Operating Policy and Procedure

OP 30.19: Texas Tech University Press

DATE: October 24, 2016

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 even-numbered year by the Director of Texas Tech University Press and the Dean of the University Libraries with substantive revisions presented to the Provost and Senior Vice President. This OP will be reviewed again in 2018.

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.

Also to this end, when a proposed project does not fit within TTUP’s established list but is nonetheless of scholarly 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. This secondary imprint’s scope will be to house open access projects and service projects for the Texas Tech University community. 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 Director, who is appointed by the Dean of the University Libraries 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 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 Dean of the University Libraries 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 Dean of the University Libraries 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 Dean of the University Libraries, 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 Dean of the University Libraries. It is not, except in general and indirect ways, involved with fiscal matters, which are the province of the press and the Dean of the University Libraries.

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 voting ex officio members and one non-voting ex officio member:

Dean, the University Libraries (chair)
Executive Director, the Museum of Texas Tech
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 in consultation with the Dean of the University Libraries.

(2) The term of membership of appointed members shall be three years. Members may be reappointed by their respective deans in consultation with the Dean of the University Libraries.

d. Operating Procedures

(1) The Dean of the University Libraries 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 Dean of the University Libraries, the Executive Director of the Museum of Texas Tech University will chair the committee.

(2) The frequency of committee meetings shall be determined by the Chair in consultation with the Director of the press.