THE AMERICAN UROLOGICAL ASSOCIATION

JOB DESCRIPTION

I. POSITION TITLE:

Editor of Urology Practice

II. BASIC FUNCTION:

Reports to AUA Board of Directors. In working with AUA’s Publications Committee, oversees a new peer-reviewed journal that focuses on clinical trends, challenges and practice applications in four areas -- Business, Government, the Specialty and Patient Care. Makes recommendations pertaining to improved dissemination of clinical practice content. Advises the Associate Editor and Editorial Board members on matters of editorial policy, and recommends nominees for all editorial appointments to the journal. Coordinates editorial activities with AUA Publications Department staff and AUA Online Content team in regard to the journal. Compensated Position Term: Three years, renewable.

III. MAJOR RESPONSIBILITIES:

1. Responsible to readers, and their needs and interests
2. Responsible for safeguarding the rights of study subjects
3. Responsible for the editorial content of the journal, including subject matter, types of articles and content of articles published
4. Responsible for establishing the policies for authorship and submission of manuscripts
5. Responsible for establishing and maintaining a process for the constructive, prompt evaluation of manuscripts, whether accepted for publication or not
6. Responsible to authors for maintaining the integrity and confidentiality of their work while that work is being evaluated for publication
7. Able to make decisions and stand behind them, but able to reconsider decisions when appropriate
8. Work to improve not only the quality of manuscripts but also the quality of urology in the field of clinical practice
9. Be prepared to deal with error and allegations of misbehavior
10. Must not have personal, financial, or other relationships linked in any way to any of their responsibilities as an editor
11. Plan for the future of the journal

Reviewed July 19, 2018
IV. ESSENTIAL FUNCTIONS:

1.1 Attract original scientific clinical manuscripts of the highest quality by inviting authors to submit manuscripts directly or by medical societies or other institutions (such invitations should be qualified by statements that any manuscript will be evaluated according to the journal’s usual procedures and that acceptance is not guaranteed)

1.2 Develop special features (Critical Reviews, Ask the Experts, Research Letters, Editor’s Notes, Health Policy/Government Affairs, Coding Tips, etc.) or special issues (supplements) to meet the needs of the journal’s readership

1.3 Conduct readership surveys to determine what readers want.

2.1 Require that authors document their study was approved by the appropriate institutional review committee for the protection of human subjects, and that all human subjects or their representatives gave informed consent.

2.2 Be prepared to direct authors to institutional review committees if not satisfied that the study subjects were adequately protected.

3.1 Clearly define and publicize the topics and types of articles considered for publication

3.2 Decide on acceptance, rejection and resubmissions.

3.3 Approve ethical content of advertisements, supplements or other material proposed for publication and sponsored by commercial organizations

4.1 Establish, publish and enforce criteria for authorship (for example, are there limits on the number of authors, and are authors asked or required to describe their contributions to the work?)

4.2 Require authors to identify the organizations that provided support for the study and describe the role played by these organizations in the study and analysis of the results (authors should have full access to all results of their studies)

4.3 Require authors to disclose all personal financial and other relationships they may have with the manufacturer of any product mentioned in the manuscript or the manufacturers of competing products

4.4 Require authors to verify the originality of manuscripts submitted for publication, and identify other related manuscripts that they have published or submitted to other journals

4.5 Require authors to transfer copyright of the manuscript, if accepted, to the journal

4.6 Establish policies regarding format and length of manuscripts; numbers of figures and tables allowed and method of manuscript submission (paper/electronic)

4.7 Provide Information for Authors, which should include journal policies for authorship and manuscript submission, description of journal process for manuscript evaluation and detailed information about manuscript style

5.1 Establish a process for the evaluation (review) of manuscripts, which may involve review by the editor(s), editorial board members, outside consultants, statisticians and/or consultants suggested by authors, and determine whether reviewers/authors should be blinded

