

## Editor-in-Chief Search

JAAPA is the peer-reviewed clinical journal of the American Academy of PAs (AAPA). JAAPA is a benefit of membership in AAPA, which serves the professional development needs of PAs worldwide, including the more than 140,000 Physician Assistants residing in the US. Published for more than 25 years, JAAPA's mission is to support the ongoing education and advancement PAs by publishing current information and research on clinical, health policy, and professional issues.

Published monthly, JAAPA's award-winning editorial includes:

- Clinical review articles (with AAPA-approved Category 1 CME in each issue)
- Case reports
- Clinical departments
- Original health services research
- Articles on issues of professional interest to PAs

After 9 years, Reamer Bushardt, PharmD, PA-C, DFAAPA, will retire from his JAAPA Editor-in-Chief duties. AAPA and Wolters Kluwer | Lippincott Williams & Wilkins are searching for a leader in the PA profession to replace Mr. Bushardt and drive the mission of the Journal of the American Academy of PAs. This position is a part-time, independent-contractor position with an honorarium. The Editor is expected to lead the editorial mission of the journal in a manner that supports the legacy of the journal and to maintain primary connections to the field through active clinical and/or academic role. JAAPA publishes 12 issues in each volume.

### Editor-In-Chief (Position Description)

**Overview:** The Editor-in-Chief is the principal architect of the clinical, professional and editorial content of the journal. The EIC is a well-known scholar and well-regarded within the PA profession. The EIC has knowledge and experience within the scientific method. The EIC must be active in soliciting the content from the best PAs and other thought leaders to be published in the journal. Working with the other editors and Publishing staff, the EIC is the arbiter of the content of the journal. Among other functions, the EIC is responsible for the following:

#### Responsibilities:

- **Set the strategy for the journal.** The EIC collaborates with the Publisher to monitor the competition and assure that JAAPA is state of the art in terms of clinical content and science and is innovative through initiating new features, new article types and original editorial content. The EIC works in collaboration with Publishing staff and journal Editors to set short- and long-term goals, objectives, and strategies for the journal. Typical items to be examined include nature and scope of the journal, features and enhancements, changes in the author community, time to decision, enhancements to the electronic versions, and enhancements to the journal website. The EIC will present major proposed changes annually to AAPA.
- **Board Leadership.** Chair of the editorial board, set meeting agendas and participate in at least one in-person editorial board meeting per year; set and discuss the direction of the journal, strategy, improvements; direct form and direct subcommittees and maintain the structure of the editorial board.

- **Journal Operations.** Including: management of disclosures and conflicts of interest; Editorial Manager Workflow and manuscript processing; Makes decisions about submitted works; Journal artwork commissioning/approval; manage clinical editing and fact-checking;
- **Assign and balance review work load.** The EIC will work with Publishing staff and the Editorial Manager system (or its equivalent) to assign manuscripts to peer reviewers and/or editors with the appropriate expertise. The EIC and the Publishing staff will monitor the workload of the editors to ensure an equitable distribution of manuscripts. The EIC will be a source of rejections without review; but other Editors will also have that option especially for manuscripts not in the EIC's field of expertise. The EIC will ensure that editors understand the need to balance fast turnaround with thorough and accurate peer review and will work with editors to achieve those objectives.
- **Issue and Editorial Planning** including joint publishing and acquisitions
- **Journal Writing.** The EIC should regularly write (including co-author) both editorial and clinical/research articles for the journal.
- **Promote alignment with AAPA strategic priorities.** Preserve the editorial independence of JAAPA as an indexed, peer reviewed journal and ensure alignment of the editorial board with AAPA values and the journal's attention to strategic priorities of AAPA
- **Manages correspondence and communication** – including manuscript queries through Editorial Manager, editorial board meetings and any grievance and quality/accuracy concerns
- **Review and contribute to periodic monitoring reports.** The EIC will respond to surveys or questionnaires containing information prepared by the Publishing staff and will report to the AAPA on the state of the journal. The Publisher will make available data and metrics such as usage, articles published, rejection rate, ISI impact factor, and other quantitative and qualitative measures as the EIC deems appropriate. The Publishing staff will supply qualitative and quantitative information regarding their level of success in marketing and selling efforts, although it is not the expectation of the EIC that the level of the detail address specific revenues from specific vendors.
- **Decisions of ethics.** The EIC upholds the ethics and conflict of interest policies of the AAPA and published standards of the Publisher, and the EIC works with the other editors to resolve questions of ethics in publishing in the journal. Ethical violations may involve, but are not limited to, copyright violations, republishing, plagiarizing (including self-plagiarizing), falsification of data or results, misattribution of authors, or misattribution of citations. The Publisher will inform the EIC of the results of suspicious or unfavorable screening results for plagiarism, copyright violations, republishing or misattribution of citations, or incomplete submission of elements required by Information for Authors. The EIC will support the responsibility and functions of the Publisher to determine whether violations are of a sufficiently serious nature to be forwarded to AAPA for investigation.
- **Act as an ambassador to the author/editor/reviewer/PA community.** The EIC will be the public voice of the journal and will exercise that voice through appearances on behalf of the journal, through editorials in the journal, and through interactions with PAs and the public. The EIC will
  - actively promote the journal to the PA profession and other relevant communities and constituencies
  - actively solicit manuscripts from leading PAs in order to facilitate the publication of high quality content
  - will work with Publishing staff, the other journal editors and AAPA to extend the reputation of the journal
  - participate in panels or other public discussions relevant to the role as EIC

- work in conjunction with the Publishing staff and AAPA to create marketing objectives (from which the Publishing staff and AAPA will develop and execute a plan) to attract authors and help customers realize the value of the journal.

### **Characteristics of Effective Editors**

- High personal/scientific standards
- Highly respected for his/her field
- Experience in clinical practice and research
- Previous editorial experience, especially in a decision-making capacity
- Wide knowledge of subject and those working in it
- Liked and highly respected among peers
- Enthusiastic
- Energetic and committed
- Excels in interpersonal communications
- Effective and positive communicator
- Ability to create and communicate vision
- Strong time-management skills
- Strong leader, good sense of teamwork
- Ability to work effectively with diverse viewpoints and approaches
- Effectively delegates responsibility
- Respects confidential information
- Cooperative and open-minded
- Effectively resolves misunderstandings
- Firm decision-maker
- Promptly and effectively follows through
- Explores and embraces innovative technologies

### **Interested candidates**

- Please submit a letter of interest with curriculum vitae and editorial vision for the *Journal of the American Academy of PAs* to the Publisher by March 31, 2020.

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