AGREEMENT FOR
PUBLICATION AND MARKETING OF THE
IEEE TRANSACTIONS ON AFFECTIVE COMPUTING
BETWEEN THE IEEE COMPUTER SOCIETY, THE IEEE SYSTEMS,
MAN, AND CYBERNETICS SOCIETY, AND THE IEEE COMPUTATIONAL
INTELLIGENCE SOCIETY

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) agree to publish a periodical to be known as the *IEEE Transactions on Affective Computing*, hereafter the *Journal*.

This document constitutes an Agreement among the three Financial Sponsors, namely, the 1) IEEE Computer Society (IEEE-CS), 2) IEEE Systems, Man, & Cybernetics Society (IEEE-SMC), and 3) IEEE Computational Intelligence Society (IEEE-CIS). In addition to the Financial Sponsors, there are five Technical Cosponsors: the 1) IEEE Society on Social Implications of Technology (IEEE-SSIT), 2) IEEE Consumer Electronics Society (IEEE-CES), 3) IEEE Circuits and Systems Society (IEEE-CAS), 4) IEEE Signal Processing Society (IEEE-SPS), and 5) IEEE Robotics and Automation Society (IEEE-RAS). At the discretion of the Financial Sponsors, there may be additional Technical Cosponsor(s) for the Journal.

As a supplement to the title there shall appear a statement that the Journal is a joint publication of the IEEE-CS, the IEEE-SMC, and the IEEE-CIS. The cover of the periodical shall also carry the logos of the IEEE, the IEEE-CS, the IEEE-SMC, and the IEEE-CIS, and shall include design elements unique to it and readily distinguishable from those of IEEE Journals. To implement this joint effort, the following conditions are agreed upon:

Management of the Journal

The IEEE-CS is the Administrative Partner in this agreement and the publisher of the *Journal*. The IEEE-CS shall provide a system for receiving, logging, filing, and delivering submitted manuscripts to associate editors and reviewers in fulfillment of the peer review process. The Adminstrative Partner shall be responsible for producing the *Journal*. The Adminstrative Partner shall also provide the Financial Sponsors, Technical Cosponsors and the Steering Committee, annual reports relevant to submissions vs. publication, timeliness, adherence to page budgets, and other pertinent data about the *Journal*. The Administrative Partner shall administer all production, initial budget preparations, accounting, financial reports, and communications with the Financial Sponsors and with the IEEE Technical Activities Department.

The IEEE *Transactions on Affective Computing* shareholder ownership will be as follows:

IEEE Computer Society: 65% shareholder ownership
IEEE Systems, Man, & Cybernetics Society: 25% shareholder ownership
IEEE Computational Intelligence Society: 10% shareholder ownership

The Financial Sponsors are responsible for all financial and technical obligations of the *Journal*, including provision of reviewer contact information for areas of their Society's expertise. compliance with financial and technical responsibilities entitles Financial Sponsors to voting privileges on the Steering Committee, proportional to their shareholder ownership.

The management of the *Journal* shall be vested in an IEEE Steering Committee, hereafter the *Steering Committee*. The membership of the *Steering Committee* shall be:

- A Chair, elected from among the voting representatives,
- A Secretary, elected from among the voting representatives,
- Four voting representatives from the IEEE-CS
- Two voting representatives from the IEEE-SMC
- One voting representative from IEEE-CIS
- The Editor-in-Chief (EIC) (ex-officio)
- The IEEE-CS Vice President of Publications (ex-officio)
- The IEEE-CS Senior Manager, Publishing Services (ex-officio)

The *Steering Committee* shall act as the Trustee for the *Journal*, and it shall be the responsibility of the *Committee* to review and approve the budget and monitor the overall finances of the *Journal*. The *Committee* shall also help to establish operating policies and procedures for the *Journal* in collaboration with the EIC.

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. The sponsoring societies shall be responsible for appointing each of their representatives to the *Committee*. The term of office of each representative shall be determined by the appointing organization, however in no case shall the term of a *Steering Committee* member exceed six consecutive years. Sponsoring societies can remove any of their representatives from office at their own discretion by simply notifying the Chair of such action.

The *Steering Committee* shall elect a Chair and Secretary. The Chair shall be responsible for the *Steering Committee* administrative functions, which includes arranging and presiding over *Steering Committee* meetings. The term of the Chair shall be one year, renewable for up to three consecutive years. The Secretary shall be responsible for developing and providing all *Steering Committee* members and the appropriate IEEE personnel with the minutes to each of the *Steering Committee* meetings. The *Steering Committee* shall meet at least twice a year, either in person or through teleconference. Travel costs and other meeting expenses for representatives shall be the responsibility of the appointing sponsoring societies based on their own policies and procedures.

