

CHAPTER 1103: ASUN -UNDERGRADUATE RESEARCH FUNDING AGREEMENT

SECTION 01: MISSION STATEMENT

The mission of the Nevada State Undergraduate Research Journal (NSURJ) shall to educate, support, and provide a competitive edge for all students in the NSHE system and Sierra Nevada College. This shall be accomplished by providing a universally accessible, student run, and highly selective peer reviewed journal specifically targeted at the undergraduate students of the NSHE system and Sierra Nevada College. Additionally, the ASUN shall maintain a mutually beneficial relationship with the University of Nevada's Office of Undergraduate Research, to facilitate research to be published in the journal.

SECTION 02: PURPOSE

The purpose of NSURJ is to:

- a) Provide an outlet for the publication of original, undergraduate research.
- b) Review, critique, and prepare undergraduate submissions for professional publication.
- c) Promote undergraduate research and publication in NSHE and Sierra Nevada College

SECTION 03: STRUCTURE

The following positions shall compromise the personnel of Research Journal.

- a) Faculty Advisor: There shall be one faculty advisor, appointed by the Vice President of Research, whose duties include:
 - 1) Overseeing the program, meeting regularly, and acting in an advisory capacity to the students who run the journal.
- b) Advisor Ex Officio: The director of the ASUN, or their appointee, shall be an ex officio member of the journal faculty. The advisor ex officio shall meet with the senior editors of the journal on a regular basis to assess the condition of the journal.
- c) Senior Editors: There shall be no less than two senior editors.
 - 1) The senior editors shall be undergraduate students of upper class standing who represent a multiplicity of disciplines and fields.
 - 2) Senior editors shall be responsible for overseeing the publication process including solicitation, review, and acceptance or rejection.
 - 3) Senior editors shall be responsible for publishing and archiving final manuscripts and shall work with authors to prepare submissions to be reviewed by referees.
 - 4) Senior editors shall be responsible for seeing Associate editors.
 - 5) Senior editors shall compile and present a summary report on the journal to the Senate Sub-Committee on Academics, as well as the faculty advisor and the advisor ex officio, within a month of journal publications or at the request of the Sub-Committee on Academics. The report shall include:
 - i) An overview of the published journal.
 - ii) A data summary on submissions including acceptance, rejection, and point of origin.
 - iii) Report on the current status of NSURJ as a department.
 - iv) The senior editor's recommendations proceeding forward.
 - 6) Associate Editors: There shall be no less than four associate editors.
 - i) Associate editors shall be undergraduate students representing a multiplicity of disciplines and fields.
 - ii) Associate editors shall make recommendations to senior editors for the acceptance or rejection of submissions.

- iii) Upon acceptance of submission, the associate editor shall work with the author to prepare the submission for publication and deliver a copy to the senior editors.
- 7) Referees: There shall be no less than two referees selected for each submission.
 - i) Referees shall be faculty or graduate students specifically selected by senior editors for their expertise relevant to the content of the submission.
 - ii) The referees shall review and critique the submission.
 - iii) The referee shall then return the critiqued submission along with their suggestions to the editor.