1. The most recent ABDC\textsuperscript{1} Journal list is CBE’s established means of assessing CBE faculty qualifications as they relate to workload, and the ABDC Journal List shall be used as the basis for assigning point values to peer reviewed journal publications for the purposes of determining workload.

2. Faculty members who wish to publish in peer reviewed, non-predatory journals that are not on the ABDC list may submit evidence of journal quality for evaluation based on the criteria below by CBE Department Chairs.

3. Publications in journals that are determined by the majority of Department Chairs to be predatory or published by predatory publishers will not be accepted for inclusion on the supplemental list. If a journal is not on the most current ABDC list, faculty are advised to submit the journal for evaluation prior to submitting an article for review.

4. Periodically, Department Chairs may update the list of journal on the supplemental list and remove those 1) that have been added to an updated version of the ABDC list; 2) for which new information about the predatory nature of the journal or publisher has come to light.

5. If a faculty member has published in a journal that was on either the ABDC or supplemental journal list at the time of submission but has since been removed from the list, the point value at the time of submission may be used for the purposes of determining workload as long as the article date falls within the five year evaluation period.

Criteria:
6. For a journal not on the ABDC List to be ranked as a “C” journal, the Department and/or the author shall provide documented evidence that the article published in the journal is/was peer reviewed and that the journal is publicly disseminated.

   a. Documentation that the article is/was \textit{peer reviewed} may include: 1) peer reviewer comments; 2) an email or letter from the journal editor stating that the manuscript was peer reviewed; 3) documented evidence that the journal is listed on a recognized peer-reviewed journal list such as SCOPUS\textsuperscript{*}; or 4) documented evidence that the journal is on a peer-reviewed journal list at a CBE peer or aspirant institution. [*Available at: \url{www.scimagojr.com}]

   b. Documentation that the journal is \textit{publicly disseminated} includes articles that are: 1) available for free or at a nominal reprint cost...
from a public or publicly-available source; 2) available without a requirement of membership in an organization or association; and 3) available in English.

7. For a journal not on the ABDC List to be ranked higher than a “C” on the ABDC List, the Department and/or the author shall provide documentation that the journal is comparable to “A+,” “A,” or “B” journals on the ABDC List in the author’s discipline. Criteria to be used in making that determination shall be either:
   a. A journal with both:
      i. Either an “H” index or “G” index value equal to or above the top of the 25th percentile* of similarly ranked journals on the ABDC List in the author’s discipline,** and
      ii. Citation rate (cites/paper) equal to or above the top of the 25th percentile of similarly ranked journals on the ABDC List in the author’s discipline.**
   or
   b. A ranking of the journal on a journal ranking list comparable to the ABDC List at one or more CBE peer or aspirant universities in the author’s discipline.

[*25th percentile= first quartile (designated Q1) = lower quartile = lowest 25% of data
 **Available at: www.harzing.com/pop.htm ]

1 http://www.abdc.edu.au/