



#### **Terms of Office**

Operates on calendar year (January – December)

Editor: 3 years (renewable once)

Assoc. Editor: 3 years (renewable once)

Section Editor: 3 years (renewable once)

Member: 3 years (renewable once)

Online Content Editors & Online Assistant Editors: 3 years (renewable once)

#### **Committee Makeup**

The UPJ Editorial Board shall consist of the Editor, one Associate Editor, and four Section Editors (subject area experts). The editorial board members (non-voting) include Online Content Editors and Editorial Committee members.

#### **Vision/Mission/Purpose**

To provide the urological community and the medical profession at large with timely peer-reviewed clinical and scientific contributions in urology that stimulate and expand practice and research activities, ultimately impacting on excellence in patient care.

#### **Reporting**

The UPJ Editor reports to the AUA Board of Directors, who set the overarching strategic goals for the editor. However, the Editorial Board retains oversight of the peer review process and the editorial selection of submissions to be published in the Journal, with no input from the Board of Directors.

#### **Editorial Board Meetings**

The Board meets at least two times per year. The Board will meet in person at the AUA headquarters and/or by videoconference.

#### **Time Commitment**

Editor: 15 hours per week

Associate Editor: 12 hours per week

Section Editors: 12 hours per week

Online Content Editor: 1 hour per week

Editorial Committee Members: 2 hours per week

#### **Responsibilities**

The UPJ Editorial Board is responsible for publication content oversight. The Editorial Board assists the Editor in establishing editorial policies and strategies and in managing the peer review process.

**Editor** The Editor directs the publication of UPJ and is responsible for its general management. The Editor makes recommendations pertaining to improved dissemination of this high-impact journal focused on the advances of urology research. The overarching objective of this position is to maintain the highly regarded editorial integrity of the journal while implementing publishing



innovations that keep UPJ relevant and a premier medical practice journal. The Editor oversees an editorial board, including Associate, Section, and Online Content Editors and an editorial committee, on matters of editorial policy and recommends nominees for all editorial appointments to the journal. The Editor also partners with the AUA Publications Department staff to coordinate editorial and operational activities of the journal. The Editors of all of the AUA's scholarly publications are expected to convene with each other and the Publications Committee to analyze scholarly publishing threats and opportunities, ethical concerns, and diversity, equity, and inclusion efforts.

- Assoc. Editor Responsibilities include:
- Make decisions along with the Editor regarding policy matters and addresses any controversial issues that may arise
  - Assign new and revised manuscripts to respective Section Editor in a timely fashion
  - Manage the review process with the Editor and Section Editor
    - Able to reject manuscripts outright (without peer review)
    - Able to triage manuscripts to other AUA publications when appropriate
    - When all reviews are complete, make a final disposition decision of accept, reject or revise
  - Review revised manuscripts and determine whether they should be returned to the original reviewers or make final disposition decision
  - Determine whether accepted manuscripts warrant an Editorial Comment; if so, select the author of the comment
  - Mentor Section Editors regarding selection of reviewers and final disposition
  - Contribute editorial content for publication in the Journal
  - Attend editorial committee meetings and participate on conference calls
  - Complete other duties as assigned by the Editor or the AUA Editorial Office
  - Serve as Acting Editor in the absence or incapacity of the Editor
- Section Editor Responsibilities include:
- Select reviewers for each new manuscript within 3 days of receiving the submission.
  - Reject manuscripts outright (desk reject; without peer review) based on expertise; for rejected manuscripts, cascade to *JU Open Plus* should be considered.
  - Make a final disposition decision when all reviews are complete of accept, reject, or revise (the ideal time from submission to first decision is 3–4 weeks).
  - Rate each review to qualify reviewers for the outstanding and best reviewer awards and to assign CME credit if requested.
  - Review revised manuscripts and determines whether they should be returned to the original reviewers or makes the final disposition decision.
  - Suggest Editorial Comment author(s) for accepted manuscripts.
  - Recommend outstanding and top reviewers annually.
  - Participate in conference calls of the full Editorial Board and smaller senior editorial leadership team throughout the year.
  - Serve as an ambassador for the Journal at Section, Specialty society, and other non-AUA meetings, encouraging new submissions.



**Members**

Responsibilities include:

- Encourage colleagues to submit articles for publication
- Write commentaries, editorials or opinions, etc. when requested
- Attend Editorial Committee meetings
- Complete other duties as assigned by the Editor or the AUA Editorial Office

**Criteria for Selection**

**Editor**

Openings for the *Urology Practice*® (UPJ) Editor are announced every six years at the webpage [AUAnet.org/UPJEditor](http://AUAnet.org/UPJEditor). A job description highlighting the qualifications is posted on that site. The next search will begin fall of 2030. The UPJ Editor is selected by a Board Search Committee.

**Assoc. Editor**

Extensive experience in writing and peer review and practice.

**Section Editor**

Extensive experience in writing and peer review and practice.

**Members**

Individuals are selected based on their levels of expertise in the four broad section categories of Patient Care, Specialty, Health Policy and Business. Selection criteria includes:

- Editorial and publication experience in scholarly publishing. Must have strong publication and reviewer experience in peer-reviewed scholarly publications.
- Knowledge of the peer-review process from submission to publication, including decision types.

**Compliance**

Positions are open to AUA members in good standing. All new members are required to agree to abide by [AUA's Civility Policy](#) when they accept their appointment and agree to annually complete a COI Disclosure Form in accordance with [AUA's COI Disclosure Policy](#). The AUA reserves the right to suspend or remove a member from participation in any AUA activity while the individual is under investigation for a violation of AUA's policies.

**Recent Accomplishments (2025)**

*Urology Practice*® continues to grow in stature since its indexing by the National Library of Medicine in 2023. Original submissions continue to grow, and UPJ's Journal Impact Factor has risen to 1.7. In the year ahead, UPJ will continue to focus on expanding the global reach of this publication.