



## **Assistant Dean for Scholarly Communication**

### **SUMMARY OF POSITION**

Reporting to the UNT Dean of Libraries, the Assistant Dean for Scholarly Communication will oversee and coordinate various activities of the Libraries designed to increase awareness in the UNT community of the transformation of scholarly communication.

### **RESPONSIBILITIES**

- Lead the UNT Libraries Scholarly Publishing Services, developing its publishing imprints and collaborating with UNT researchers to conceive publishing projects and produce them. Coordinate publishing projects or delegate coordination as appropriate.
- Commission and conceive publications that raise awareness of the unique collections of the UNT Libraries and, when possible, create revenue for the UNT Libraries. Coordinate publishing projects or delegate coordination as appropriate.
- Consult with UNT researchers on publishing projects and navigating the changing world of academic publishing. Create and maintain online resources for scholarly authors and editors. Co-lead the UNT Editors' Roundtable.
- Chair the UNT Libraries Scholarly Communication Transformation (SCT) Workgroup to coordinate efforts across divisions of the Libraries to increase awareness in the UNT community of the transformation of scholarly communication. Collaborate with members of the workgroup on outreach to UNT researchers about the transformation of scholarly communication.
- Serve on Library Dean's Council.
- Serve on or lead (as appointed) committees and other groups involving staff from within the Libraries and other parts of the university.
- Stay abreast of research data management practices. Consult with researchers on developing data management plans and using the DMPTool or delegate consultation as appropriate.
- Prepare grant applications in collaboration with other UNT and external stakeholders to support the transformation of scholarly communication.

- Hire and supervise staff as required to assist with the above duties.
- Contribute to grant-funded projects and grant applications as appropriate.
- Serve as UNT's primary institutional contact for and voting representative to the Library Publishing Coalition.
- Serve as subject liaison to the linguistics program and to the Intensive English Language Institute.
- Contribute to library strategic planning in close collaboration with the Dean of Libraries and others as needed.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- MS/MLS/MLIS from an ALA-accredited program or equivalent combination of a relevant advanced degree and experience.
- At least ten years of professional experience in providing library services related to scholarly communication.
- Strong knowledge of academic research and publishing.
- Demonstrated aptitude for entrepreneurial planning in scholarly-communication efforts.
- Proven ability to plan and implement new programs and innovative services.
- Excellent communication skills, including strong written and oral presentation skills.
- Proven ability to function as an effective team member, with the interpersonal and motivational skills necessary to collaborate with Libraries staff and with researchers at all levels.
- Qualifications sufficient to be appointed at the level of Associate Librarian under the University of North Texas Librarians' Procedures for Appointment, Evaluation and Promotion.

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Martin Halbert

Dean of Libraries