American College of Veterinary Surgeons

Position Description: Editor-in-Chief, Veterinary Surgery
(5/6/16 subject to change)

The Editor-in-Chief (EIC) is appointed by the ACVS Board of Regents (BOR) and is responsible for the management and strategic direction of Veterinary Surgery (“the Journal”), the official journal of the American College of Veterinary Surgeons, the European College of Veterinary Surgeons (ECVS), and the Veterinary Endoscopy Society.

The EIC is solely responsible for the editorial content of the Journal and ensuring its overall quality and academic rigor as a peer-reviewed scientific journal. The EIC works collaboratively with the Managing Editor and the Publisher to promote and refine the Journal’s vision; identify and contribute to the development and implementation of strategic plans for the Journal; and cultivate effective interactions with the Journal’s key constituents. The EIC oversees the effective performance of the Associate Editors and the editorial process. A liaison to the BOR, appointed by the BOR, and the ACVS Chief Executive Officer are available for consultation on the development and evolution of the Journal.

Roles and Responsibilities

Strategic Leadership

1. The EIC develops and provides a vision for the Journal, bringing leading edge ideas, while building on the heritage of the Journal, taking into consideration the changing world of Journal publishing, trends within research publishing in veterinary medicine, what competitor journals are doing, and online developments—all aimed at improving the Journal’s quality, impact, and standing.

2. The EIC oversees the editorial strategy of the Journal and the effective performance of the Associate Editors and the editorial process (including manuscript flow and acceptance and rejection rates).

3. The EIC keeps up-to-date with best practice recommendations for research publishing and publishing ethics, and ensures the Journal is in line with these standards.

4. The EIC works collaboratively with the Managing Editor, the Associate Editors, and the Publisher to convey and refine the Journal’s vision and contribute to the development and implementation of strategic plans for the Journal.

5. The EIC acts as an ambassador for the Journal nationally and internationally.

6. The EIC meets with the Publisher, face-to-face at least once a year and via regularly scheduled conference calls, to discuss specific strategic developments, and editorial, production, and marketing matters.

7. The EIC meets with the Associate Editors, face-to-face once a year and via regularly scheduled conference calls, to discuss specific strategic developments, and editorial, production, and marketing matters.
8. The EIC meets with the BOR or the BOR’s designee annually, typically in conjunction with the ACVS Surgery Summit.

9. The EIC prepares an activity report for the BOR on the status and progress of the Journal prior to each meeting of the BOR.

10. Upon request, the EIC provides guidance to the ACVS Chief Executive Officer and the BOR on the contract with the publisher (currently Wiley), fiscal management, marketing of, and advertising in the Journal.

**Editorial Content Management**

11. The EIC identifies types of manuscripts and/or topics that would be desirable to publish in the Journal and will seek ways of attracting the submission of such manuscripts, and also the submission of manuscripts from highly-cited authors.

12. The EIC monitors the online submission and manuscript processing system (currently ScholarOne Manuscripts) and assigns incoming manuscripts to Associate Editors.

13. The EIC reviews recommendations from the Associate Editors and, based on the recommendations of the Associate Editors as well as the EIC review of the manuscript and reviewer comments, makes the final decision on manuscripts or recommends a course of action.

14. The EIC deals with disputes and appeals about editorial decisions as they arise, involving the Associate Editors and Managing Editor where appropriate, and makes final recommendations on the course of action to be followed, liaising with the Publisher as necessary.

15. The EIC reviews the Author Guidelines and Reviewer Instructions annually and updates as necessary.

**Associate Editors**

16. The Associate Editors assist the EIC by engaging reviewers in the peer review process, monitoring returning manuscript reviews, and making a recommendation of a manuscript’s suitability for publication (based on reviewer comments and their own experience).

17. The Associate Editors provide consultation and recommendations to the EIC regarding editorial policy and matters of journal operation.

**Editorial Review Board**

18. The EIC, in consultation with the Associate Editors, recommends for appointment new Editorial Review Board (ERB) members and reappointment of current ERB members, and reviews contributions from current ERB members to monitor and encourage their continued contribution to the Journal. The initial term of the ERB members is three years with the option for reappointment based on performance. The EIC ensures that the ERB’s composition is sufficiently broad in scope to establish the Journal worldwide within its field.

19. The ERB members are expected to review manuscripts according to the policies of the Journal.

20. The EIC keeps members of the ERB up-to-date with developments through a communication (distributed by email) at least once a year.

**Marketing/Promotion of the Journal**

21. The EIC responds to marketing plans developed for the Journal and provides feedback and suggestions to the Publisher when requested.

22. The EIC actively promotes the Journal when undertaking any professional activity.
Editorial Office

23. The EIC is supported by an in-house editorial office headed by a Managing Editor, who is the primary contact person for the EIC. The Publisher is solely responsible for appointing the in-house editorial staff.

24. The Managing Editor manages peer reviews based on proven best practices, using the online submission and manuscript processing system, and provides services to maximize the readability and visibility of contents in the Journal.

25. The Managing Editor helps ensure timely publication of accepted manuscripts in compliance with established protocols.

26. The Managing Editor ensures that all material provided to the Publisher is complete with all illustrations and tabular matter; permissions for use in print and electronic form of any copyright material; assignments of copyright; and/or, any other forms or materials that may be required to proceed with publication of each article, and is in accordance with the Author Guidelines.

27. The Managing Editor establishes and maintains efficient working relationships with the EIC, ERB, authors, production staff, and staff in the ACVS office.

28. On a regular basis, the Editorial Office provides statistics detailing the Journal’s progress, i.e. manuscript submissions, turnaround times by the Editorial Office and the Associate Editors, reviews and special topics commissioned, usage data, and citation data.

General Information

Qualifications: The EIC must be a Diplomate of the ACVS or ECVS with a minimum of 10 years’ experience after board certification and preferably have advanced research training in surgery or a related field. Previous experience as an Associate Editor or member of the ERB of Veterinary Surgery or a peer reviewer is required. Experience serving in a strategic leadership position and working collaboratively with a variety of high-stake constituents is desired. Excellent written and oral communication skills are required.

Time Commitment: Approximately 20-30 hours per week.

Compensation: Compensation is commensurate with the applicant’s experience. A nominal expense budget for administrative expenses is considered annually by the BOR.

Performance Evaluation: The EIC is reviewed every three years by the BOR or designees.