

To: Department Chairs
Department Personnel Committee Members
College Personnel Committee Members
Deans

Subject: Suggested Resources and Processes Pertaining to Publication Review in RTP

From: Personnel Planning and Review Committee

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Introduction

Due to the rapid proliferation of venues (both digital and traditional) that are now available which promise “peer review,” we are providing this advisory communication to all RTP decision-making agencies. The purpose of this advisory communication is to encourage reviewing agencies to exercise due diligence in the evaluation of publications that your faculty are submitting for their RTP evaluation. While we have not identified significant numbers of attempts to misuse, abuse or defraud the RTP process, there have been isolated cases in this regard.

Suggested Approaches to Assess Publication Quality

The following are suggested processes that you may wish to consider in your evaluation of publications by your faculty (these are suggestions and not requirements):

- Verify the credibility of the publisher of each contribution submitted by your faculty. This includes details of the peer review process used and confirmation that the reviewers are indeed “peers” for your discipline.
- Read and review the contribution.
- Arrange for review by your colleagues outside of CSUN if department or college personnel procedures allow.
- Check with other colleagues in your field regarding the credibility of individual publishers.
- Check with your professional societies for a list of preferred professional publication venues.
- Consult with your Library liaison regarding reputable journals specific to your disciplines.
- For electronic publications consult the Directory of Open Access Journals (DOAJ) on requirements and the peer review process used by individual electronic journals (www.doaj.org)
- Require disclosure of any fees paid that were required for publication. Note that the payment of reasonable fees associated with higher than the average number of pages, higher than average number of figures, charts, and tables, color, special typesetting, etc. per discipline, is common and by itself should not be construed as “pay to publish.”