

## **Position Description** ***JACCP* Editor-in-Chief**

**Estimated time commitment:** 0.3 FTE (1.5 days/week)

**Immediate Supervisor:** Chair, Pharmacotherapy Publications, Inc. (PPI) Board of Directors

**Responsible for annual review and salary recommendation:** Chair, PPI Board of Directors

### **General Description:**

The Editor-in-Chief (EIC) leads and manages the peer-review, decision-making, manuscript invitation and acquisition, and editing processes while maintaining high ethical, scientific, and publication standards. The EIC leads a team of distinguished associate editors, editorial board members, and editorial staff to accomplish the work of the journal. The EIC guides the development of each issue of the journal and participates as an ex-officio member of the PPI Board of Directors (BOD). They are expected to follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals outlined by the International Committee of Medical Journal Editors (ICMJE, <http://icmje.org>).

### **Duties and Responsibilities**

#### **1. Review and select manuscripts for publication (50%)**

The EIC, in conjunction with associate editors, coordinates the peer review of all submitted papers and selects papers for publication in the *Journal of the American College of Clinical Pharmacy (JACCP)*.

The EIC assesses the appropriateness of submitted manuscripts and executes an “immediate reject” judgment on papers that are inappropriate for the journal or are clearly of insufficient quality to warrant further peer review.

For papers that are not immediately rejected by the EIC, the EIC assigns manuscripts to the most appropriate associate editor or to themselves for shepherding of the manuscript through the peer review and revision process.

The EIC or assigned associate editor for each manuscript:

- Selects and corresponds with reviewers, tracks reviewers' responses, assesses reviewers' comments, and makes recommendations for revision (or rejection).
- Assesses authors' revisions and makes a judgment as to whether the paper is acceptable for publication or requires revisions for further evaluation.
- Communicates with authors and resolves issues related to large or complicated revisions, or the rationale for rejection of a manuscript.
- When necessary or requested, assesses developmental editor modifications to manuscripts and resolves potential conflicts with authors regarding proposed editorial changes.

#### **2. Identify important/contemporary topics in clinical pharmacy and invite qualified authors to submit manuscripts/editorials on these topics. (25%)**

- In conjunction with the associate editors, the EIC identifies topics relevant to the readership and scope of *JACCP* and invites authors to contribute original papers focusing on these topics.
- Identifies editorials that either accompany specific papers or serve as standalone pieces providing expert commentary on a topic relevant to clinical pharmacy.
- Establish annual goals for invited papers.

### **3. Serve as an ex-officio, non-voting member of the PPI BOD (10%)**

- Attends quarterly BOD meetings and the combined boards meeting at the ACCP Annual Meeting yearly.
- Prepares reports and background materials for board meetings.
- Collaborates with the journal's Managing Editor and the publisher's production staff to prepare quarterly and annual reports for the PPI Board of Directors.
- Presents the annual report of the EIC.
- Identifies and recommends individuals for appointment to the "at large" positions of the Board of Directors.
- Participates in the development of short- and long-term strategic planning for PPI.
- In cooperation with the Chair of the BOD, the EIC of Pharmacotherapy, and staff, assists in the implementation of PPI's strategic plan.

### **4. Facilitate associate editor decision making (4 formal teleconferences and 1 face-to-face meeting per year) (5%)**

- The EIC, together with the associate editors, makes editorial decisions to ensure that *JACCP* is publishing relevant content of high quality that is in compliance with accepted publication and editorial standards.
- Makes recommendations for appointment of associate editors.  
Note: Most of the EIC's interactions with the associate editors will occur while working collaboratively to review and make decisions on papers to be published (see #1 above).

### **5. Editorial Board (5%)**

- Communicates with editorial board members on a regular basis.
- Organizes and conducts an annual meeting of the editorial board at the ACCP Annual Meeting.
- Oversee the training of new, potential, and existing editorial board members to serve as effective reviewers (including inviting individuals to attend ACCP Annual Meeting training programs)
- Reviews and makes recommendations on the addition or retirement of editorial board members.

### **6. Marketing (2.5%)**

- Attends the ACCP Annual Meeting to proactively recruit authors, new members of the editorial board, and associate editors.
- Works collaboratively with Wiley to market *JACCP*.
- Works collaboratively with the managing editor, President of the ACCP Board of Regents, Executive Director of ACCP, and Wiley marketing staff to promote the journal.

### **7. Other Responsibilities (2.5%)**

- Host monthly podcasts up to 12 times per year.
- Submit updates and articles of interest to the ACCP membership to the ACCP Report, 2 to 4 times per year.
- Recommends Outstanding Reviewers and selects Editor's Choice publications for recognition at the ACCP Annual Meeting.

Approved by the PPI BOD October 6, 2023