring to light relevant issues not covered through technical assistance.
- The person or persons providing technical assistance will not be part of the review team and will not be part of the certification decision making process.
- The person providing technical assistance will make it clear to the institution that such assistance is not meant to be considered a review of whether any specific standard could or could not be met under an official program or certification review.

- The individual providing technical assistance is not allowed to make comments regarding the likelihood of the program receiving certification in any formal or informal communication with members of the institution at any time.
- The individual providing technical assistance will not, while providing technical assistance, create a conflict of interest that in any way comprises the integrity of ACJS and the review process. The responsibility to notify ACJS of any potential conflict of interest rests with the individual providing technical assistance to the institution.

c) Fees

- (i) Certified reviewer answers queries from his/her office with no travel involved: \$100 per day.
- (ii) Certified reviewer provides site visit: \$200 per day plus travel and hotel accommodations.
- (iii) Certified reviewer provides a combination of (i) and (ii): \$300 per day plus travel and hotel accommodations. (Travel and hotel arrangements are the responsibility of the institution.)

All financial agreements for technical assistance are to be between the institution and the individual providing assistance and not the Academy of Criminal Justice Sciences. The individual providing technical assistance shall not enter into any agreement or incur any obligations on ACJS's behalf.

ACJS recommends that the institution and the individual enter into an agreement based on the "Model Agreement for Technical Assistance" as defined in Policy 403.02.

(d) Further Information

For further information please contact the Executive Director of ACJS at execdir@acjs.org, or contact the ACJS Academic Review Committee Chair whose contact information is provided on the ACJS website at <http://www.acjs.org>.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES
Academy of Criminal Justice Sciences

SUBJECT: Model Agreement for Technical Assistance Prior to Program Review or Certification	POLICY NUMBER: 403.02 EFFECTIVE DATE: March 11, 2008 FORMERLY: REVISED: September 13, 2014
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I. Purpose

The "Model Agreement" is for use in conjunction with Technical Assistance as provided in ACJS Policy 403.01.

II. Policy

The "Model Agreement for Technical Assistance" will be provided on the ACJS website. ACJS recommends that the institution and the individual enter into this agreement prior to the delivery of Technical Assistance.

III. Use of the "Model Agreement"

The "ACJS Stipulations Regarding Technical Assistance" may not be modified in using the "Model Agreement."

Search the document for all beginning brackets "[" and insert the required information inside the brackets.

IV. "Model Agreement"

STATE OF MARYLAND
COUNTY OF PRINCE GEORGE'S

ACJS Recommended
Model Agreement for Technical Assistance Prior to Program Review or Certification Review

THIS AGREEMENT (hereinafter the "Technical Assistance Agreement") is made and entered into by and between [INSERT CONSULTANT'S NAME] (hereinafter referred to as "Consultant"), and [INSERT INSTITUTION'S NAME, ADDRESS] (hereinafter referred to as "Institution");

WITNESSETH

THAT WHEREAS, the Institution has engaged the above named Consultant to perform certain services;

WHEREAS, the parties hereto desire to reduce the terms of this agreement to writing;

NOW, THEREFORE, for and in consideration of the mutual promises to each other, as hereinafter set forth, the parties hereto do mutually agree as follows:

ACJS Stipulations Regarding Technical Assistance:

1. The Academy of Criminal Justice Sciences (hereafter known as ACJS) facilitates this assistance as a courtesy service for institutions currently seeking or that anticipate seeking ACJS certification at some future date.
2. Technical assistance is not intended to replace the Academic Peer Review service offered by ACJS, but can be engaged in prior to or following an Academic Peer Review.
3. Technical assistance is not intended to replace the Certification Review service offered by ACJS, but can be engaged in prior to a Certification Review or following a deferral resulting from a Certification Review.
4. To obtain technical assistance, the Institution contacted a certified trained reviewer using the list provided by the Chair of the ACJS Academic Review Committee.
5. Other than restricting Consultant activities as Certified Trained Reviewers in the ACJS Certification process, providing the model agreement, and setting the standard consultant fee structure, ACJS is not involved in the negotiation for technical assistance services or in the financial arrangements between the Consultant and the Institution.
6. Seeking technical assistance is not a prerequisite or requirement for the certification process.
7. Asking for or receiving technical assistance for either a program review *or* certification does not guarantee clearance through certification. Although technical assistance is provided by a certified trained reviewer, certification is conducted by a team of certified trained reviewers. The team may bring to light relevant issues not covered through technical assistance provided by a single reviewer.
8. Addressing and/or complying with the comments and/or recommendations made during or following technical assistance does not guarantee certification.
9. The Consultant providing technical assistance will not be part of the certification review team and will not be part of the certification decision making process for the Institution.
10. The Consultant is required to report the Institution and program name to the ACJS Executive Director and ACJS Academic Review Committee Chair at the time he/she is engaged to provide technical assistance.
11. The Institution and Consultant providing technical assistance understand that such assistance is not meant to be considered a review of whether any specific standard could or could not be met under an official program or certification review.
12. A certified trained reviewer providing technical assistance as a consultant for either a program review *or* certification can only provide general guidance and not specific recommendations.

13. The Consultant providing technical assistance is not allowed to make comments regarding the likelihood of the program receiving certification in any formal or informal communication with members of the institution at any time.
14. The Consultant providing technical assistance will not, while providing technical assistance, create a conflict of interest that in any way comprises the integrity of ACJS and the review process or otherwise provides to be detrimental to the interests of ACJS. The responsibility to notify ACJS of any potential conflict of interest rests with the Consultant providing technical assistance to the Institution.
15. The Consultant providing technical assistance shall not enter into any agreement or incur any obligations on ACJS's behalf or commit ACJS in any manner without the prior written consent of ACJS.
16. Financial arrangements are between the Consultant and the Institution. ACJS will not receive any portion of this transaction nor will ACJS be a party to the transaction. The Institution understands that the set honorarium for each technical assistance consultant used is as follows:
 - a. Consultant answers queries from his/her office with no travel involved will be paid by the Institution at \$100 per day. It should be noted that the ACJS Academic Review Committee Chair will answer questions about the certification process, standards, or documentation of evidence to support the standards at no charge.
 - b. Consultant provides site visit will be paid by the Institution \$200 per day plus all travel and hotel accommodations.
 - c. Consultant provides a combination of (1) and (2) will be paid \$300 per day plus travel and hotel accommodations. (Travel and hotel arrangements are the responsibility of the Institution.)

1.0 **SERVICES**

Consultant agrees to provide technical assistance to the *[Insert Program Name(s), Institution]* on *[Insert month, days, year for technical assistance]*. The Consultant is to provide technical assistance in the following areas: *[Insert expected services]*.

The Consultant declares that he/she has no other relationship to the program that would create a conflict of interest in performing this technical assistance service.

2.0 **PAYMENT**

- 2.1 Institution will pay the Consultant an honorarium of \$ *[amount]* for services rendered. Payment will be made following the completion of service.
- 2.2 Institution shall also reimburse the Consultant for out-of-pocket travel expenses to and from the Institution, if such travel is required. Reimbursement will be in accordance with the Institution's travel regulations in effect at the time of travel. Institution will provide the Consultant with relevant travel regulations prior to travel arrangements being made.

2.3 All travel scheduling arrangements must be handled between the Institution and the Consultant. ACJS is not involved in these arrangements.

3.0 **RELATIONSHIP OF PARTIES**

The Consultant is retained by the Institution only for the purposes and to the extent set forth in this Technical Assistance Agreement, and Consultant's relation to the Institution during the term of this agreement is that of an independent contractor. The Consultant shall not be considered as having an employee status or as being entitled to participate in any plan, arrangements, or distributions by the Institution pertaining to or in connection with any qualified pension plan or providing any other health or welfare plan with similar benefits for regular employees. The Consultant shall be personally responsible for the payment of any taxes due on any monies received from the Institution under this agreement.

