

# Lever Press Governance Statement

- **Governance** of the Lever Press is divided between the *Oversight Committee*, which takes strategic leadership for the initiative, and the *Editorial Board*, which takes responsibility for selecting and approving individual titles, series, and projects.
- **The work of acquiring and developing manuscripts** is divided between key members of the *Operations Group* and *Series Editors* consisting of faculty selected from within the Oberlin Group and beyond.
- **Production and distribution of titles** is the responsibility of Michigan Publishing Services, overseen by the *Operations Group*.
- **Administration** of Lever Press work, including record-keeping, finances, and other logistical issues, is primarily within the purview of the *Program Manager*, although responsibility for executing these tasks may be distributed across Lever Press staff as needed/appropriate.

The membership and responsibilities of each group are described in greater detail below:

## Oversight Committee

*Membership (14 members):*

- Representatives of the pledging institutions (12 members)
- Representatives from Amherst College Press and Michigan Publishing (two members)

Except for the Amherst and Michigan representatives (whose presence on the committee is permanent), Oversight Committee members will typically serve three-year terms.<sup>1</sup> Oversight Committee members are nominated and elected on an annual basis by the pledging institutions (each institution gets one vote per open seat on the committee), with elections to be facilitated by the Program Manager in order to preserve the integrity of the vote. Oversight Committee members due to rotate off the committee may run for re-election. The Oversight Committee will meet by teleconference at agreed upon intervals and in person at least once per year. Oversight Committee meetings will include OC members, the Program Manager, and representatives from the Operations Group. The Oversight Committee can conduct business as long as a quorum of 8 voting members is present. A decision must be agreed upon by a simple majority of voting members present to pass.

The Oversight Committee includes four officers to be selected by the committee from among the 12 pledging institution representatives. The officer roles are:

- **Chair:** Works with the Program Manager to schedule meetings and set agendas; convenes and facilitates meetings of the committee, acts as primary liaison between the OC and the Editorial Board, Operations Group, and pledging institutions.

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<sup>1</sup> The inaugural OC will have varied term lengths in order to establish a pattern by which no more than four members rotate off in any given year.

- **Vice-Chair:** Supports the Chair and acts on behalf of the Chair when the Chair is unavailable. Vice-Chair is not, by default, Chair-Elect.
- **Secretary:** Responsible for ensuring that minutes are taken at meetings, circulating minutes to the committee for approval, and once approved, ensuring that they are posted on the Lever Press website. Responsible for tracking terms of OC members.
- **Treasurer:** Coordinates with Program Manager to provide the OC with quarterly budget updates and an end-of-year summary report.

*Responsibilities of the Oversight Committee include:*

- Strategic planning and guidance for the overall implementation of Lever Press
- Ensuring the ongoing financial health and long-term sustainability of Lever Press, including recruiting partner institutions and ensuring that partners fulfill their financial commitment to Lever Press
- High-level decisions around subject areas and product lines
- Nomination, evaluation, and selection of the Editorial Board
- Outreach efforts on behalf of the Lever Press and its titles
- Translation of *principles* driving the Lever Press (e.g., Open Access) into *policies* guiding the business model for the initiative (e.g., the use of Creative Commons licenses, education of authors on contracts)
- Suggestions for/recruitment of series editors

## Editorial Board

*Membership (15 members; up to 13 voting members):*

- Chair of the Oversight Committee (ex officio, voting)
- Up to 12 faculty representatives selected from pledging institutions
- Operations Group representation from Amherst College Press and Michigan Publishing (non-voting, two members)

The faculty representatives on the Editorial Board must be affiliated with a Lever Press pledging institution. These faculty will be nominated by pledging institutions and selected by the Oversight Committee. They will generally serve three year terms.<sup>2</sup> The Chair of the Oversight Committee and the Michigan Publishing and Amherst College Press representatives have a permanent role on the Editorial Board. The Editorial Board will meet by teleconference at agreed upon regular intervals. Editorial Board meetings will include Editorial Board members, the Program Manager, and the other representatives of the Operations Group as needed. The Editorial Board can conduct business as long as a quorum of 5 voting members is present. A decision must be agreed upon by a simple majority of voting members present to pass.

*Responsibilities of the Editorial Board include:*

- Overseeing the peer review process and approving/rejecting proposals for book series.

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<sup>2</sup> The inaugural Editorial Board will have varied term lengths in order to establish a pattern by which no more than four members rotate off in any given year.