Editorial Management

The EIC and the Editorial Board (see below) are responsible for the editorial content and quality of the *Journal*.

The selection of the EIC begins with the appointment of an EIC Search Committee by the *Steering Committee*. The EIC Search Committee shall be comprised of four members, one from each financial sponsors, and an EIC Search Committee Chair. That Chair, who will be appointed by the IEEE-CS Vice President of Publications, will moderate discussions, and will vote only to break a tie. To the extent that it is possible, the EIC Search Committee shall follow the procedures outlined in the IEEE-CS Guidelines for EIC Searches (attached). The recommendation of the EIC Search Committee shall be presented to the *Steering Committee* for approval.

The EIC shall be appointed for a two-year term by the *Steering Committee*. An EIC can be reappointed but cannot serve more than two consecutive terms. An exception is made in the case of the *Journal's* first EIC, whose term shall be three-years, and can be reappointed for a two-year term. The EIC is responsible for the overall editorial operations of the *Journal*, which includes the assignment of papers to the Editors and final decision on editorial board nominations. If an EIC position becomes vacant before the end of the term, the Steering Committee shall elect a replacement to complete the term. An EIC may be removed from office by a two-thirds affirmative *Steering Committee* vote.

The Editorial Board shall be comprised of between 10 and 100 members with expertise across the disciplines of the *Journal*, and shall normally serve terms of two years, renewable once. In order to provide for continuity,

Editorial Board members may be reappointed by the EIC more than once. Editorial Board members shall be chosen, to the extent practicable, in proportion to each Financial Sponsor's share; at least one member of the Editorial Board shall represent each of the Technical Cosponsors for the *Journal. Steering Committee* members may nominate Editorial Board members, however all Editorial Board appointments are made by the EIC, with the consent of the *Steering Committee*.

The Editorial Board shall be responsible for the technical quality of the *Journal*. The Editorial Board, under the leadership of the EIC, shall assure appropriate peer review of submitted manuscripts; timely review and publication of accepted manuscripts; adherence to the page budget; and editorial policies and procedures.

I. Editorial Policy

Editorial selection and review shall be consistent with policies and practices of IEEE, and:

A. As a matter of principle, IEEE shall direct the Editors of their other publications to forward suitable material to the *Journal*. IEEE shall coordinate with the *Steering Committee* any plans for publishing special issues of their respective periodicals in the area of the *Journal*. The *Steering Committee* shall develop procedures (a) for IEEE to request, prepare, and publish special issues of the *Journal*, and (b) for directing papers not within the scope of the *Journal* to other IEEE publications for possible consideration.

B. Authors of IEEE conference and symposia papers are encouraged to submit their papers in journal form to the *Journal* for consideration to be published as original papers, also considering the criteria of adding new content to previously published work.

II. Copyright

The title of the *Journal* shall be registered in the name of IEEE, and the *Journal* as a whole shall be copyrighted by IEEE. All authors of articles and material in the *Journal* shall have their copyright transferred to IEEE, except in the case of material in the public domain. All IEEE copyright procedures and practices shall be followed. The IEEE may freely reuse the copyrighted material for their own purposes without charge. Revenues from copyright fees, or other subsidiary rights fees associated with the *Journal*, that are paid by outside parties to be collected by the IEEE, shall be credited to the *Journal* in accordance with IEEE procedure.

III. Finances

Financial ownership of the *Journal* requires that all Shareholders accept the responsibility of the expenses of the Journal throughout the year and share in the potential profit or loss of the *Journal*, according to the percentage of shareholder ownership as noted above.

Annual distribution of the profit/loss will be completed by IEEE in accordance with its established procedure (surplus/loss distributed in December, post audit adjustments completed by 1 June). IEEE-CS, as Administrative Partner, will provide oversight to ensure the distribution occurs in a timely fashion.

The *Steering Committee* shall plan its operation and develop a budget that encompasses the following:

A. Income and Expenses

1. Page charges, if any, shall be budgeted. Such page charges may be Voluntary Page Charges, Mandatory Overlength Page Charges, or both, and shall be at a rate comparable to other IEEE publications.

2. The *Journal* may not carry commercial advertising beyond as described in the PSPB Manual. The *Steering Committee* may establish rules regarding internal advertising, such as Calls for Papers and Conference notifications, in the *Journal* provided that these rules are not in conflict with the policies of IEEE.

3. Single copy sales shall be the responsibility of IEEE. All income and expenses connected with the sale of such copies shall accrue to the *Journal* account.

