

IEEE Vice President, Publication Services and Products Position Description

POSITION TITLE:

VICE PRESIDENT, PUBLICATION SERVICES AND PRODUCTS

OVERVIEW:

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

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.

Term

- One year
- Reappointment is permissible

ROLES

- Serves as member of the IEEE Board of Directors;
- Serves as presiding officer of PSPB and the PSPB Operating Committee;
- 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.
- 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;
- 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 rule on disciplinary actions taken in cases of publishing misconduct and appeals thereof;
 - 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

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- 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 the IEEE in the scholarly publishing community and acts (when necessary) as spokesperson to the public about its publication services and products;
- Must be able to commit a significant amount of time to the position;
- Should have the support of that person's employer in meeting the obligations of the position.

ELIGIBILITY:

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

QUALIFICATIONS AND SKILLS:

- See "Qualifications and Skills for Member, Board of Directors". In addition,
- Knowledge of the workings of the IEEE Publications Services and Products Board;
- Knowledge of the current status of IEEE Publications;
- Knowledge of the electronic publishing business;
- Familiar with the PSPB Operations Manual and plagiarism guidelines;
- Familiar with publishing process of IEEE Publications, other nonprofit publishers and for profit publishers;
- Extensive experience as an author, an Editor-in-Chief, or in IEEE Organizational Unit publication operations is desired;
- Informed of "emerging developments in the publications area and how these may/may not impact IEEE's business;

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- Ability able 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:

Item	Estimated Time Required: 20– 25 Days
Material/Agenda Review <ul style="list-style-type: none"> • PSPB meetings 	TOTAL: 2-3 DAYS/year
In-Person Meetings (not including travel time) <ul style="list-style-type: none"> • PSPB meetings • Panel of Technical Editors Meeting • PSPB Strategic Planning Meetings • Other meetings 	TOTAL: At least 12-14 Days per year for PSPB specific activities <ul style="list-style-type: none"> • Held during Board of Directors Meeting Series • 2 day meeting (Once/year) • 2 day meeting (2/year) • As needed
Teleconferences <ul style="list-style-type: none"> • PSPB 	Total: 4-6 Days/year Typically 3 or 4 per month of various lengths to deal with operational issues (such as plagiarism cases).
Correspondence	Total: 12 Days/year 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.
Travel <ul style="list-style-type: none"> • PSPB meetings • Panel of Technical Editors Meeting • PSPB Strategic Planning Meetings 	TOTAL: 2-4 DAYS per year <ul style="list-style-type: none"> • Held during Board of Directors Meeting Series • 1-2 days (Once/year) • 1-2 days (2/year) *travel time depends on meeting venue and location of VP.

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REIMBURSED EXPENSES:

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

STAFF CONTACT:

Name:	Steven Heffner Managing Director Publications and Staff Secretary toPSPB
Telephone:	+1 212 705 8958
Email:	s.heffner@ieee.org