

Intellectual Contribution Request Form (without Predatory)
AACSB Office of Accreditation

Candidate Name :

Submission Date:

Department (COB):

Requested Ranking

ICTF Department Rep:

A Category

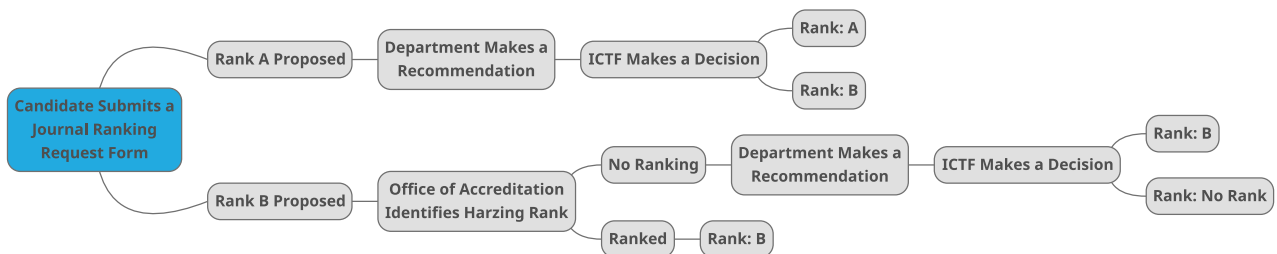
B Category

Supporting Data	Candidate Submittal Data		
h-index	i.e. 110 (1987-2021)		
g-index			
JCR Impact Factor (1-year)			
JCR Impact Factor (5-year)			
Editorial Board Members	YES	NO	More
Name of Publisher			
Number Years of Publication	Start Year	to	
# Issues Published per Year			
Sponsored Institution	YES	NO	
Sponsored Conference	YES	NO	
Fees Associated with Journal	YES	NO	
Explain Fees *(e.g., submission, processing, publication, etc.)			
Rankings of Journal Quality			
Other Qualitative Evidence	Candidate may add additional supplemental documentation.		

Ranking Process

***All Voting is to be conducted anonymously.**

1. Office of Accreditation B Harzing Rank	N/A	B	
2. Department Recommendation	A	B	Abstained
3. Department Recorded Vote* Counts	A _____	B _____	Abstained _____
4. ICTF Decision	A	B	No Rank
5. Ranking Request Recorded Date	_____		



Website Ranking Resources

1. **H and G Indices:** <http://www.harzing.com/resources/publish-or-perish>
2. **JCR Impact Factors:** <http://admin-apps.webofknowledge.com/JCR/JCR?RQ=HOME>
3. **Impact factors can be determined by logging into the database [Web of Science](#) via CSULB library.**

To propose a revised ICTF procedure responsive to AACSB team recommendations

Basic premise of the proposal is that all journals eligible for IC points are ranked using a binary categorization scheme. “A” Ranked category captures leading elite journals in the discipline and category “B” Ranked category captures a broad range of peer reviewed academic publications previously identified with categories II-IV (previously called high quality+, high quality, quality, and support). Accordingly, going forward ICTF would operate using the A/B categorization.

Process Initiation

The process is initiated by a candidate. A candidate can be a faculty member or a lecturer. For accreditation purposes, the office of accreditation can also initiate the process. To initiate the journal ranking process, a candidate will complete the journal ranking request form prepared by the Office of Accreditation. This form identifies the basic information about the journal, such as age, publisher, indicators of journal quality such as impact factors, and any associated processing or publication fees. The form also identifies the proposed rank (A or B).

A Ranking Journal Request

If rank “A” is proposed, a departmental recommendation is required before ICTF review of the journal. Each department will conduct an anonymous poll about the requisite rank of the journal based on discussion and evidence that includes qualitative (i.e. published rankings) and quantitative (impact factors) evidence of journal’s elite status in the respective discipline. The vote results including the vote breakdown are then forwarded to the office of accreditation and the ICTF chair. ICTF subsequently conducts its own independent review of the journal and carries a vote on the appropriate rank of the journal. The decision is independent and will result in the ranking of the requisite journal as either A or B (unless evidence warrants no rank).

B Ranking Journal Request

If rank “B” is proposed, office of accreditation will review if the journal has been ranked by Harzing.com. Harzing ranking is an up-to-date (current version 64th), comprehensive meta-ranking that considers 12 other journal ranking schemes, such as the Australian Business Schools Academic Journal Quality Guide (ABS) and Australian Business Deans Council Journal Ranking List (ABDC). The Harzing list contains more than 900 journals. If the journal for which a rank is sought is on the Harzing list, then office of accreditation will assign rank “B” to the journal.

If the journal is not on the Harzing journal list, a longer process is followed similar to what occurs with “A” ranked journals. A departmental recommendation is thus required. Each department will conduct an anonymous poll about the requisite rank of the journal based on discussion and evidence that includes qualitative (i.e. published rankings) and quantitative (impact factors) evidence of journal’s status in the respective discipline. The vote results including the vote breakdown are then forwarded to the office of accreditation and the ICTF chair. ICTF subsequently conducts its own independent review of the journal and carries a vote on the appropriate rank of the journal. The decision is independent and will result in the ranking of the requisite journal as “B” (unless evidence warrants no rank).

ICTF Journal Ranking Process Workflow Diagram

