



## **Editor-in-Chief, *Ophthalmology***

### Job Description

“*Ophthalmology*, the journal of the American Academy of Ophthalmology, serves society by publishing clinical and basic science research and other relevant manuscripts that relate to the sense of sight. Excellence is pursued through unbiased peer-review, the advancement of innovation and discovery, and the promotion of lifelong learning.”\* The Editor-in-Chief (EIC) of *Ophthalmology* is an accomplished, widely respected physician leader with the requisite experience in medical research and education to achieve these aims. As EIC of the Academy’s flagship journal, s/he will lead the *Ophthalmology* family to uphold scientific integrity and ensure consistent editorial quality and policies are maintained in *Ophthalmology*, *Ophthalmology Glaucoma*, *Ophthalmology Retina*, and *Ophthalmology Science*. The EIC will ensure *Ophthalmology*’s prime position as the leading source for reporting advances in ophthalmology. To execute the duties outlined herein, s/he is granted authority by and reports to the Board of Trustees of the American Academy of Ophthalmology. The EIC serves on the Academy Board of Trustees for the duration of his/her term and contributes to the overall mission of the Academy.

\*From the journal’s masthead

### General Responsibilities

Oversee all editorial activities, including acting as the liaison with the publisher and periodically reporting to the Academy Board of Trustees.

### Editorial Office Supervision

Select and oversee Editorial Office staff, currently composed of the Executive Editor, Senior Editor, Web Editor, Editorial Specialist, and Editorial & Subscription Coordinator. Provide feedback on journal staff performance to the Academy’s Vice President for Education.

### Academy Committee Responsibilities

1. Chair: Editorial Advisory Committee (a subset of the journal’s Editorial Board)

### Planning & Coordination of Journal Activities with Academy Leadership

1. Academy Board of Trustees
2. Academy Education staff
3. Senior Secretary for Clinical Education
4. Committee of Secretaries
5. Annual Meeting Secretariat
6. Member Services (input/feedback to/from regular membership surveys)

### General Duties

1. Ensure scientific integrity and consistent editorial quality are maintained across all Academy journals: *Ophthalmology*, *Ophthalmology Glaucoma*, *Ophthalmology Retina*, and *Ophthalmology Science*.
2. Responsible for the journal’s peer review process.
3. Recruit and oversee Editorial Board members and Editorial Advisory Committee members.
4. Collaborate with Editors-in-Chief of *Ophthalmology Glaucoma*, *Ophthalmology Retina*, and *Ophthalmology Science* to evaluate which papers to cascade from the flagship journal.
5. Coordinate journal activities with other Academy publications and peer review efforts.

6. Recruit and oversee the journal's pool of peer reviewers.
7. Communicate with Publisher and Academy regarding maintenance of journal quality.
8. Assign organization (table of contents line-up) of manuscripts for each issue.
9. Communicate with authors regarding policies, reviewer recommendations, dispositions, disputes, and other queries.
10. Be available to journal staff.
11. Nominate annual journal Secretariat Award recipients.

#### Specific Duties

1. Assess manuscripts as to suitability for accessioning and peer review, verifying compliance with submission requirements, receipt of CONSORT agreements for Randomized Controlled Trials, and requirements for IRB approval, conflict of interest, and authorship.
2. Evaluate reviewer recommendations, providing accept, revise, reject decisions, and oversee review ratings in Editorial Manager. Ensure adherence to CME rules as it apply to granting CME credits to reviewers.
3. Oversee Correspondence ("Letters to the Editor") and responses, supplements, and other products (e.g., podcasts, webinars) that may have journal branding.
4. Resolve editorial/author queries in manuscripts/proofs.
5. Plan and preside over Editorial Advisory Committee and Editorial Board meetings at the Academy Annual Meeting.
6. Write, recruit, and edit editorials.
7. Select papers for Issue at a Glance, ONE Network, press releases, and other special lists and groups for each issue.
8. Approve advertising content and placement to avoid conflict of interest with article content.
9. Supervise and coordinate interactions with Academy legal counsel as needed.
10. Coordinate publication of Academy Ophthalmic Technology Assessments, Preferred Practice Patterns, White Papers, Academy Statements, *et al.*
11. Review and suggest improvements to the Publisher's manuscript tracking software (Editorial Manager).
12. Work with the Academy and Publisher to improve and update the journal website and other e-activities (e.g., social media, podcasts).

#### Work-time estimate

1. Approximately 20 hours/week.

#### Meeting attendance

1. All Academy Board of Trustee/Committee of Secretaries meetings/conference calls
2. Academy Annual Meeting
3. Annual Publisher Meeting (typically in summer in NYC)
4. Academy Education Leadership Meetings