

Appendix B

CHARTER FOR THE STEERING COMMITTEE FOR THE IEEE TRANSACTIONS ON EDUCATION

Mandate

The Steering Committee shall act as the Trustee for the *IEEE Transactions on Education* (hereinafter, the Periodical), and shall have management responsibility for that publication.

Membership

All appointments shall begin on 1 January of the designated beginning year of a term and shall end on 31 December of the designated ending year of a term. In no case shall the term of a Steering Committee member exceed three years. (For all appointments made during 2017, the term shall be considered to start on 1 January 2018.)

The membership of the Steering Committee shall be:

- three (3) representatives from the IEEE Education Society.
- the Editor-in-Chief of the Periodical, without vote.

Terms shall be for three years, non-renewable. Individuals may serve multiple, nonconsecutive, terms. It is the responsibility of each Main Sponsor to assure their adherence to this policy.

The Steering Committee will be led by a Chair, selected by the Education Society from among its voting representatives, who shall serve a term of two years, non-renewable. To permit orderly transfer of duties, the chair-elect shall be appointed at least three months prior to the expiration of the term of the current chair.

The members of the Steering Committee shall elect a Secretary from among their membership, to serve in that post for a term of two years. Individuals may serve multiple terms.

The Editor-in-Chief shall be selected by [EiC Search Committee, composed by the Steering Committee and the Vice President for Publications of Education Society, who chairs this Committee](#), subject to the following requirements:

- the term of the current EIC at the signing of this MoU expires **October 23st, 2018**;
- nominations for EIC shall be solicited from the Education Society at least nine months prior to the end of the term of the current EIC;
- the term of service shall be determined in advance by the Steering Committee and the prospective EIC, up to a maximum of either (a) three years with the possibility of reappointment for a second term of three years or (b) five years, non-renewable
- approval of the EIC shall **require at least three votes** of the [EiC Search Committee](#).

Meetings

The Steering Committee shall meet at least annually, preferably together with one of the annual BoG meeting of the EdSoc. A teleconference is permitted, and the Periodical shall not budget for travel expenses for the Steering Committee members' attendance at an in-person meeting.

Voting

Each member shall have one vote on the Steering Committee. There shall be no proxies. In the event a mail ballot is necessary, the results of the ballot must be unanimous. The chair shall have full voting rights.

The Editor-in-Chief shall be non-voting member of the Steering Committee. He/She shall have all other rights of membership, including the ability to make and participate in discussion of motions.

Duties

The duties of the Steering Committee shall involve the prudent management of the Periodical, including the following activities:

Reporting: Annually, the Steering Committee shall provide to Education Society a report of the activities of the Periodical which shall include: information about the Editorial Board members and their society affiliations; number of manuscripts submitted vs. number manuscripts published, and elapsed time from submission to publication; and other pertinent information available from the Administrative Partner to the Agreement.

The Secretary of the Steering Committee shall transmit to Education Society a report of action and information items within 1 month following each meeting of the Steering Committee (including mail ballots).

Nominations: The Steering Committee members shall solicit nominations for the incoming Editor-in-Chief, at least nine months prior to the end of the current term of the Editor-in-Chief.

Editorial Board: The Editor-in-Chief shall be responsible for appointing, with the advice and consent of the Steering Committee, the Associate Editors for the publication who shall form the Editorial Board. Nominations for Associate Editor shall be solicited from the Technical Committees or other administrative bodies of the Education Society. Nominations shall include the names and biographies, along with the particular technical proficiencies in the area of learning technologies and the name of the sponsoring society, if applicable, so that the area(s) represented by the sponsors are adequately covered. The Editor-in-Chief shall provide interface with the Administrative Partner for manuscript handling and manufacture of the Periodical.

The Editorial Board shall comprise members with expertise across the disciplines of engineering education, who shall normally serve terms of three years, with the option of reappointment for a second term. To the greatest extent possible, it is expected that the members of the Editorial Board shall be selected such that they comprise an appropriate representation from all areas of engineering education. The Editorial Board, under the leadership of the Editor-in-Chief, shall assure appropriate peer review of submitted manuscripts; timely review and publication of accepted

manuscripts; adherence to the page budget; etc. The Editorial Board shall be responsible for the technical quality of the Periodical, and editorial control rests with the Editor-in-Chief and the Editorial Board.

Resolution: Matters of dispute regarding the appropriate review or publication of a manuscript; or between author and reviewer; or between author and associate editor; or between reviewer and editor; or between editor and editor-in-chief shall be negotiated according to the regulations set down by the IEEE Publications and Services Products Board (PSPB) Operations Manual. In any case, all matters of dispute shall be immediately reported to the Editor-in-Chief for dissemination to the Steering Committee members.

Amendments: Administrative updates (addition of the names of sponsors, corrections to grammar, punctuation, etc.) may be made by the Secretary of the Steering Committee who shall then provide updated copies to Education Society and members of the Steering Committee. Amendments to this Steering Committee charter shall be recommended by the Steering Committee.