

APPEAL APPLICATION INSTRUCTIONS

VOLUME 23: SPRING 2018

Please fill out the attached form and email it to **appeal@uvic.ca** with the **required PDF attachments** by **12:00 noon** on **Thursday, March 30, 2017**.

Eligibility Requirements:

Membership on the *Appeal* Editorial Board requires registration in *Law 389 Appeal: Review of Current Law and Law Reform*. Final registration decisions are made by the Associate Dean Academic and Student Relations.

Important Note: To qualify for Law 389, students MUST be eligible for registration in classes for both the Fall 2017 and Spring 2018 semesters. **Students who will be away in either semester for co-op internships, exchanges, Law Centre, or other pursuits are not eligible.** In exceptional circumstances, students enrolled in co-op may also enroll in Appeal if they are completing full on-campus academic terms in both Fall 2017 AND Spring 2018, and receive special permission from both the Law Co-op Coordinator (Francine Proctor) and the Associate Dean Academic and Student Relations (Gillian Calder).

Board Positions and Duties:

Each Board member is part of a team that takes on a specific role during the course of the journal's production. These teams are described briefly below. In addition to team-related responsibilities, all Board members other than the Editors-in-Chief will be required to edit an article for publication. The Editors-in-Chief will oversee the editing process.

Important Note: The Teams are organized differently year-to-year depending on enrollment and the composition of the Board. You are NOT signing up for a role when indicating which positions you may be interested in. This is merely an indication of interest. The current *Appeal* Editorial Board and Faculty Advisors will determine the Board positions based on interest as well as relevant skills and experience.

Description of Course:

Law 389 is a year-long pass/fail course worth 2 credits. Credits are distributed evenly between the fall and spring semesters. Special permission to distribute credits otherwise must be obtained from the Associate Dean Academic and Student Relations.

Law 389 includes a classroom component in which students learn about academic legal writing and editing, and complete a related assignment. The classroom component takes place during the fall semester. In addition, students registered in the course are collectively responsible for all aspects of producing and promoting the annual volume of *Appeal*.

Description of Positions from The 2016-2017 Board (2016-17):

Editors-in Chief (2 students): The Editors-in-Chief provide general oversight of journal production and assist all teams in any capacity necessary. The Editors-in-Chief are also responsible for leading meetings, facilitating internal communications, and liaising with faculty advisors, the Dean's office, and journal sponsors. Finally, the Editors-in-Chief oversee the editing process as well as the compilation of the Annual Report that is organized for the incoming Board.

Submissions Team (2 students): Responsible for all aspects of submissions, including: sending out the call for submissions; screening, organizing, and blinding the submissions received; and corresponding with authors throughout the process.

Business Team (2 students): Responsible for managing the finances of the Appeal Publishing Society, including: setting the budget; processing reimbursements; depositing funds received; applying for LSS and other grant funding, and soliciting sponsorship from firms and other legal organizations. In 2016-17, the Business Team absorbed the duties of the Subscriptions team.

Subscriptions Team (0 students): Responsible for all aspects of journal subscription renewals, invoicing, print and electronic distribution, and Open Access publication. The 2016-17 Board had the Business Team absorb the duties of the Subscriptions Team.

Publication Team (1 student): Responsible for all aspects of journal production, including: arranging and liaising with layout and printing services; organizing the proofing and production process; and copyediting.

Public Relations and Fundraising Team (1 student): Responsible for managing the public image of *Appeal*, including: updating and maintaining the *Appeal* websites; updating and maintaining the Facebook page (and other social media); maintaining the alumni database; planning and organizing fundraising, the launch event, and representing *Appeal* at the LCO Firm Reception.

Please contact the current Appeal Editorial Board at appeal@uvic.ca with any questions you have about this application

APPEAL EDITORIAL BOARD APPLICATION FORM 2017-18

Name: _____

Current Year of Study: _____

Email: _____

Appeal Editorial Board positions that I am interested in (mark as many as interest you)

By marking these positions, you are merely indicating interest and are not committing to a particular team. Team placements are based on skills, experience and team balance.

____ Submissions

____ Subscriptions

____ Publication

____ Business and Sponsorship

____ Public Relations and Fundraising

____ Editors-in-Chief

REQUIRED FOR YOUR APPLICATION TO THE BOARD:

1. Statement of Interest

*In no more than **150 words**, please tell us why you are interested in being a part of the 2017/18 Editorial Board of Appeal.*

2. Relevant Experience

*In no more than **200 words**, please let us know what skills, attributes and/or experiences you would bring to the Editorial Board of Appeal. In particular, please specify key skills with respect to website design and maintenance, editing and proofreading, graphic design, fundraising, and financial management **as they apply to the positions in which you are interested.***

3. A resume or curriculum vitae

Please enclose a copy of your current resume or curriculum vitae.

Attach the above as a SINGLE PDF DOCUMENT
Email to appeal@uvic.ca before 12:00 noon, March 30, 2017

The current Appeal Editorial Board thanks you for your interest.

All candidates will be notified of the outcome of their application once course registration in Law 389 is finalized by the Associate Dean Academic and Student Relations. Typically, this finalization occurs after Spring 2017 grades are approved in May.