

Operating Code NASSM *Sport Management Education Journal* Fellow Credentials Committee

I. Name

The name of this committee shall be the NASSM *Sport Management Education Journal* Fellow Credentials Committee of the North American Society for Sport Management.

III. Conduct of Business

A. Meetings

1. Business shall be conducted by phone, e-mail, or video conference.
2. A record of all considerations shall be maintained by the Committee.

B. Duties

1. The Chairperson shall issue a call for credentials in early January and set a deadline date for published submissions no later than April 1.
2. Access to the credential form will be on the NASSM website. All interested potential Fellows should be directed here to upload materials.
3. The Chairperson shall receive credentials from potential Fellows.
4. The Chairperson shall convene a meeting of the Credentials Committee to review each application for verification.
5. The Chairperson will notify the potential Fellows of their status.
6. The Chairperson shall notify the President that new NASSM *Sport Management Education Journal* Fellows have been qualified.

IV. Timeline

- A. Call for credentials: January 5
- 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

V. Qualifications for NASSM *Sport Management Education Journal* Fellow

- A. All qualified NASSM members are eligible to become NASSM *Sport Management Education Journal* Fellows
- B. Qualified NASSM member will become NASSM *Sport Management Education Journal* Fellows by meeting specified criteria as listed (i.e., no voting procedures) and by submitting their credentials on or before the announced annual deadline.
- C. Criteria for the Fellow are as follows (all criteria must be met):
 1. All NASSM *Sport Management Education Journal* Fellows must be a current member of NASSM at time of application and have four additional years of membership. The membership years do not have to be consecutive.
 2. Five (5) peer-reviewed publications in *Sport Management Education Journal* with at least one (1) first-author publication.
 3. Publications in the Pedagogical Innovations and Teaching & Learning Fair sections of the journal count toward the publication total but at least two (2) of the publications must be research articles, and only one (1) publication can be a Teaching & Learning Fair submission.
 4. The first-author publication must be a research article.

VI. Submitting Materials

- A. Complete the online form with author details on the NASSM website.

- B. All members will submit one (1) PDF file containing all details as outlined in the criteria section.
- C. File should be submitted using the following format should be used to submit materials:
name.SMEJFollow_YEAR.pdf (e.g., Smith.SMEJFellow_22.pdf)
- D. Qualifying Publications
 - 1. List *SMEJ* publications in APA format.
 - 2. Include the first page of the five (5) *Sport Management Education Journal* publications used to meet the criteria.
 - 3. List years of NASSM membership

VII. 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 *Sport Management Education Journal* publication cycle).
- B. The Chairperson must maintain records and notify the Executive Director when new NASSM *Sport Management Education Journal* 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 *Sport Management Education Journal* Fellows are announced in NASSM communications by May 7 and/or at the Annual General Meeting.
- E. The President awards all new NASSM *Sport Management Education Journal* Fellows a letter of commendation and a certificate/plaque. Distribution of the certificate/plaque will occur at the Founders' Award Night Reception at the annual conference. (Note: See Founders' Night Code.)

VIII. Annual Report

The Chairperson shall prepare a report of the year's activities to the Governing Board.