



ORGANIZATIONAL UNIT CHANGE FORM

DIRECTIONS: Use this form when proposing a change to an existing organizational unit, center, institute, department, school, or college that is the result of a significant reorganization of existing units, consolidation, or change in mission.

DATE OF REQUEST: December 2014

Date of AAC Approval:
December 3, 2014

INSTITUTION: System Administration
University of Nevada, Reno

CURRENT UNIT NAME: University of Nevada Press

Date of Board Approval:

PROPOSED UNIT CHANGE: Moving the University of Nevada Press from System Administration to the University of Nevada, Reno

EFFECTIVE DATE OF CHANGE: July 1, 2015

PART 1

A. Brief description of proposal

Currently, the University of Nevada Press is an organizational unit of System Administration and reports to the Vice Chancellor for Academic and Student Affairs. The purpose of this proposal is to request approval to move the University of Nevada Press from System Administration to UNR under the Office of the Provost.

B. Justification for proposed change in existing program or structure

The University of Nevada Press can more effectively fulfill its role as a scholarly book publisher by being more closely integrated into a line institution, where it would have greater access to teaching and research faculty and more opportunity to interact with the academic community. The Press was founded on the UNR campus in 1961 and has maintained offices there ever since, despite being absorbed organizationally into System Administration in 1968. The transfer will return the Press to its original founding institution.

Although there are many different reporting relationships among the 130 members of the Association of American University Presses, at public universities in the United States most university presses report to the chief academic officer, such as the provost, at the host university. Given its role in publishing the scholarly work of faculty across the System, the University Press will be more appropriately placed with a university.

C. Relationship to other programs or units within the institution and system

Although currently administered through System Administration, press staff are located on the UNR campus, as they have been since the founding of the Press. Under the proposed administrative move, the Press offices will remain on the UNR campus under of oversight of the Provost's office

The Press will continue to maintain its statewide mission through representation of the various NSHE institutions on its faculty Editorial Advisory Board. In addition, the Press will continue to publish books that reflect the strengths of the faculties at NSHE institutions as well as books that examine the culture and history of the region (as approved by the Editorial Advisory Board) while also seeking to expand it national and international reputation.

D. Estimate of resources needed for proposed change (personnel, library holdings, facilities, equipment)

The proposed change will not require additional resources. UNR and Business Center North (BCN) will oversee all purchasing, accounting, HR, travel, and so forth, and would provide fiscal and administrative oversight of the Press.

E. Estimated annual financial impact of proposed change

Currently, the Press receives state funds in the form of a line item appropriation from the State. The appropriation of state funds will continue unchanged under the proposed transfer. In addition, the Press generates some revenue from publications that is in a self-supporting budget, which will also remain unchanged under the transfer. Therefore, no significant financial impact will occur as a result of the proposed transfer.

PART II

A. Description and mission of unit as proposed for change

Founded in 1961, the University of Nevada Press is the only university press in the state of Nevada. Its mission is to publish high-quality, deserving works that advance scholarly research, contribute to the understanding of regional history and culture, and reach a wide range of academic and general readers. Publication is done in a fiscally responsible manner that reflects the highest editorial, design, and production standards.

As a nonprofit publisher of scholarly books, the University of Nevada Press concentrates on scholarship that reflects the strengths of the NSHE campuses, for example, Western and Nevada history, Western literature, Basque studies, Native American studies, Great Basin natural history, environmental studies, and resource management; mining history; environmental literature; urban studies; and gambling studies. As a regional publisher, the Press also publishes general interest works about Nevada and the West, including, fiction, popular history, creative nonfiction, nature and travel.

The Press's statewide mission will not change with the transfer to UNR.

B. Statement of objectives

Under the proposed transfer, the Press will continue to publish approximately fifteen new books per year in print and electronic editions in its areas of specialization and maintain a backlist of more than 400 titles. It seeks to keep abreast of new areas of strength among NSHE faculty in order to revise and expand its areas of concentration.

C. Plan for assessment of objectives

All book manuscripts proposed for publication are evaluated by scholars or writers who are experts in the subject through a confidential referee process managed by the Press's staff editors. The referee reports are reviewed by the faculty Editorial Advisory Board, which is charged with protecting the Press's imprint and ensuring the quality and appropriateness of the Press's editorial program. No manuscripts are published without the approval of the Editorial Advisory Board.

The overall efficiency and effectiveness of the Press will be evaluated by the Press director and the university administration; the editorial program will continue to be evaluated by the faculty Editorial Advisory Board.

