

PSPB Document Working Group PUB-PSPB N&A Processes for Editorial-Board Positions

From available documentation and our memory, it is our understanding that the elements of current PSPB N&A process for editorial-board positions date back as early as 1996. Originally, the IEEE Board of Directors appointed those positions in response to the Publications Activities Board endorsements as recommended by the PUB N&A Committee.

In recent years, up to 2018, the process for all Editor-in-Chief and Editorial Board members began in August, as summarized below.

August. IEEE Publications department notifies the Editors-in-Chief and appropriate staff of each PSPB Editorial Board and Editorial Advisory Board of pending appointments for members for the following year, and requests nominations for consideration by the PSPB N&A Committee. The request shall include a specified number of required alternate recommendations for each position, with a minimum of two names for each open position. Biographies and position statements for each applicant shall accompany the submissions.

September. PSPB staff that supports the individual editorial boards assemble submitted biographies for all open positions. These in turn are delivered to the PSPB staff N&A support person who collates and distributes all documentation to PSPB N&A members.

October. Teleconferences are arranged for the PSPB N&A members to review all slates. Members of the PSPB N&A Committee deliberate on the submissions and select one recommendation that they consider is the best applicant for each Editor-in-Chief and each editorial board member position. In the event that submissions for a position are not satisfactory, PSPB N&A support staff contacts the respective Editor-in-Chief and staff support person for an additional candidate. Consultation with each current Editor-in-Chief and appropriate department staff should also occur for questions regarding any applicant.

November. The recommendations for all Editors-in-Chief of PROCEEDINGS OF THE IEEE, IEEE ACCESS™, and IEEE PRESS are presented for endorsement by PSPB in executive session during the November PSPB meeting, as well as all recommendations for editorial-board and editorial-advisory-board members for PROCEEDINGS OF THE IEEE, IEEE ACCESS™, IEEE SPECTRUM, IEEE PRESS, and THE INSTITUTE. Following each recommendation, and before taking action, PSPB voting members may discuss the recommendations in executive session with no candidates present.

Following all actions at that PSPB meeting, IEEE Publications staff individually contact each individual regarding the status of the person's appointment to the position.

COMMENT: The request during the February-2018 PSPB meeting to change the approval of incoming Editors-in-Chief of PROCEEDINGS OF THE IEEE and IEEE ACCESS™ from the last to the second PSPB meeting of the year, might have significantly effected the problems that occurred during the June-2018 PSPB meeting.

19 September 2018 – lam/sy