

## **University Press Editorial Board (UPEB)**

**CLASSIFICATION:** University Board

**REPORTS TO:** 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.

Approved by Committee on Committees, February 25, 2002; Revised by the Committee on Committee,  
**April 3, 2012**