4.0 **SAFEGUARDING DATA AND INFORMATION**

At all times, except as pertains to the ACJS Academic Review Committee and the ACJS Executive Director, subsequent to the date of this Technical Assistance Agreement, the Consultant shall keep confidential and shall not without the prior written permission of the Institution communicate, publish, or otherwise disclose to, or use for the benefit of any person, institution, or other entity, any confidential or proprietary information disclosed to the Consultant by the Institution or learned by the Consultant during the course of performing the services as outlined in this Technical Assistance Agreement. For purposes of this agreement, confidential or proprietary information shall not include any information which is known by and readily available to the general public other than as a result of any breach of this agreement.

Anonymity of Institution and Program

To protect the identity of institutions and programs seeking technical assistance, the site, program, and institution under review shall remain confidential information. However, the Consultant is authorized, on a "need to know" basis only, to provide information regarding the city, state, dates of travel, and method of transportation with the disclaimer that this is confidential information. In all possible cases, the Consultant should avoid providing this confidential information even when the "need to know" can be justified. Conflicts on the anonymity issue should be directed to the ACJS Academic Review Committee Chair for resolution.

As stated earlier in this agreement, the Consultant is required to report the Institution and program name to the ACJS Executive Director and ACJS Academic Review Committee Chair at the time he/she is engaged to provide technical assistance. Such reporting is not considered a breach of confidentiality.

5.0 **INABILITY TO PERFORM**

In the event that the performance of any of the covenants of the Technical Assistance Agreement is prevented by acts of God, inclement weather, physical disability, the acts and regulations of public authorities, strike, civil tumult, war, epidemic, interruption or delay of transportation service, hostile foreign action, nuclear explosion or any cause beyond the reasonable control of the Institution or the Consultant, both the Institution and the Consultant shall be relieved of their obligations hereunder with respect to this engagement and shall be under no obligation to reschedule the performance(s) so prevented. Should the Consultant fail to perform for any reason other than those specified herein, the Consultant agrees to reimburse the Institution for costs contracted for prior to such failure to appear.

6.0 **TERMINATION**

If, through any cause, the Consultants shall fail to fulfill in timely and proper manner the obligations under this agreement, the Institution shall thereupon have the right to terminate this Technical Assistance Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof. Notwithstanding, the Consultant shall not be relieved of liability to the Institution for damages sustained by the Institution by virtue of any breach of this agreement, and the Institution may withhold any payment due the Consultant for the purpose of set off until such time as the exact amount of damages due the Institution from such breach can be determined.

7.0 **MODIFICATION OF AGREEMENT**

7.1 This Technical Assistance Agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and suspend all prior oral or written statements or agreements.

7.2 This Technical Assistance Agreement may be amended only by written amendments duly executed by the Institution and the Consultant.

8.0 **JURISDICTION**

It is agreed between the parties hereto that the place of this Technical Assistance Agreement, its situs and forum, shall be Prince George's County, Maryland, and in said County and State such matters, whether sounding in contract or tort relating to the validity, construction, interpretation, and enforcement of this agreement, shall be determined.

IN WITNESS THEREOF, the authorized representatives of the parties have executed this Agreement on this the [#] day of [Month, Year].

9.0 **ENTIRE AGREEMENT**

This Technical Assistance Agreement constitutes and expresses the entire agreement and understanding between the parties. All previous discussions, promises, representations, and understandings between the parties relative to this agreement, if any, have been merged into this document.

10.0 **CONFLICT OF INTEREST**

The Consultant certifies that he/she has no potential conflict of interest in providing Technical Assistance to the Institution.

INSTITUTION

By _____
(Signature)

[Typed Name]
[Typed Position]

[INSERT CONSULTANT NAME]

By _____
(Signature)

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Sections	POLICY NUMBER: 500.01 EFFECTIVE DATE: September 15, 2006 FORMERLY: 89-004 REVISED: September 18, 2015; October 12, 2012; September 15, 2006; August 28, 1999
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- I. Any Section created within the Academy will be a subsection of the Academy and as such will have no more authority than that which is given to it by the ACJS Executive Board. Furthermore, all Sections will report and be accountable to the Executive Board.

A Section may not adopt any rule, regulation, or policy which violates the Academy's Constitution, By-Laws, or Policies as promulgated by the Executive Board.

A Section may be dissolved by a majority vote of the Executive Board when it is unable to sustain sufficient activity or it conflicts with the goals or activities of the Academy.
- II. When organized, Sections will represent major professional or discipline interests which are subsumed within criminal justice. Sections shall be open to all members of the Academy.
- III. Creating a Section
 - A. Those interested in creating a Section shall provide the Executive Board with a petition containing at a minimum 100 signatures of current Academy members who express an interest in developing and joining a Section. The petition shall also contain a title for the Section (to be appended with "A Section of the Academy of Criminal Justice Sciences"), a statement of purpose, and the name of the Academy member(s) who will represent petitioners in future communications.
 - B. Once submitted, the Executive Board shall review the petition to ensure it is proper; an appropriate number of names are included; the statement of purpose does not conflict with the goals of the Academy or an existing Section; and the title reflects the general direction and interests of the proposed Section.
 - C. At the next meeting of the Executive Board, the Board will vote to accept or reject the Section.

IV. Initiating a Section

If the Section is approved, a general meeting of ACJS members who are interested in joining the Section will be called. This meeting will be held in conjunction with the Academy's Annual Meeting.

The members will select a Steering Committee composed of three (3) to seven (7) persons. Selection will be achieved through nominations from the floor and voting by the members present at the meeting.

The Steering Committee will prepare or cause a Section constitution to be prepared which will include the following minimum elements:

1. Statement of purpose
2. Selection of officers and their terms
3. Standing committees
4. Election procedures
5. Meetings
6. A statement requiring all members of the Section to be members of the Academy

The Constitution and By-Laws of the Corrections Section shall be used as the model for all future Sections when a Section is being created and when by-law modifications are being considered.

Once the constitution is completed, it will be submitted to the Academy Executive Board for approval. If the constitution is approved, it will be submitted to the Section members for approval.

The Steering Committee will initially serve as the Section's Nominations and Elections Committee. The Committee will advertise for nominations for officers and be responsible for holding an election. The election will be conducted by mail ballot using a list of ACJS members who have expressed an interest in the Section either by signing the petition, attending the initial meeting, or by contacting the Steering Committee.

The Academy Treasurer is responsible for the collection of, and accounting for, any Section dues and other monies. All Section monies shall be deposited at the National Office (refer to Policy 501.01, 501.02, and 501.03 for more information).

VI. The Editor of *ACJS Today* shall make reasonable space available for Sections to inform the general membership of activities and events.

VII. A Section may not levy or collect dues, publish or manage a journal, enter into contracts, hold annual meetings or conventions, or give awards or other honors without ACJS Executive Board approval.

1. Once a Section journal contract is approved by the ACJS Executive Board, the Section will be responsible for selecting the editor and editorial board, establishing the publication policies, operating the journal in compliance with the approved contract. All subsequent contracts must be approved by the ACJS Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Section Requirements	POLICY NUMBER: 500.02 EFFECTIVE DATE: March 19, 2007 FORMERLY: 95-021 REVISED: March 19, 2007; August 28, 1999, March 1, 2011; October 12, 2012
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I. Requirements

- A. The National Office will build into its calendar an annual distribution of the Executive Board policies and other relevant material to Sections' leaders. This should occur immediately after the Spring Annual Meeting.
- B. Sections must submit a written report to the Association Manager at least three (3) weeks prior to the Tuesday board meeting held in conjunction with the Spring Annual Meeting. The written report must include: a current listing of names and contact information of all Section officers, accomplishments over the past year, any action items for the Executive Board to consider, and the Section's annual budget for the next fiscal year. Written reports must be submitted electronically.
- C. At the Section meeting held during the Annual Meeting, each Section shall establish priorities for the Section in the coming year and submit same in writing to the Executive Board for approval prior to taking action on said priorities. The Section must notify the Association Manager after the Annual Meeting of any section officer changes.
- D. Sections must submit a second report of their accomplishments in August to the Association Manager prior to the Executive Board's mid-year meeting typically held in September. The report shall be in writing and follow the format used in annual meeting reports.
- E. The National Office will develop a submission calendar and a uniform format for submission of all Section reports, which will be distributed to the Sections with the Board policies as provided in [A] above.
- F. Sections shall also notify the National Office in writing whenever Section officers change.
- G. All Sections shall observe ACJS Affirmative Action Policy 104.01.