4. Expense items to be budgeted shall include those listed in the Financial Plan.

    a. Budget

       The annual budget shall be constructed so that the operation in any year other than the first three to five years start up shall at least break even (zero net). The budget must be approved by the IEEE in accordance with its institutional budget approval schedules. The *Steering Committee* shall submit the following year's budget to the IEEE within the first quarter of the current year.

    b. Operating Funds

       The *Steering Committee* shall maintain an account with IEEE for the purpose of providing operating funds for the *Journal*. The *Steering Committee* will assure that sufficient funds are available at all times to meet *Journal* operating expenses. Accordingly, each of the three financial cosponsoring IEEE Societies (CS, SMC, and CIS) will deposit sufficient start up funds, in proportion to its share of ownership, upon ratification of this agreement to provide start-up funds.

       At the conclusion of each year of *Journal* publication, the *Steering Committee* will reconcile the actual expenses with the deposits made by each organization and other income sources, net out to zero the respective obligations of the IEEE, and distribute net surpluses to the financial cosponsoring societies, in proportion to their financial responsibility percentages.

IV. *Journal* Pricing and Income Allocation

A. Member Subscriptions

IEEE Sponsoring Societies shall set the same member subscription rates, and share member subscription income, as described in paragraph III.A.1. Fulfillment will be provided by IEEE.

B. Nonmember Subscriptions

The non-member subscription rate shall be set by the *Steering Committee* as part of the annual preparation of the budget and in compliance with IEEE policies.

V. Marketing

There shall be a coordinated marketing effort, administered by the IEEE-CS.

VI. Special Use Copies

The IEEE Publishing Services Department shall use whatever copies it needs (usually approximately 25) of each *Journal* issue, to fulfill its production, indexing, copyright and other operational needs.

The IEEE Publication Services Department will arrange for additional *Journal* copies of each issue (usually approximately 100) to meet requests of back issue fulfillment, replacements and single copy sales.

The Steering Committee may distribute up to 50 non-sale complimentary copies of the *Journal* for display at conferences and other promotion purposes. The *Steering Committee* will inform, in a timely manner, the IEEE Publications Services of any additional print run required to meet this need.

VII. Review, Modification, and Termination Agreement

The term of this agreement shall be through December 31, 2010, and shall be automatically renewed at one-year intervals under the terms of this agreement.

If another organization requests to be part of this agreement, the *Steering Committee* shall review the request and determine whether the organization shall be accepted. If the organization is accepted by the *Steering Committee*, the agreement shall be renegotiated and modified.

Any entity wishing to join this Agreement as a Financial Sponsor shall so indicate to the Financial Sponsors, two years prior to the beginning of their financial participation. Any entity wishing to join this Agreement as a Technical Cosponsor shall so declare no later than 1 March of the year prior to activation of Technical Cosponsorship. Entities petitioning for Financial Sponsor status shall provide evidence of technical strength in the field of interest of the Periodical, financial viability to maintain the entity's role in the partnership for the next term, and evidence of approval of such participation by the entity's ruling body (board or administrative committee). Approval of new sponsors shall be by unanimous action of the Financial Sponsors, upon recommendation of the Steering Committee regarding the entity's expected technical contribution, and confirmation of the entity's financial viability (for Financial Sponsors) by IEEE Technical Activities. New Financial Sponsors may join only at each agreement renewal window; Technical Cosponsors may be added the first day of January of any year.

Recognizing that the subject matter of the Periodical represents a new, cutting-edge area, it is conceivable that the sponsors may contract or expand in recognition of changes in the field, and to insure the technical viability of the Periodical. Therefore, any sponsor -- Financial Sponsor or Technical Cosponsor -- wishing to withdraw from this Agreement shall announce this fact to the Financial Sponsors no later than one year prior to the expiration of the Agreement. Following such notification, no other action for withdrawal shall be required; any monies due and owing to a withdrawing Financial Sponsor, both surplus and remainder of share of the reserve, shall be paid to that Financial Sponsor no later than 31 March of the year following withdrawal. Notification shall be made by the remaining Financial Sponsors to the IEEE Technical Activities Board.

Amendments to this Agreement
All amendments to this Agreement, other than those of an administrative nature, shall require the unanimous approval of the Financial Sponsors.

Agreement accepted in principle by those authorized by the respective IEEE societies,
This   day of June 2009.

