

JOB DESCRIPTION: ASSOCIATE EDITOR FOR *JPSM*

General

The Associate Editor(s) of the *Journal of Pain and Symptom Management (JPSM)* will be a member of an Editorial leadership team, whose overriding goal is to realize a new vision for the *JPSM*: to continue as a highly respected forum for promoting clinical science and best practice in palliative care and meet the needs of an expanding and heterogeneous AAHPM membership. Associate Editor(s) will report to the Editor-in-Chief (EIC) and work collaboratively with the EIC and the Managing Editor to foster integration of expanded palliative care content, and specific content relevant to AAHPM, within *JPSM*. The Associate Editor(s) may be responsible for solicitation of specific content, including reviews, recurring material, or supplements. He or she may become point person for revised review processes for peer review, including selection of reviewers, coordination of reviews, and decision-making. Associate Editor(s) will also be expected to actively encourage potential authors to contribute to the journal – through submission of research, and the development of reviews and other invited pieces – in an effort to expand coverage of palliative care topics and maintain alignment of content with the expressed interests of the AAHPM membership (supported by surveys and data collection).

Requirements

1. The term of the Associate Editorship is 3 years, which is automatically renewed unless rotation off the Editorial Board is requested by the EIC, the AAHPM Board, the USCPRC, or the publisher. The term is concurrent with the EIC's term.
2. AE candidates will be identified and recommended by the AAHPM Board of Directors; final selection of AE(s) will be made by the *JPSM* EIC and approved by the U.S. Cancer Pain Relief Committee.
3. AE(s) will report to the *JPSM* EIC.
4. The AE(s) will make a full conflict (duality) of interest disclosure annually, with updates as needed.

Responsibilities

5. The AE(s) agrees to participate in editorial conference calls to discuss strategies for soliciting papers, reviews of papers in the pipeline, and other editorial matters.
6. The AE(s) will participate in the annual editorial board meeting for the journal.
7. The AE(s) will promote and serve as an ambassador for *JPSM* both inside and outside AAHPM.
8. The AE(s) will assist the EIC in working (with the publisher and Academy) toward maintaining or growing the journal's Impact Factor.
9. The AE(s) will actively solicit manuscripts from potential authors in areas to be strategically defined by the EIC and the AAHPM.
10. The AE(s) will assist the EIC in developing and maintaining the roster of manuscript peer reviewers, particularly in new areas where there may not be sufficient current representation on the Editorial Board.

11. The AE(s) may assist the EIC, the AAHPM, or the Publisher in exploring innovative ways to expand the journal's reach and interactivity using its Web site, e.g., development of video components, podcasts, etc.
12. The AE(s) will work with the Managing Editor and EIC in maintaining editorial schedules and deadlines.
13. The AE(s) will use the web-based manuscript submission and peer review system provided by the publisher and will direct all journal-related work through the manuscript submission and peer review system and through the journal's Managing Editor.
14. The AE(s) will work with the Managing Editor and EIC to develop and implement policies, procedures and practices to increase efficiencies and expedite review, notification and publishing time.