



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Chair of LSE Press Editorial Board 0.2 FTE

Unit of the School: Library

Accountable to: Director of LSE Library

Launched in May 2018, [LSE Press](#) is a publisher of high quality, open access research in the social sciences. Through rigorous peer-review and the use of innovative digital approaches we promote the widest possible engagement with social science research. Based in the Library of the London School of Economics, LSE Press works with authors to develop and launch publications that reflect the LSE founding purpose and mission.

Since its launch the Press has published 11 books covering a range of topics from both LSE and external authors and 5 journals including 3 new titles and 2 titles which moved from existing publishers. LSE Press publications demonstrate wide public engagement and developing the Press is one of the key objectives of the LSE Research Strategy. The Press is managed by a dedicated Library team and a well-established Editorial Board which includes representatives from across LSE Departments and Centres. The Editorial Board is moving into its second 3-year phase of operation from September 2023 and the role of the Chair of the Editorial Board will be to lead the Board through its next three years, ensuring the commissioning of an ambitious social science publishing programme with highest standards of academic integrity.

Student work is published through our Houghton St Press imprint, both as part of taught programmes and as discrete student-led publication enterprises.

A Chair of the LSE Press Editorial Board is required to act as its academic lead and play an active role managing the work of the Board. The Chair of the Editorial Board will oversee the Press's commissioning strategy, working with the Board and LSE Press team to ensure that the quality of scholarly work published by the Press meets the high standards of LSE.

The Chair of Editorial Board will work closely with and report to the Director of LSE Library who is Managing Director of the LSE Press and will meet regularly with the Press team based in the Library.

The role will be suitable for a member of the School's professoriate with an internationally recognised research profile who has strong knowledge of open access publishing and academic review, a commitment to upholding the highest standards of accountability, equity and transparency in academic publishing and is committed to working constructively and collaboratively with academic and professional services colleagues.

The post requires a time commitment of 1 day per week. Most of this work can be carried out remotely, but on campus attendance will be required for hybrid Editorial Board meetings. The Chair of Editorial Board will chair five meetings of the LSE Press Editorial Board per year and will be supported by the Press team to arrange and manage the meetings. The Chair of the LSE Press Editorial Board will serve a period of



three years from date of appointment. This role is offered as a buy-out from or additional hours to a substantive post at LSE.

Responsibilities of this post include:

- (a) To chair LSE Press's Editorial Board, including its 5 meetings a year, in line with the board's terms of reference and LSE Academic Board procedures
- (b) To foster an engaged and effective Editorial Board that meets to review and decide which books and journals to publish
- (c) To be an ambassador for LSE Press internally within the School and externally through relevant networks
- (d) To provide academic leadership and oversight for the Press's commissioning programme and academic assessment of proposals received by the LSE Press, drafting responses to authors where necessary
- (e) To be active in soliciting the best book and journal proposals for submission to LSE Press
- (f) To uphold peer review process and ethical standards in line with established academic best practice and relevant LSE policies
- (g) To work with the Editorial Board to develop the intellectual strategy of the LSE Press
- (h) To meet periodically with the LSE Press Team to discuss Press developments and Editorial Board Agenda
- (i) To participate in bids for funding for LSE Press, including engaging effectively with potential donors and other external stakeholders as requested by the Director of LSE Library
- (j) To provide academic input on peer reviews and make recommendations for authors
- (k) With the Editorial Board and Press team, develop a commissioning strategy and timetable

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.



Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.