

## Call for Proposals

# Journal Editor(s) School Science and Mathematics Journal

The School Science and Mathematics Association is seeking proposals for the position of Journal Editor(s) for *School Science and Mathematics* for a five-year term for the period January 1, 2021 – June 30, 2026. The Journal Editor(s) is responsible for all aspects of publication associated with maintaining *School Science and Mathematics* as the premier research journal in mathematics, science, and STEM education. The Editor(s) is committed to making sure that the Journal maintains its reputation to publish the best scholarship in these areas and is responsible for the selection and substantive editing of journal contents.

The Journal Editor(s) works directly with the President and the Board of Directors to achieve the goals and objectives of the Association. The Journal Editor(s) serves as an appointed member of the Board of Directors and acts in an advisory (non-voting) capacity. The Journal Editor(s) further serves as an ex-officio member of the Publications Committee. The Journal Editor(s) is directly responsible for the staff and operation of the Editorial Office of the Association, which is housed at the Journal Editor's institution. The Journal Editor(s) must be an SSMA member and must maintain one's membership during the entirety of the appointment. It is preferred that the Journal Editor(s) has been an active SSMA member(s) prior to assuming the Journal Editor role.

In partnership with the SSMA Board, the Journal Editor(s) defines the overall strategic direction for the Journal and provides leadership to achieve the goals determined by that strategic direction. As a member of the SSMA Board of Directors, the Journal Editor(s) attends and reports to the Board of Directors at the semi-annual Board Meetings, attends each convention, being visible for interaction with the attendees for any questions regarding the Journal and leading convention sessions regarding publication procedures and recommendations to potential authors and reviewer training. The Journal Editor(s) further works with the SSMA Board to recruit and select an Editorial Board and convenes an annual meeting of the Editorial Board to discuss the Journal review policies and procedures and the direction of the publication. The Editorial Board consists of the Editor(s), Associate Editors, and Section Editors of *School Science and Mathematics*. The Editorial Board determines and executes the editorial policies of *School Science and Mathematics* under the advisement of the Publications Committee and the Board of Directors. The Journal Editor(s) also works directly with John Wiley and Sons, Inc., and the SSMA editorial contact at Wiley to assure a positive, productive relationship that translates into journal growth.

Other duties of the Journal Editor(s) include serving as the primary liaison to authors, actively soliciting manuscripts for the Journal, actively working toward having a yearly themed issue, conducting initial screening of all manuscripts, working with authors to revise manuscripts based on reviewers' comments and his/her own recommendations for improvement, ensuring the lead author on every paper accepted for publication is a member of the organization, writing or soliciting a thoughtful editorial for each issue, and providing letters offering constructive feedback to authors whose manuscripts were rejected.

We seek qualities in a Journal Editor(s) that include a strong professional commitment to the goals of SSMA and the role of SSMA Editor(s); strong record of scholarship and experience in science and/or mathematics education; expertise and experience in editorial assignments; expertise and experience in organizational and administrative skills; communication skills; and a desire to work collaboratively with others on projects and/or administrative assignments. Most importantly, the Journal Editor(s) is first point of contact to current and potential authors. As such, the Journal Editor(s), and their Editorial Team, must be proactive and positive in communications with all those interested in publishing in *School Science and Mathematics*.

The host university is expected to provide support for the Journal Editor(s) and an Editorial Assistant. The Association, recognizing the importance and scope of the position, offers financial support in the amount of \$40,000 annually to assist the host university and Journal Editor(s) in developing an effective model of operations for the Editorial Office. Position-related expenses for travel to Board and Convention meetings (i.e., travel, lodging, and some meals), are likewise covered. The host institution will provide the office

space and furniture sufficient to support the Journal Editor(s) and Editorial Assistant. Space must also be supplied for file cabinets, SSMA-owned computer equipment, and storage of publications and records.

Candidates for the position must submit a written application by October 1, 2020, that includes the following information: (1) Brief Introduction, (2) Curriculum Vita, (3) Operational and Organizational Plan for the Editorial Office; (4) Proposed Budget describing how the \$40,000 from SSMA and financial commitments from the host institution would be distributed; (5) Vision statement for sustaining the future of the Journal; and (6) Endorsement Letter from a qualified superior committing the host institution to the terms mentioned above. The School Science and Mathematics Association is interested especially in applications involving institutions that value this type of service in its faculty members and look favorably on such contributions with regard to matters of faculty retention and promotion. The Search Committee will entertain joint appointment/co-Editor applications and request a clear delineation of job responsibilities within the co-Editor application package.

Please send all inquiries and applications via e-mail (application attachments) to both of the following contacts: Dr. Suzanne Nesmith ([Suzanne\\_Nesmith@baylor.edu](mailto:Suzanne_Nesmith@baylor.edu)), Chair of the SSMA Journal Editor Search Committee, and the SSMA executive offices ([office@ssma.org](mailto:office@ssma.org)).

Formal selection is expected to occur at the November 2020 Board Meeting.