Processes to Implement the NEIU Open Access Policy

NEIU Open Access Policy – http://www.neiu.edu/about/university-policy/academics
Effective Date – 03-10-2016

Summary of Policy Implementation:
The NEIU Open Access Policy was created and approved by the consultative will of the faculty and Faculty Senate through extensive conversations and meetings, and is intended to provide faculty with a mechanism for collective bargaining with publishers to retain more of their copyrights for open sharing, to increase the dissemination of faculty scholarly work and promote the free and open access to that work. The Preamble of the NEIU Open Access policy states:

The Faculty of Northeastern Illinois University, as a community of scholars, is committed to disseminating the fruits of its research and scholarship as widely as possible. And as part of a public university system, the Faculty is dedicated to making its scholarship available to the people of Illinois and the world.

- Representatives of the Provost’s office responsible for the oversight of the Policy and the deposit of articles will be the Dean of Libraries and the Dean of the College of Graduate Studies and Research.
- Participation in this faculty-initiated policy is voluntary. Automatic waivers to opt-out can be requested following the instructions in Implementation Steps for Faculty below, Bullet #3.
- Unless a waiver is requested, each Faculty member will provide an electronic copy of their article no later than 60 days after publication at no charge to the Dean of Libraries in an appropriate format (such as a PDF) for deposit in the open access institutional repository, NEIU Digital Commons.
- After submission to the Dean of Libraries, the NEIU faculty’s scholarly journal articles will be deposited in NEIU Digital Commons regardless of whether electronic copies can be provided. If a copy cannot be provided, authors may still participate by providing bibliographic information. Implementation will continue by means of outreach to departments, as well as outreach to and support for interested faculty.
- Please note: Depositing work in NEIU Digital Commons does not validate the quality of the work and has no impact on retention and tenure as defined by the faculty member’s Departmental Application of Criteria.

Implementation Steps for Faculty:
- Assert your right to retain relevant rights (specifically, the rights to reproduce, to distribute copies, and to create derivative works) for each scholarly journal article, sufficient to satisfy the goals of the NEIU Open Access Policy.
- The Policy does not cover book chapters, essays in edited works, artistic works, conference proceedings, book reviews, or any work for which royalties may be received. However, if faculty wish to submit such works after retaining rights they are welcomed. Fill out the short Google form on our information page to submit your work to NEIU Digital Commons. A librarian will contact you regarding your submission.
- At your discretion, you may request an automatic waiver regarding an individual article by filling out the Waiver Form within 60 days of publication. Your request for waiver will be automatically approved and a confirmation email will be sent back to you for your records.
• Within 60 days of publication, when you have been able to retain sufficient rights, contact the Dean of Libraries at neiudc@neiu.dc regarding deposit of the article into NEIU Digital Commons. A librarian will be assigned to work with you to deposit the article in NEIU Digital Commons.
• If the article is already posted in an open access repository such as PubMed Central, arXiv, or Social Science Research Network, provide full bibliographic information, abstract, repository URL, and publisher URL to the Dean of Libraries for inclusion in NEIU Digital Commons within 60 days of publication.
• NEIU Digital Commons can also accommodate any necessary embargo periods.

**Implementation Steps for the University (via the Dean of Libraries and the Dean of the College of Graduate Studies and Research):**

• Receive from faculty and organize bibliographic information on NEIU faculty-published articles, by means of either or both of Web forms or email points of contact;
• Ensure prompt and efficient availability of electronic copies of articles deposited in NEIU Digital Commons, as well as their long-term preservation;
• Provide advice and assistance to NEIU faculty, if requested, regarding retaining their copyrights to articles;
• Provide assistance to faculty regarding the provision of bibliographic information and copies to NEIU Digital Commons;
• Provide for situations in which publishers require an “embargo” period during which the paper cannot be made openly accessible, (also called “delayed release”);
• Provide long-term and sustained management of ongoing improvements to the university repository services;
• The Advisory Committee on Library which includes faculty from across the University and the Dean of Libraries and the Dean of the College of Graduate Studies and Research will serve as an “Open Access Advisory Board”. This Board will have the ability to make recommendations to these guidelines and the processes needed for ongoing support of these implementation plans.

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Source: The University of Kansas, Open Access, KU Libraries, [https://openaccess.ku.edu/](https://openaccess.ku.edu/)