_____   _____
IEEE Computer Society   IEEE Systems, Man, & Cybernetics Society

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IEEE Computational Intelligence Society

Guidelines for IEEE Computer Society
EIC Search Committees

Drafted: March 1998

Revised September 1998, May 1999, December 1999, February 2001, December 20, 2004, October 23, 2008, June 13, 2009

The Computer Society uses a search committee process to select Editors-in-Chief. Section 3, Article IX of the Computer Society Bylaws provides that Editors-in-Chief are appointed by the Computer Society President, upon recommendation of the Publications Board, with the consent of the Board of Governors. Sections 9.2.7 through 9.2.10 of the Policies and Procedures Manual provide details on this process.

This document provides a set of guidelines to be followed in the selection of candidates, with emphasis on the search committee process. It is intended to supplement the pertinent sections of the Bylaws and the Policies and Procedures Manual (PPM). In case of inconsistencies between the guidelines and the PPM, the PPM takes precedence.

1. The Appointment Process

The Bylaws outline the appointment process for Editors-in-Chief. Section 3, Article IX was revised in 2000 to read as follows:

1. *There shall be an editor-in-chief appointed for each periodical publication. There shall be one or more editors-in-chief appointed for the Computer Society Press as provided in the IEEE Computer Society Policies and Procedures Manual.*

2. *The Publication Board shall recommend to the President candidates for each editor-in-chief position as specified in the Policies and Procedures Manual, at various times as required.*

3. *The President, with the advice and consent of the Board of Governors, shall appoint each editor-in-chief for a term not to exceed two years. In the case of a new periodical, the initial appointment may be for a maximum of three years.*

4. *Editors-in-chief may serve a maximum of two consecutive terms in a given position.*

The Policies and Procedures Manual Section 9.2.7 defines the process to be used in the Editor-in-Chief appointment, depending on the sponsorship of the periodical.

1. *For publications solely sponsored by the Computer Society, Editor-in-Chief Search Committees shall be used to evaluate all applicants and nominees following the process defined in 9.2.7. Reappointment considerations shall follow the process defined in 9.2.8.*

2. *For jointly sponsored publications with steering committees, the steering committee shall recommend candidate(s) for each Editor-in-Chief position to the Publications Board for their review and further recommendation to the President.*

3. *Editor-in-Chief appointments for Computing in Science & Engineering shall follow the process defined in 9.2.10.*

4. *Editors-in-Chief for Press shall be selected using the process defined in 9.2.7. Reappointment considerations shall follow the process defined in 9.2.8.*

An evaluation process is used for reappointment of an Editor-in-Chief who has served one term. This process is defined in PPM 9.2.8 and is discussed in Section 8 below.

2. The Search Committee

The Search Committee is central to the Editor-in-Chief selection process. Search Committee members provide peer review of all candidates to be considered. The Search Committee shall seek potential candidates, collect necessary supporting documents from the candidates, evaluate the candidates for suitability of appointment, and recommend to the Publications Board selected candidates for appointment.

The Search Committee is appointed by the Vice President for Publications, as outlined in 9.2.7.1:

> *The Vice President for Publications shall establish an ad hoc EIC Search Committee for the open position with the approval of the President-Elect. The Committee shall consist of at least three members, at least fourteen months in advance of the known vacancy. This time can be less in the case of extraordinary vacancies (e.g., resignation, severe or prolonged illness, or death of an EIC). In such extraordinary situations, the Vice President for Publications, in concurrence with the Publications Board, would, as expeditiously as possible, recommend to the President for appointment an 'acting' Editor-in-Chief, while the EIC search is conducted.*

The Search Committee shall consist of the following voting members:
- The chair, an expert in the area of the search who is not closely associated with the publication currently. (The chair is excluded from voting except in cases of ties, according to Robert's Rules of Order.)
- The current Editor-in-Chief.
- A representative from the current editorial board.
- Several members not involved in the day-to-day operations of the publication. (Chairs of related technical committees and conference committees may be invited to join the Search Committee, or to nominate members, but the appointment of all individuals shall be at the discretion of the Vice President of Publications with the concurrence of the President.)

The nonvoting ex-officio members are:
- The Vice President for Publications.
- The President of the Computer Society or his/her designee.
- One or two members of the staff with knowledge of the publication to be appointed by the Publisher of the Society.

