

Position Description

Name: Kevin Hawkins **Date:** 7/31/17
Title: Asst. Dean for Scholarly Communication **Rank:** Associate Librarian
Dept: Scholarly Communication Office

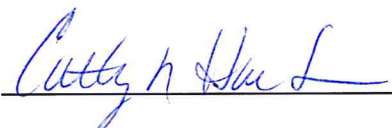
SUMMARY OF POSITION

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.

SPECIFIC POSITION RESPONSIBILITIES

- Responsible for operational planning and overall activities of the office.
- Oversees supervision of staff in the Scholarly Communication Office.
- Serve on Library Dean's Council.
- 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 to the Scholarly Communication Librarian 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 to the Scholarly Communication Librarian as appropriate.
- Support the Scholarly Communication Librarian in consulting with UNT researchers on publishing projects and navigating the changing world of academic publishing. Assist in creating and maintaining online resources for scholarly authors and editors.
- Lead organization of UNT's annual Open Access Symposium in consultation with other Libraries staff, delegating to staff at other UNT campuses as appropriate.
- Serve as UNT's primary institutional contact for and voting representative to the Library Publishing Coalition.
- Serve as UNT's representative to open-access initiatives that the Libraries participate in but whose member representatives don't contribute toward selection of content.

Dean of Libraries

 Date 7/31/17