

# REQUEST FOR PROPOSAL

## *AEQ* EDITOR(S)

December 15, 2021

*The Adult Education Quarterly - A Journal of Research and Theory*

### **Statement of Purpose**

*Adult Education Quarterly* (AEQ) is a quarterly scholarly refereed journal committed to advancing the understanding and practice of adult and continuing education. AEQ aims to stimulate a problem-oriented, critical approach to research and practice, with an increasing emphasis on interdisciplinary and international perspectives. Innovative, provocative scholarship informed by diverse orientations and methodologies is encouraged.

The journal strives to be inclusive in scope, addressing topics and issues of significance to scholars and practitioners concerned with diverse aspects of adult and continuing education. *AEQ* publishes research employing a variety of methods and approaches including (but not limited to) survey research, experimental designs, case studies, ethnographic observations and interviews, grounded theory, phenomenology, historical investigations, and narrative inquiry as well as articles that address theoretical and philosophical issues pertinent to adult and continuing education. The *AEQ* aims to stimulate innovative and provocative research and practice, with an increasing emphasis on interdisciplinary and international perspectives. The audience includes researchers, students, and adult and continuing education practitioners of many orientations including teachers, trainers, facilitators, resource persons, organizational developers, community organizers and policy designers.

### **Qualifications**

The editor(s) should:

1. have a distinguished record of scholarly research and professional accomplishments in the field of adult and continuing education;
2. demonstrate an understanding of and sensitivity to a range of modes of inquiry commonly used in the field as indicated in the Journal's purpose statement;
3. reflect the broad-based philosophical orientation of AAACE, one that is inclusive of diverse and international settings and arenas of adult and continuing education practice;
4. be a current member(s) of AAACE; and
5. have served as a consulting editor for AEQ

## **Duties**

The editor(s) will be responsible for the editorial supervision and continuing intellectual development of a journal that provides scholarly leadership in the field of adult and continuing education. The journal provides a forum representing diversity of theory, research design, and methodology.

The editor(s) will provide leadership in decisions related to scope and content of published articles, and in the supervision of manuscript receipt and editorial review. The editor(s) will establish, implement, and maintain a timely review process. The editor(s) will be expected to work with the commercial vendor (currently Sage Publications) to establish and implement a timely and effective system for editing, proofing, and production.

Editors will respond when appropriate to the annual report prepared by SAGE that is presented to the AAACE Publications Committee, Commission of Professors of Adult Education and the Board of Directors at the annual meeting of these three groups.

The AAACE Publications Committee will play an advisory role with regard to major policy matters and editor selection and continuance in accordance with AAACE policy and the terms of the contract with the publisher. Any major policy changes, personnel selections, or fiscal matters require approval of the AAACE Board at the recommendation of the Executive Committee of AAACE and, if needed, a contract amendment.

*AEQ* is currently published through SAGE. The new editor(s) will work with the current editors to insure a smooth transition and the continuation of a good working relationship with the publishing firm. This transition process will include attention to and revision of (if appropriate) the panel of consulting editors.

## **Specifics**

The editor(s) will:

1. be appointed for a three-year term, which may, upon the agreement of the editor(s), institution(s), AAACE Publications Committee and the AAACE Board of Directors, at the recommendation of the Executive Committee, be renewed for a two-year final term of service. Editors who wish to renew their term should inform the Publications Committee within eighteen months of the expiration of the original term. Renewal is not automatic, but understood to be contingent upon satisfactory past performance as judged by the Publications Committee, Executive Committee, and the Board of Directors.
2. become familiar with the memorandum of understanding and carry out work in accordance with agreed on requirements;
3. arrange for manuscript solicitation and peer review; select and revise articles and obtain all other professional contributions for publication in the Journal. As necessary, the Editor(s) shall secure the assistance of consulting editors, advisory

editors, and book review editors.

4. publish four issues per year in a timely, organized and appropriate manner that is consistent with the currently established publication cycle; This includes the delivery of the manuscript to the Publisher in accord with terms agreed to with the Publisher, and thereafter, it shall be the responsibility of the Publisher to ensure that the Journal is published in accord with the terms of their agreement with AAACE.
5. supervise the editorial process from manuscript receipt and review through final edited manuscript, which will then be turned over to a commercial vendor (currently, Sage) for production, publication, and dissemination in a timely schedule.
6. convene and chair a meeting of the consulting editors at the annual AAACE / CPAE Conferences
7. organize and convene the session on “How to Write for *Adult Education Quarterly*” at the annual AAACE/CPAE conferences
8. select and appoint consulting editors to annual terms and review the panel of consulting editors on an annual basis.
9. increase the international focus in the journal by, for example, increasing the number of international reviewers and international submissions.

### **Proposal Requirements**

Candidates for the position must submit:

1. vita(e) with precise background information on editorial and publishing experiences;
2. a statement regarding their projected goals and the methods to be employed to achieve them;
3. a plan and schedule for effecting the transition and selection of consulting editors members;
4. a letter of support from an immediate supervisor and an appropriate fiscal representative of the institution. This letter should state with clarity and commitment all specifics relative to institutional support such as release time, production assistance for the duration of the editorship and technological support.
5. in addition to the AAACE contribution, institutional support should enable the editor(s) to complete all requirements outlined in the memorandum of understanding successfully; and
6. a budget showing projected expenses for the three year period, including personnel and equipment. Designations should be made reflecting available institutional contributions, direct or in-kind.

### **Financial Obligation**

The *AEQ* editor(s) shall receive an annual stipend of \$18,000 for each year within the initial three year term. If their appointment is renewed, the editor(s) shall receive the same stipend for each of the next two years.

This stipend is intended to enhance the publication of *Adult Education Quarterly*, in conjunction with institutional funding. It is expected that these funds will be used to help

defray the costs of travel to the annual AAACE, CPAE and AERC meetings, at which they are expected to provide annual reports, as well as conduct sessions on how to write for *AEQ*. Such funds can also be utilized for the reimbursement of staff time, travel and materials used in the normal conduct of Journal business that is considered standard and appropriate. Such funds will be accounted for in the annual report to AAACE completed by the editor(s).

### **Selection Procedure**

Proposals will be reviewed and decision made in the following order: a) AEQ Review Committee will screen all proposals and make a recommendation to the AAACE Publication Committee. and b) The following groups will ratify this decision in the following orders.

1. AAACE Publication Committee
2. AAACE Board of Directors - final approval.

### **Deadline Dates**

The Association requests that those who intend to apply submit **a letter of intent** by February 1, 2022 electronically by e-mail to Amy Rose at [arose@niu.edu](mailto:arose@niu.edu). Receipt of such intent will be considered non-binding for prospective applicants as well as for the AAACE. Receipt of intent letters by the designated date will enable the *AEQ Committee* to anticipate responses forthcoming in January. Proposals should be received no later than February 20, 2022.

The editor(s) will be selected after approval by the AAACE Committees and Board of Directors by March 14, 2022. The appointment provides for a transition period beginning in March 15, 2022, when the new editors will be expected to begin collaboration with the current editors. The new editors will assume full responsibilities for the journal by June 1, 2022.

In summary:

- **Letters of intent should be sent by February 1, 2022.**
- **Proposals should be received no later than February 20, 2022.**

Send both letters of intent and proposals to [arose@niu.edu](mailto:arose@niu.edu)

- **Transition begins March 15, 2022**
- **Full editorial control begins June 1, 2022 and ends on May 31, 2025**