From: UCSF-GME
Subject: From Associate Dean, Bobby Baron: Editor-in-chief job ad
Date: Tuesday, January 13, 2009 11:33:42 AM
Attachments: editorinchiefrev3.doc

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Dear all: The ACGME is planning to start a new GME journal and is seeking a qualified person for Editor-in-Chief. Anyone interested in considering this position??

Please let me know!

Bobby Baron

The following describes the various aspects of the designated job. Some or all of these aspects may be changed over time, with or without notice, at the sole discretion of the Accreditation Council for Graduate Medical Education (ACGME).

Title:	Editor-in-Chief, *Journal of Graduate Medical Education*
Department:	
Reports To:	ACGME Board of Directors
Work Schedule	Part-time
Pay Status:	Exempt Position

Organization Overview:

The Accreditation Council for Graduate Medical Education (ACGME) is a private, non-profit, professional organization responsible for the accreditation of nearly 8,500 residency education programs and about 700 institutions that sponsor these programs in the United States. Residency programs are responsible for educating 107,000 resident physicians in 126 specialties and subspecialties. Residency education is the period of clinical education in a medical specialty that follows graduation from medical school and prepares physicians for the independent practice of medicine. The accreditation is carried out by ACGME review committees that develop and refine accreditation standards and review accredited programs/institutions for compliance with these standards**.** The ACGME's mission is to improve health care by assessing and advancing the quality of resident physicians' education through accreditation.

General Position Summary:

The Editor-in-Chief of the *Journal of Graduate Medical Education (the Journal)* provides the overall scientific leadership and vision for *the Journal*, content planning and development. The Editor-in-Chief also oversees the professional affiliations of *the Journal*, including the relationships with current and prospective authors, reviewers, and members of *the Journal's* Editorial Board.

The Editor-in-Chief reports to the ACGME Board of Directors, and works closely with the Managing Editor. For more information about *the Journal*, see Addendum A.

The position of Editor-in-Chief will be for a four-year term with the possibility of a renewal for a further four years.

Responsibilities

- Set editorial policy that promotes the editorial independence and scholarly integrity of *the Journal*.
- Pro-actively solicit, select, and develop content that reflects scientific rigor and high-quality scholarship in graduate medical education, and addresses important issues and themes in graduate medical education.
- Ensure *the Journal* represents diverse perspectives within the graduate medical education community, with a focus on topics relevant across a broad range of clinical specialties.
- Promote a dynamic vision for *the Journal* that keeps pace with change in education and in the clinical settings where residents learn and participate in care.
- Serve as "official ambassador" for *the Journal* throughout the medical education community.
- In coordination with the Managing Editor, ensure publication of four peer-reviewed issues each year per established goals, budgets, guidelines and timelines.
- Oversee the manuscript peer review process.
- Work with the Publishing Company's Editorial and Submission Systems (training will be provided).
- Conduct an annual in-person meeting of *the Journal's* Editorial Board, as well as three meetings via teleconference.
- Work with and professionally develop three to four associated editors in particular areas of expertise within graduate medical education.
- Attend two meetings of the ACGME Board of Directors, the annual ACGME Education Meeting and other professional events on an as-needed basis.

Interface with the Editorial Board

The Editor-In-Chief has the ultimate responsibility for the content and presentation of *the Journal*, but may rely on other members of the Editorial Board to perform some of the following duties:

- Making article selection decisions based on the reviews and votes of the Editorial Board and other reviewers. The Editor-in-Chief has the final decision and is not required to follow the recommendation of the reviewers.
- Final-editing of all accepted articles and requesting final approval from authors.
- Preparing the final articles for layout and reviewing the page proofs of the layout.
- Setting and enforcing deadlines.
- Collecting votes and announcing results.
- Writing and distributing bi-monthly status reports to the Editorial Board.
- Acting as official representative of *the Journal*.
- Participate in the selection, appointment and dismissal of Editorial Board members and other volunteers who participate regularly (column writers, etc).