II. Failure to Meet Requirements:

- A. When the ACJS Executive Board determines that a Section has failed to follow the requirements adopted, the Section shall be placed on probation.
- B. Sections placed on probation and still in non-compliance after a period of one year (12 months) shall be decertified by the Board.
 - In cases of decertification, all funds collected by the Section shall revert to the Academy.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Petitions for Creating a Section	POLICY NUMBER: 500.03 EFFECTIVE DATE: September 15, 2006; FORMERLY: 90-007 REVISED: September 15, 2006; August 28, 1999
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Individuals who sign petitions for the creation of a Section, should do so with the intent of joining said Section.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Sections - Financial Status	POLICY NUMBER: 501.01 EFFECTIVE DATE: September 15, 2006; FORMERLY: 92-005, 89-004 REVISED: September 15, 2006; August 28, 1999
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The Academy shall maintain records of the revenues and expenses for Sections as separate line items of the Academy budget in conjunction/coordination with Chairs of respective Sections. Sections are not allowed to operate at a deficit. Any monies remaining in a Section's account at the end of the fiscal year shall be carried forward into the next fiscal year.

The Section Treasurer shall report the financial status of the section to the Section Chair twice yearly, at the close of the mid-year and Annual Meetings of the Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

National Office - Section Financial Relations	POLICY NUMBER: 501.02 EFFECTIVE DATE: March 21, 2000 FORMERLY: N/A REVISED: March 21, 2017; September 18, 2015; March 13, 2012; September 16, 2011; February 23, 2010; March 9, 2004
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I. Purpose

To establish policy and procedures for what financial and manpower assistance the National Office will provide to Academy Sections.

II. Policy

The National Office will attempt to assist the individual Sections in conducting the business of the Section. In some cases the Office will provide assistance at no charge. Other activities will be billed to the Sections at the same rate as assessed to other organizations. The schedule provided below outlines the gratis and charged services.

A. Free services/items:

- 1) Conducting the annual election
 - a) The National Office shall design the online ballot, announce the election to Section members, and forward the results to the chair at the conclusion of the election.
 - b) The Section shall provide the names of the candidates and candidate statements for the online election ballot design.
- 2) Processing the section budget- The National Office shall receive revenue, maintain accounts, pay bills, prepare checks for monetary section awards, and printing of tickets for section events when a fee is charged for attendance.
- 3) Technical assistance and advising (e.g., budget preparation questions, and advice on menu selections/order numbers, if requested, for receptions).
- 4) A table in or near the Exhibit Hall at the Annual Meeting for display of section information.
- 5) Emails to the entire ACJS membership when requested.
- 6) Space in *ACJS Today* for section announcements.
- 7) National Office will provide templates for section reports and section budgets, and all ACJS policies pertaining to sections immediately following each annual meeting.
- 8) Copies of past Board reports provided upon request.
- 9) Public section page on the ACJS website for section information, newsletters, photographs, etc. Sections provide information to be posted to the National Office. A section members-only area will also be designated for each section so that section officers can email members, post announcements, and view section member information.

B. Services for which a fee will be charged (all out of pocket expenses must be borne by the Sections):

- 1) Costs of booths at the Annual Meeting

2) Printing – including Production of any Board meeting materials once onsite at the Annual Meeting.

No other services will be provided to the sections by the National Office.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Section Budgets and Carryover Funds	POLICY NUMBER: 501.03 EFFECTIVE DATE: March 5, 2002 FORMERLY: N/A REVISED:
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Sections must submit a balanced budget for Executive Board approval prior to spending funds in a fiscal year. Up to 50% of carryover funds or reserves from prior years may be used as revenue or to balance a budget in a subsequent year.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Section Elections	POLICY NUMBER: 502.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 94-004 REVISED: March 13, 2012
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If mail is used, all ballots from Sections elections shall be returned and counted at the ACJS National Office.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Section Authority and Limitations	POLICY NUMBER: 503.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-012 REVISED:
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ACJS Sections are encouraged to affiliate with appropriate journals with prior ACJS Executive Board approval. However, Sections may not assume financial responsibility for a journal.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Section Publications	POLICY NUMBER: 503.02 EFFECTIVE DATE: September 15, 2006 FORMERLY: 91-010 REVISED: September 15, 2006; August 28, 1999; March 1, 2011
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All Sections shall provide a copy of the Section newsletter and journal(s) to the National Office upon publication.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Police Section Newsletter	POLICY NUMBER: 503.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-018 REVISED:
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The publisher of *Police Forum* shall be permitted to store and sell, at a reasonable rate, any excess copies of the newsletter produced through the normal process of publication. This permission shall be subject to annual review by the Police Section Executive Board based on financial report from the publisher specifying the number of copies sold each year and the revenue received.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Section Awards	POLICY NUMBER: 504.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-020, 94-006, 92-005 REVISED: October 12, 2012
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I. Purpose

To establish policy and procedures for Section awards.

II. Policy

The policy and criteria for Section awards must be forwarded to, and approved by, the ACJS Executive Board before any award may be given.

III. Solicitation of Nominations

- A. The Section shall solicit annually nominations for Section awards through at least one direct mail announcement in envelopes containing no other material or other such venues as the Section deems viable.
- B. It is required that all nominations submitted to the Section be by letter which describes the qualifications of the nominee. Nominations for paper awards must include a copy of the nominee's writing.

IV. Review and Recommendation of Nominees

- A. All members of the Section's Award Committee shall review each written nomination of the respective awards subcommittees.
- B. Recommendation of a nominee for any award for the Section to the ACJS Executive Board shall be by majority vote.
- C. Recommendations from the Section shall be made in writing to the ACJS Executive Board by December 1 of each year.
- D. The Section may report the numerical tally of votes for any award nomination. The Section may include written, minority reports with their recommendations to the Executive Board.

V. Confirmation of Awards

- A. To be awarded, recommended awards must be confirmed by a majority vote of the ACJS Executive Board prior to making awards.
- B. Sections shall not establish and issue awards until the Section submits the process for award selection to the Board, and such is approved consistent with other Sections' procedures and existing Board policy.

VI. Announcement of Awards

- A. All Section awards shall be made at Section meetings.
- B. Award recipients will be announced at the ACJS Awards Ceremony.

VII. Affirmative Action

All actions by the Section in the solicitation, nomination, recommendation, and award of Section awards shall proceed in compliance with ACJS Policy 104.01 on Affirmative Action.

VIII. Exclusion

Sitting Section Board members and Section Awards Committee members are not eligible for Section awards.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Relation of Sections to Program Committee	POLICY NUMBER: 505.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 94-009 REVISED:
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1. It is the policy of the Academy to encourage and promote diversity in Academy activities.
2. Sections are encouraged to generate thematic panels, workshops, roundtables, author-critiques, and other participation opportunities reflecting the interest of the Section, and to enhance attendance of Section members at the Annual Meeting.
3. Sections may ordinarily identify panels and items in the Annual Meeting program of interest to their membership.
4. Academy special interest groups other than Sections may generate thematic panels, workshops, roundtables, author-critiques, and other participation opportunities reflecting their interests, and to enhance attendance of their group members at the Annual Meeting.
5. Standing Committees may generate thematic panels, workshops, roundtables, author-critiques, and other participation opportunities reflecting Committee duties.

Approved by ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Regional Organization	POLICY NUMBER: 600.01 EFFECTIVE DATE: Adopted February 3, 1979, March 14, 1981, March 22, 1982, August 28, 1999 FORMERLY: 81-001, 80-002, 79-001 REVISED: March 16, 2012; March 13, 2012; September 16 2011; May 14, 2010; February 28, 2006 ; March 21, 2006
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I. Policy

A. ORGANIZATIONAL RELATIONSHIP

Regional organizations may be come associated with the Academy of Criminal Justice Sciences (ACJS) through the following procedures.

B. REGIONAL BOUNDARIES

Regional organizations should adopt the following names and should include the following:

Region 1: Northeastern Association of Criminal Justice Sciences

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont.

Also, the Canadian Provinces of: New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec.

