Editor-in-Chief Job Description

The AAAAI is seeking applications for the position of Editor-in-Chief of *The Journal of Allergy and Clinical Immunology* (JACI). This position would begin July 1, 2015 and overlap with the current Editor-in-Chief’s position until December 31, 2015. This overlap is intended to provide continuity of leadership and to facilitate the ongoing and future success of the journal.

The ideal candidate will have an academic affiliation and national and/or international stature in the field of allergy/immunology, be a Fellow of the AAAAI and have experience in journal workings with a vision for taking this journal to a level of excellence greater than that which has been generated over the past decade by the current editorial staff.

Journal Background Information

The specialty of allergy and immunology continues to grow in the U.S. and around the world. This scientific growth is fueled largely by an increase in basic, clinical and translational research. The significance of this research is positively affecting the impact factor of the JACI, which has now surpassed the “10” benchmark.

The currently achieved preeminence of the JACI as the international forum for publication of research in allergy and immunology will require effective and learned leadership to maintain and ideally surpass its current stature over the next decade. The editor will need to respond rapidly to new research findings and developments; be aware of, but not unduly concerned about, the rejection rate for submitted manuscripts; not require strong oversight by the AAAAI Board of Directors and build an effective team leader coordinating a highly effective group of Editors and Editorial Board.

Specific Eligibility Criteria for the Editor-In-Chief

- Service of at least 1 term as an Editorial Board member of JACI (preferred) or a comparable journal.

- Willingness and ability to serve a five year term; availability to focus on Journal responsibilities approximately 15 hours/week at a compensation rate of 25% of the Federal Executive Level pay.

- Recognition as a thought leader, clinical/translational researcher, clinician and noted educator in his/her field of study; possessing a broad knowledge of the body of literature and clinical practice relevant to allergy and immunology; evidence of strong commitment to bridging the interests of clinical, research, business and media perspectives.
• Demonstrated executive ability in administrative and financial matters; capable of balancing multiple projects in a self-directed, timely manner and competently managing the Journal’s editorial staff and the Journal budget.

• Current active membership as a Fellow of the AAAAI, with a reputation for leadership, vision, collaboration and effective networking including familiarity with use of social media.

• Skill to serve as liaison to the AAAAI, AAAAI members, and the international community of allergists/immunologists; ability to promote the Journal and the AAAAI as a speaker at national and international meetings and to be effective in maintaining the critical link between clinical practice and research.

• Demonstrated expertise as an author in who has published in highly cited and visible professional, scientific and peer-reviewed publications.

• Established record of providing high quality reviews of JACI articles with rapid turn-around

• Meet the AAAAI standards for Conflict of Interest (COI) for a leader.

Scope of Responsibilities for the Editor-In-Chief

Assume responsibility for the professionalism and quality of the Journal’s content, continually raising the Journal’s visibility, facilitating innovations for the Journal, and containing publication costs.

Lead the Journal Editors and Editorial Board in supporting the mission and goals of the Journal and in determining focus of content and evolution of policy; assess the need for additional associate editors, develop job descriptions, and lead the search and recruitment of such individuals

Monitor Editorial Office operations closely, actively working with the Managing Editor to maintain:
• prompt turn-around of manuscript decisions, inc rebuttals, and publications;
• timely response to communications and business matters;
• proactive compliance with publisher deadlines;
• efficient data management and effective problem management; and
• create appealing Journal features and design.
• Raise visibility of published articles amongst the medical and scientific community

Collaborate with the Editor-In-Chief of the JACI: In Practice to assure cooperative reviews and publication of submissions to the two journals, and the successful implementation of the AAAAI’s educational and publication goals.

Interact as appropriate with pharma and other research enterprises to heighten visibility and value of the Journal.

Screen and assign incoming submissions; manage subordinate editors’ workloads; select line-up for monthly issues; guide article acceptance rate to manage publication quality and size; oversee layout of the journal, approve content of advertisements, incorporate appropriate features that appeal to the readers inc Editorials, Editor’s choices, News Beyond Our Pages, and balance of clinical and translational content
Serve as expert reviewer in area of personal expertise and as a deciding judge for contested decisions or manuscripts with divergent reviewer recommendations.

Travel to and participate in quarterly AAAAI Board meetings, and take part in ad hoc telephone conferences as requested; work closely and energetically with the AAAAI Board to improve reader services and align the Journal’s presentation with the needs of AAAAI members; oversee preparation of Editorial Office’s quarterly reports to the Board of Directors.

Conduct regular Editors’ meetings to discuss matters of policy, content and innovation; update Editorial Board members with regular communications and seek Editorial Board input on content, innovation and policy matters.

Serve as chairperson of the annual JACI Editorial Board meeting; take responsibility for gathering qualified Editorial Board candidates for the Board to be presented for the Editorial Board’s review and selection-by-ballot.

Develop a collaborative and creative relationship with the publisher; work to advance services to readers and authors and provide innovations that can expand circulation, web site traffic and build supplemental revenue streams.

Increase the number of published high-quality articles and the frequency of publication from six times per year to twelve times per year when appropriate.

Collaborate with the Journal’s managing editor and the AAAAI Director of Communications in development and ongoing management of marketing communications activities.

Solicit review articles, supplements and advertisements as appropriate.