Care should be taken in selecting the members of the committee to avoid bias.
PPM Section 9.2.7.3 addresses the roles of those involved in the search:

> *The functions of each body and officer need to be well understood by all involved: the Search Committee's function is to identify and evaluate applicants, and to select and recommend candidates from the applicants; the Publications Board reviews those candidates and makes its recommendations to the President; the President evaluates, selects and appoints the EIC from the candidates brought forward by the Search Committee; and the Board of Governors reviews and consents to the appointment.*

Note the important role of the Search Committee: it is the only body to select candidates, thus ensuring that ALL candidates have been evaluated by the Search Committee. The candidates brought forward by the Search Committee are reviewed by the Publications Board, but no additional candidates may be added. The President selects from the candidates named by the Search Committee and the Board of Governors consents to the appointment. The Search Committee's primary function is to identify, solicit, evaluate, and recommend Editor-in-Chief candidates. The President in making his/her selection is acting in the interests of the Computer

Society. The Publications Board and the Board of Governors have oversight responsibility to assure that the search process is thorough and fair and not subject to undue influence. **All groups involved are to maintain the confidentiality of the process.**

3. The Search Schedule

Continuity of operations of publications is an important issue. Therefore, selection of Editors-in- Chief is done well in advance. This allows time for a new EIC to be named and to have the opportunity to overlap with the existing EIC.

The Search Committee shall be formed 14 months prior to the beginning of the appointment. The normal schedule is:

November	Form the Search Committee and solicit nominations and applicants
	Publish a publication-specific announcement in the CS home page
Last meeting of the year	Report status by the VP of Publications to the Publications Board
January	Publish a generic announcement in *Computer*
February	Identify initial candidate pool
First meeting of the year	Report status to the Publications Board
March 1	Deadline for applicants and nominees to submit application package of vision statement, plans for the publication, resume, etc.
May 1	Search Committee submits to the VP for Publications the recommended EIC candidates, a report on the search process, and the application packages of the candidates
15 days before 2nd meeting	VP for Publications securely distributes electronically the committee recommendations and the application packages of the recommended candidates to the Publications Board
Second meeting of the year	Present the Search Committee's report to the CS Publications Board (in executive session)
	Publications Board endorses some subset of the candidates. VP for Publications notifies Publication Board members to delete/detroy all packages previously distributed.
	President selects the EIC from the Search Committee candidates
	President's appointment presented to the Board of Governors (in executive session) for its consent

4. Identifying Applicants

There is not a single best procedure that will yield good Editor-in-Chief candidates. Search Committees have considerable flexibility in their approach to this task so that they may adapt to the unique circumstances of each publication. Section 9.2.7.2 of the PPM states:

The Search Committee shall develop a list of applicants through open solicitation, including recommendations from the corresponding operations committee. The applicants are most likely to be drawn from people being mentored for EIC positions, from former or present associate editors, from people who have editorial experience outside the Computer Society, and from those nominated as a result of the open solicitation. Nominations and applications shall be sought from technical committees, conferences, and other editorial boards.

A successful search depends heavily on personal contacts and working experience with present and past editorial board members, authors, and manuscript reviewers. A candidate normally should have ample prior experience with the publication in order to be considered. Such experience may include, but is not be limited to, serving as past/present editor of the editorial board, active publication of papers in the publication (presently or in the past), and service as a conscientious reviewer of the publication. If the search is for a new Editor-in-Chief, then the current EIC, the CS managing editor, and officers of related technical committees may be able to provide names of applicants to be considered.

The Editor-in-Chief position shall be publicized adequately in order to give a fair chance for everyone interested to apply. The CS Publisher is responsible for publishing an announcement preferably in the January issue (or in an issue as early as possible) of *Computer* that contains generic information of all ongoing EIC searches that year. More specific announcements for each publication shall be drafted by the Search Committee chairs and published in each journal and in the CS home page.

It is important that the search be conducted fairly and is open to all. Keeping the President and Vice President for Publications informed throughout the search process is also important. According to PPM Section 9.2.7.3:

As the search progresses, the Search Committee shall keep the Vice President for Publications and the President of the Society aware of the candidates being considered.

The President and Vice President for Publications shall receive email correspondence and candidates' information as they are compiled.

5. Information Needed From Each Applicant

Each applicant and nominee seeking to become an applicant (including those seeking reappointment), shall provide the following information as stated in PPM 9.2.7.4:

Each applicant must submit to the Search Committee an application package which includes:
    a) A letter of institutional/employer support for this editorship, should the position be offered.
    b) A plan or vision statement that details the prospective course of action that the applicant projects to take with respect to the publication. This plan shall include:
        (1) the applicant's perspective of the publication including challenges and opportunities,
        (2) the tasks of the EIC to meet the challenges and to exploit the opportunities,
        (3) the objective milestones associated with the intermediate and final accomplishment of these tasks,
        (4) the projected schedules for the accomplishment of these milestones,
        (5) the projected organization which will accomplish these tasks, and
        (6) the funding requirements to accomplish these tasks.
    c) A resume, including publications and editorial experience.

