

## **arXiv Interim Scientific Director**

The Cornell University Library (CUL) seeks an Interim Scientific Director for arXiv, a repository of digital research papers in the sciences managed by the library. The Interim Scientific Director will collaborate with the existing arXiv staff and the arXiv's Scientific Advisory Board, providing intellectual leadership for arXiv's operations. The Interim Scientific Director should be a faculty member at a research university in one of the areas represented by arXiv, and will assume this position as a 40-50% time administrative position while retaining his or her underlying faculty position. Ideally, the position will begin no later than January 1, 2014, and is expected to last through June 30, 2015.

Specific duties include:

- Formulate the overall scientific direction of arXiv and its policies
- Participate in identifying overall technical requirements and setting development priorities with a focus on submission and moderation processing;
- Contribute to strategic planning discussions that pertain to arXiv within the Library and elsewhere representing the scientific communities served by arXiv.
- Understand and represent the needs, norms, practices, and priorities of the scientific communities served and the moderators who evaluate submissions based on arXiv policies;
- Identify policy development needs and coordinate the development of moderation policies with the SAB;
- Contribute to the final adjudication of scientific arXiv content;
- Ensure that there are policies and workflows in place for appeals for reclassification, rejection, and removal to be carried out at the subject committee level;
- Ensure that arXiv administrators accurately execute moderator decisions and follow established arXiv policies and procedures;
- Liaise with arXiv's subject advisory committees and ensure that moderators are being recruited by the subject advisory committees;
- Facilitate the Scientific Advisory Board (SAB) & liaise to the Member Advisory Board (MAB);
- Represent arXiv in scientific forums and other related events;

In collaboration with CUL, the Interim Scientific Director will be instrumental in experimenting with different staffing models, and will work with a committee drawn from CUL, the SAB, and the MAB to refine the job description in preparation for a search for a permanent Scientific Director.

### Requirements

- Tenured (or equivalent) scientist/faculty active in research in a main subject domain of arXiv – physics, math, computer science, etc.
- Familiarity with arXiv and interest in learning about the overall operation and collaborating with the arXiv team and SAB in improving and advancing the operation
- Experience and skills in building positive and productive partnerships with scientists, staff, and other stakeholders

- Excellent communications and presentation skills
- Proximity to Ithaca, NY is highly desirable as the position will require frequent in-person meetings with the arXiv team, located at the Cornell University Library

Page 3 includes a draft organizational chart to illustrate a potential team model if we decide to add a scientific director position.

*Created: August 2013*

*Discussed/Approved: September 2013*

*Minor Revision: October 2013*

# arXiv Organizational Chart: Draft, August 24, 2013

## University Librarian \*

- Resolve disputes between CUL, MAB, SAB as they relate to CUL's responsibilities
- Determine termination and need for transition strategy

## Program Director (20%) \*

- Oversee membership, business planning, & governance and coordinate the development of associated policies
- Participate in identifying technical requirements and setting development priorities
- Facilitate MAB and liaise to SAB
- Represent arXiv in library and open access forums etc.

\* CUL indirect contribution

## Scientific Director (50%) to be filled

- Provide scientific oversight
- Participate in identifying technical requirements and setting development priorities
- Coordinate the development of associated policies with the SAB
- Facilitate SAB & liaise to MAB
- Represent arXiv in scientific forums etc.

\* Not included in current 5-year budget

*specify  
collaboration  
areas*

*org chart reflects main responsibility areas for the key team members, not reporting relationships  
supervisory relationships to be determined during the interim period*

## Library Membership\*

- Manage arXiv membership program (invoices, institutional use, information about sustainability program)

CY13 & CY14 Staffing: 0.10 FTE

\* CUL's indirect contribution

## Library IT Lead (30%)

- Operate arXiv's technical infrastructure
- Document & maintain arXiv code
- Partner with related initiatives and services to share tools and software software

CY13 Staffing: 0.30 Manager + 2.25 FTE Programming Staff & CY14 is set at @ 1.5 FTE (proposal to increase it to 2.5 FTE)

Cornell IT governance requires programmers to report to an IT director

## Administrator & User Support Lead

- Technical administration of arXiv submission process
- Support subject moderators
- Assist users and submitters
- Maintain user help pages & process documentation

CY13 & CY14 Staffing: 0.20 Manager + 2.75 FTE Admin + 0.36 students

Oversight of routine mod/admin task to be discussed