FSU | UNIVERSITY LIBRARIES

Florida State Open Publishing Advisory Board

Terms of Reference

Board Purpose

The Florida State Open Publishing (FSOP) Advisory Board (Board) offers guidance and support to FSU Libraries' Office of Digital Research and Scholarship (DRS) for the development and marketing of its publishing services and projects.

Board Responsibilities

Each member of the Board is asked to:

- Provide feedback on the development of sustainable publishing services that meet the needs of FSU authors.
- Assist with marketing and communication strategies that raise awareness of FSOP services, including promoting newly published projects.
- Encourage colleagues to consider partnering with FSOP on publishing projects when appropriate.
- Notify the FSOP team of prospective publishing partnerships by email or by referral to the publishing consult form.
- Assist with crafting an annual call for proposals and reviewing proposals from the FSU community.
- Attend three meetings per year.

Leadership

The Board will be chaired by the Digital Publishing Librarian in consultation with the Director of the Office of Digital Research and Scholarship and the Libraries' Associate Dean for Technology and Digital Scholarship. The Chair will lead meetings and set agendas.

Meetings shall be held at such times and places as designated by the Board Chair. Generally, the Board meets no more than three times per year, in August, November, and May. Courtesy invitations to meetings may be extended to relevant parties.

A summary of the discussion at each meeting will be provided to all members.

Term of Service

Members are appointed for terms of service by the Board Chair. Under usual circumstances, a term of service is a three-year appointment effective July 1 of the appointment year through June 30 of the terminal year. A member may serve multiple terms upon the recommendation of the Board Chair. In

most cases, members serving two consecutive terms will be asked to take at least one year of leave before returning to the Board for a third term.

Nomination of New Members

Board membership should include representatives from the FSOP team, the Libraries' Special Collections and Archives division, and broad groupings of scholarly disciplines (e.g., humanities, social sciences, and STEM). As membership rolls over in accordance with terms of service outlined above, Board members will be asked to recommend term extensions and identify potential new members. Final decisions regarding Board membership will rest with the Chair.

Member Benefits

Members will be part of a forward-thinking, momentum-shaping group of FSU scholars and librarians. Members will receive assistance in framing conversations with their colleagues, and guidance that may shape the direction and priorities of open publishing initiatives at FSU.

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