D. Contribution and relationship of proposed change to the following –

i. Institution mission

There will be no change to the mission of the University of Nevada Press. The Press is the book publishing arm of the Nevada System of Higher Education. Its primary purpose is to publish books that reflect the strengths of the state's teaching and research faculty.

ii. Campus strategic plan

Following the transfer to UNR, the Press would be incorporated into the university's strategic plan. The Press would contribute to both the university's academic and outreach functions.

iii. College strategic plan

NA

iv. Other programs in the institution

A variety of centers, departments, and other units occasionally publish books, journals, pamphlets, online information, and ephemera, in partial fulfillment of their missions. For example, the Blackrock Press is dedicated to the practice and teaching of the arts and crafts associated with the creation of finely printed books. The University of Nevada Press is the only university press in the state and the only unit whose primary purpose and sole mandate is the publication and dissemination of peer-reviewed, book length works of scholarship and regional content.

v. Other related programs in the System

NA

E. Evaluation of need for the proposed change

Although there are many different reporting relationships among the 130 members of the Association of American University Presses, at public universities in the United States most university presses report to the chief academic officer, such as the provost, at the host university. Given its role in publishing the scholarly work of faculty across and beyond the System, the University Press will be more appropriately placed with a university.

F. Procedures used to arrive at the decision to make the proposed change

Through discussions with both UNR and UNLV, the recommendation was made to transfer the Press to UNR as it currently resides on the UNR campus and was originally founded at UNR. The proposal to transfer the unit to UNR is returning it to its original home. The Editorial Advisory Board was convened on October 10, 2014, and notified of the plans for transfer. The advisory board supports the proposed transfer (see the attached letter of support).

G. Capability within the following areas to make the proposed change –

i. Faculty strengths

The Press would continue to retain its current staff, including five full time academic professionals (Director Joanne O'Hare; Senior Acquisitions Editor Matt Becker; Editorial, Design, and Production Manager Kathleen Szawiola; and Business Manager JoAnne Banducci) and one part time LOA (Marketing and Editorial Assistant Mayanne Coyne).

ii. Organizational arrangements that must be made within the institution to accommodate the unit

Many of the Press's organizational processes are already administered by Business Center North, including payroll and purchasing. UNR already handles travel and other accounting for the Press. Operational functions that will transfer from System Administration to UNR include HR and legal (contract review).

H. Resource Analysis – proposed source of funds necessary for the proposed change (enrollment-generated state funds, reallocation of existing funds, grants, other state funds)

No additional funds are necessary for the purpose of transferring the unit to UNR.

I. Estimated budgetary and financial ramifications that may result from the proposed change

Currently, the Press receives state funds in the form of a line item appropriation from the State. The appropriation of state funds will continue unchanged under the proposed transfer. In addition, the Press generates some revenue from publications that is in a self-supporting budget, which will also remain unchanged under the transfer.

J. Impact of proposed change on institution's existing resources

There will be no change to the institution's existing resources.

Please attach any supporting documentation (i.e. support letters from community, industry).



November 20, 2014

Mr. Daniel Klaich, Chancellor
Nevada System of Higher Education
2601 Enterprise Road
Reno, Nevada 89512

Dear Chancellor Klaich:

As chair of the Editorial Advisory Board (EAB) of the University of Nevada Press, I am writing to you to express the EAB's unanimous endorsement of your and Vice Chancellor Crystal Abba's recommendation to move the reporting line of the Press from the Nevada System of Higher Education System Administration to the Office of the Executive Vice President and Provost at the University of Nevada, Reno.

As do you, we agree that the Press will be more effective when integrated into a research and teaching institution where it will have more opportunity to interact with the academic community, including faculty, staff, and students. Not only is this a common arrangement among academic presses, it also appears to be superior to current arrangements.

In supporting this transfer of the Press from NSHE SA to UNR, we make the following assumptions:

- (1) The Press will continue to receive any state funds appropriated in the form of a line item from the State.
- (2) The Press will continue to acquire and determine the use of all revenue generated from its publications. That is, self-generated funds from publications of the Press will not be used for purposes other than the Press.
- (3) The Editorial Advisory Board will continue to be composed of faculty from the state's three research institutions: UNR, UNLV, and DRI. Such inclusion should not preclude scholars from other NSHE institutions from serving on the EAB as well.
- (4) All books published by the Press will continue to bear the imprint "University of Nevada Press: Reno and Las Vegas."

It is our understanding that these are shared assumptions by all involved in this transfer and, therefore, we are fully supportive of the action proposed. Please do not hesitate to contact me if you or others have any questions or concerns.

Sincerely yours,

A handwritten signature in dark ink that reads "Michael W. Bowers". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Michael W. Bowers, Ph.D.
Chair, Editorial Advisory Board

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