



## **REQUEST FOR PROPOSALS:**

### **EDITORSHIP OF THE *JOURNAL OF TEACHER EDUCATION***

The American Association of Colleges for Teacher Education (AACTE) invites proposals for a campus-based team of editors to host administration and production of the *Journal of Teacher Education* for a 3-year term, renewable up to a period of 4 additional years, commencing with Volume 73, Issue 1 (January/February 2022). The new editors will assume all responsibilities for journal development on July 1, 2021; however, article manuscript copy will be directed to the new editor(s) as of February 1, 2021. Qualified individuals from schools, colleges, and departments of education at AACTE member institutions may apply.

### **ABOUT THE JOURNAL**

The *JTE*, a 120-page refereed scholarly publication on teacher education policy, practice, and research, is published five times a year for teacher educators at AACTE member institutions and in the wider education community. For more than 60 years, the *JTE* has been a trusted, respected voice in teacher education, covering such themes as field experiences and teacher education; cognitive science and critical thinking; preparing teachers for urban schools; teachers' beliefs; accreditation and certification; selection, retention, and recruitment of minority teachers and teacher leadership; perspectives on leadership; professional ethics in teacher education; and restructuring teacher education. Of the more than 800 articles submitted annually to the *JTE*, only about 40 peer-reviewed articles are published each volume year, along with editorials, for an acceptance rate of approximately 5 percent.

The *JTE* is one of the most widely read professional journals in the teacher education field. As its editorship transitions from one host team to another, AACTE seeks to maintain both excellence of content and continuity of administration. The *JTE* should continue to inform readers of significant influences, directions, and research in the teacher education field.

AACTE recognizes, however, that continuity need not mean uniformity. Proposals that feature innovative team configurations (e.g., a mix of senior and junior scholars, multiple-site teams, etc.) and/or inventive applications of technology and resources are encouraged.

### **CRITERIA FOR SELECTION**

#### **Editor's Qualifications**

Qualifications for the *JTE* editor and other members of the editorial team (e.g., associate editors) include experience in program or project administration; editorial expertise; scholarly

productivity; contacts with leaders in teacher education, including those in educational research and policy; awareness of the issues facing the profession; and a vision for the future of the profession and the JTE.

### **Host Institution's Commitment and Capability**

Commitment includes providing time and other resources to all members of the editorial team to carry out their responsibilities. Typically, this includes release time for editors and adequate funds for the effective operation of a professional journal. The capability of handling various tasks electronically is mandatory, as the JTE manuscript submission process and most author communications are expedited via the journal's electronic manuscript tracking system.

An annual stipend of \$33,000 is provided by AACTE to the editor's base institution to assist with administrative expenses.

### **EDITOR'S RESPONSIBILITY**

The JTE editor is responsible for editorial administration of the journal. This includes receiving and screening manuscripts; coordinating the blind peer-review process; substantive editing; working with authors on revisions; selecting and organizing final articles for each issue; writing an editorial; and transmitting print-ready issue copy to SAGE Publications, Inc., which provides copy editing, layout, and printing services for the JTE and manages its subscription, distribution, and marketing activities. Upon selection, the editor and other key editorial team members will be expected to participate in online training in SAGE's peer-review system (in January 2021) and have availability to attend SAGE's "Journal School" orientation session (in summer or fall 2021). Journal School can be attended in person or virtually as best fits the needs of the incoming team and the situation at that time regarding the COVID-19 pandemic.

The editor provides a report to the Advisory Committee on Research and Dissemination annually at the AACTE Annual Meeting. The editor also must prepare and submit to the Board of Directors a written annual report, discussing significant JTE activities from the previous year, goals for the coming year, themes for upcoming issues, policy recommendations, and other matters AACTE staff or the Board may request. At the direction of AACTE staff, the editor will take the lead in organizing JTE-related Annual Meeting activities such as the longstanding "Meet the Editors" roundtable session, a major forum, or other sessions.

### **PROPOSAL REQUIREMENTS**

To be considered, a proposal must include:

1. A narrative as described below
2. A detailed first-year budget and estimated budget figures for the remaining 2 years of the editorship. At a minimum, budget figures must include items for salaries, release time, and stipends; operational expenses; and facilities and equipment.
3. Two letters of commitment to host *JTE* from the institution's senior leadership.
4. A signed Institutional Commitment Form (see below)
5. Curricula vitae for each proposed editor and associate editor.

All materials must be submitted electronically via AACTE's online submissions site.

## **Proposal Narrative**

The narrative should include the following sections and information. It should not exceed 15 pages with 12-point font and standard one-inch margins.

### Institutional and Editorial Vision

Explain the mission of your school, college, or department of education and describe its overall approach to educator preparation and how hosting the JTE fits with its mission and approach. Describe your vision for the JTE and how that vision relates to or is expressed through your research, practice, and vision for teacher education.

### Institutional Capacity and Commitment

- Describe the proposed editorship structure, including the role of the Editorial Review Board or other mechanism for peer review of articles.
- Describe your institution's plans to provide office space; computer, phone, and other equipment; clerical and technical assistance; and any other arrangements to support the proposed editorship.
- Describe the editorial team's institutional responsibilities, currently and if selected as JTE editor, including release time to be provided.
- Describe institutional collaborations, projects, other journals, partnerships, and other existing or planned work that will support the JTE or demonstrate institutional commitment.

### Editorial Qualifications

- Detail the editors' professional qualifications, including administrative and editing experience, facility with technology, research and scholarship, knowledge of subject matter and researchers in the field, and professional reputation. Provide the same information for any persons proposed as associate editors and filling other roles on your team.
- Discuss your vision of the role of editorials and special or thematic issues in the JTE.

## **PROPOSAL DEADLINE AND SELECTION TIMELINE**

The deadline for proposal submission is **October 1, 2020**. Review and selection of the new editorial team and transition to the new team will follow this timeline:

October 1, 2020: Proposals Due

October 2020: Initial staff screening

December 2020: Editor selection by AACTE Board of Directors and notification

February 1, 2021: New editorial team begins receiving manuscripts

July 1, 2021: New editorial team assumes responsibility

January 2022: First issue from new editor

**DIRECT ALL INQUIRIES TO:** Jacqueline King ([jking@acte.org](mailto:jking@acte.org))



*JOURNAL OF TEACHER EDUCATION*

**INSTITUTIONAL COMMITMENT FORM**

Institution: \_\_\_\_\_

**Commitment of Host Institution**

*The signatures below constitute agreement with and commitment to the information provided in the submitted proposal for editorship of the Journal of Teacher Education.*

Dean, College/School of Education

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provost/Vice President for Academic Affairs

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_