

Relationship IJAD – ICED

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The *International Journal for Academic Development* ([IJAD](#)) is the journal of the International Consortium for Educational Development. The journal enables academic/educational developers in higher education across the world to exchange ideas about practice and extend the theory of educational development, with the goal of improving the quality of higher education internationally.

This document describes the working relationship between the IJAD editorial team and ICED. This relationship always has been positive and constructive, and the intention of this document is to articulate what have often been informal practices so that the relationship will continue to be positive and constructive.

The role of ICED:

- ICED and its networks help IJAD to distribute information about calls for special issues, for applications to become member of the editorial team or the editorial board, and to circulate new content of issues, etc.
- The ICED Board formally appoints new co-editors, but they do that at the recommendation of the editorial team. The co-editor selection process is run by IJAD editorial team. The outcome of the process is communicated with the ICED president and formally confirmed by the ICED Board.
- The ICED president (always with the IJAD liaison included) is informed about issues regarding the contract with Taylor & Francis, about when/how to request funding from the ICED Board, etc. These are operational questions, not editorial ones.
- ICED receives income each year from Taylor & Francis that is generated by IJAD subscriptions, downloads, open access fees, etc. These funds are used at ICED's discretion.
- In years when there is an ICED conference, ICED provides a fixed amount of travel expense reimbursement (currently 2500 GBP/year) to the IJAD editorial team so that members of the team can attend the ICED biennial conference and the associated annual ICED Council meeting. The editorial team determines how to allocate these reimbursement funds based on the needs of team members.
- In years when there is not an ICED conference, ICED provides a fixed amount of travel expense reimbursement (currently 2500 GBP/year) to the IJAD editorial team so that a member of the team can attend the annual ICED Council meeting. The editorial team determines which team member will attend the meeting. Leftover funds may be used, by application to the ICED Board, for any other IJAD-related work, such as getting the editorial team together or running writing retreats, etc.

- IJAD also receives a yearly allowance from ICED for the social media application used to automate Tweets.
- Information about IJAD and its editorial team is posted (and regularly updated) on ICED web pages.

The role of the IJAD editorial team (co-editors and associate editors):

- The editorial team is solely responsible for all decisions concerning editorial work, the article of the year and any other award selection processes, and membership of the editorial board and what it does. ICED leadership (the ICED Board, Council, and President) has no role in editorial decisions or editorial processes.
- The editorial team will consult with the ICED president and seek formal ICED approval before making any changes to the broad editorial direction of IJAD, including the purpose, aims, and scope of the journal.
- The editorial team provides an annual report to ICED before the annual Council meeting, and IJAD editorial team members are available to answer questions from ICED leadership throughout the year.
- The editorial team has a liaison who attends all Board/Council meetings; the liaison is a past co-editor so they know IJAD well enough to ask/answer questions or raise concerns during Board/Council meetings. The liaison also keeps the editorial team updated about what's on the ICED agenda so that the ICED president doesn't have to do that (e.g., providing key details about upcoming conferences before those are public to enable planning, information about new national networks that might join ICED, etc). The liaison keeps the Council/Board updated through the year as IJAD things develop (e.g., quarterly download and submission numbers, Article of the Year updates, plans for the writing retreat, changes in the editorial team). The liaison is appointed/designated by the IJAD editorial team. The IJAD liaison is supported to attend the Council meeting each year through a fixed amount of travel expense reimbursement of up to 1500 GBP/year (separate from the ICED funds described above for the IJAD editorial team).
- Associate editors are appointed by the co-editors, and the associate editor selection process is run by the editorial team. The ICED Council is informed of these decisions.
- The editorial team may periodically request additional funding from ICED, e.g. to reduce the costs of the IJAD writing retreat. The President and Board will determine whether to approve these requests, and will inform the IJAD liaison of funding decisions and rationales.
- The editorial team determines the membership, goals, and priorities of the IJAD editorial board. The editors and IJAD liaison will confer with the ICED president before

any significant changes in the editorial board are made, and the ICED Board will be informed of changes that the editors make regarding the editorial board.