Region 2: Southern Criminal Justice Association

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.

Also, Puerto Rico and the Virgin Islands.

Region 3: Midwestern Criminal Justice Association

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

Also, the Canadian Provinces of Manitoba and Saskatchewan.

Region 4: SOUTHWESTERN ASSOCIATION OF CRIMINAL JUSTICE

Arizona, Arkansas, Colorado, New Mexico, Oklahoma, Texas.

Region 5: WESTERN ASSOCIATION OF CRIMINAL JUSTICE

Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.

Also, the Canadian Provinces of Alberta and British Columbia; and the Pacific Territories and Possessions.

C. PURPOSE

The purposes of the regional organizations should be consistent with those of ACJS.

D. MEMBERSHIP

Regional membership eligibility should be consistent with membership policies of ACJS.

E. FINANCIAL RELATIONSHIP

ACJS assumes no financial liability for any debts incurred by a regional organization, and each regional organization must agree to hold ACJS harmless from any liabilities whatsoever which might arise from any action initiated by the regional organization.

F. ELECTION OF REGIONAL TRUSTEES

1. Each region shall elect one (1) "Regional Trustee" to serve on the Executive Board of ACJS. The ACJS Nominations and Elections Committee shall conduct the nomination, petition, and elections process for Regional Trustees.

2. All candidates shall have been members of ACJS and their regional organizations (if an affiliated regional organization exists) for a full year immediately preceding their candidacy and members of the Academy and their respective regional association at the time the election is held.

3. Regional Trustees must remain members in good standing of ACJS and their respective regional associations throughout their term of office.

4. Only ACJS members from the respective regions will be eligible to vote for the regional trustee.

G. TERM OF OFFICE OF REGIONAL TRUSTEE

The term of office shall be for three (3) years, except the initial term may be one (1), two (2), or three (3) years determined by lot. After the initial election, two (2) regional trustees will be elected each year.

H. RESIDENCY OF REGIONAL TRUSTEE

Regional Trustees shall have their professional employment affiliation in the region from which they are elected and shall hold their offices only so long as they continue to have their professional employment affiliation in their respective regions and meet all of the above criteria. Regional trustees vacate their positions when they move their residence or professional employment affiliation outside the region.

When the remaining term of office is less than one (1) year, the regional organization may invoke the exception to policy in Section J.

I. VACANCIES IN POSITION OF REGIONAL TRUSTEE

In the event of a vacancy in the position of regional trustee, the regional organization shall select a trustee who meets the eligibility criteria to fill the unexpired term.

Exception to policy: When the vacancy has been created due to a move in residency or professional employment affiliation of the Regional Trustee and the Regional Trustee has less than one (1) year remaining in his or her term at the date of the move, the regional organization may choose to have the current Regional Trustee remain in the position until the conclusion of his or her term of office.

J. DUTIES OF REGIONAL TRUSTEES

The Regional Trustee shall serve a liaison between the regional organization and ACJS. The duties of the Regional Trustee shall include, but not be limited to, providing effective communication between ACJS and the regional organization, and encouraging membership and participation in ACJS by members of the regional organization in all matters of mutual interest.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Regional Trustees' Attendance at Regional Meetings	POLICY NUMBER: 601.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED: August 16, 2013
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The Executive Board expects that Regional Trustees will attend their respective regional meetings, and provides up to \$1,000 in cost reimbursement for their attendance at such meetings. Reimbursement shall be only upon submission of receipts to the National Office.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Regional Trustees' Obligations	POLICY NUMBER: 601.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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Page 1 of 1

Special Instructions: See also policies 101.01-Duties of Officers and 103.01-Reports.

All Regional Trustees shall provide a list of their regional officers, including their address and telephone numbers, within 30 days of their respective regional meetings.

Approved by the ACJS Executive Board

ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Selection of ACJS Editors	POLICY NUMBER: 700.01 EFFECTIVE DATE: February 26, 2010 FORMERLY: 93-011 REVISED: December 10, 2015; August 27, 2012; March 16, 2012; March 13, 2012; February 26, 2010; July 24, 2009; August 28, 1999
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Policy: This policy applies to the selection of ACJS editors for all ACJS edited publications.

Appointment of the Editor Search Committee is covered in Policy 308.01. Responsibilities of the Chair of the Editor Search Committee are specified in the applicable section of Policy 101.01.

Editor Search Committees shall advise applicants of the eligibility and selection criteria and other relevant publication policies at the time of application and/or in the call for editor candidates.

The general duties and responsibilities of ACJS editors are delineated in Policy 700.02.

I. Editor Eligibility and Selection Criteria

In assessing the applications, the following criteria should be considered:

1. Demonstrated record of scholarly activity as measured by such indicators as publications in refereed journals, book publication, and research. When selecting *Justice Quarterly (JQ)* and *Journal of Criminal Justice Education (JCJE)* editors, strong preference will be given to applicants who have published their research and scholarly activities in the journal he/she seeks to edit.
2. Prior editorial experience as measured by such indicators as editorial responsibility for other scholarly publications and past experience as a referee or associate/deputy editor of an academic journal, or other editorial experience demonstrating the applicant's ability to implement and maintain the integrity of blind review, to improve or maintain the quality of the publication, to communicate effectively, and to behave in a professional manner that is supportive of the mission and goals of the ACJS and consistent with the ACJS Code of Ethics.
3. Commitment to the ACJS Code of Ethics particularly to Section III.C. regarding research and publication.
4. Earned Ph.D. or terminal degree in area of specialization.
5. Senior (associate or above) academic rank at host institution for editing journals.

Academic rank at host institution is not a consideration for editing newsletters.

6. Formal declaration of support from host institution, to include faculty release time, and other supportive services that the institution will commit to the editorship.
7. To be considered for the position of an ACJS editor, the applicant must be a member of ACJS in good standing for three (3) continuous years at the time of application.
8. Co-editorships of journals shall not be considered, and the same shall be indicated in the call for applicants/advertisements.
9. Sitting Executive Board members are not eligible to be selected as editor of *Justice Quarterly*, the *Journal of Criminal Justice Education*, *ACJS Today*, or any other ACJS publication.
10. Upon assuming their editorial position, the editors of *Justice Quarterly* and the *Journal of Criminal Justice Education* may not be an editor of any other academic journal.
11. Excluding *Justice Quarterly* and the *Journal of Criminal Justice Education*, any editor appointments for contributors, columnists, or similar positions who are to be listed on the published editorial staff of the publication shall first be submitted to the Executive Board for approval.

II. Selection Process:

The selection process involves three main steps:

- A. An initial review and evaluation of the candidate's applications;
- B. A telephone interview via conference call with leading candidates at the end of which a simple majority vote is taken on the candidates; and
- C. A final decision by the ACJS Executive Board.

The Search Committee Chairperson has the discretion to solicit applications and to answer questions interested scholars might have about the editor's position and the selection process.

III. Initial Review and Evaluation:

- A. At the close of the application deadline, the Committee Chairperson copies and sends each application to the Committee members (or arranges to have the ACJS National Office perform this task).
- B. Each Committee member also receives an "Applicant Rating Form" that lists the criteria for the editor's position and asks the member to rank order his or her top three choices for the editor's position (or top two choices if the applicants number only two). See attached sheet.

- C. To score the rating form, a candidate is given three (3) points for a "first choice," two (2) points for a "second choice," and one (1) point for a "third choice."
- D. This rating is used to decide on the top three (3) candidates, who then move on to the second stage.
- E. If there is a tie for the third position among candidates, then more than three (3) can move to the second stage. Alternatively, if the top two (2) candidates far outdistance all other candidates, then the Committee has the discretion to have only two (2) candidates move on to the second stage. However, the Committee must vote to approve interviewing less than three (3) candidates (assuming that at least three (3) applications have been received).
- F. After the votes rank-ordering candidates are tallied, the Chairperson must inform all members of the Committee of the outcome of the voting.