- Overseeing the peer review process and approving/rejecting individual manuscripts and proposed manuscripts, both in and out of series.
- Ensuring objectives of Lever Press are upheld with each project as pertaining to its editorial mission and to actively develop this vision.
- Articulating the value of the Liberal Arts College ethos, and ensure the imprint's alignment with this idea.
- Publicly representing the Lever Press and advocate for its value and contributions as an Open Access press.

The Editorial Board includes one officer role, Chair, to be self-selected by the Board from among its membership. Responsibilities of the Chair include:

- Establishing a schedule and procedure for meetings of the Board
- Working with the Program Manager to draft and circulate the agenda for meetings of the Board
- Working with the Operations Group to finalize the docket for each meeting of the Board
- Convening and running meetings of the Board
- Ensuring that minutes are taken and made available to the Board, to the Oversight Committee and to Lever Press Stakeholders
- Acting as primary Editorial Board contact for the Chair of the Oversight Committee

## Operations Group

*Membership (five members):*

- Director, Amherst College Press
- Senior Acquisitions Editor, Amherst College Press
- Associate University Librarian for Publishing and Director of the University of Michigan Press
- Editorial Director, Michigan Publishing
- Lever Press Program Manager

The Operations Group consists of staff at Michigan Publishing and Amherst College Press with a key role in running Lever Press, with responsibilities to be divided between the two entities as follows:

**Amherst College Press** will provide overall editorial leadership for Lever Press and will be responsible for setting in place an editorial workflow linking acquisitions, rigorous peer review, developmental editing, and copyediting. Amherst will maintain the accessible web presence for Lever Press; have principal responsibility for marketing and awareness of the Lever Press and its titles; administer contractual relationships with, and honoraria payments to, authors; identify and manage the work of peer reviewers.

**Michigan Publishing** will collaborate in developing the editorial program and selecting titles, will provide production services for Lever Press, and will be responsible for developing final edited texts and other file formats submitted by authors into digitally published works. Michigan

will be responsible for processing pledges and financial reporting on their use via the Program Manager, whose duties are described in greater detail below.

## Program Manager

The program manager is a 50% FTE staff position responsible for the general administration of Lever Press operations. Specific responsibilities of the program manager are outlined below. They fall into three main categories: Facilitating collaboration; tracking finances; documenting decisions.

The duties of the Program Manager include:

- Obtain signed pledge agreements from each pledging institution, submit agreements for counter-signature at Michigan Publishing, and ensure that a copy of each fully executed document is returned to the pledging institution
- Ensure that each pledging institution has been set up for invoicing with the Michigan Publishing Business office. Monitor open invoices to ensure timely payment.
- Work with Michigan Publishing Business Office and Amherst College to ensure that the appropriate share of Lever Press funds is transferred to Amherst on a regular basis.
- Set up and maintain the Lever Press organizational infrastructure, including calendar, email accounts and groups, file-sharing, etc.
- Maintain contact information and lists for all individuals involved with Lever Press, including members of the Operations Group, Oversight Committee, Editorial Board, and representatives of pledging institutions.
- Document decisions, policies, practices, and procedures related to Lever Press functions. Contribute to the development of core documents such as MOUs, agreements, contracts, and budgets. Maintain final versions of these materials in an accessible location.
- Schedule regular virtual conference calls and meetings for the Lever Press Operations group, Oversight Committee, and Editorial Board, and other meetings/events on an as-needed basis, working with with Oversight Committee and Editorial Board chairs to set and circulate agendas in advance of regular meetings
- Take minutes at each meeting, or arrange for another member of the Operations Group to do so. Circulate minutes to the relevant group for review after each meeting and ensure that approved minutes are posted publicly and circulated to Lever Press stakeholders
- Monitor project budget and work with Oversight Committee Treasurer to develop periodic budget reports to the Oversight Committee
- Compile an annual report on Lever Press progress and activity with contributions from Operations Group and OC Chair.
- Maintain a running list of action items, assignments, and deadlines related to administration and management of Lever Press as a whole

## Series Editors

### *Membership:*

- Scholars from pledging institutions who submit series proposals that are approved by the Lever Press Editorial Board. Series proposals are tied to the editor who submits them; a series proposal may not be approved without also conferring the role of series editor on the submitter.

### *Responsibilities include:*

- Recruiting authors and titles within their series
- Working with selected authors to implement revisions and achieve on-deadline submission
- As needed, writing series editorial forewords to titles in the series
- Promoting awareness of the series and of the Lever Press

The commitment to serve as a series editor is open-ended one--it is not envisioned to have a term limit.