

TESL CANADA BOARD – COMMITTEES

Report on Terms of Reference

Start Date: 1 June 2020

Finish Date: 1 June 2021

Committee Name: **Journal Advisory Committee (JAC)**

Members:

- Elected Director (chair- must have academic publishing experience)
- Two (to a maximum of four) additional members who must be members of TESL Canada Board of Directors
- Two interested TESL Canada Members (see membership criteria)
- President (ex-officio, i.e., non-voting)
- Journal Editor(s) (ex-officio, non-voting)
- Executive Director (ex-officio, non-voting)

Current Members:

- Chair: Xuemei Li
- Members: Dmitri Priven
- Community members: Martha Trahey, Yan Guo
- Ex-Officio: Paula Kristmanson

The members of the Journal Advisory Committee will be appointed for a one-year term with the option to renew.

Membership Criteria:

- Member of the TESL Canada Board of Directors, preferably with experience in academic publishing

Membership Criteria for Community Members:

- Member in good standing of TESL Canada
- Demonstrated experience with academic publishing (based on letter of application and up-to-date CV or resume; to be reviewed and adjudicated by JAC members)
- Active participation (as defined by Board and timelines indicated in e-mail messages)
- Subject to annual review

Mandate:

The mandate of the Journal Advisory Committee is to:

- propose recommendations or policies for the continued growth and success of the TESL Canada Journal;
- encourage submissions to the TESL Canada Journal;

- publicize new issues and calls for proposals
- assist the Journal Editors in tasks such as:
 - identifying potential guest reviewers for manuscripts;
 - identifying and reviewing topics and potential guest editors for Special Issues of the TESL Canada Journal;
- promote the TESL Canada journal to TESL Canada members
- ensure alignment with any business or strategic plan that may be approved by the members of the Board.

Meetings are to be conducted electronically, as required, to complete the above tasks. The Editor will provide reports and updates to the Journal Advisory Committee.

The Editor will provide reports (typically twice a year, in the spring and fall, or as requested) and updates to the Journal Advisory Committee. The Chair of the JAC will submit a report on the activities of the JAC to the TESL Canada Board in the spring and fall annually.

Goals and/or Objectives:

- explore means to increase submissions of strong manuscripts
- identify ways of increasing visibility of the TESL Canada Journal
- deal with issues that arise (e.g., past issues included copyright, plagiarism)