

## **University Press Editorial Board**

**CLASSIFICATION:** University Board

**REPORTS TO:** Senior Vice President for Academic Affairs and Provost or designee

**CHARGE:** This Board serves as the policy-making body for the Kent State University Press in editorial matters.

**COMPOSITION:** This Board shall consist of nine (9) faculty members, one of whom shall be a member of the Faculty Senate, and the Director of the Kent State University Press.

**QUALIFICATIONS OF FACULTY MEMBERS:** Faculty appointed to this Board shall be research oriented with experience in research publication. Members shall represent a variety of major disciplinary clusters, with no more than two members from any one department or school.

**TERM:** The term of membership shall be three (3) years, beginning on August 15 of the year of appointment. Three members shall be appointed on a rotating basis each year. No member may be appointed for more than two full terms in succession.

**MEANS OF APPOINTMENT:** Appointments are made by the Chair of Faculty Senate based upon recommendations by the Committee on Committees.

**ALTERNATES:** Three alternates shall be appointed each year. An alternate shall be appointed to fill the remainder of the term for a member resigning from the Board.

**CALL:** The Board shall convene as called by the Director of the Kent State University Press in September of each academic year, and thereafter as needed.

**CHAIR:** The Chair of the Board shall be elected by the Board at its first meeting of the academic year. The Chair shall submit a written summary report of the Board's work the previous year to the Faculty Senate office by September 15.

### **CONFLICT OF INTEREST POLICY**

Section 1: The Board assumes that each and every member shall at all times act in a manner consistent with his/her responsibility for the well-being and reputation of the Kent State University Press, and will exercise particular care to avoid conflicts between his/her interests and those of the Press. Any Board member who feels that s/he may have a conflict of interest is expected to explain the potential conflict, and shall, when appropriate, refrain from participating in the discussion of the project and/or from voting on it.

Section 2: The following individuals are prohibited from participating in the discussion of and voting on relevant projects:

- a. prospective authors;
- b. prospective authors of a chapter in an edited volume;
- c. family members of prospective authors;
- d. any member of the University Advisory Committee or the University Review and Appeals Board with respect to a work involving an author who is or might be a candidate for tenure or promotion at Kent State University; and
- e. any member of a prospective author's Kent State University department with respect to a work involving an author who is or might be a candidate for tenure or promotion at Kent State University;

Section 3: The Kent State University Press encourages submissions from Kent State University faculty. However, the Board and the Press operate separately and independently from the University bodies granting tenure and promotion.