IV. Telephone Interview and Vote:

- A. It is the duty of the Committee Chairperson to schedule a teleconference call. This call must include all Committee members and all three (3) candidates who have moved on to the second stage in the review process. The call may be arranged through the ACJS National Office.
- B. The structure of the conference call is as follows:
 - 1. Fifteen minutes of discussion among the Committee members.
 - 2. A 20-minute interview with each candidate (with candidates joining the call only for the period in which they are interviewed).
 - 3. In the interview, each Committee member will ask one (1) question at a time; there will be a round-robin question-and-answer period until the time expires or no more questions are forthcoming.
 - 4. In the interview, Committee members should attempt to ask each candidate a set of uniform questions (e.g., about editorial philosophy, institutional resources, plans for a fair and expeditious review process). Preferably, these questions should be developed in advance of the interview. Of course, asking all candidates a set of uniform questions in no way precludes asking questions that relate to the specific aspects of a given candidate's editorial application.
 - 5. After all interviews are completed, the Committee will then remain on the telephone. There will be a discussion of the candidates. Then a final vote will be taken on which one candidate they choose to recommend as editor.
- C. In this vote, candidates are not rank-ordered. Rather, each Committee member casts a single vote for his or her choice as editor; abstentions are not permissible. If there is a tie vote, the candidate receiving the lowest vote total is eliminated from the competition, and the Committee once again votes. Since all Committees have an odd number of members, a decision will be forthcoming.

- D. Following the vote, it is the Chairperson's responsibility to:
1. Notify the Executive Board of the Committee's recommendation, with the clear caveat that this recommendation is advisory to the ACJS Executive Board and potentially subject to change. Applicants not interviewed should also be notified at this time.
 2. Write a report that summarizes the committee's rationale for the preferred candidate. The report should also reflect minority viewpoints on the committee. The report should be shared with all committee members, and members have the right to submit dissenting opinions.
 3. Forward the report and any dissents to the ACJS National Office, who will then forward this material to the ACJS Executive Board.

V. ACJS Executive Board Decision:

- A. At the meeting at which the Committee's recommendation is considered (if not in advance of this meeting), each Executive Board member should be provided with a copy of the Committee report, including dissents. Candidates' applications will be available at the Board meeting in which a decision is to be made. Any member of the Board can, upon request to the National Office, receive a copy of applications in advance of the meeting.
- B. The ACJS Executive Board votes to approve or not approve the Search Committee's recommendation for editor.
- C. If the Board votes not to accept the recommendation, it can choose to do one of the following:
 1. Choose the editor from all the candidates presented by the Search Committee. The editor will be chosen by a vote of the Executive Board, with each member voting for a single candidate. To be selected as editor, a candidate must have a majority of votes from those present at the meeting. If a majority is not achieved on the first ballot, the candidate with the lowest vote total will be eliminated, and the vote retaken. This process will be repeated, ballot by ballot, until a candidate is chosen. OR:
 2. Instruct the Search Committee to re-open the editor search process. In this case, given time constraints, the Board may also choose to appoint an interim editor to serve in the position until the editor is selected.
- D. After the decision is made, the Chairperson of the Search Committee should inform the candidates of the Executive Board's decision.
- E. In the event the Executive Board does not accept a recommendation of the Search Committee, an *ad hoc* committee consisting of four (4) Board members will be appointed to craft a letter detailing the logic for the Board's decision. The letter will be: (1) written only at the formal request of an individual not selected, (2) subject to Board approval, and (3) pursuant to such approval will be shared with the individual making the request.

VI. Vacancy in Editor Position

In the event of a vacancy in the position of an ACJS Editorship, the Executive Board of the ACJS has the authority to appoint an interim editor up to the expiration of the existing term. In all cases where possible, the outgoing editor shall ensure an orderly transfer.

VII. Extension of Editor Term

At the end of the editor's term, and after the Executive Board's evaluation of the original search criteria, original editorial goals proposed by the current editor, publisher reports, and any other pertinent information, the Executive Board may appoint the current editor for one full additional three (3) year term. The President will solicit from the current editor an indication of interest in continuing prior to constituting a search committee. At the end of the editor's second term, an editor search shall be conducted pursuant to this policy.

Approved by the ACJS Executive Board
ACJS President

APPLICANT RATING FORM

First Choice:

Second Choice:

Third Choice:

In assessing the applications, the following criteria should be considered:

1. Demonstrated record of scholarly activity as measured by such indicators as publications in refereed journals, book publication, and research. When selecting *Justice Quarterly* and *Journal of Criminal Justice Education* editors, strong preference will be given to applicants who have published their research and scholarly activities in the journal he/she seeks to edit.
2. Prior editorial experience as measured by such indicators as editorial responsibility for other scholarly publications and past experience as a referee or associate/deputy editor of an academic journal, or other editorial experience demonstrating the applicant's ability to implement and maintain the integrity of blind review, to improve or maintain the quality of the publication, to communicate effectively, and to behave in a professional manner that is supportive of the mission and goals of the ACJS and consistent with the ACJS Code of Ethics.
3. Commitment to the ACJS Code of Ethics particularly to Section III.C. regarding research and publication.
4. Earned Ph.D. or terminal degree in area of specialization.
5. Senior (associate or above) academic rank at host institution for editing journals.

Academic rank at host institution is not a consideration for editing newsletters.
6. Formal declaration of support from host institution, to include faculty release time, and other supportive services that the institution will commit to the editorship
7. To be considered for the position of an ACJS editor, the applicant must be a member of ACJS in good standing for three (3) continuous years at the time of application.
8. Co-editorships of journals shall not be considered, and the same shall be indicated in the call for applicants/advertisements.
9. Sitting Executive Board members are not eligible to be selected as editor of *Justice Quarterly*, the *Journal of Criminal Justice Education*, *ACJS Today*, or any other ACJS publication.
10. Upon assuming their editorial position, the editors of *Justice Quarterly* and *Journal of Criminal Justice Education* may not be an editor of any other academic journal.

Please return by (Insert appropriate date - January 1st for JQ/JCJE). If more convenient, the rating can be sent by fax (xxx-xxx-xxxx). See my letter for everyone's numbers. Thanks!

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Editors - General Duties	POLICY NUMBER: 700.02 EFFECTIVE DATE: February 26, 2009 FORMERLY: 95-002 REVISED: September 13, 2014; August 27, 2012; March 13, 2012; February 26, 2010; July 24, 2009; August 28, 1999
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This policy applies to all ACJS edited publications. The policy is specifically applicable to ACJS journals. Editors of other ACJS publications should use all relevant parts of the policy.

ACJS editors are responsible for three (3) complete volumes of the publication. The term begins with transition and ends with the publication of the final issue of the third volume.

ACJS journals adhere to a rigorous blind peer-review process. Journal editors are responsible for implementing and maintaining the integrity of blind review.

I. Reporting Requirements:

- A. The editor will submit a report on the status of the publication one (1) month prior to the ACJS Executive Board's: a) mid-year meeting and b) meeting at the annual ACJS conference.
- B. The report should provide a complete account of the status of each manuscript submitted for publication during his or her editorship. This account should include: a.) the number of manuscripts submitted, b.) the number of submissions rejected without review, and c.) the number of manuscripts sent out for review. Of those manuscripts entering the review process, information should be furnished on the number of manuscripts: a.) that were rejected, b.) received a revise and resubmit decision, and c.) were accepted for publication.
- C. The report should note the average length of time it has taken to review manuscripts submitted for publication as journal articles. This time should be calculated as the period extending from: a.) date an article is received in the editorial office to b.) the date on which a letter of editorial decision is sent to the author. It is expected that the average period for the review process should be 10 to 12 weeks. If the review process is not conforming to this expectation, the editor's report should: a.) explain why a lengthier review process has occurred and b.) list a plan for administering a process that reviews manuscripts more expeditiously.
- D. The report should provide a complete account of the status of all other types of manuscripts submitted (e.g., invited review essays, book reviews, comments/rejoinders, special features).
- E. The report should list the table of contents of the publication for future issues that have already been formulated. All other manuscripts accepted for publication should also be listed.

