



## **IHETL Editorial Advisory Board Terms of Reference**

This Terms of Reference document defines the roles and responsibilities of the IHETL Executive 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**

BOD: HETL Board of Directors

IHETL EAB: Innovations in Higher Education Teaching and Learning Editorial Advisory Board

OED: HETL Office of Executive Director

TOR: Terms of Reference

### **Purpose and Roles**

The purpose of the [IHETL EAB](#) is to provide advice to the [OED](#) on the direction of the Innovations in Higher Education Teaching and Learning ([IHETL](#)) [book series](#). The IHETL EAB consists of high level notable academic scholars and writers from a cross section of institutions and countries. HETL aims to publish and disseminate research that will have a meaningful and transformative effect on the global higher education community. Thus, the IHETL EAB plays an important role in helping HETL achieve its global vision and mission.

### **Selection Criteria**

- Members of the IHETL EAB shall consist of scholars 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 IHETL EAB shall be representative of the global higher education community (e.g., in terms of race, gender, academic discipline, nationality, institutional level/type).
- New board members may be nominated by current board members (with consultation of the OED as needed) and shall be appointed by the IHETL EAB Chair with a majority consensus of the IHETL EAB.
- Selection of the IHETL EAB Chair and Vice Chair shall occur by a majority consensus of the IHETL EAB.



## **Terms and Definitions**

- IHETL EAB 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 IHETL EAB 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.
- Each operating year shall be from July 1 through June 30, to coincide with HETL's operating year. Thus, all terms shall run from July 1 to June 30.
- The Chair and Vice Chair shall work cooperatively with the Executive Director to provide leadership and directions to the IHETL EAB. Responsibilities may include communication with IHETL EAB members on matters relevant to the purpose, roles, and responsibilities of the IHETL EAB and may include leading and facilitating discussions with the IHETL EAB. The IHETL EAB may define additional responsibilities for the Chair and Vice Chair as needed.
- The size of the IHETL EAB shall be limited to twenty (20) active members.
- The IHETL EAB shall form committees to perform specialized tasks as needed.
- The IHETL EAB shall meet twice a year virtually (once may be at the annual meeting if mutually agreed upon) to review progress made in the previous year and to plan for the upcoming year. Other meetings and communication shall be done as needed.

## **Vision, Mission and Shared Values**

Vision: To publish advanced research and scholarship on innovative teaching and learning practices in higher education.



Mission: To provide a forum for a diverse set of voices to disseminate their research in the field of global higher education and teaching and learning.

Shared Values: To fully fulfill the board's vision and mission, IHETL supports the highest levels of academic research and scholarship as well as practices that promote the democratization of publishing.

### **Main Responsibilities**

- To help ensure that HETL remains a leading international voice in educational publishing and research, the IHETL EAB shall actively support HETL in its research efforts and be an advocate for the OED on research matters.
- Provide research and publishing direction and ideas to the OED on emerging and cutting-edge publishing and innovation related to advancing the scholarship and practice of teaching and learning in higher education.
- Help HETL advance education publishing capacity building and publishing theory, policy, and practice around the world.
- Engage members in the development and sustainability of international publishing partnerships and collaborations that advances the goals of HETL.
- Be an advocate for HETL's publishing activities to the global educational community.
- IHETL EAB members also have the option of participating in HETL's educational publishing projects.

### **Approval and Revision**

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