The vision statement details the applicant's plan for the publication. It shall include, but not be limited to, the following:

- Applicant's editorial experience;

- Reasons why the applicant is specially qualified as EIC of this publication;
- Applicant's vision of the field of the publication: the directions it should take; its hot, warm, and cold areas;
- Current issues with the publication: backlog, special issues, etc.
- Ways to improve the readability of the publication: special initiatives, survey articles, etc.;
- Methods to shorten reviewing time;
- Other plans for improvement.

The applicant may be allowed to revise his/her vision statement (given enough time) based on the comments provided by the Search Committee.

Each applicant must provide at the time of application a letter of support from his/her institution detailing (if any) release time, and support for computers, telephone calls, and postage. The Computer Society does not provide stipend and release-time support, therefore it is important that all applicants secure such support from their institutions before submitting their applications.

Each applicant must also provide a detailed resume, listing all past and present affiliations, editorial positions held, and activities in professional societies and technical conferences. Further, each applicant should provide a complete list of publications, honors and awards received, and other information deemed relevant to the EIC position.

6. Evaluating the Applicants

The vision statement and the applicant's qualifications are used as the basis for evaluation. The Search Committee is also encouraged to seek comments from others outside the committee with respect to the applicant's capability, personality and qualifications. The evaluation of applicants shall be based on the following ten criteria:

1. Applicant's overall technical achievements and reputation,
2. Applicant's overall experience in serving as an (associate) editor,
3. Applicant's vision for the publication (based on his/her (revised) vision statement),
4. Applicant's experience with IEEE-CS publications,
5. Potential conflicts of interest between the applicant and the publication (e.g., as an editor of a competing publication),
6. Applicant's organizational/leadership skills as demonstrated in his/her past experience,
7. Applicant's personality that is amenable to the EIC job (e.g., being too strict or too lenient),
8. Level of support from the applicant's institution,
9. Applicant's projected job stability during the two-year appointment term,
10. Applicant's networking with technical peers and with industry.

The table below based on these criteria was developed for use of the Search Committee in reaching their conclusions and for the Publications Board to easily compare the information collected on the candidates. **A copy of this table must be part of the final Search Committee report to the Publications Board.**

Based on the above criteria, each committee member indicates, for each candidate and each criterion, a score between -5 and 5, where the higher scores (5 being the highest) are more favorable to the candidate and lower scores (-5 being the lowest) indicate concerns. Use 0 to indicate a neutral position or not known. Do not include criteria with a value of zero when calculating Average Score. For example, if "Job Stability" is rated zero, and the other 9 criteria are rated non-zero, divide the the Total Scores by 9, not 10.

Criterion	Applicant 1	Applicant 2	Applicant 3
1. Achievements and Reputation			
2. Editorship Experience			
3. Vision of the Publication			
4. IEEE-CS Publication Experience			
5. Conflicts of Interest			
6. Leadership Skills			
7. Personality			
8. Institutional Support			
9. Job Stability			
10. Networking with Community			
11. EIC's Past Performance – reappointments only			
12. EIC's CS Interactions – reappointments only			
Total Score			
Average Score			

7. Committee Recommendations and Reports

After evaluating all of the applicants, the Search Committee shall recommend **two or more** qualified candidates to the Publications Board. In exceptional cases where it is difficult to find more than one candidate, then one candidate may be recommended but the committee report must document the attempts to find additional qualified candidates. The requirement is given in PPM 9.2.7.6:

> *The Search Committee shall recommend two or more candidates to the Publications Board. In exceptional cases where the Search Committee recommends only one candidate, the committee must report on attempts to find other qualified candidates.*

It is important that all Search Committee members maintain strict confidentiality on the candidates recommended by the deliberations in the Search Committee. Discussions in the search process shall not be disclosed to people who do not participate in the search process.

Section 9.2.7.7 of the PPM states:
> *After the Search Committee selects its top candidate(s), the chair shall discuss the committee's recommendations with the Vice President for Publications and the President and prepare the committee's report. The report shall provide an overview of the search process and recommend the candidate(s) for the EIC position. The committee report along with the application packages of the candidate(s) shall be securely distributed electronically to the members of the Publications Board at least 15 days before the meeting at which the recommendations are to be considered. The Publications Board shall maintain the confidentiality of the information. In extraordinary circumstances the Vice President for Publications may waive or reduce the time allotted for Publications Board review.*

Each Search Committee is required to submit a final report by the deadline to the Vice President for Publications and the CS President over-viewing the search process and including the application packages of the candidates being recommended. Care should be exercised in the report's preparation because of its importance in the selection process.

