

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Operating Code for NASSM Research Fellows Credentials Committee**

#### **Name**

The name of this Committee shall be NASSM Research Fellows Credentials Committee of the North American Society for Sport Management.

#### **Organization**

- A. The NASSM Research Fellows Credentials Committee shall consist of two (2) recent (with the last 5 years) Research Fellow winners, in consultation with the President, who will serve verify the credentials of the candidate.
- B. The committee members will determine a Chair.
- C. If the number of research fellow candidates is too large for two people, the Executive Council can appoint others to assist.

#### **Conduct of Business**

- A. Meetings
  1. Business shall be conducted by mail, phone, e-mail, video conference, or in person (at the annual conference).
  2. A record of all considerations shall be maintained by the Committee.
- B. Duties
  1. The Chairperson shall issue a call for credentials by January 15 and set a deadline date for submissions of April 1.
  2. The Chairperson shall receive credentials from potential Fellows via website submission.
  3. The committee will review submissions to verify credentials.
  4. The Chairperson will notify the potential Fellows of their status.
  5. The Chairperson shall notify the President and ED that new Fellows have been qualified.

#### **Timeline**

- A. Call for credentials: January 15
- B. Submissions Due: April 1
- C. Notification: May 1
- D. Notify Marketing Committee for announcement: by May 7
- E. Awards are given at the Founders' Awards Night Reception.

#### **Qualifications for NASSM Research Fellows**

- A. All qualified NASSM members in good standing are eligible to become NASSM Research Fellows.
- B. Qualified members will become NASSM Research Fellows by meeting specified criteria as listed (i.e., no voting procedures) and submitting their credentials on or before the announced annual deadline.
- C. Criteria for NASSM Research Fellows are as follows (both a and b):
  1. Publications: All NASSM Research Fellows must have published at least:
    - a. 15 refereed journal articles (3 of the total refereed journal articles must be within the last 6 years)
    - b. 3 of the total refereed journal articles must be published submissions in the Journal of Sport Management no later than April 1.
    - c. Articles assigned a DOI number by a refereed journal shall be counted toward the minimum 15 refereed journal articles provided the DOI number is assigned prior to April

2. Authorship: Each NASSM Research Fellow must be first or solo author on at least five of the refereed journal articles, including at least one refereed publication in the Journal of Sport Management.
3. Presentations: All NASSM Research Fellows must have presented 20 refereed presentations (4 of the total presentations must be within the last 6 years; 6 of the total presentations must be NASSM presentations).

### **Submitting Materials**

1. Complete the online form with author details on the NASSM website.
2. All members will submit one (1) PDF file containing all details as outlined in the criteria section.
3. File should be submitted using the following format should be used to submit materials: FirstInitial\_LastName.ResearchFollow.pdf (e.g., J\_Smith.ResearchFellow.pdf)

### **Committee Procedures**

- A. The Chairperson shall issue a call for credentials from all professional and emeritus members by January 5 of each year (viz., of a new Journal of Sport Management publication cycle).
- B. The Chairperson must maintain review records and notify the Executive Council when new NASSM Research Fellows have been qualified.
- C. The Chairperson shall notify all applicants of their status by May 1 (the sole reason someone will not qualify will be a deficiency in minimum criteria).
- D. The NASSM Fellows are announced in NASSM communications when possible and/or at the Annual General Meeting.
- E. The President awards all new NASSM Fellows a letter of commendation, and certificate and/or plaque. Distribution of the plaque and acceptance of award will take place at the Founders' Awards Night Reception at the annual conference. (Note: Guidelines for this awards reception accompany the Distinguished Educator Operating Code.)

### **Annual Report**

The Chairperson shall prepare and present a report of the year's activities to the Executive Council.