- F. The report should provide an account of the status of the publication's production schedule: that is, are the issues being published on schedule? Delays in meeting the normal publication schedule should be explained and a plan should be presented on how the production process will be placed back on schedule.
- G. The report should discuss any special problems or, alternatively, prospects that pertain to the publication.
- H. The report should present for the ACJS Executive Board review, and if necessary for Board approval, any major departures that the editor plans to implement with regard to: a.) the editorial process, b.) the production of the journal, and c.) the contents of the journal. Although the Executive Board grants the editor wide discretion in administering the journal, it is the editor's obligation through his or her reports to keep the Board fully apprised of all aspects of the journal.
- I. The report should present for Board approval any "special issue" planned for the journal. The report should explain when the issue will appear, the rationale for the issue, whether articles will be peer reviewed or a rationale for not doing so (it is generally expected that articles submitted to ACJS journals will be subjected to external blind peer-review).
- J. Guest editors must be approved by the ACJS Executive Board prior to their beginning work on a special issue. Guest editors must be current members of ACJS in good standing for three (3) continuous years at the time that they are nominated by the current journal editor to serve as a guest editor.
- K. After assuming the editorship, the editors' first report to the Executive Board should detail:
 - a) The review process that will be employed (e.g., selection of reviewers, number of reviewers used to evaluate a submission, plans for keeping authors fully informed of the status of their manuscripts), and
 - b) The production process that will be employed (e.g., copy editing, plans for authors to review their copy-edited manuscripts/page proofs).

II. Editorial Control of ACJS Publications

- A. Editors of *Justice Quarterly* and the *Journal of Criminal Justice Education* shall have complete autonomy and final authority over the content of their publications.
- B. The Editor of *ACJS Today* has some autonomy in this area. At the same time, due to the nature of this publication, the editor is required to publish newsletter-related events and information as so designated by the ACJS President and the ACJS Executive Director.
- C. The editor may independently reject submissions deemed inappropriate for the publication based on content or quality and is under no obligation to send all submissions out for review.

- D. The editor is under no obligation to accept every manuscript that received three (3) favorable publication recommendations. The editor may elect not to accept a manuscript for publication despite three (3) favorable recommendations for reasons including but not limited to: page space limitations, potential impact on the field, and relationship to other manuscripts selected for publication.
- E. Executive Board members shall have no communication with editors about specific editorial decisions or manuscripts undergoing review. Executive Board members may, however, make purely routine inquiries about the status of their own manuscripts under editorial consideration.
- F. The Executive Board has the authority to review the Ethics Committee's disposition/sanctioning of plagiarism complaints and any other ethics claims involving ACJS publications.
- G. The call for papers and the initial letter to the submitting author shall remind the author that ACJS publications adhere to the ACJS Code of Ethics. By submitting a manuscript the author is agreeing to abide by the ACJS Code of Ethics and to come under its jurisdiction as it relates to research and publication.
- H. Where there is a substantiated belief on the part of an editor that any research misconduct has occurred, including but not limited to plagiarism, the editor has the obligation to pull the paper from review and forward the matter to the ACJS Ethics Committee, but otherwise will leave the question of further sanctions to the discretion of the Ethics Committee. While non-members of ACJS are not directly subject to Ethics Committee sanctions, the committee shall nonetheless have jurisdiction over all submissions to investigate allegations of misconduct and determine what sanctions may be appropriate. These sanctions may include: a.) public reprimand, b.) a letter to the appropriate supervisor of the author, and c.) a ban on further submissions to ACJS publications from the author.

III. Editorial Board Members

- A. It is the editor's obligation to present to the Executive Board his or her nominees as: a.) deputy editors, b.) book review editor, c.) associate editors, and d.) any other official editorial positions related to the publication.
- B. All nominees must be approved by the Executive Board prior to their name being listed in the publication as an editorial board member.
- C. In presenting nominees for Board approval, the editor shall submit a report that provides for each nominee a description of the nominee's qualifications for the position (e.g., affiliation, areas of expertise, scholarly qualifications). The editor shall also supply a copy of each nominee's vita.
- D. It is the editor's responsibility to ensure that all nominees are members in good standing of ACJS prior to their being considered for appointment by the Executive Board. The ACJS National Office will assist the editor in discerning the membership status of nominees. Nominees to editorial boards must be members of ACJS in good standing at the time of their nomination.

- E. Nomination materials should be submitted to the ACJS National Office at least one (1) month prior to the meeting of the Executive Board at which time the nominations will be considered [typically at the mid-year meeting].
- F. In making nominations for positions associated with the publication, the editor should attempt to promote diversity and inclusivity.
- G. If an editorial board member resigns, the editor shall nominate for Executive Board approval a person to serve the remainder of that outgoing member's term.
- H. The term of the editorial board, deputy editors, and the book review editor run concurrently with the term of the editor.
- I. Associate editors (editorial advisory board members) are appointed for three (3) year terms. The entire editorial board changes with the editor, and remains in place for the entirety of the editor's term of office.
- J. Changes in the size of the editorial board, as well as the creation of new types of editorial positions, must be approved by the Executive Board.
- K. In order to prevent the appearance of impropriety or a conflict of interest in the journal editor and editorial board selection process, and to encourage the widest possible ACJS membership on the editorial boards of the two ACJS-sponsored journals, *Justice Quarterly* and the *Journal of Criminal Justice Education*, the following restrictions on the selection of the editor and editorial board of these two (2) journals are in force:
 - 1. Members of the ACJS Executive Board may not serve as members of the editorial boards of *Justice Quarterly* or the *Journal of Criminal Justice Education* while they are serving on the ACJS Executive Board.
 - 2. Members of the ACJS Executive Board may not be selected to serve on a forthcoming editorial board of *Justice Quarterly* or the *Journal of Criminal Justice Education* while they are serving on the ACJS Executive Board.
 - 3. The editors of *Justice Quarterly* and the *Journal of Criminal Justice Education* may not serve on the editorial board of another ACJS-sponsored journal.
 - 4. Members of the Editor Search Committee for *Justice Quarterly* and the *Journal of Criminal Justice Education* may not serve on the editorial board of that journal during the term of office for the editor selected by the ACJS Executive Board at the conclusion of the Search Committee's work.

IV. Transition Between Editors

- A. The outgoing editor must arrange for the transfer of all files to the incoming editor. The outgoing editor should provide a complete account of the status of all manuscripts that remain in the review process.
- B. The outgoing editor should inform the authors of manuscripts in the review process of:
 - a.) the status of their manuscripts and b.) the name, address, and starting date of the incoming editor.

- C. The outgoing editor should arrange for *ACJS Today* and the journal he or she is editing to advertise the name, address, and starting date of the incoming editor.
- D. The starting date of the new editor is September 1. The outgoing editor should process all submissions until August 1. The month of August should be used as a period in which to complete the transfer of the journal to the new editor.
- E. The new editor should arrange prior to September 1 to establish a fully operational editorial office and to order all materials necessary to review manuscripts (e.g., stationery, review forms, envelopes). The review of manuscripts should begin without delay on September 1.
- F. The incoming editor should consult with the press publishing the journal to: a.) secure all needed forms and b.) to learn the production process the press uses. Further, any change in the design of the journal's cover must be approved by the Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Copyrights	POLICY NUMBER: 700.05 EFFECTIVE DATE: March 19, 2007 FORMERLY: 90-006, 90-002, 87-005 REVISED: March 19, 2007; August 28, 1999
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I. Purpose:

To establish policy and procedures for waiving copyright and granting permission to reprint articles from ACJS publications.

II. Policy:

Individual articles from any ACJS publication may be reprinted in any book, monograph, periodical, government document, reading list, or other source after a copyright waiver and permission to reprint is issued as per the following procedures.

III. Method:

- A. Anyone seeking to reproduce a complete article or more than 300 words from an ACJS publication must secure permission from the ACJS Association Manager and the author of the article to be reproduced. Quotes less than 300 words must be appropriately cited. The person seeking permission to reproduce ACJS material is responsible for obtaining author approval.
- B. The ACJS Association Manager is authorized to grant the copyright waiver and permission to reprint articles in full or in part, from any ACJS publication.
 - 1. The Association Manager may deny a request to reprint an article if, after consultation with the Executive Director or the current journal editor, it is deemed that the reprint would not be in the best interests of either the Academy or the journal.
 - 2. Denial of reprint requests may be made to persons or groups who support discrimination, racism, religious persecution, or activities inconsistent with the principles of the Academy.
- 1. Fees
 - 1. Persons or organizations will be charged a fee as determined by the Executive Board for each article or portion thereof for which a copyright waiver is requested.

