



IAMSE Manuals

Job description Editor in Chief (2022)

The *IAMSE Manuals* series, published by Springer, is established to provide health professions educators with accessible, user-centered “how-to” guides on effective and engaging instructional practices. Currently, IAMSE has published four manuals and several are under development. Topics and content are overseen by an internationally composed *IAMSE Manuals* Editorial Board, consisting of the Editor in Chief and 5 editors.

The Editor in Chief oversees the regular meetings with the Editorial Board and develops a strategic direction for the series. The Editor in Chief also ensures that the manual selection process and editorial publication policies meet the highest ethical standards. The Editor in Chief is appointed by the Board of Directors for an initial term of 2 years with the possibility of renewal.

Duties of the Editor in Chief include:

- serving as Chair of the Manuals Editorial Board and maintaining its membership
- solicitation, vetting and review of manual submissions (delivering at least 2 completed manuals per year)
- ensuring timely, consistent and quality publication of all *IAMSE Manuals*
- serving as principal liaison to Springer regarding *IAMSE Manuals* publication and maintaining close, cooperative work with the publishing team at Springer
- serving as a member of the IAMSE Publications Committee
- attending bimonthly IAMSE Chairs meetings
- presenting an annual report to the Board of Directors, preferably in person at the Annual Board Meeting

Candidates for the position of Editor in Chief will meet the following requirements:

- IAMSE member in good standing
- previous publishing experience, preferably as part of an Editorial Board
- strong communication and collaboration skills

Applications include a 1-page personal statement outlining interest in the position and vision for the series, a CV and two letters of recommendation. If a candidate seeks more information on the position, they may contact Bonny Dickinson, IAMSE President (dickinson_bl@mercer.edu) or Peter de Jong, IAMSE President-elect (p.g.m.de_jong@lumc.nl).

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