5.2 Recommend candidates for Associate Editor based on areas of expertise and experience
5.3 Recommend Editorial Board members based on areas of expertise needed
5.4 Define the responsibilities of reviewers, identify qualified reviewers for particular manuscripts, ensure that reviewers complete their work in a timely fashion and find ways to reward reviewers (inform them of editorial decisions and send them copies of comments of other reviewers; publish names of reviewers in journal)
5.5 Provide guidance to editors and reviewers, particularly those who are new, regarding how to evaluate the manuscript and how they should meet their dual responsibility of providing constructive comments for the author and advice to the editor (routine meetings with editors and peer review seminars)
5.6 Establish a system for rapid review of especially important manuscripts
5.7 Accept manuscripts (with or without revision) without outside review if the quality is deemed to be outstanding or the subject is particularly timely
5.8 Reject manuscripts without outside review if the subject matter is outside the purview of the journal, a manuscript on the same topic is just about to be published, the quality of the manuscript is poor or criteria for the submission of manuscripts are not met

6.1 Establish a process for reviewers to reveal any potential conflicts of interest with respect to the authors or content of a manuscript they are asked to review, and in most instances when such conflicts exist allow them to decline to review the manuscript
6.2 Establish a process for reviewers to ensure that they treat the manuscript as a confidential document (reviewers should not show the manuscript to anyone else without the express consent of the editor) and complete the review promptly
6.3 Inform reviewers that they are not allowed to make any use of the work described in the manuscript

7.1 Determine what considerations should enter into the final disposition of the manuscript, which may include the comments and recommendations of the reviewers, the availability of space and the judgment of the editor(s) regarding the suitability and value for the journal and its readers
7.2 Communicate decisions to authors, which may involve providing explanations for the decision independent of the comments of the reviewers that are to be sent to the authors
7.3 Establish a mechanism for which to deal with appeals of decisions, particularly decisions to reject manuscripts, to determine if the decision was clearly explained to the author or whether the decision may have been wrong, based for example on an incorrect reading of the manuscript or bad advice from a reviewer
7.4 Reconsider rejected manuscripts if the author provides good reasons why the decision may have been wrong and is willing to revise the manuscript in response to the comments of the reviewers

8.1 Encourage revision of manuscripts thought to be potentially acceptable, making clear which revisions are essential and which are optional as well as provide comments regarding length and style policies
8.2 Encourage resubmission of manuscripts that are potentially acceptable but were rejected because major revision or additional data were required, explaining
precisely what is needed to make the manuscript acceptable and working closely with the authors to make the manuscript acceptable for publication.

9.1 Publish corrections for errors of fact in articles that were published previously
9.2 Investigate all allegations of misbehavior to determine if there is a reasonable basis for the allegation, communicate the allegations to the accused, and refer the matter to the appropriate academic institution for further investigation, suspend publication until the matter is resolved or officially retract the article if published.
9.3 Supervise response to appeals, complaints, suggestions from readers and ethical problems regarding published work.

10.1 Comply in all respects with the conflict of interest policy and standards of the American Urological Association.
10.2 Make no decisions regarding manuscripts that conflict with interest, such as those submitted from personal institution or collaborators, and should rarely submit own manuscripts to the journal.

11.1 Have a vision of what the content of the journal should include, based on the needs and interests of readers, the most promising areas in the field, and the extent to which the journal should try to attract and publish this work.
11.2 Set term goals and report updates annually to the AUA Board of Directors.
11.3 Conduct regularly scheduled meetings with Associate Editor as well as Publications Department staff, and annual meetings with Editorial Board members.
11.4 Conduct strategic plan meetings as appropriate.
11.5 Attend editorial meetings as appropriate.

V. JOB QUALIFICATIONS:

- The Journal Editor should hold an M.D. degree.
- Must be certified by the American Board of Urology.
- AUA Member, Active in the practice of urology with broad knowledge of specialty including experience/knowledge of working in academic and private practices.
- Be committed to maintaining full communications and a positive working relationship with the editors of the clinical research journal (JU).
- Previous publication experience and knowledge of current practices in the publishing industry.
- Familiarity with Internet and web-based manuscript submission and review process as well as Social Media.
- Excellent communication skills with national and international reputation/contacts.
- Outstanding diplomacy and superior negotiation skills.
- Must provide updated Disclosure information and comply with AUA’s Conflict of Interest Policy, thereby divesting himself/herself of any governance role, consultant or advisor, paid lecturer or paid attendee with PhrMA/Medical Device companies prior to and throughout the term of office for this AUA policy-making position.
- Must adhere to the highest professional and ethical standards.