

Scientific Committee of DOAB Foundation

Terms of Reference (approved April 27 2023)

Committee Name

Scientific Committee (SC)

Type

Standing

Background and purpose

In the formation of the DOAB Foundation it is stated that the Executive Board and the Supervisory Board of the Foundation are assisted by the Scientific Committee whose members shall be appointed by the Executive Board subject to the prior approval of the Supervisory Board.

The Scientific Committee shall advise the Executive Board and the Supervisory Board on academic issues. The SC plays an advisory role at different levels:

1. Revision of admission criteria to DOAB for publishers and their publications
2. Development of the services the Foundation provides
3. Revision of the requirements for the use of PRISM by publishers
4. Development of a global network of ambassadors to support the internationalisation of DOAB

In addition to its advisory role, the Scientific Committee shall act as Board of Appeal for complaints from publishers.

Scope

In scope: issues related to the scientific standards and procedures in DOAB including evaluation of peer review procedures at the publisher level and at the book level.

Out of scope: operation of the DOAB Foundation, including finances, recruitment, and administration (including technical maintenance of DOAB).

Authority

Providing advice on peer review standards and other issues related to scholarly quality assurance in book publishing. Does not have final responsibility for decisions but gives advice to the DOAB Executive Board.

Membership

The Scientific Committee (SC) consists of members with experience or knowledge in SSH scholarship and the editorial side of monograph publishing. SC members have a diverse background, representing different publishing cultures and disciplines. The SC is an independent body, to be consulted in scientific matters. Its members cannot have other roles within DOAB. SC members are appointed for a period of 4 years, and can be reappointed for new terms. Members of the Executive Board and the Supervisory Board may not be members of the Scientific Committee. Decisions are made by consensus and, if consensus cannot be reached, by majority vote.

The chair shall be appointed by the members of the SC. The chair of the SC acts as advisor to the Executive Board.

Meeting arrangements

The Executive Board invites the SC for at least 2 virtual meetings per year, agendas distributed 2 weeks before meeting date, minutes distributed 2 weeks after the meeting date. Additional meetings to discuss specific issues might be arranged on shorter notice. Extraordinary meetings without the participation of the Executive Board may be convened by the Chair.

The Chatham House Rule applies to SC meetings in general. Complete confidentiality is required when the SC acts as a Board of Appeal.

Reporting

Outputs of the discussions of the Scientific Committee are input to the Executive Board and the Supervisory Board.

Resources and budget

There is no specific budget allocated for the work of the Scientific Committee. Members are expected to bear their own costs.

Review

The current draft of Terms of Reference will be discussed at the first meeting of the Scientific Committee. After revisions the Terms of Reference will be revised every third year.