

ECOLOGICAL SOCIETY OF AMERICA
***The Bulletin* Editor-in-Chief Job Description – Jun 2020**
APPLICATION DEADLINE: September 11, 2020

About

The Bulletin is the official record of the business of the Ecological Society of America. The Bulletin also covers ecological events, news and educational reports of interest to the ecological community. Finally, the Bulletin is a place of commentary and opinion on ecological issues which do not require scientific refereeing beyond the section editors and the editor in chief.

The Bulletin publishes letters, longer commentaries, and philosophical and methodological items related to the science and education of ecology. In addition, the Bulletin publishes announcements of meetings; reviews of meetings, of software useful for ecological research and teaching, and of other tools for ecologists; articles about the teaching of ecology; obituaries for deceased members; ecologist winners of major awards; announcements; and reports of official actions by the Society. Previously published items from other sources can be republished in the Bulletin if the contributor obtains permission of the author and the copyright holder and clearly identifies the original publication. Bulletin content is not peer reviewed and, therefore, we do not accept articles that are too technical or specialized to be evaluated for publication without scientific review.

Position Summary

The Editor-in-Chief (EiC) of *The Bulletin* sets the editorial strategy and is responsible for implementing the editorial policies of the publication. As the most visible representative of the publication, the EiC should serve as the chief ambassador for *The Bulletin* through personal outreach and attendance at ESA meetings. The EiC is expected to uphold the Ecological Society of America (ESA) [Code of Ethics](#). A core value of the ESA is to foster diversity in all its programs, and the EiC will embody this core value of the Society and reinforce the ESA's commitment to fairness and inclusion in the submission process. All Editors-in-Chief of ESA journals serve at the pleasure of the Governing Board, and all Editors must maintain membership in the ESA.

Responsibilities

The Editor is expected to possess a core expertise in ecology, knowledge of ESA history, involvement in ESA committees and, as such, will drive the editorial strategy and development of the publication. The EiC will be responsible for cultivating and working with external advisors and contributors. The Editor will serve as an arbiter in cases of controversy between authors, reviewers, or editors. In collaboration with the ESA Governing Board and Publications Committee, the EiC will regularly revisit and update the publication's aims and scope as needed to uphold and further enhance *The Bulletin's* editorial quality, and relevance to ESA membership. The EiC will be committed to equity and inclusion in all aspects of the publications process and is responsible for:

- Establishing the publication's standards for article acceptance.
- Setting the tone and determine the content of the publication and solicit articles, reviews, and other content.
- Finding and developing new content (special issues, new series, etc.) and attracting submissions from authors representing the diversity of ESA membership and the ecology community

- Serving on the ESA Historical Committee as a conduit to ESA member information and work with the other ESA committees, chapters and sections.
- Managing editorial efforts with ESA staff and Wiley, our publisher, to efficiently and accurately publish content.
- Corresponding with authors, editors, reviewers and readers regarding article development.
- Handling incidences of error and allegations of misconduct, while keeping the ESA and Publisher informed, as appropriate.
- Delivering adequate inventory of articles to complete issues per the agreed-upon schedule

Additional Duties

The EiC serves as an ex-officio member of the ESA Publications Committee and is expected to work in a collegial manner with the Governing Board, Publications Committee, Editorial Board, Executive Director, Society staff, and the publisher. The EiC is supported by ESA staff: the ESA's Peer Review Manager and support staff administer the submissions processes and assist authors and reviewers as required; the ESA's Publishing Director is a key resource for the EiC and will provide requested reports, discuss new ideas, respond to requests for policy and procedural changes, and serve as liaison with the publisher Wiley.

Qualifications and Required Skills

The ESA seeks a creative, dynamic editor to lead *The Bulletin* into the future. They must possess the energy and vision to sustain and further develop the publication into the future as a value member resource. The new EiC will:

- Be an active researcher and recognized expert in the field of ecology
- Have served on ESA committees, chapters or governance and possess a strong understanding of ESA values and membership.
- Possess significant editorial experience with a scientific publications.
- Be fair and trustworthy, while possessing the ability to make difficult decisions
- Be interested in the evolving business models and relevant technological advances in publishing
- Have a willingness to explore the use of social media and technology tools as a means of enhancing usage and author interest
- Demonstrate strong leadership, organizational and communication skills, with a focus on service and positive author experiences.
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes.
- Be a member of the ESA

The ESA expects that the EiC will perform the editorial obligations in a manner consistent with the highest standards of professionalism, competence, integrity, and ethics, and not engage in any conduct that may bring harm or disrepute upon the publication or the Society. This position will involve travel to the annual Publications Strategy Meeting, as well as the ESA Annual Meeting.

Term

The EiC will serve a 3-year term, assuming full responsibility as EiC of *The Bulletin* on January 1, 2021. At the discretion of the ESA Governing Board, the Editor's contract may be renewed. During a 3-month transition period, the incoming EiC will work with ESA staff and the current editor to learn about the publication, its processes and workflows.

How to Apply

The ESA encourages individuals with diverse and global backgrounds to apply for this position. Interested parties should submit the following materials to the ESA's Search Committee:

- A current curriculum vitae
- A letter of interest that summarizes the candidate's qualifications, including relevant journal experience; candidates will be assessed on their track record in academic publishing, leadership experience, overall strength of their CV, specific knowledge of *The Bulletin*, their connectivity to the community, their available time commitment, and their vision for the publication
- A vision statement (1-2 pages) describing the applicant's goals for *The Bulletin*, including any areas for growth or improvement across topics, inclusivity, and breadth and scope of content

Application materials should be sent to editorsearch@esa.org no later than **Friday, September 11th, 2020**. All application materials will be kept confidential. The ESA will acknowledge receipt of applications. No late applications will be considered.

Questions about the position may be sent, in confidence, to editorsearch@esa.org. An ESA representative will respond to your inquiries. No phone calls and no recruiters, please.