TESL CANADA BOARD – COMMITTEES

Report on Terms of Reference

Start Date: 1 June 2018

Finish Date: 1 June 2019

Committee Name: Journal Advisory Committee

Members: Elected Director (chair)
Minimally two (normally a maximum 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: Caroline Payant
Members: Dmitri Priven, Xuemei Li
Community members: Phillipa Bell, Hedy M. McGarrell
Ex-Officio: Paula Kristmanson

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

At the May 25, 2005 Board meeting, when the Journal Advisory Committee was struck, a motion was passed that the TESL Canada Past-President shall serve as the Chair of the Journal Advisory Committee. The board organization chart was amended in 2008 and created a position of elected director to chair the Journal Advisory Committee. Further it was stipulated that this elected director must have academic and/or publishing experience and/or knowledge.

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 committee 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 and develop policies and recommendations for the continued growth of the TESL Canada Journal;
- assist in encouraging suitable manuscripts for submission to the TESL Canada Journal;
- assist in identifying potential guest reviewers for manuscripts;
- assist in identifying topics and potential guest editors for Special Issues of the TESL Canada Journal;
- make recommendations for enhancing the quality and success of the journal;
- 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 copy right, plagiarism)