



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.19: Texas Tech University Press

DATE: October 17, 2008

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to define the purpose, responsibilities, structure, and procedures of Texas Tech University Press (TTUP) and to specify the role and function of the TTUP Editorial Committee.

REVIEW: This OP will be reviewed in August of every fourth year by the director of Texas Tech University Press, the associate vice provost for heritage consortium, and the dean of the Graduate School with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by September 1. This OP will be reviewed again in 2012.

POLICY/PROCEDURE

1. Purpose

As the official publishing authority of the university, TTUP assists the university in advancing knowledge and disseminating that knowledge to other members of the scholarly community and to the general public.

2. Responsibilities

In fulfilling its mission, TTUP has a primary obligation to ensure the accuracy, quality, and appropriateness of works issued under its imprint. It is responsible for the development of a list of titles that reflects not only the research and educational strengths of the university but, also, the highest standards maintained by legitimate university presses.

In addition to fulfilling its scholarly function, the press must perform as a responsible business entity and exercise sound fiscal management, both on a short-term basis and from a strategic perspective: the press must make continual efforts not only to maximize its sales revenues but, also, to augment its funding base by a variety of means.

To this end, the press publishes a number of commercially viable titles with broader popular appeal. Revenues deriving from these titles and from the development of endowments, title subsidies, and other sources of funding enable the press to continue its scholarly publishing activities by subvening the publication of the results of highly specialized research.

3. Structure

The governance of Texas Tech University Press is the responsibility of its director, who is appointed by the PSVPAA in consultation with the TTUP Editorial Committee.

4. **Procedures**

TTUP ensures that all manuscripts considered for publication are reviewed by qualified external referees, edited, and returned to the author for revision, when necessary. More detailed statements of editorial policies and procedures for the several categories of publications are available from the press.

5. **The TTUP Editorial Committee**

The charge of the TTUP Editorial Committee is to assist the Texas Tech University Press in ensuring the quality of the scholarly books and journals issued under the press imprint. The committee's primary function is to certify that those titles represent the best and most important results of original scholarly pursuits.

This committee shall also aid and advise the PSVPAA and the director of the press in the formation of general editorial policy and in the development of the character and nurturance of the press.

a. **Duties and Responsibilities**

As an advisory and a policy committee concerned with the intellectual and scholarly development of the press, the Editorial Committee has the following major duties:

- (1) To assist the director and staff in establishing and maintaining sound publishing policies for the press by representing the point of view of the scholarly community. The committee is, therefore, involved in such issues as the development of the subject areas published and the consequent evolution of the character of the press. The committee considers and approves or disapproves manuscripts proposed by the press editors.
- (2) To serve as a medium of communication between the faculty and the press, providing accurate information about TTUP and bringing criticisms, suggestions, and other advice to the press from the faculty.
- (3) To provide periodic assessment of the activities of the press and to share these opinions with the director. The committee will provide written reports to the PSVPAA upon request.
- (4) To support and encourage the director and staff of the press in all aspects of publishing, which requires an influx of enthusiastic, enlightened, and constructive counsel on a continuing basis.
- (5) To assist the Office of the Provost/ Senior Vice President for Academic Affairs, should it become necessary, in search, screening, and selection of a director of the press.

The committee is not an administrative body and has no part in the relationship of the press director to the Office of the Provost/ Senior Vice President for Academic Affairs. It is not, except in general and indirect ways, involved with fiscal matters, which are the province of the press and the PSVPAA.

b. Membership

The Editorial Committee is comprised of representatives of (1) those academic areas in which TTUP has an active publishing interest, and (2) other university entities with which the press shares publishing interests and goals. Because these areas evolve and are refined on a continuing basis, the composition of the committee will reflect that evolution and refinement.

The committee membership is comprised of the following individuals:

- (1) Four voting ex officio members and one non-voting ex officio member:

Associate Vice Provost for Heritage Consortium (co-chair)
Dean, the Graduate School (co-chair)

Executive Director, the Museum of Texas Tech
Dean, Texas Tech University Libraries
Director, the University Press (non-voting)

- (2) A minimum of six members appointed from the university system community

c. Appointment

- (1) Appointments will be made, upon recommendation by the director of the press, by the PSVPAA in consultation with the associate vice provost for heritage consortium, the dean of the Graduate School, and the director of the press.
- (2) The term of membership of appointed members shall be three years. Members may be reappointed at the discretion of the PSVPAA.

d. Operating Procedures

- (1) The associate vice provost for heritage consortium shall serve as chair of the Editorial Committee and shall consult the director of the press in setting the agenda for each meeting. In the absence of the associate vice provost, the dean of the Graduate School will chair the committee.
- (2) The frequency of committee meetings shall be determined by the chair in consultation with the director of the press.