Qualifications and Demonstrated experience in:
Education, Knowledge, Skills, and Abilities:

- Approximately 10 to 12 hours of effort per week.
- Appropriate scientific/educational background, including demonstrated excellence in medical education.
- Strong academic qualifications and administrative management expertise.
- A wide base of academic and professional contacts.
- General understanding of publishing standards for scientific journals.
- Constructive problem-solving skills.
- Experience in critically reviewing scientific manuscripts.
- Ability to relate to a variety of clinical specialties, educators and other members of the graduate medical education community.
- Ability to recognize and develop potential themes and opportunities for research and scholarship in a diverse range of areas across graduate medical education.
- Prior editorial experience and competence with software applications are highly desirable.

Equipment:

Position requires the significant use of standard office equipment such as a personal computer, keyboard, mouse, printer, hand held communicator, telephone, etc.

Working Conditions:

- Most of the work of the Editor-Chief is done in the Chicago office of the ACGME with the typical physical demands of an office environment.
- Some travel may be required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The Editor-in-Chief will be required to sit and work for extended periods of time at a personal computer using a keyboard, a mouse or a hand held communicator.

Compensation/Benefits:
Salary support at .25 FTE and overhead support (secretarial, space and technology) will be provided with the expectation that adequate release time is available to the academic faculty member occupying this role.

Please Note:

Applicants must provide proof of identity and authorization to work in the United States on a permanent basis upon hire as required by law. The organization does not intend to sponsor individuals for this position.

For Consideration:

Please forward a cover letter, resume, and salary requirements to:

Human Resources Generalist
Accreditation Council for Graduate Medical Education
515 N. State Street, Suite 2000
Chicago, IL 60654
Fax: (312) 755-7498
resumes@acgme.org

Reference "Application Release Administrator" in the subject line of your e-mail, letter, or fax when applying for this position.

No phone calls please.

Submit your resume

Addendum A:

ACGME and Journal of Graduate Medical Education Overview

The Accreditation Council for Graduate Medical Education is a private, not-for-profit, separately incorporated non-governmental organization, responsible for the accreditation of graduate medical education (GME) programs. The scope of ACGME accreditation extends to GME programs and sponsoring institutions in the United States of America, its territories and possessions. The ACGME was established in 1981 from a consensus in the academic medical community for an independent accrediting organization.

The ACGME's mission is to improve health care by assessing and advancing the quality of resident physicians' education through accreditation.

Mission of the Journal of Graduate Medical Education

In September 2008, the ACGME Board of Directors endorsed a plan to convert the *ACGME Bulletin* to a peer-reviewed, not-for-profit, National Library of Medicine (PubMed) indexed journal, to be entitled the "*Journal of Graduate Medical Education"* (*the Journal*), with the first issue to be published in July 2009.

The mission of *the Journal* is to meaningfully contribute to the knowledge about graduate medical education (GME) and the environment in which residents and fellows learn and participate in care and to inform and engage the GME community.

The Journal's vision is to stimulate and publish research that will improve educational outcomes for residents and fellows and patient care outcomes in the settings in which residents and fellows learn and contribute to care. *The Journal* will be devoted to research, articles and commentaries about graduate medical education and related matters relevant to the education of residents and fellows and to the settings in which it occurs. At present, there is no dedicated journal for medical education following graduation from medical school, and these articles compete for space with other articles on medical education, particularly works devoted to undergraduate medical education.

The Journal will publish original studies related to all aspects of graduate medical education and the environment in which it occurs, as well as reviews, policy articles, commentaries, letters to the editor and invited guest editorials. Content also will include high-quality articles about relevant to the work of the ACGME and its review committee, and articles authored by members of these committees, as well as a limited number of pages with important updates from the ACGME and its Review Committees, These pages will be clearly distinguished from *the Journal's* "peer-reviewed" sections.

Publication and Circulation

The inaugural issue of *the Journal* will be published in July 2009. For the period of July 2009 through the end of 2010, *the Journal* will be published quarterly (January, April, July and October). If market response to *the Journal* is favorable, it is envisioned that for 2011 and beyond six issues may be released annually. It is anticipated that each issue of *the Journal* will be 60 to 80 pages in length.

Initial circulation of *the Journal* will be approximately 10,500 copies, with approximately 9,500 of these provided to the directors of accredited residency programs, designated institutional officials (DIOs), and ACGME Board and Review Committee members and other volunteers.