JCEHP
Editor-In-Chief Job Description

Editor-In-Chief's Duties

1. Constitute an Executive Editorial Board of at least three members to assist the Editor-In-Chief in the development and interpretation of editorial policy, selection of Deputy and Consulting Editors, and selection of a panel of expert reviewers for submissions. The Editorial Board may also assist in reviewing contributions to JCEHP.

2. In consultation with the Executive Editorial Board, establish the editorial policy¹ and define the aims and scope of JCEHP, decide on procedures and standards for the acceptance of manuscripts.

3. In consultation with the Executive Editorial Board, select Deputy Editors (e.g., Book Review Editor, Social Media Editor) and Consulting Editors.

4. Invite, orient, and oversee a panel of reviewers whose knowledge and expertise in research methods (quantitative and qualitative), content areas/topics, and professional practice settings are aligned with the manuscripts received by the journal.

5. Solicit and/or receive submissions, commission articles and oversee special features of the journal (e.g., From the Archives)

6. Provide day-to-day management of the editorial office; develop and implement effective and efficient procedures for receiving, reviewing and tracking manuscripts² and preparing manuscripts for submission to the publisher.

¹ Topics covered by editorial policy include authorship (criteria, disclosure of role), submission of manuscripts, format and length of manuscripts, types of articles accepted (original scientific articles, review articles, opinion articles, editorials, letters to the editor, abstracts) requirement for IRB approval, disclosure and management of conflict of interest, acknowledgements, duplicate publication, prior publication, editorials and letters to the editor (who may write them, how reviewed).

² The review process includes but is not limited to initial screening for suitability, determining the number of reviewers, selecting reviewers, distributing manuscripts to reviewers, deciding whether to expedite review, ensuring reviewer anonymity and confidentiality of submissions, ensuring compliance with manuscript formatting requirements, providing feedback to author, working with authors, final review of revised manuscripts, and final decision about acceptance.
7. Determine the editorial content of JCEHP (subject matter/topics addressed, space allocation, actual content of articles, location of advertising in journal and the balance of advertising and editorial content).

8. Assume final responsibility for all editorial work agreed upon by the Tri-Group.

9. Evaluate submitted contributions in accordance with editorial policy, and select suitable contributions for peer review.

10. Arrange for and supervise the independent peer review of contributions by two or more reviewers, make requests for the contributor to make revisions as deemed necessary, and reject any contribution deemed unsatisfactory.

11. Ensure that each contributor of an accepted contribution transfers his or her copyright to JCEHP and instruct contributors to obtain written permission allowing JCEHP to reproduce any copyrighted material that the contributor incorporates into their contribution.

12. Assume responsibility for the timely submission to JCEHP’s publisher of the final versions of manuscripts in a form, content and style satisfactory to the publisher in accordance with the publisher’s current requirements and publication schedule.

13. Review and correct page proofs from the publisher before publication.

14. Meet with the publisher or personnel of the publisher to review quality issues and develop a process that is error free to publish a quality journal.

15. Make the best efforts to ensure the currency and accuracy of the contents of each contribution provided the publisher for each issue of JCEHP as of the date on which the content is forwarded to the publisher.

16. Recruit, hire, train, supervise, and provide compensation to editorial office personnel to assist the Editor-In-Chief in carrying out his or her duties.

17. Provide an bi-annual report to the Tri-Group including the following:
   a. Executive summary
   b. Journal reputation and quality with tables/figures for impact and immediacy factor that include “competitors”/benchmarks and also include temporal data (trends)
   c. Recognition by other organizations through subscriptions sold
d. Manuscript characteristics by types of manuscript including countries of origin (figures useful)
e. Manuscript submission and acceptance rates and trends
f. Acceptance to publication time lines and trends
g. Time from submission to first decision
h. Data specific to supplements
i. Editorial office updates

18. Maintain visibility and a presence among members of the Tri-Group organizations (e.g., by attending their annual meetings).

19. Attend annual editors' meetings sponsored by the publisher.

20. Attend Tri-Group meetings when invitation extended either via technology or face-to-face.

21. Render assistance to the publisher and the Tri-Group in any infringement of copyright proceedings should the Tri-Group, publisher or Editor believe that the JCEHP copyright has been infringed upon.

22. Agree that the publisher shall have the right and may grant to others the right to use, in any medium, the Editor-In-Chief’s name, likeness, biographical information, and professional credits, in connection with JCEHP or the promotion or advertising, and the Editor-In-Chief shall obtain for the publisher the same rights with respect to the editorial board members.

Qualifications

A minimum of a Masters degree is required. A terminal degree (e.g., PhD, DO, MD) is desired.

A minimum of seven years experience in health professions education.

Background in qualitative and quantitative research methods.

Prior experience in education research.

Strong record of scholarly publication in health professions education

Prior editorial experience with a peer reviewed journal highly desirable.