The attached statement newly defines the mission and structure of the State University of New York Press. It is essentially an explicit description of the standard practice of the Press. One change of general interest is a broadening of the membership of the Editorial Board, with a provision for regular rotation of its membership.

Circulation of this statement will serve to clarify the significant role which the Press has played and will continue to play in assisting the University to carry out its missions of education and scholarship.

Loren Aaritz

Attachment

cc: Dr. Kelly

This memorandum addressed to:
Presidents, State-operated campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information to:
President Rose
Vice President Cook
General Statement of Mission and Structure

The mission of the State University of New York Press is to publish scholarly books and journals in support of the University's commitments to teaching, research, and public service. The Press seeks out and extends through publication the intellectual resources of the University faculty to the fullest extent possible within budgeted funds. Since scholarship transcends institutional boundaries, the Press also publishes works of authors outside the University.

The Press serves as an informational resource for the University campuses and their faculty. To the extent that staff resources permit, the Press provides advice and assistance upon request in the production and distribution of scholarly publications.

The Press operates under the authority of the chief academic officer of the University and represents and responds to the principal scholarly interests of the University. The Director of the Press is directly responsible to the chief academic officer in the management of its publishing operations.

The Press obtains editorial advice and final approval of books and journals to be published from an Editorial Board composed primarily of faculty members drawn from the campuses of the University and representing the chief research activities of the University. The responsibilities of the Board are to develop editorial policies and to review and select manuscripts to be published under the Press imprint.
The Editorial Board consists of nine faculty members, drawn from campuses of the University, and two members of the Central Staff, the chief academic officer of the University and the Director of the University Press, both serving *ex officio* and without vote.

Appointments to the Editorial Board are made by the Chancellor upon the recommendation of the chief academic officer. Nominations for membership are initiated by the chief academic officer following consultation with appropriate persons, including continuing members of the Board. A member of the Board is appointed as Chairman by the Chancellor upon the recommendation of the chief academic officer.

Members of the Editorial Board are selected so as to provide appropriate representation for the campuses of the University and breadth of coverage in the major disciplines or areas of research within the University.

The Chairman and members are appointed to serve three-year terms, normally not renewable, with three new members appointed annually.

Members of the Board receive no compensation for their services. They are reimbursed for expenses in attending meetings of the Board.

The responsibilities of the Editorial Board are:

1. To develop and review Press editorial policies.
2. To review and select manuscripts for publication under the imprint of the Press.
3. To approve production of commissioned books and other publications not bearing the imprint of the Press.

4. To assist the Director in obtaining qualified specialist readers to evaluate manuscripts submitted to the Press.

Current Policies of the Editorial Board

1. The Board favors manuscripts of original scholarship by individual authors.

2. Collective or edited works must be thematically coherent and prefaced by a comprehensive introductory essay.

3. Specific types of manuscripts or proposals normally excluded from consideration are (a) unrevised dissertations or theses, (b) textbooks, (c) workbooks, (d) reprints, (e) bibliographies, (f) contemporary fiction and poetry.

4. Manuscripts must be submitted in completed form. Prospectuses or partial manuscripts will not normally be considered.

5. An evaluation of a manuscript normally comprises two readings by specialists and an examination by a member of the Editorial Board. The Press director may suspend consideration of any manuscript following adverse reports from specialist readers, routinely reporting such action to the Board at a regular meeting. Every manuscript accepted for publication must have been read and favorably reported by the Editorial Board member most closely qualified to evaluate it.

6. Manuscript acceptances are made by vote of the Board only at a regular meeting.
7. The Board exercises exclusive control over the University Press imprint, and must approve all commissioned books prior to publication.

Administrative Policies of the Press

1. The Press may accept for publication the work of authors not affiliated with the State University of New York.

2. Because subsidies are sometimes necessary for the publication of highly specialized works of scholarship, the Press may seek such assistance from institutional sources.

3. The Press may respond to requests from external institutions for the production of commissioned books or other publication services. (A commissioned book is one which the Press produces for an external institution that holds complete fiscal responsibility for the publication.) The Press may contract to receive a share of the income from commissioned books and may charge appropriate fees for publication services. The Press also may contract with foreign publishers to buy or sell each other's books in designated markets. All such activities shall be restricted to institutions and/or works of unquestionable scholarly character consistent with the regular program of the Press and shall be undertaken only upon the approval of the Editorial Board, even though use of the Press imprint may not be involved.