The Vice President for Publications shall have the responsibility for distributing the reports and application packages to the Publications Board. This can be done by via email. Reports and packages shall not be posted to a website. The information needs to be made available 15 days before the meetings at which the nominations

Comment [s1]: This is a big change

are going to be considered so that there is adequate time for study by those that are going to be asked to endorse candidates based on the Search Committee recommendations. The Publications Board shall be reminded of the confidentiality of the reports and application packages.

PPM Section 9.2.7.8 states:

> *The Search Committee reports its findings and recommendations to the Publications Board in executive session. Those included in the executive session are the voting and nonvoting members of the Publications Board, the President of the Society, and members of the Search Committee.*

The executive session at the Publications Board provides an opportunity for the Search Committee report to be presented and discussed in private. Since the President of the Society may attend this session, he/she will have the benefit of the discussion as background for selecting his/her choice for appointment. Any members of the Search Committee that are present at the meeting may attend the session and participate in the discussion. Confidentiality of the discussions must be maintained.

The next step is the endorsement of the Publications Board as prescribed by PPM Section 9.2.7.9:

> *The Publications Board reviews the recommendations of the Search Committee and endorses all, some or none of the candidates. The Publications Board shall make its recommendation to the President in confidence. No public disclosure of the candidates' identities shall be made until after the new EIC has been notified of his/her appointment.*

The Publications Board may not add candidates to the list recommended by the Search Committee. The President of the Society selects the Editor-in-Chief from the list brought forward by the Search Committee. The President will consider the endorsement of the Publications Board but may select any candidate recommended by the Search Committee. The President then presents his/her choice for EIC to the Board of Governors for their consent to the appointment. This process is outlined in PPM Section 9.2.7.10:

> *As provided in the bylaws, the final step in the process occurs when the President selects an appointee from the candidates brought forward by the Search Committee and presents the appointment to the Board of Governors for concurrence. This should include a copy of the appointee's plans. The Vice President for Publications shall provide a written executive summary of the search process to the Board of Governors. The Board of Governors may consent to the appointment of the President's appointee, in which case the President shall make the appointment. If the Board of Governors refuses consent, then the President shall bring forward a second appointee that has been recommended by the search committee. If the President is unable to identify an acceptable appointee from those candidates presented, the Board of Governors shall be informed and the President shall direct the Vice President for Publications to initiate a new search.*

If the Board of Governors consents to the President's choice, then the President makes the appointment by informing the candidate, within one week after the meeting. The President shall copy the Vice President for Publications on correspondence to the candidate When the President receives confirmation of acceptance of the appointment, the President shall inform theVice President for Publications who shall then inform all other candidates of the President's decision, within one week of the acceptance confirmation. The search chair may, if requested, send a summary of the comments by the committee members to the applicants, provided that the comments are presented in a manner to protect the identity of the reviewers. **The Search Committee's report to the Publication Board shall NOT be distributed to the applicants.**

After all non-selected applicants have been informed of the President's decision, the Vice President for Publications shall inform the Publications Board of the President's decision.

8. Reappointment of an Editor-in-Chief

PPM Section 9.2.7.11 defines the term of an Editor-in-Chief:

The Editor-in-Chief may be appointed for a maximum of two consecutive terms for a given position. A term is two years but may be extended to no more than three years in the case of a new publication, the unexpected replacement of an EIC, termination of a publication, or other extenuating circumstance. The exact duration of an extended term will be indicated at the time of appointment of the new EIC. At the discretion of the Vice President for Publications, the first two-year term of office of the Editor-in-Chief shall begin with the appearance of that publication.

The reappointment of an Editor-in-Chief for a second term requires the evaluation and review of an Evaluation Committee. The process, similar to that for a new EIC, is defined in PPM 9.2.8.

The normal schedule for a reappointment is:

November	Editor-in-Chief indicates willingness to serve a second term.
	Evaluation Committee formed to evaluate the Editor-in- Chief for reappointment
	Publication-specific announcement of reappointment consideration in the CS home page
Last meeting of the year	Status report to the Publications Board
January	Announcement of reappointment consideration in *Computer*
January 1	Deadline for EIC to submit his/her application package including accomplishments during the first year of the term
15 days before 1st meeting	Securely distribute electronically the committee recommendation on reappointment and the application package of the EIC to the Publications Board
First meeting of the year	Presentation of the Evaluation Committee report to the CS Publications Board (in executive session)
	Recommendation on reappointment by the Publications Board to the President
	If Evaluation Committee and Publications Board recommend reappointment and President concurs, President reappoints and submits decision to Board of Governors for consent.
	If Evaluation Committee, Publications Board and President do not agree to reappointment, a Search Committee is appointed and seeks additional candidates for presentation at second meeting of the year

