

PRiMER Associate Editor Applicant Evaluation Rubric

Applications will be screened according to the following rubric by multiple raters from the PRiMER Editorial Management Team, with 24 total points possible. Scores will be averaged, and averaged scores will be used to rank applications. The rubric will be completed with information from your narrative statement, CV, publication sample, and supporting material (eg, letters of support from other journals).

STFM Engagement

- Not a member of STFM (0 points)
- Member of STFM (1 point)
- Active member of STFM member and regular conference attendance (2 points)
- Very active member of STFM, regularly conference attendance and participation in work groups, committees, collaboratives, etc. (3 points)
- Leader in STFM, including membership, regular conference attendance, participation in STFM groups and activities, and at least one leadership role in the past 5 years, eg, Committee or WorkGroup leader role, Column Editor, Board Member etc. (4 points)

Involvement in Family Medicine Education

- No clear involvement in family medicine education (0 points)
- Peripheral involvement in family medicine education, eg occasional lectures, intermittent mentorship of FM learners, admissions processes or similar (1 point)
- Direct involvement in family medicine education, as demonstrated by **one** of the following: family medicine faculty appointment; course faculty/leadership; collaboration on research related to family medicine education; or similar (2 points)
- Direct involvement in family medicine education, as demonstrated by **more than one** of the following: family medicine faculty appointment; course faculty/leadership; collaboration on research related to family medicine education; or similar (3 points)

- Direct involvement in family medicine education, as an institutional (clerkship director, residency directly, chair/vice chair, associate/assistant director, dean, etc) and/or national (national committee/CAFM membership, high impact scholarly background in educational research & scholarship pertinent to family medicine (4 points)

Editorial & Peer Review Experience

- No clear experience with peer review or editing (0 points)
- Experience with editing or peer review occasionally, or for a non-research publication; or evidence of peer review, but no assessment of quality (1 point)
- Demonstrable experience conducting peer reviews for indexed (PubMed Central, Medline, or similar) research journals, with quality assessment (eg, "Top Reviewer" listing or letter of support from an editor) (2 points)
- Some editorial experience (editorial fellow, editorial board member) at an indexed research journal - peer review experience assumed; or editorial experience at an indexed but nonresearch journal (3 points)
- Editorial experience (as an assistant, associate, deputy, or chief) at an indexed, peer-reviewed research journal

Representative Publication

- No publication provided at all, or writing sample is not appropriate (0 points)
- Publication sample provided - nonindexed, non-peer-reviewed, quick clinical review, column, or similar (1 point)
- Publication sample represents appropriate peer-reviewed research relevant to family medicine, but coauthor only (2 points)
- Publication represents appropriate peer-reviewed research relevant to family medicine, and applicant is named as a first and/or corresponding author (3 points)
- Publication represents appropriate peer-reviewed research relevant to family medicine, applicant is named as a first and/or corresponding author, and publication is representative of a publication record for the applicant with many peer-reviewed research publications as first, corresponding, or other substantial authorship role (4 points)

Familiarity with *PRiMER*

- Applicant has no clear experience or familiarity with *PRiMER*, other than through the application process (0 points)
- Applicant demonstrates good understanding of *PRiMER*, its mission and structure, but has no direct experience as an author or reviewer (1 point)
- Applicant has been a reviewer OR author for *PRiMER*, but does not demonstrate good understanding of the journal, its mission, and structure (2 points)
- Applicant has been a reviewer AND author for *PRiMER*, but does not demonstrate good understanding of the journal's mission and structure (3 points)

- Author has been a reviewer and author for *PRiMER*, AND demonstrates a good understanding of the journal's mission and structure; Current or Prior experience on the Editorial Board of *PRiMER* is accepted to meet the criteria for full points (4 points)

Diversity and Adversity

- Statement of interest does not demonstrate the applicant has overcome adversity (0 points)
- Statement of interest does NOT demonstrate the applicant has overcome adversity, but indicates they would lend to the diversity of perspectives (social position, training, discipline) that would enhance the editorial team at *PRiMER* (1 point)
- Statement of interest clearly indicates the applicant has overcome adversity to advance in their training and career in academic medicine (2 points)
- Statement of interest clearly indicates the applicant has overcome adversity to advance in their training and career in academic medicine, AND they would lend to the diversity of perspectives (social position, training, discipline) that would enhance the editorial team at *PRiMER* (3 points)
- Statement of interest indicates the applicant has overcome SIGNIFICANT adversity to advance in their training and career in academic medicine, AND they would lend to the diversity of perspectives (social position, training, discipline) that would enhance the editorial team at *PRiMER* (4 points)