



Position Description for Editor in Chief, *Forest Science*

POSITION OVERVIEW: The Editor in Chief of the *Forest Science*, published by the Society of American Foresters, serves in a visible role focused on the editorial and strategic positioning of the *Journal*. The *Journal's* content reflects the breadth of applied research and professional interests across the international field of forestry and related natural resources.

The Editor in Chief serves at the pleasure of SAF for a contract term of three years, extendable for one additional three-year term. The Editor in Chief works closely with SAF's senior managing editor, publications staff, production and publishing vendors, Associate Editors, and at times directly with authors, reviewers, and readers, for the benefit of the *Journal* and the Society. The anticipated hourly workload will require a commitment of 10 to 15 hours per week and regular communication. The position will report to SAF staff and Board.

QUALIFICATIONS

- **Membership:** The Editor in Chief shall maintain an active membership to the Society of American Foresters. If not currently an SAF member, the selectee agrees to become a member.
- **Publishing Experience:** The Editor in Chief shall have a significant record of authorship of scientific papers published in peer-reviewed journals or a number of successful science communication and dissemination publications. Publishing experience also includes having served as a reviewer, editor, publication manager, and/or science communicator. Preference will be given to candidates who have previously served as associate editors or editor for one or more journals in the field of forestry.
- **Professional Network:** The Editor in Chief will have an established network spanning academia, industry, and federal agencies and contractors within the professional field of forestry and natural resources.
- **Strategic and Collaborative Mindset:** The Editor in Chief will coordinate with SAF's leaders, including the SAF Board, CEO, program directors, senior managing editor, and staff to vision and map strategies for achieving the *Journal's* future successes. The Editor in Chief will maintain close communication and cooperation with SAF publishing staff and the Editor in Chief of the *Journal of Forestry*. The Editor in Chief will collaborate with stakeholders at all levels, responding to opportunities and challenges, and developing opportunities for growth in submissions, citations, and readership.

- Judgement, Professionalism, and Accountability:** The Editor in Chief must possess solid and sound judgment skills and the willingness to be held accountable for the editorial decisions rendered through the publishing process. The Editor in Chief must be able to balance kindness with firmness, congeniality with scientific rigor, and be able to uphold the reputation of the *Journal* and the rigors and timelines of scientific publishing practices with the utmost diplomacy.
- Education:** The Editor in Chief will possess a graduate degree (preferably a PhD) in some field of forestry, as well as a broad-based understanding of the field of forestry, including general familiarity with the subfields represented in the *Journal's* submissions and publishing output.
- Technological Aptitude:** The Editor in Chief will use cloud-based computing, email, Microsoft Office Suite, and web-based software to carry out the publishing responsibilities. The Editor in Chief should demonstrate a knowledge of Editorial Manager, or must quickly train toward proficiency on the platform.
- U.S. Residency:** As *Forest Science* is primarily a benefit of membership for the Society of American Foresters, the Editor in Chief shall be a resident of the United States.

RESPONSIBILITIES AND DUTIES

A. STRATEGIC

- a. Work with SAF senior managing editor and publishing staff to grow high quality submissions to the *Journal*, including solicitation for special issues/special sections
- b. With assistance from publishing staff, identify opportunities for guided impact factor growth and ethically increase citations
- c. Attract and retain qualified authors, reviewers, and editors
- d. Work to improve the *Journal's* performance for key milestones for submitted manuscripts, including but not limited to time from submission to decision
- e. Supporting publishing staff on projects related to strategic growth (including surveying, messaging, solicitations, and other projects)

B. EDITORIAL BOARD

- a. Identify, invite, and onboard new associate editors
- b. Secure, monitor, and manage performance of associate editors; provide thoughtful guidance to improve performance and re-assign when necessary

C. DAY-TO-DAY MANAGEMENT

- a. Timely response to in-process manuscripts in Editorial Manager requiring action by Editor in Chief
- b. Assigning manuscripts to Associate Editors for the review process oversight
- c. Evaluate and issue final editorial decisions on all submissions
- d. Assist with collection of front matter (editor's notes, cover, podcast selection, etc.)

D. FINANCIAL RESPONSIBILITY AND MANAGEMENT

- a. While the Editor in Chief is not directly responsible for the *Journal's* budget, he or she is asked to work with the senior managing editor and Oxford University Press to create and report on opportunities for special supplement sales and sponsorship opportunities

E. OTHER

- a. Attend and lead annual meeting at SAF's national convention
- b. Collaborate with publishing staff to deliver yearly report about *Journal's* performance
- c. Contribute manuscripts or special items for the *Journal* as needed

EMPLOYER SUPPORT

The Editor in Chief should possess the necessary support from his or her employer to be able to carry out the duties associated with the role, or be able to demonstrate the ability to conduct the role's responsibilities on personal time. Past Editors in Chief have been federal employees and successfully obtained ethics clearance to serve in the position. If the selectee is a federal employee, SAF staff will help guide the individual through the process of obtaining the necessary ethics approval.

CONFLICT OF INTEREST

The Editor in Chief will be expected to reveal any and all (whether real or considered) conflicts of interest and/or financial disclosures, including but not limited to employment, financial support, or relationships.

REMUNERATION AND OTHER BENEFITS

The Editor in Chief shall receive a stipend of \$10,200 per annum (paid as \$850 per month) in exchange for the work performed. The Editor in Chief will be granted one email address by the Society of American Foresters to use for conducting SAF business. Editor in Chief will not be provided with any additional funds for assistants/administrative support, but will instead receive administrative support directly from SAF's publications department as reasonable to execute the *Journal's* business.