

University Lecture Series Editorial Committee

General Description

- Committee is standing
- Number of members is four
- Term is four years
- Members are appointed by the President

Principal Activities

The Committee is charged with judging the suitability for publication of material solicited either by the Providence office, by the acquisitions staff, or through calls for manuscripts in the *Notices*. The purpose of the series is to provide an outlet for material delivered in distinguished lecture series that would otherwise not be published or preserved.

The principal function of a book editorial committee is to decide the appropriateness of proposed book projects for publication. Because the AMS is competing vigorously with other mathematics publishers, it is extremely important that the committee make its decision in a timely manner, usually within weeks and always within two months' time.

A committee will often seek the advice of one or more outside experts in order to facilitate its decision process, but this is not always necessary. The AMS Acquisitions Staff is available to help the committee in any possible way, including communication with outside experts suggested by the committee.

Although most proposals will come to a committee from an AMS Acquisitions Editor, the Editorial Committee itself may solicit proposals.

Other Activities

Miscellaneous Information

The business expenses of this committee, such as postage and telephone charges, may be reimbursed by the Society. Travel reimbursement for this committee has been designated at **LEVEL B**.

Note to the Chair

Committee chairs should be informed, at the beginning of each fiscal period, of the budget of their committees and cautioned to remain within the budget. Such items as travel reimbursement, accommodations, and meals for guests of any kind fall within these budgets.

Work done by committees on recurring problems may have value as precedent or work done may have historical interest. Because of this, the Council has requested that a central file system be maintained for the Society by the Secretary. Committees are reminded that a copy of every sheet of paper should be deposited (say once a year) in this central file. Confidential material should be noted, so that it can be handled in a confidential manner.

Authorization

created;

updated 7/13 members and edited Misc Info and Note to Chair

Past Members

A list of current and past members is available here:

<http://www.ams.org/about-us/governance/committees/univlect-past.html>