

# SAA Governance Manual

<http://www2.archivists.org/governance/handbook/section7/groups/Publications>

## Publications Board

### I. Purpose

The purpose of the Publications Board and Editor, Print and Electronic Publications, is to ensure that the Society's non-serial publications serve the needs of its members. The Publications Board assists the Editor, Print and Electronic Publications, in the editorial production of non-serial publications by establishing overall policy direction, goals, and priorities for the non-serial publications program; approving manuscripts; and monitoring publications (defined as monographic publications in any form or medium) to ensure consistently high quality. The Publications Board also assists with the evaluation of the Editor as requested by the Council, Elected Officers, and Executive Director.

### II. Board Size, Length of Terms, and Selection

The Publications Board consists of the Editor, Print and Electronic Publications, and eight individual board members.

The Editor's term of office, assuming satisfactory performance, is three years, with an option of reappointment for one additional three-year term.

The eight individual board members are appointed for four-year terms that are staggered so that one-fourth of the members are appointed each year. Each year the Editor, in consultation with the Publications Board, recommends two new members for appointment by the SAA Vice President. The Vice President bears ultimate responsibility for appointing Board members in order to ensure that they represent diverse knowledge areas and constituencies within SAA. The Editor's recommendations, however, bear considerable weight in this appointment process. Special attention is paid to ensuring that at least one member of the Publications Board has significant knowledge and experience in the area of electronic publications. An individual may serve no more than two consecutive terms.

### III. Duties and Responsibilities

#### **A. Editor, Print and Electronic Publications**

*The role of the Editor is to set a vision for the program and provide philosophical direction, acquire manuscripts, maintain a clear and transparent review process, coordinate the "virtual clearinghouse," and direct the work of the Publications Board*

*The Editor also serves as an ex-officio member of the American Archivist Editorial Board.*

#### **B. Publications Board**

*The Publications Board assists the Editor to:*

*Develop and implement editorial policies and procedures.*

*Review manuscripts, recommend reviewers, and coordinate review processes.*

*Solicit authors and publish works that support the archival profession.*

*Ensure that seminal archival literature remains in publication.*

*Publish new, and newly translated, academic works on advanced archival topics.  
Publish works that establish best practices. Produce revised editions as necessary.  
Publish new works that meet the evolving needs of the membership.  
Identify titles published by other publishing outlets that should be acquired for distribution by SAA or cited in the online catalog as part of the “virtual clearinghouse.”  
Continue a fiscally responsible program of publishing and distributing works relating to archival history, practice, research, and principles.  
Work to increase funds for an expanded publications program, such as cooperative ventures with other publishers, establishing a publications endowment, or seeking grants to defray the cost of some publications.  
Seek ways to improve marketing strategies for current and new audiences.  
Participate fully in all board discussions, whether online, in person, or via telephone*

### **C. SAA Office**

*Coordinate the physical production and mechanical aspects of the publishing program, including:  
Negotiate contracts with authors;  
Negotiate contracts with printers;  
Negotiate contracts with other publishing houses to distribute works;  
Oversee production of SAA publications;  
Manage inventory of titles;  
Ensure that all deadlines are met;  
Provide reports to assist the Publications Board to accomplish its goals;  
Coordinate communication with and among the Publications Board members, and with SAA members at large;  
Ensure the production and distribution of Publications Board meeting minutes.*

### **IV. Meetings**

The Publications Board will meet twice each year, once at the annual meeting and once at mid-year. The Council liaison, Editor of the *American Archivist*, Executive Director, and Director of Publishing customarily participate in all meetings of the Publications Board.

### **V. Budget**

The SAA Council, as part of its budget process, approves the publications program budget, which is prepared by the SAA office.

### **VI. Reporting and Performance Evaluation Procedures for Editor**

The Editor, Print and Electronic Publications, reports directly to the Council, and is required to submit periodic reports to the Council and to meet with the Council at least annually (in conjunction with the Annual Meeting).

The following procedures will be followed for the purpose of conducting an annual performance evaluation of the Editor, based on performance criteria, goals and objectives, and a formal review process. The purpose of this process is to provide feedback to the Editor, to discuss issues of common concern, to recognize achievements, and to form a basis for considering renewal of the Editor's contract.

The Editor and Executive Director will prepare a statement of criteria for performance evaluation, stipulating elements that will be considered as appropriate and relevant for evaluating the Editor's performance on an annual basis. This statement must be reviewed and approved by the Council.

By June 15 of each year, the Executive Director will solicit feedback from Publications Board members and the Director of Publishing using an appraisal form that addresses the Editor's work with the Board, its policies, the quality of the publications, the Editor's performance, and related concerns.

By July 15 of each year, the Editor will submit to the Executive Director an annual summary of activities and accomplishments, with clear reference to the current year's goals and objectives, as well as a completed self-appraisal form.

The Executive Director will compile comments and disseminate to the Council along with the Editor's Report. The Council will set aside one hour during the Annual Meeting to conduct the performance appraisal of the Editor. The Editor will be allotted time to make a report, and then the Council will share the feedback received and conduct a dialogue.

In years in which the incumbent Editor is eligible for reappointment, the Executive Director will contact the incumbent Editor to determine if he or she is interested in serving a second term. If the Editor expresses such an interest, the matter will be referred to the Council. After reviewing the Editor's annual performance reviews and consulting such individuals as it deems appropriate, the Council will determine whether it wishes to offer the Editor reappointment to a second term or will direct the Executive Director to implement a search for a new Editor.