

**PROPOSED Policy on New Student Journals**  
**Georgia State University College of Law**  
**Fall 2014**

Students and faculty members wishing to establish a new student journal may obtain formal recognition as an official College of Law journal only by following these procedures.

1. Students seeking to create a new journal must first secure the commitment of at least two full-time College of Law faculty members to serve as the Faculty Advisers. The Faculty Advisers must be willing to commit to serve as the journal's faculty advisers and, together with the initiating students, present the Formal Proposal (outlined in Appendix A) to the Dean, the Associate Dean for Academic Affairs, the Associate Dean for Library and Information Services, the Assistant Dean for Administration and Finance, the Curriculum Committee, and the faculty. For any journal related to a specific subject matter or area of the law, the Faculty Advisers should teach or research in that area. The Faculty Advisers should plan to serve in their capacities for at least three years.
2. The Faculty Advisers should have an initial "scoping" meeting with the Dean to review the relevant resource issues, which may include adjustments to the Faculty Advisers' teaching, research and service package for the interim period so as to free up enough time to serve meaningfully as Faculty Advisers. After reaching a tentative agreement with the Dean, the Faculty Advisers should then have similar scoping meetings with the Associate Dean for Library and Information Services on library and IT support issues, with the Assistant Dean for Administration and Finance on budget and space allocation issues, and with the Associate Dean for Academic Affairs on curriculum and scheduling issues.
3. After all of the scoping meetings, the students should, in collaboration with the Faculty Advisers, prepare and submit to the Curriculum Committee a proposal to establish a new journal for academic credit as a new course offering (the "Formal Proposal"). The Formal Proposal should address all of the questions presented in Appendix A to this document. Proposals for new journals must be submitted to the curriculum committee for approval by February 1 of each year; all proposals will be considered at the same meeting.
4. If the Formal Proposal is approved by the Curriculum Committee, it will be submitted to the faculty for interim approval at the next regularly-scheduled faculty meeting. In the event of multiple proposals, the faculty will decide which journal to select based on the Formal Proposals and their presentation in the faculty meeting. Only one journal will be granted interim approval at a time.
5. If the Formal Proposal receives interim approval by the faculty, the journal will then be recognized as an official College of Law journal as of that date (the "Approval Date"). To obtain permanent approval, the student editors of the journal, together with the Faculty Advisers, must submit a report to the Curriculum Committee (the "Request for Permanent Approval"). The Request for Permanent Approval should provide a report on the operation of the journal during the interim approval period, updating all major elements of the Formal Proposal in light of experience during the interim period. It should also provide new projections for the future operation of the journal. The Request for Permanent Approval shall be submitted no earlier than the date that is two years after the Approval Date and no later than the date that is three years after the Approval Date. Failure to submit the Request for Permanent Approval within this timeframe shall result in the journal's loss of formal recognition as a College of Law journal.

6. If the Request for Permanent Approval is approved by the Curriculum Committee, it will be submitted to the faculty for final approval at its next regularly scheduled meeting.

## Appendix A

### Questions to be Addressed in the Formal Proposal

The Formal Proposal must address the following issues:

#### Subject Matter and Format

1. What is the subject matter or issue to which articles will relate?
2. Will this be a print or online journal? (Note that because of budget issues there is a strong preference for online journals; if this is to be a print journal, the Formal Proposal should demonstrate sufficient revenues to cover the higher costs of printing.)
3. How many issues will be published each year, and what is the expected timing for each issue?
4. What is the anticipated content of a single issue (number of articles, student notes, comments, book reviews, essays, etc.)?
5. What is the anticipated length of an article? Of a student note? Of other anticipated contributions?
6. How will articles and other contributions from prospective authors be selected?
7. What is the journal's target audience, what journals already exist that serve that audience, and how will the new journal distinguish itself from existing journals?

#### Membership and Leadership

1. How many student members will there be?
2. How will student members be selected?
3. How many academic credits will student members receive, and in what semesters?
4. What criteria will be used for awarding academic credit to student members?
5. How will student members be trained and supervised?
6. How many students will be on the editorial board, and what positions will there be on the board? What is the function of each such position?
7. How do the answers to the foregoing questions about membership and leadership compare to other journals at the College of Law?

#### Faculty Advisers

1. Who will serve as the faculty advisers?
2. Have the proposed faculty advisers committed to supervise the journal's editorial board for at least three years?
3. What other faculty members will serve as backup advisers if the named faculty advisers become unable or unwilling to serve?

#### Budget and Space Allocation

1. Please include *pro forma* budget estimates covering revenues and expenses.
2. Identify sources of funding to cover all projected expenses in excess of revenues.
3. The Assistant Dean for Administration and Finance must be consulted when planning the budget and space allocation request.

The Formal Proposal should also address any other material issues that are relevant to the creation of the journal.