



## TEXAS TECH UNIVERSITY

### Operating Policy and Procedure

#### **OP 30.19: Texas Tech University Press**

**DATE:** August 25, 2022

**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 any imprints under TTUP and to specify the role and function of the TTUP Editorial Committee.

**REVIEW:** This OP will be reviewed in August of every even-numbered year by the Faculty Director of Texas Tech University Press and the Editorial Committee with substantive revisions presented to the Provost and Senior Vice President. This OP will be reviewed again in 2022.

#### **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 university presses at R1 institutions.

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.

Also, to this end, when a proposed project does not fit within TTUP's established list but is nonetheless of scholarly or literary merit and reflects the research and educational strengths of the university, TTUP may present such project(s) to the Editorial Committee for inclusion in a secondary imprint, Toreador Publishing. Any publications included in this secondary imprint will be consistent with TTUP's primary obligation of ensuring accuracy, quality, and appropriateness

of its works, and will, on a per project basis, be subject to appropriate peer review or other external vetting, as well as to approval by the Editorial Committee or a subcommittee appointed by the Editorial Committee. This secondary imprint must follow responsible business practices and exercise sound fiscal management.

### **3. Structure**

The governance of Texas Tech University Press is the responsibility of its Faculty Director, who shall come from the ranks of the Texas Tech University faculty. The Director will be selected through a standard hiring process conducted by the Office of the Provost in consultation with the 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 exercise shared guidance of 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. The Editorial Committee will work closely with the Faculty Director of TTUP in the formation of general editorial policy and in the development of the character and nurturance of the press.

#### **a. Duties and Responsibilities**

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

- (1) To collaborate with the Faculty 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 Faculty Director. The committee will provide written reports to the Office of the Provost upon request; and

- (4) To advocate for TTUP in all aspects of publishing, including providing constructive counsel on a continuing basis and ensuring clear, direct, and precise communication to the Office of the Provost and the TTU community at large.

The Editorial Committee may become involved in administrative matters of TTUP at the discretion of the Provost.

b. Membership

The Editorial Committee is comprised of representatives of (1) those academic areas in which TTUP has an active publishing interest, (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. Members should be selected based on their expertise and likelihood to contribute to the committee's work.

The committee membership is comprised of the following individuals:

- (1) Two non-voting, ex officio members:

A representative of the Faculty Senate  
Faculty Director of the University Press

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

c. Appointment

- (1) Appointments will be made by the Office of the Provost in close consultation with the Faculty Director of TTUP. The Faculty Director may consult with the Managing Director and the Editorial Committee in making recommendations to the Provost.
- (2) The term of membership of appointed members shall be three years. Members may be reappointed by the Office of the Provost in close consultation with the Faculty Director of TTUP.

d. Operating Procedures

- (1) The Chair of the Editorial Committee shall be elected by the members of the Editorial Committee and serve a three-year term. The Chair will consult with the Faculty Director of the press in setting the agenda for each meeting.
- (2) The TTUP Editorial Committee will meet quarterly with the possibility of additional meetings and electronic discussions and votes as deemed necessary by the Chair and the Faculty Director.
- (3) The bylaws for the successful operation and best practices of TTUP will be written and ratified by the Faculty Director in consultation with the Editorial Committee and with the approval of the Office of the Provost. The bylaws will be reviewed at least every three years or more frequently if deemed necessary by the Director or the Office of the Provost.