

UIC JOHN MARSHALL LAW SCHOOL



Institutional Procedure for Student-Initiated Journals

The decision to create a new journal is within the sole discretion of the faculty. Before the faculty will consider whether a proposal is in the best interests of UIC John Marshall Law School, students must comply with the following requirements. Compliance with these requirements does not guarantee faculty approval.

1. Sponsorship

Students seeking to establish a new journal to be edited by students must be sponsored by a center or program of the Law School directed by a full-time employee of the Law School.

2. Student Proposal

Contents

- a. Mission statement
- b. Journal Description
 - i. Board of Directors (how many, how will they be selected)
 - ii. Faculty Advisor (who)
 - iii. Number of Publications per Year
 - iv. Medium of Journal Publication
 - v. Approximate number of student members
 - vi. Article Solicitation
 - vii. Journal Distribution (how and to whom)
 - viii. Cost

- ix. Journal Continuity Plan
- c. Student Criteria for Journal Candidacy
 - i. Grade-on Admissions to Journal?
 - ii. Write-on Competition Admissions to Journal?
 - 1. Does the proposed journal plan to
 - a. join the established write-on competition sponsored by Law Review, RIPL, and JCIL; or
 - b. create an alternative write-on competition
 - 2. If the proposed journal plans to join the established write-on competition, the proposed journal must ask the EIC from each journal participating in the write-on competition for permission to join the program and enter the sponsorship rotation.
 - iii. Credit Grade Point Average Requirement – must describe grade point average requirement for both grade-on and write-on participation.
 - iv. Credit Hour Requirement – must describe student credit hour requirement for consideration as a new member.
 - v. Resume Submission – must detail whether a resume or other documents will be requested during the candidate process.
 - vi. Interviews – must state whether an interview will be a part of the candidate process.
 - vii. Members of Other John Marshall Journals – must state whether they will be eligible for membership on the new journal.
- d. Need for proposed journal
 - i. How will the proposed journal impact on existing John Marshall journals. What are the areas of overlap with existing journals.

- ii. Is there a need for the proposed journal in the national academic community. How many similar journals are there. What unique needs will be served by the proposed journal.

- e. Signatures of 30 students who are interested in writing for the journal.

3. Committee Consideration

When requirements 1 and 2 have been satisfied, the Executive Committee will submit the proposal to the Academic Affairs and Honors Committees.

4. Faculty Assembly Consideration

If the Academic Affairs and Honors Committees both approve the proposal, it will be placed on the agenda for the next Faculty Assembly.

5. Decanal Consideration

If the Faculty Assembly approves the proposal, the Dean shall consider the proposal in light of budgetary and other institutional concerns.

6. Approval of Journal

If the Faculty and Dean approve the creation of the new journal:

- i. The school will provide space on the school's server to host the journal's online publication.
- ii. If office space is available, office space will be given to the student journal. If office space is not available, the journal is placed on a wait list for office space.
- iii. The journal will have the right to solicit articles and funds.
- iv. The Faculty Advisor must approve all journal issues prior to publication.
- v. The Dean shall have the right to rescind the journal approval at any time after the initial journal publication. Reasons for such a

decision shall include but are not limited to pervasive technical errors throughout the journal publication and/or failure to produce a quality publication consistent with the standards of the Law School.

- vi. Every new journal member may list the journal participation on his or her resume.
- vii. During the first and subsequent years, the editorial board and staff of the journal shall receive academic credit and tuition waivers comparable to those received by the boards and staffs of existing honors programs.

7. First Year Review

One year after faculty approval, the journal will be reviewed by the Student Honors Committee.

- a. The journal will submit all publications, a description of the events sponsored by the journal, a budget and a plan for the next year.
- b. The Student Honors Committee shall vote on whether the journal shall be continued for a second year.
- c. If the Student Honors Committee recommends continuation of the journal, the Faculty Assembly shall vote to approve or reject the recommendations.

8. Second Year Review

Two years after faculty approval, the journal will be reviewed by the Student Honors Committee.

- a. The journal will submit all publications, a description of the events sponsored by the journal, a budget and a plan for the next year.
- b. The journal may request designation as an Honors Program.

- c. The Honors Committee shall vote on whether the journal shall become permanent or shall be continued for a definite period and whether Honors status shall be granted.

- d. If the Honors Committee recommends continuation of the journal and/or designation of Honors status, the Faculty Assembly shall vote to approve or reject the recommendations.

Adopted by the Assembly December 3, 2007.