The process begins when the Vice President for Publications asks the Editor-in-Chief if he/she is willing to serve a second term. If he/she does not want to seek a second term, the process for selection of a new EIC is followed. Otherwise, an Evaluation Committee is appointed to evaluate the EIC's performance and make a recommendation on reappointment. The process is defined in PPM 9.2.8.1 and 9.2.8.2 as follows:

1. An Editor-in-Chief who is serving his/her first term is eligible for reappointment. The Vice President for Publications shall ask his/her willingness to serve a second term fourteen months before the end of the first term. If the Editor-in-Chief is not willing to serve a second term, the process defined in 9.2.7 is followed in selecting a new Editor-in- Chief.

2. If the Editor-in-Chief is willing to serve a second term, the Vice President for Publications shall appoint an Evaluation Committee to evaluate the Editor-in-Chief's performance. The EIC shall prepare

and submit his/her application package as defined in 9.2.7.4 and include his/her accomplishments during the past year.

The Editor-in-Chief seeking reappointment must prepare the application package as described in Section 5 above. This package may be an update of the application package used for the current appointment but should highlight accomplishments during the time since appointment.

The reappointment consideration shall be publicized as appropriate. A notice of the reappointment consideration shall be included preferably in the January issue of *Computer* along with the generic information of all ongoing EIC searches. A publication-specific announcement shall be published in the CS home page.

The Evaluation Committee shall seek specific input from those that have been working with the Editor-in-Chief in order to evaluate the EIC's performance. This includes both volunteers and staff. This should include at a minimum the publication's editorial board members, the Computer Society Publisher and appropriate staff, and the Publications Board. Additional comments from authors and reviewers may be sought as appropriate. The Evaluation Committee shall consider the following two criteria in addition to the 10 criteria given in Section 6:

1. Applicant's interactions with authors in the past year: timeliness, fairness, etc.;

2. Applicant's interactions with CS staff, editors, reviewers, advisory board members, etc.

The process is defined in PPM 9.2.8.3:

The Evaluation Committee shall seek input from the periodical's editorial board, the Computer Society Publications' staff, and the Publications Board and prepare its report with a recommendation on reappointment. The report along with the application package of the Editor-in-Chief shall be securely distributed electronically to the Publications Board and the Board of Governors at least 15 days before the first meeting of the year. In extraordinary circumstances the Vice President can waive or reduce the allotted time for Publications Board review.

The report is similar to that for new EIC appointment except that there is only one candidate and the emphasis is on performance so far by the Editor-in-Chief being considered for reappointment. This report needs to be securely distributed electronically at least 15 days before the first Computer Society meeting of the year since the reappointment decision will be made at that meeting, as defined in 9.2.8.4:

The Evaluation Committee's recommendation on reappointment shall be presented to the Publications Board in executive session at the first meeting of the year. If the Evaluation Committee recommends reappointment, the Publications Board endorses reappointment, and the President elects to reappoint the Editor-in-Chief for a second term, the reappointment shall be presented to the Board of Governors for their consent. If there is not agreement on reappointment, then a Search Committee shall be appointed and shall follow the procedures in 9.2.7 in seeking and recommending additional candidates. The Editor-in- Chief may be considered as one of the candidates.

At the first Computer Society meeting of the year the Evaluation Committee's report is presented and discussed in executive session of the Publications Board. The President of the Society may attend to benefit from the discussion. If the Evaluation Committee recommends reappointment and the Publications Board endorses the decision, the President may recommend reappointment of the Editor-in-Chief. This appointment would then be presented to the Board of Governors for their consent at their first meeting of the year.

Since the evaluation process that is followed in reappointment is an abbreviated version of the full search process, it is required that the Evaluation Committee, Publications Board and the President all agree on the reappointment decision. If this is not the case, a Search Committee is named and charged with recommending additional candidates using the process for seeking a new EIC. The current EIC may be considered as one of

the candidates but the committee would be expected to bring forward at least two nominees (as defined in 9.2.7.7). The Search Committee would provide the new report and recommendations for consideration at the second Computer Society meeting of the year.

Susan K. Land
IEEE Computer Soc. President

Susan K Land 6/25/09

DAVID B. FOGEL
IEEE Computational Intelligence Society, President

David B. Fogel 6/25/09

DANIEL YOUNG
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6/25/2009