

AHRD Journals Policy
Approved 2/13/13

Policy Regarding Relationship of AHRD-Sponsored Journal Editors to the AHRD Board

We recognize that the Academy of Human Resource Development is a Sponsor of four journals. Each of these journals is owned by its publisher. As a Sponsor, AHRD is responsible for following the contractual obligations with each of the Publishers. Although the contract specifies the role of the Journal Editor, it does not describe the relationship between the Editor and the AHRD Board and the responsibilities and obligations of the Editor relative to the AHRD Board. The purpose of this policy is, therefore, to describe those obligations and responsibilities.

Selection of Editor and Associate Editor(s): Since the journals typically have an Associate Editor eventually transition into the Editor role, it is incumbent upon the Editor, the Editorial Board, and the AHRD Board to ensure that there is a public announcement requesting applicants for the Associate Editor(s) position(s). Once a selection is made by the Editorial Board, the current Editor will request a review and ratification of the selected person(s) by the AHRD Board (to the extent permissible by current contracts). If the Associate Editor(s) or Editor must be replaced at an unexpected time, the AHRD Board will still be involved in ratifying the selected person(s).

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

Reports to the AHRD Board: The Editor will provide the AHRD President and Board with a formal report at least every six months on the manuscript flow, manuscript review cycle time and procedures, updates on editorial board, SSCI status, and any other relevant concerns.

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