2. No fee will be charged if the author(s) of the article request a copyright waiver for reprinting the article.
 3. The fee as determined by the Executive Board is applicable whether or not permission is granted.
 4. The Association Manager shall consult the Executive Director on matters where there is a question of whether or not the fee is applicable.
 5. The fee is payable at the time of the request. If the request is denied, the fee will be returned to the requestor.
- E. Persons or organizations seeking permission to reprint an article shall submit the request in writing to the Association Manager at the National Office.
1. The request must include the complete bibliographic citation of the article.
 2. The request must specify the media in which the reprinted article will appear and/or the intended use of the article.
 3. Each article reprint permission must be requested separately.
- E. After timely review of the written request, the Association Manager shall notify the requester in writing of the status of the request.
- F. When a requester is notified that permission to reprint an article is granted, such permission is contingent on the following conditions:
1. Each article reprinted must contain the complete bibliographic citation of the article to include:
Author(s) Name(s). (Year). "Title of Article".
Name of publication. Volume (Issue): pages.
 2. Each article must contain the following conspicuously placed credit line:
"Reprinted with Permission of the Academy of Criminal Justice Sciences."
 3. A copy of the final document containing the reprint shall be forwarded to the National Office. If one document, such as a book of readings, contains more than one (1) reprint, only one (1) copy of the document shall be required.
- G. A summarized explanation of the reprint policy shall be published at least once in each volume of ACJS publications.
- H. The Association Manager shall maintain a file on all reprint requests and submit a summary report to the Executive Board at each mid-year meeting to inform the Board and facilitate review of this policy.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Fees for Duplication for Classroom	POLICY NUMBER: 700.06 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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Materials from ACJS journals, the ACJS newsletter, and other publications may be duplicated without a reprint charge or other fee when such materials are for classroom use or other educational purposes.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Advertising in ACJS Journals	POLICY NUMBER: 700.08 EFFECTIVE DATE: March 21, 2017 FORMERLY: N/A REVISED:
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This policy applies to *Justice Quarterly*, *Journal of Criminal Justice Education*, and *Justice Evaluation Journal*.

- A. Advertisements shall be accepted at the discretion of the ACJS Executive Director.
- B. Advertisements shall be a maximum of one (1) page in length.
- C. Only one (1) advertisement may be included in each issue of a journal.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: ACJS Today - Number of Issues	POLICY NUMBER: 701.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 86-007 REVISED: March 13, 2012
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There shall be five issues of *ACJS Today* per year with the months of issuance being:

January

March

May

September

November

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: <i>ACJS Today</i> - Copyright and Transitioning Editors	POLICY NUMBER: 701.02 EFFECTIVE DATE: March 13, 2007 FORMERLY: 95-019 REVISED: March 13, 2012; March 13, 2007; August 28, 1999
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The same procedures and forms for copyright permission shall be used for *ACJS Today* articles as used for other ACJS journals.

The same procedures shall be used in transitioning *ACJS Today* from one editor to the next as with the other Academy publications.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: <i>ACJS Today</i> Permission to Reprint	POLICY NUMBER: 701.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 87-004 REVISED:
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I. Purpose

To provide for a uniform policy concerning *ACJS Today* reprints.

II. Policy

Articles in *ACJS Today* may be reprinted free of charge as long as appropriate credit is given.

III. Permission

Permission to reprint *ACJS Today* may be given by the Association Manager and the Editor of *ACJS Today*.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: <i>ACJS Today</i> - Space for Section Notices, and Standing Committee Recruitment	POLICY NUMBER: 701.04 EFFECTIVE DATE: March 19, 2007 FORMERLY: N/A REVISED: October 12, 2012; March 13, 2012; March 19, 2007; August 28, 1999
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- A. The editor of *ACJS Today* shall make reasonable space available for Sections to inform the general membership of activities and events.

- B. The nature and time of the General Business meeting, which is open to all ACJS members, should be advertised in the January issue of *ACJS Today*, and should also be listed in the meeting program book. The Secretary shall inform the newsletter editor of the date and time of the meeting for publication.
 - 1. The January issue of *ACJS Today* shall include a "Call for Committee Volunteers." This solicitation shall include a statement of the Academy's policy regarding affirmative action and diversity. The Second Vice President is responsible for writing the solicitation. Members who volunteer will be placed on Standing or *ad hoc* Committees, to the extent practical.
 - 2. This solicitation shall be posted on the ACJS website and information concerning it distributed to the ACJS membership electronically. The Secretary shall forward the call for volunteers to the newsletter editor for publication.

Approved by the ACJS Executive Board

ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Annual Meetings in <i>ACJS Today</i>	POLICY NUMBER: 701.05 EFFECTIVE DATE: August 28, 1999 FORMERLY: 91-007 REVISED: October 12, 2012
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ACJS Today shall list dates and cities of Annual Meetings for at least three (3) years ahead.
The Secretary shall forward this information annually to the newsletter editor.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Reprinting <i>JCJE</i> Articles	POLICY NUMBER: 702.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: 91-003 REVISED:
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Purpose:

To systematize applicable policies to journals published by the Academy and to encourage use of published articles.

Policy:

The fee for reprinting *JCJE* articles in an educational program is waived.

All other portions of 700.05 apply.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Exchange of <i>JQ</i> with UNICIR Publications	POLICY NUMBER: 703.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 87-007 REVISED: August 16, 2013
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The Executive Board approves exchanging *Justice Quarterly* issue for issue with the UNICIR (United Nations Interregional Crime and Justice Research Institute) publications.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Paper Abstracts for Annual Meeting	POLICY NUMBER: 800.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 86-003 REVISED:
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The deadline for accepting abstracts for the Annual Meeting shall be set by the President in consultation with the Program Chair and the National Office.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Participant Abstract Statement of Presentation	POLICY NUMBER: 800.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 92-001 REVISED:
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The participant abstract form for the Annual Meeting includes a statement that, in submitting an abstract for participation at the Annual Meeting, it is understood that the paper to be presented is an original work never before published, printed, or accepted for presentation elsewhere.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Duties of Program Chair	POLICY NUMBER: 800.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-017 REVISED: October 12, 2012
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I. Purpose

To set forth the expected duties of the Program Chair, and thereby ensure more effective planning for the Annual Meeting.

II. Duties:

- A. Help President select and secure participation of Program Committee members.
- B. Draft a letter inviting participation for inclusion in program packet at preceding meeting.
- C. Help prepare the Call for Presentations for inclusion in program packet at preceding meeting.
- D. Review proofs of Call for Presentations.
- E. Meet with the Program Committee at the preceding Annual Meeting to explain procedures and their responsibilities.
- F. Keep in touch with Committee members over the summer.
- G. Help President arrange plenary and other special sessions, such as didactic seminars.
- H. Make a site visit to hotel in Fall preceding meeting.
- I. Respond to miscellaneous correspondence and requests for information regarding meetings.
- J. Handle submissions sent directly to Chair, usually by distributing to appropriate Committee member.
- K. Organize miscellaneous panels out of submissions sent too late to be distributed to Committee members.

