

**The Institute of Professional Editors Limited**

**IPEd standing committee on academic editing  
Terms of reference**

Current chair:	Vacant (interim chair Rhonda Daniels, 20 September 2020)
Date formed:	2 November 2017
Purpose:	Develop and lead a program of activities that support editors in academic editing
Delegated financial authority:	None
Status:	Ongoing

**1. Purpose**

This document sets out the **terms of reference (ToR)** for the IPEd standing committee on academic editing (SCAE).

**2. Background**

The Board of the Institute of Professional Editors (IPEd) instituted this standing committee to develop a national program of activities to support academic editors, and to review and report on issues in academic editing for members of IPEd.

The SCAE plays a significant role in implementing IPEd’s strategic plans, including leadership in matters of concern or interest for academic editors.

The *Guidelines for editing research theses* were revised by the SCAE and adopted by IPEd in May 2019.

**3. Standing committee membership**

Professional editors who specialise in providing editorial and related services on academic material and who are also members of IPEd are invited to volunteer as members of the SCAE. Although members may be drawn from the branches, they are not appointed to represent their branches, and are expected to contribute to the committee in the overall interests and objectives of IPEd.

The committee may co-opt other persons as required to provide advice and assistance on specific matters or when specialist expertise outside of the expertise of committee members is required. Observers may be invited to attend meetings and participate in the work of the committee.

Everyone involved in the work of the SCAE is required to complete, sign and adhere to the IPEd Code of Conduct and Confidentiality Agreement, and to identify and disclose any actual, potential or perceived conflict of interest.

Ideally, there should be 3–7 core members on the SCAE. Considerations in deciding the membership include geographic location/branch; standing and experience in academic editing; areas of expertise; interest, energy and enthusiasm; and availability and willingness to contribute on a voluntary basis.

#### **4. Objectives**

- To develop and lead a program of activities that provide resources for and support editors in academic editing, with short-term and long-term initiatives and activities designed to implement the priorities in the current IPed strategic plan including liaising with the standing committee for professional development on professional development activities
- To establish mutual understanding with universities and other stakeholders on the role of academic editors.
- To support the work of IPed's Pay Rates Working Party on fair rates of pay for editing.

#### **5. Meetings**

The SCAE will meet by teleconference at mutually convenient times to be arranged by the chair. The agenda will be set by the chair with input from members. Committee members may request agenda items by email to the chair. Meetings will be facilitated by the chair of the SCAE or, in their absence, an acting chair nominated by the SCAE.

A minute taker will be appointed at each meeting, and brief minutes of decisions and actions will be taken and circulated to all committee members in a timely fashion. Decisions aim to be by consensus. If members cannot reach consensus, the chair of the SCAE will determine the appropriate outcome following discussion. If decisions need to be made between meetings, committee members will contribute to proposals via email.

Committee members are required to declare any conflict of interest, including discussion of proposals involving remuneration (see IPed Code of Conduct and Confidentiality Agreement).

#### **6. Reporting**

The committee will report to the IPed Board at each board meeting – either directly through its chair or through the chair of IPed – and minutes will be tabled at Board meetings. Members of the SCAE will report to their branch committee meetings about SCAE activities, except in the case of confidential matters. This is to encourage collaboration and sharing of information.

#### **7. Versions**

Endorsed by IPed Council – 6 January 2018

Revised by SCAE – 12 September 2020, approved by IPed Board 28 September 2020.