

## **IEEE Vice President, Publication Services and Products Position Description**

### **OVERVIEW:**

The IEEE Vice President – Publication Services and Products is elected by the IEEE Assembly and shall serve as the Chair of the Publication Services and Products Board (PSPB).

This position is responsible for providing leadership in the strategy for producing and delivering IEEE’s information services and products; for providing oversight for policies ensuring the editorial integrity, quality, and competitiveness of IEEE’s intellectual property and its protection; and for ensuring the financial health of IEEE’s Publishing Operations.

The IEEE Vice President, Publication Services and Products also serves as a member of the IEEE Board of Directors. For more details about serving as a Board member please see [Member, IEEE Board of Directors](#) Position Description.

### **TERM:**

- One year;
- Re-election by the IEEE Assembly is permissible.

### **ROLES:**

- Serves as a Corporate Officer of IEEE;
- Serves as member of the IEEE Board of Directors;
- Serves as presiding officer of PSPB and the PSPB Operating Committee;
- Oversees the activities in support of publication services and products;
- Represents the IEEE as an elected official;
- Represents the IEEE in its publication services and products activities and shall act on behalf of the IEEE President whenever requested by that individual;
- Serves as the coordinator for all publication services and products activities of IEEE and on the IEEE Board of Directors;
- Serves as ex-officio member of all PSPB Committees and Editorial Boards.

### **DESCRIPTION OF RESPONSIBILITIES:**

- Leads the development of IEEE’s strategy for the production and delivery of IEEE’s information Products and Services including tracking attitudes of the community of authors and reviewers at large, the operational and business practices of competitors, and changing publishing technology; works with the Chair of PSPB’s Strategic Planning Committee to ensure that these strategies influence IEEE Strategy and are coordinated with it;

- Ensures through close liaison with fellow members of the Board of Directors and other volunteer leaders that the work of the Publications Organizational Unit (OU) is coordinated and aligned with other major boards and committees responsible for Intellectual Property (IP) operations, including the Technical Activities Board (TAB) Periodicals, Conferences, and Publications Review and Advisory Committee (PRAC) groups, and the joint TAB/PSPB Products and Services Committee (PSC);
- Works with the Chair of PSPB's Finance Committee to ensure that the financial operations of PSPB are sound and aligned with the objectives of IEEE;
- Approves all Publications Department contracts whose value exceeds USD 250,000;
- Provides oversight of policies and procedures for ensuring the quality, competitiveness, and protection of IEEE's information services, including in particular:
  - Monitors compliance of IEEE's publishing activities with the IEEE Principles of Scholarly Publishing and the PSPB Operations Manual;
  - Serves as the IEEE Officer with cognizance to make final rulings on disciplinary actions taken in cases of publishing misconduct and appeals thereof under the domain of PSPB;
  - Coordinates with the joint TAB/PSPB Products and Services Committee on the development of new packaged products involving IEEE and non-IEEE content, IEEE brand management, competitiveness of IEEE information services and products, especially in the areas of timeliness and editorial quality;
  - Leads the formulation of IEEE's policies for protection of its intellectual property including copyright and trademarks.
- Collaborates with staff on projects, operations, and development of the annual budget and tracking results against budget;
- Represents IEEE in the scholarly publishing community and acts (when necessary) as spokesperson to the public about its publication services and products;
- Identifies, encourages, nominates and mentors candidates for higher volunteer positions within IEEE.

See also the Description of Responsibilities section in the [Member, IEEE Board of Directors](#) Position Description.

**ELIGIBILITY:**

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher;
- Shall have served as a voting member of PSPB;
- Should have experience in the operation of IEEE's information services and products such as serving, possibly in multiple roles, as a publication editor-in-chief, conference program chair, and/or publication officer for an IEEE Society.

## QUALIFICATIONS AND SKILLS:

- Knowledge of the workings of the IEEE Publications Services and Products Board;
- Knowledge of the current status of IEEE Publications;
- Knowledge of the online information and scholarly publishing business;
- Knowledge of and familiarity with IEEE financial statements, and structure of internal reporting of all aspects of IEEE’s intellectual property (IP) revenues and expenses;
- Familiar with the PSPB Operations Manual and plagiarism guidelines;
- Familiar with publishing process of IEEE Publications, other nonprofit publishers and for profit publishers;
- Familiar with the features and limitations of the most widespread bibliometric measures of impact of Publications;
- Extensive experience as an author, an Editor-in-Chief, or in IEEE organizational unit publication operations is desirable but not required;
- Informed of emerging developments in the publications area (e.g. open science/access, reproducible research, and other funder initiatives and mandates) and how these may/may not impact IEEE’s business;
- Ability to guide and motivate staff to continuously explore opportunities to develop new products and services to add value to IEEE intellectual property.

## ESTIMATED TIME REQUIREMENTS:

Time is based on an eight-hour day; cumulative hours are rounded up to the next whole day. The times given below are estimates only and do not reflect additional time spent preparing, traveling, or participating in other IEEE activities. Actual time for these additional activities varies significantly depending on the activity and is subject to the interests and availability of the individual.

<b>Item</b>	<b>Estimated Time Required: 30+ Days per Year</b>
<b>Material/Agenda Review</b> <ul style="list-style-type: none"> <li>• PSPB meetings</li> <li>• May serve on additional committees</li> </ul>	<b>TOTAL: 2+ Days</b> 4+ hours (3/year) Varies
<b>In-Person Meetings</b> <ul style="list-style-type: none"> <li>• PSPB meetings</li> <li>• Panel of Technical Editors Meeting</li> <li>• PSPB Strategic Planning Meetings</li> <li>• Other meetings to deal with operational issues (budgets, agenda and plagiarism cases)</li> </ul>	<b>TOTAL: 17+</b> Held during IEEE Meeting Series (1 day 3/year) 2 days (1/year) 2 days (2/year) 2-3 days (1/year) and as needed

<ul style="list-style-type: none"> <li>• Adjudication of publishing misconduct cases: <ul style="list-style-type: none"> <li>○ Approval of level 1 and 2 plagiarism cases</li> <li>○ Handling of appeals</li> <li>○ Handling complex non-plagiarism</li> <li>○ Complaints resolution</li> </ul> </li> </ul>	6-10 days/year
<p><b>Web Conferences</b></p> <ul style="list-style-type: none"> <li>• PSPB</li> </ul>	<p><b>Total: 4+ Days</b></p> Typically 3 or 4 hours/monthly to deal with operational issues (budgets, agendas, plagiarism cases).
<p><b>Correspondence</b></p>	<p><b>Total: 6+ Days</b></p> Moderate amount of correspondence required, especially for communicating to other IEEE volunteers about IEEE publishing policies and plagiarism cases. Staff provides some assistance in preparing drafts, but final documents must come from Vice President.

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

**STAFF CONTACT:**

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