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UCL Press Textbook Board

Terms of Reference

- 1. To provide advice and guidance to the Programme Team on the overall direction and progression of the project.
- 2. To provide quality assurance for the Programme by monitoring, assessing and signing off project reports and other outputs.
- 3. To review textbook publishing proposals and make recommendations on the offer of publishing contracts.
- 4. To monitor the progress of the Programme against the Work Plan.
- 5. To offer advice and guidance on sustainable avenues for future development of the Programme.
- 6. To oversee the Programme budget.
- 7. To ensure that dissemination opportunities for the Programme are maximised.
- 8. To maintain awareness of similar projects and initiatives internationally, in order to ensure that opportunities for alignment, strategic partnership and resource-sharing are maximised.
- 9. To meet every two months in the course of the Programme.
- 10. To report through the Chair to UCL Press and Publications Board and other appropriate senior bodies of UCL.