

TESL CANADA BOARD – COMMITTEES

Report on Terms of Reference

Start Date: June 2025

Finish Date: June 2026

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

Membership
description:

- 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, non-voting)
- Journal Editor(s) (ex-officio, non-voting)

Current Members:

- Chair: Paula Kristmanson
- Members: Dmitri Priven, Don Moen
- Community members: Kathy Whynot, Zohreh Rad, PhD candidates at UNB and members of TESL NB/TESL Canada
- Ex-Officio: Irina Volchok

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:

- support continued growth and success of the TESL Canada Journal;
- encourage submissions to the TESL Canada Journal;

- publicize new issues and calls for proposals;
- if requested, assist the Journal Editors in tasks such as:
 - identifying potential 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;
- serve on TCJ advisory committee, if requested by Editor(s);
- ensure alignment with TESL Canada's strategic plan.

Meetings are to be conducted electronically, as required, to complete the above tasks. The Editor(s) will provide written or oral updates (typically twice a year, in the spring and fall, or as requested) to the Chair of 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.

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 at the request of the TCJ Editors.