



HETL Anthology Editorial Advisory Board Terms of Reference

This Terms of Reference document defines the roles and responsibilities of the HETL Anthology Editorial Advisory Board. The Terms of Reference for the HETL Board of Directors shall be considered those roles and responsibilities as defined in the HETL Constitution and Bylaws.

Legend

AEAB: HETL Anthology Editorial Advisory Board

BOD: HETL Board of Directors

OED: HETL Office of Executive Director

TOR: Terms of Reference

Purpose and Roles

- The purpose of the [AEAB](#) is to provide advice and insight to – and, as appropriate, to seek approval from – the HETL [OED](#) on matters concerning the publication and dissemination of poetry and related arts in the furtherance of HETL’s vision and mission. The AEAB provides a formal environment and process in which the members share their knowledge and experience as writers of distinction and innovative educators. The AEAB plays an important role in HETL achieving its vision and mission.
- One function of the role of the AEAB is to *serve as an informed resource to the OED* and to HETL more broadly, including its partners, donors, and other stakeholders. By bringing the expressive potential of poetry and related arts to the attention of HETL, the AEAB will help the organisation extend and deepen its influence as an innovative leader in teaching and learning.
- Another function of the role of the AEAB is to *provide exemplars of educative self-expression to the global higher education community* on behalf of HETL and to raise awareness of the potential for poetry and related arts to support and transform teaching and learning.
- A third function of the role of the AEAB, as with other HETL advisory boards, is to *serve as an advocate for HETL to the global higher education community*. As such, AEAB members shall be actively involved in: 1) raising awareness about HETL to their colleagues, their institutions, and to the higher education community at large; 2) facilitating opportunities for growth and quality improvement for HETL; 3) creating connections between educators around the world in order to further develop HETL’s global network of educators.



Selection Criteria

- Members of the AEAB shall consist of experienced scholar-writers who are also engaged in creative self-expression in the field of higher education around the world.
- Consistent with HETL's core values of integrity, collegiality, and diversity/inclusion, the makeup of the AEAB shall be representative of the global higher education community (including but not limited to ethnicity, gender identity, economic status, academic discipline, nationality, institutional level/type).
- New board members shall be appointed by the OED with consultation of the HETL BOD Officers as needed.
- After the initial terms of office have expired, selection of the AEAB Chair and Vice Chair shall occur by a majority consensus of the AEAB.

Definitions and Specifications

- A policy shall be defined as a high level statement of principles that guides executive actions. A strategy shall be defined as a high level plan of action that guides executive actions towards the achievement of organizational aims and goal(s).
- The process of policy, position statement and strategy formulation shall be conducted in a fair, logical, and transparent manner. Policies, position statements and strategies shall be consistent with HETL's Constitution and Bylaws as well as HETL's vision, mission, and core values statements.
- AEAB members shall serve a term of four years. Members may serve one additional four-year term at the discretion of the OED if a qualified candidate cannot be found to fill a vacant position. Members may not serve more than eight years consecutively.
- The terms of office of the Chair and Vice Chair of the AEAB shall be for a period of two years. Subject to the approval of the OED, the Vice Chair shall automatically become the Chair when the Chair position becomes vacant or when the Chair's term expires. Once the Vice Chair is approved by the OED to become Chair, the Vice Chair shall also be known as Chair Elect and that person shall be mentored by the Chair prior to taking the Chair position. Once the term of the Chair is over, the person who held that office shall be known as the Immediate Past Chair for a period of one year and shall serve as a resource for the new Chair for that period.
- If either the Chair or Vice Chair is unable to assume or complete the terms of office, selection of the AEAB chair and Vice Chair shall occur by a majority consensus of the AEAB. The OED may appoint or suggest an Acting Chair or Vice Chair with the board's approval until a selection process has been completed.



- Each operating year shall be from 1 July through 30 June, to coincide with HETL's operating year. Thus, all terms shall run from 1 July to 30 June.
- The Chair and Vice Chair shall work cooperatively with the OED to provide leadership and direction to the AEAB. Responsibilities shall include communication with AEAB members on matters relevant to the purpose, roles, and responsibilities of the AEAB, and leading and facilitating discussions with the OED. The AEAB may define additional responsibilities for the Chair and Vice Chair as needed.
- The size of the AEAB shall be limited to fourteen (14) active members. The minimum number of board members shall not fall below ten (10) active members.
- The AEAB shall form committees to perform specialized tasks if and when needed.
- The AEAB shall meet once per year at the HETL Annual Conference or other venue to review progress made in the previous year and to plan for the upcoming year. Other meetings and communication shall be done electronically or by other appropriate means.

Vision, Mission and Shared Values

Members of the AEAB shall work collectively to fulfil the board's specific vision, mission and shared values, as follows, in addition to those of HETL as a whole:

Vision: To encourage and model the highest qualities of scholarly and artistic expression in the practice of poetry and related arts as part of the human experience.

Mission: To guide and develop the highest qualities of scholarly and artistic expression in the practice of poetry and related arts with international publications, forums, and events.

Shared Values: To fulfill fully the board's vision and mission, the AEAB supports academic and pedagogical pluralism as well as practices that promote sustainable learning and peace.

Main Responsibilities

- To help HETL, through active support and advocacy, extend its reach as a leading and innovative international voice in teaching and learning.
- To invite submissions from the HE community of work in poetry and related arts that informs and deepens the practices of teaching and learning; and to select – according to explicitly agreed criteria – from such submissions provisional content for consideration by HETL OED for a series of anthologies.
- To arrange publication of the anthologies in both online and hard copy – in partnership with Cambridge Scholars Publishing – formats.



- To facilitate and extend the use of web-based technologies (such as blogs and LinkedIn) to disseminate both the published anthologies of poetry and related arts, and the working practices of the AEAB itself.
- To consider how best to engage colleagues working in disciplinary areas such as STEM, business studies, economics and politics that have not traditionally been associated with creative self-expression as a significant means of communication about the discipline.
- To propose, as and when necessary, new position statements and strategies, and to present final full drafts of such proposals, to the HETL OED for review, revision and approval.
- To implement, after approval by OED, any and all such proposals.

Approval and Revision

Approval of the AEAB TOR, as well as periodic revisions, shall occur by a majority consensus of the AEAB. The approved TOR, and any subsequent approved revisions, shall be ratified by the OED.