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.