

# EDITOR, JOURNAL OF HISTOTECHNOLOGY

## Job Description

Revision Date: 4/27/17

**Overview of Responsibilities:** Lead strategic implementation and publication of the *Journal of Histotechnology*

### Responsibilities:

1. **Day to day manuscript management:** desk screening of submissions, selection of referees and management of the peer review process, final accept and reject decisions based on reviewer reports, ensuring that the high quality of the journal is maintained.
2. **Be an ambassador for the Journal;** building, nurturing and helping to grow a community around the *Journal of Histotechnology*. Networking to increase awareness of the articles published in the Journal at relevant conferences and communities.
3. **Strategy and development:** Working with the National Society for Histotechnology and the publisher, Taylor & Francis, to steer the development of the journal and implement key development objectives.
4. **Commissioning content:** Encourage researchers in the field to submit to the journal. Generate ideas for topical reviews or special issues.
5. **Working with the editorial board:** lead and engage with the editorial board through regular communication. Draw on the editorial board for support in managing the journal and contributing ideas for journal development.
6. **Working with the office:** Lead the strategic implementation and engage with the office through regular communication. Collaborate with the Executive Director to market the Journal and ensure that each issue is published on time. Coordinate efforts with the office and publisher to develop and implement a plan to achieve indexing and increase the journal's impact factor.
7. **Records** – All records and work are to be kept current on the NSH main server.

**Time Commitment During Year:** Shall be prepared to spend 5-10 hours/week on activities associated with being the Editor of the Journal of Histotechnology, amount of time may vary depending on the time of year.

### Time Commitment During S/C:

1. NSH business shall take priority over any other scientific or recreational convention activity.
2. Reserve a reasonable amount of time for the general membership/JOH booth.
3. Attend meetings/functions
  - a. NSH Awards Banquet
  - b. Board of Directors Meeting – If there are agenda items
  - c. Journal Editorial Board – If scheduled during the S/C

### Qualifications:

1. Active NSH member in good standing
2. Published in scientific journals
3. PhD preferred

**Selection Process:** Appointed by the President with majority approval of the Board of Directors

**Term of Position:**

1. Initial term is for 3 years (remainder of contract with Taylor & Francis)
2. Individual can be re-appointed. There is no term limit.
3. Individual not fulfilling assigned responsibilities may be replaced by a majority vote of the Board of Directors

**Accountable to:** Board of Directors. Reports to the Executive Director for operations and strategy implementation.

**Compensation During S/C:**

1. Registration
2. Non-refundable economy round trip travel up to annual budgeted limit (see travel policy and guidelines)
3. Half hotel room for 4 nights
4. Current per diem for 4 days

**Vacancy:** President will appoint another individual with approval by the Board of Directors