- L. Keep track of offers to serve as Chairs of sessions and assign Chairs when the program is being set up.
- M. Organize and review panel submissions from Committee members, including performing checks to make sure all necessary information is complete (e.g., names, addresses, phone numbers, titles, chairs, discussants, mailing labels).
- N. Set up official program at ACJS National Office. (This may take up to a day and half to two days.)
- O. Review proofs for the program guide.
- P. Handle late submissions and requests for changes, including assigning new chairs and discussants in cases where individuals withdraw from the meetings. (This can be time consuming.)
- Q. Prepare a final report regarding the program.
- R. Attend the meetings and attend as many receptions and special sessions as possible.
- S. Make a short thank you speech at the Awards Program.
- T. Send thank you notes to Program Committee members and others as appropriate.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES
Academy of Criminal Justice Sciences

SUBJECT: Annual Meetings	POLICY NUMBER: 801.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 94-008 REVISED: February 27, 2014; March 1, 2011
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1. It is the policy of the Academy to encourage attendance of members at the Annual Meeting.
2. Site selection for Annual Meetings will generally reflect an attempt to achieve geographic diversity across ACJS regions.
3. The President will select a theme for the Annual Meeting. The Program Committee Chair will define topic areas within the annual program theme that would appeal to a broad spectrum of Academy membership.
4. Annual Meetings will include a variety of program alternatives (e.g., panels, didactic sessions, poster session opportunities) to encourage participation across a range of membership.
5. The Call for Presentations for the next Annual Meeting shall be printed in the current ACJS Annual Meeting Program, distributed in hardcopy to all meeting attendees, and posted on the ACJS website.
6. Sections and regional associations shall be solicited to encourage their members to attend the Annual Meeting.
7. Attendance drives will be broadened to include persons in the region of the Annual Meeting who previously registered at other crime-related organizations or hold membership in related professional or scholarly associations.
8. The Second Vice-President shall appoint the Local Arrangements Committee Chair. The Program Chair and the Local Arrangements Committee Chair shall work together to appoint the Committee members.
9. The Local Arrangements Committee Chair shall provide mailing lists of alumni, local and state faculty teaching in justice-related fields, and local/state/regional justice practitioners to the Program Chair. The Local Arrangements shall endeavor to involve all educational institutions within the meeting locale.
10. The Local Arrangements Committee shall be encouraged to advertise the Annual Meeting by pre-conference media releases.
11. The Local Arrangements Committee shall identify tours, events, and historical institutions of interest to potential attendees, and such information shall be included in pre-meeting emails to members and also be published on the ACJS website.

12. The Academy shall provide available child care information to inquiring members, with no endorsement or recommendation of service.

Approved by ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Carrying Weapons at ACJS Annual Meetings	POLICY NUMBER: 802.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 89-002 REVISED: March 16, 2012
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Special Instructions: *Announcement should be enclosed in pre-conference registration and meeting materials and also printed in the meeting Program Book.*

No one participating in the ACJS Annual Meeting shall have on his or her person a weapon of any type, except for sworn law enforcement officers who are required by state or federal law to carry a weapon.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Alcohol Service at Annual Meeting	POLICY NUMBER: 802.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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Special Instructions: *National Office carries out. Announcement should be enclosed in pre-conference registration and meeting materials, and printed in the meeting program book as indicated below.*

Policy:

The Academy of Criminal Justice Sciences welcomes Region, Section, and other business and organizational participation in its annual conference. However, due to potential legal liability, any event or reception that is planned as part of a Region, a Section, or other organization's (e.g., alumni group, university, business, conference sponsor, other) activity during the time frame of the annual Academy of Criminal Justice Sciences conference and held in the conference space of ACJS must be held in conjunction with the hotel. In addition, any organization hosting an event in space reserved for the ACJS must agree to hold ACJS harmless for such event.

II. Dissemination of Policy

This policy shall be disseminated prior to all Annual Meetings to all officers of ACJS Regions and Sections, to all exhibit sponsors, to other groups, and upon inquiry.

Furthermore, a disclaimer shall be published in the Annual Meeting program book which absolves ACJS of liability (accidents, etc.) at functions held during the Annual Meeting where alcohol is served.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Disruptive Persons	POLICY NUMBER: 802.03 EFFECTIVE DATE: March 7, 2003 FORMERLY: N/A REVISED:
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No one participating in the ACJS Annual Meeting shall be a disruptive influence in panel sessions, Section meetings, or other conference events.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Disputes as to Authorship

POLICY NUMBER: 802.04

EFFECTIVE DATE: September 13, 2014

FORMERLY: N/A

REVISED:

I. Papers submitted for presentation at the Annual Meeting are the intellectual property of the authors. The Academy has no authorship standing or responsibility for the substantive content of program submissions.

II. All disputes concerning authorship of the submitted papers and presentations are to be resolved by either the authors or the party disputing authorship. Since the Academy has no ownership rights concerning Annual Meeting submissions, it has no right to intervene nor authority to resolve disputes between independent authors.

III. If a matter cannot be mutually resolved by the involved parties prior to the start of the Annual Meeting, the paper may be withdrawn only with the consent of the Executive Board.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Annual Meeting - Audio-Visual Equipment	POLICY NUMBER: 803.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 95-013 REVISED: March 13, 2012
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Special Instructions: *Announcement should be posted on the ACJS website, Annual Meeting information page.*

LCD projectors and screens may be provided in panel sessions. The membership will be notified of the availability of such equipment.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Registration Fees	POLICY NUMBER: 804.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 88-012 REVISED: October 12, 2012
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Special Instructions: *Special exception - as outlined in Policy 804.02.*

All individuals attending the meeting must pay the registration fee. Admission to all conference activities will be by badge or registration receipt only. This policy will be published in the Annual Meeting program.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Registration Fees - Waivers	POLICY NUMBER: 804.02 EFFECTIVE DATE: August 28, 1999 FORMERLY: 84-001 REVISED:
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Special Instructions: *President's responsibility to communicate to National Office staff.*

Annual Meeting registration fees may be waived for up to 10 special guests. Waivers shall be made by the President at the recommendation of the Program Chair.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Annual Meeting Replacement Fees	POLICY NUMBER: 804.03 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED: March 19, 2013
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Special Instructions: *Notice of charges shall be printed in conference program and/or conference registration materials.*

I. Policy:

Effective with the 1997 Annual Meeting, the following fees shall be imposed for returned and replacement items:

Returned check	\$ 20.00
Replacement of name tag	\$ 5.00

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: One-Day Group Rate for Students for Annual Meeting	POLICY NUMBER: 804.04 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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The Academy will offer a one (1)-day group rate for institutionally-sponsored student groups to attend any one (1) day of the Annual Meeting, provided the students pre-register and a faculty member verifies student status. This special rate shall not include receptions or other Academy-funded food functions that may occur during the day of attendance.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

Refunds - Annual Meeting	POLICY NUMBER: 804.05 EFFECTIVE DATE: April 3, 2001 FORMERLY: N/A REVISED: February 23, 2010
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ACJS does not refund any fees or payments regarding the ACJS Annual Meeting with the following exception:

Refunds of registration or other fees shall only be made:

1. for a death or medical emergency of the registrant or his/her immediate family, or
2. when a duplicate payment has been received.

Such refunds shall be handled and determined by the Association Manager.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Registration for Spouses and Domestic Partners	POLICY NUMBER: 804.06 EFFECTIVE DATE: April 3, 2001 FORMERLY: N/A REVISED: March 13, 2012; March 19, 2013
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- A. The registration category "Spouse" applies to spouses and domestic partners attending an Annual Meeting.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Complimentary Air Fares	POLICY NUMBER: 805.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 83-009 REVISED:
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Special Instructions: *President is responsible for communicating to National Office staff.*

The President is empowered to prioritize complimentary air fares. First priority shall be given to Annual Meeting program activities, such as a keynote or plenary speaker, or other featured program participant.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Joint Book Exhibit at Annual Meeting	POLICY NUMBER: 806.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: 83-003 REVISED:
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Any books left from the joint book exhibit will be donated to the local arrangements institution.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Quorum at Academy's Annual Business Meeting	POLICY NUMBER: 807.01 EFFECTIVE DATE: August 28, 1999 FORMERLY: N/A REVISED:
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A quorum shall be needed to establish or modify policy at the Annual Business Meeting of the Academy. A quorum shall be ten percent (10%) of the members registered for the conference. If a policy motion is passed by a majority of the members present and voting, the Executive Board shall then submit the proposed policy to the full membership of the Academy for acceptance.

Approved by the ACJS Executive Board
ACJS President

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Routledge Outstanding Paper Awards	POLICY NUMBER: 808.01 EFFECTIVE DATE: March 21, 2000 FORMERLY: N/A REVISED: September 18, 2015; September 16, 2011
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I. Policy:

- A. The word “faculty” shall be stricken from the criteria for the William L. Simon/Routledge Outstanding Paper Award.
- B. Only papers authored by students will be eligible for the Michael C. Braswell/Routledge Outstanding Student Paper Award.

Approved by the ACJS Executive Board
ACJS President