



## **JOB DESCRIPTION: EDITOR IN CHIEF, *FAMILY MEDICINE***

The Editor-in-Chief (EIC) of *Family Medicine* will guide and implement a vision for the journal that disseminates high-quality educational research and innovations to enhance care of patients, improves family medicine education, and supports family medicine faculty.

The EIC will:

- exemplify leadership skills and personae to keep the journal relevant and responsive to the discipline of family medicine, the needs of the journal's readers, and the Society of Teachers of Family Medicine.
- be a thought leader for the discipline, displaying this skill through the journal's special issues, editorial, and communications with other leaders, organizations, and journals.
- have a personal experience with research and scholarship.
- demonstrate a commitment to high quality, rigorous scientific methods, statistics, and other analytic methods, research and publishing ethics, the peer-review process, and the discipline of family medicine.
- possess a sense of and guide other journal staff in clear writing, style, organization, and presentation of information.
- align the journal with STFM's antiracism and health equity goals promoting diversity in journal staff as well as authorship.
- be able to effectively delegate to others and demonstrate the ability to adhere to established timelines.
- build a culture of mentoring authors with robust, constructive feedback.
- keep the journal on the cutting edge of publishing.
- advance the quality of the journal's content and evaluate journal outcomes in a rigorous manner.

The EIC should view the journal as a mechanism that helps STFM achieve its vision, purpose, and goals. The EIC's responsibilities include periodically revisiting the journal's mission and shaping its future, soliciting articles, coordinating the peer-review process, editing submissions in a timely manner, managing an effective editorial board, and collaborating with the publisher to increase the journal's visibility and readership.

The EIC is appointed to a 3-year term by the STFM Board of Directors. The appointment is renewable for additional 3-year periods up to a total of 12 years. Supervisory control of the position resides with the Communications Committee and the STFM Board of Directors. The EIC will maintain liaison with the STFM Communications Committee but will be expected to operate on an independent basis in nearly every function of this position. The editor must be aware of the policies of STFM and operate within this framework. The EIC should view the journal as a mechanism that helps STFM achieve its purpose and goals.

The EIC will conduct the following, leadership, management, and coordination duties.

#### I. LEADERSHIP

- Define and update the aims, scope, and list of interesting topics for the publication.
- Work directly with the publisher, associate editors, and Editorial Advisory Board members to promote the journal to potential authors, researchers, and readers.
- Serve as the face of *Family Medicine* by traveling to relevant conferences to promote the publication's standing, solicit papers, generate ideas, network, etc.
- Foster interaction among those generating and using the new knowledge published in the journal.
- Identify and encourage special issues topics.
- Lead the Editorial Advisory Board, making effective use of their abilities.
- Guides editorial training for authors and reviewers.

#### II. MANAGEMENT/COORDINATION

- Oversight of the journal's complete production process from submission to publication. Work directly with the managing publisher on production process, timelines, and format.
- Ensure that journal contents are relevant contributions to knowledge in the field and are of high quality, valid, credible, authoritative, readable, and relevant to the journal's scope and mission.
- Establish and enforce explicit editorial policies for the journal, including policies on authorship, conflict of interest, ethical principles, peer-review process, etc.
- Establish and implement procedures to help maintain and monitor journal quality and identify errors and problems.
- Evaluate all submitted material fairly, avoiding bias, conflict of interest, and external pressure in making editorial decisions.
- Explore electronic publishing alternatives and other innovative means of interactive information exchange.
- Build family medicine research capacity through: 1) providing constructive, nurturing feedback regarding manuscript submissions from authors, 2) encouraging mentoring activities such as providing workshops in appropriate meetings covering research publication and manuscript preparation, 3) providing input as appropriate into discussions regarding broader issues of family medicine research capacity building, especially concerning the publication of research at all levels.
- Determine the publication sequence for accepted manuscripts in conjunction with the associate editors and publisher.
- Meet budget expectations set by the publisher.

- Guide the selection of associate editors with expertise in antiracism, diversity, equity, and inclusion.
- Recommend candidates to serve on the Editorial Advisory Board to the STFM Communications Committee based upon expertise, experience, and consideration of equity, diversity, and inclusion.
- Oversee and evaluate the performance of the associate editors and Editorial Advisory Board members.
- Develop an adequate pool of qualified reviewers from the STFM membership and other sources.
- Communicate with the Communications Committee chair on matters pertaining to the journal.
- Provide an annual report to the Communications Committee and the STFM Board that summarizes the journal's activities over the year, including acceptance/rejection rates and manuscript turn-around time frames.
- Conduct an annual meeting with the Editorial Advisory Board.
- Oversee the STFM Medical Editing Fellowship.

### III. PERSONAL and PROFESSIONAL CHARACTERISTICS

- Personal experience with the publication cycle of medical literature.
- Experience leading teams at complex tasks.
- Possesses a reputation for excellence, integrity, and fairness.
- Skilled at effectively developing relationships and communicating with key stakeholders.
- Effective at conflict resolution.
- Seen as a champion for the specialty of family medicine.

### ESTIMATED TIME COMMITMENT:

The EIC can expect to spend on average 2 half days per week on journal duties. With additional time as needed for editorial writing, dedicated issue development, etc.