

PRiMER

peer-reviewed reports in medical education research

STFM's journal, *Peer-Reviewed Reports in Medical Education Research (PRiMER)*, is seeking associate editors (AEs). This volunteer position will report to the editor in chief of *PRiMER*.

PRiMER strongly supports efforts to make academic career pathways more equitable and inclusive. Applicants who demonstrate, via a written statement, that they have overcome hardships to attain their educational accomplishments and professional positions are strongly encouraged to apply. For the sake of transparency, the rubric for evaluation of applications is included at the end of this document.

Benefits of Service

- Opportunities to:
 - Shape family medicine scholarship
 - Mentor new learners through constructive peer-review and editorial feedback
- Gain visible editorial leadership experience:
 - Participate and gain insight into academic journal processes
 - Experientially share and exchange research perspectives with other scholars
- Expand your professional network:
 - Work with a highly-functioning and intellectually diverse team
 - Build relationships with other associate editors, board members, and STFM partners
- Opportunities for journal-based research, presentations, and publication:
 - Editorial writing
 - Journal workshops and conference presentation
 - Journal-driven quality improvement and research

Associate Editor Job Description

Although workload varies with submission volume, *PRiMER* associate editors are generally expected to work 2-5 hours per month in addition to attending a monthly, virtual editorial team meeting.

The Associate Editor Must:

- Hold a terminal degree in their discipline (usually a professional or academic doctorate: MD, DO, PhD, EdD etc, although this may differ for some disciplines,

eg, library science, social work, or the arts)

- Have personal experience with research and scholarship, including reviewing and authoring scholarly papers
- Possess a sense of clear writing, style, organization, and presentation of information
- Demonstrate understanding of scientific methods, statistics, and other analytic methods, research and publishing ethics, and the peer-review process
- Have a desire to read manuscripts and work with authors and reviewers
- Complete editorial review of journal submissions within 3 weeks as assigned by the editor in chief. Expectations of work load is evaluating 15-25 manuscripts/year.
- Attend monthly, 1-hour editorial meetings remotely
- Attend one yearly, in-person editorial meeting concurrent with an STFM conference (usually the STFM Annual Spring Conference)
- Consult with other associate editors or the editor in chief regarding journal submissions or other journal business as needed
- Uphold and reflect the missions of *PRiMER* and STFM

Eligibility:

Required

- Current STFM member
- Significant high-quality peer review experience or editorial fellow experience
- Publications focused on medical education
- At least one publication in *PRiMER*, *Family Medicine*, or *Annals of Family Medicine*

Preferred

- All above, plus direct experience with *PRiMER* as an editorial board member or frequent, high-quality peer reviewer

Application Requirements:

- A statement of interest that addresses the following questions (<1,000 words in total):
 - Please demonstrate your familiarity and experience with *PRiMER* as a journal, with its mission, and its structure.
 - Why are you interested in serving on the editorial team of *PRiMER*?
 - What is your previous editorial and/or peer review experience?
 - Why would you be an asset to the *PRiMER* editorial team?
 - What experiences have you had overcoming hardship in your personal or academic medicine career?
 - What experiences have you had teaching or mentoring students, residents, or junior faculty in writing or researching?

- CV
- A copy of one published medical education article you have authored
- If your review experience is with a different journal, please request and provide documentation of your review history, including an assessment of the quality of your reviews. If this is not accessible, you may request a letter from an editor or member of the editorial team of that journal.

Applications will be reviewed by members of the STFM Editorial Management Team

Submit the above-requested items to Sam Grammer, *PRiMER* Managing Publisher (sgrammer@stfm.org), with subject line “PRiMER Associate Editor Application,” by August 21, 2026.

Candidate 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)
- Author 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)