

4.3.7 IEEE ACCESS Editorial Board Charter

A. GENERAL

The IEEE ACCESS Editorial Board is an organizational unit of, and reports to, PSPB.

B. SCOPE

The IEEE ACCESS Editorial Board shall be responsible for overseeing and carrying out the editorial mission of IEEE ACCESS™, as defined in Section 8.3.5.

C. FUNCTIONS

The IEEE ACCESS Editorial Board shall:

1. Periodically review and make recommendations for changes to IEEE ACCESS™.
2. Offer informed counsel and advice in support of all publishing objectives.
3. Suggest names of qualified reviewers for appropriate articles.
4. Comment upon articles as requested.
5. Support special projects and objectives as delineated by the Editor in Chief.
6. Share the Editorial Board's efforts and results with interested IEEE organizational units.

D. COMPOSITION

The IEEE ACCESS Editorial Board shall consist of a minimum of 11 voting members, as well as non-voting and corresponding members as follows:

Voting Members

- The voting members shall consist of at least one voting member from each IEEE Division, plus the Editor in Chief.
- The Editor in Chief shall have served as a member of the IEEE ACCESS Editorial Board prior to being appointed the Editor in Chief.
- Board members may be proposed to the PSPB Nominations and Appointments Committee by the Editorial Board itself, by the Editor in Chief, or by the PSPB Operations Committee. The final selection of board members shall be approved by PSPB.
- The Editor in Chief shall chair the IEEE ACCESS Editorial Board and shall represent the Board on PSPB.

Non-Voting Members

- PSPB Chair
- No more than one Corresponding Member from each of the IEEE Societies and Technical Councils.

Staff positions as appointed by the IEEE Executive Director:

- Staff Executive – Publications, or that person's designee.
- Director, Publications Operations
- Managing Editor, IEEE ACCESS.

E. MEMBERSHIP REQUIREMENTS

All voting members of the IEEE ACCESS Editorial Board shall be IEEE Members, Graduate Student Members, Senior Members, or Fellows.

F. TERMS OF OFFICE

1. The Editor in Chief shall serve a term of service of three years, beginning 1 January, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two.
2. Members of the Editorial Board shall serve a term of service of three years, beginning 1 January, with the possibility of re-appointment to one additional three-year term. The number of consecutive terms shall not exceed two.
3. The total number of consecutive years for combined service as a member and the Editor in Chief shall not exceed 12 years.

G. COMMITTEES REPORTING TO THE IEEE ACCESS EDITORIAL BOARD

1. Ad Hoc Committees

The Chair of the IEEE ACCESS Editorial Board may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such Ad Hoc Committees must be members of the IEEE ACCESS Editorial Board and shall be appointed by the Editorial Board Chair.

H. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the IEEE ACCESS Editorial Board shall be provided through the normal budgetary processes of PSPB. Administrative support will be provided by the IEEE Publications department.

I. MEETINGS

Meetings of the IEEE ACCESS Editorial Board shall occur at least once per year and be chaired by the Editor in Chief.

J. REPORTS

The IEEE ACCESS Editorial Board will issue the following reports:

1. The IEEE ACCESS Status Report will be conveyed to PSPB in advance of each meeting.
2. Information reports to the Corresponding Members.
3. Proposals for new Editorial Board Members shall be conveyed to the PSPB Nominations and Appointments Committee in advance of each annual nomination cycle.

K. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and IEEE Policies and be approved by PSPB.