

IAMSE Manuals

Editor in Chief – search

Introduction:

In 2014 IAMSE began publishing ‘how-to’ manuals for medical educators on a variety of subjects relative to medical education. So far, two *IAMSE Manuals* are available: “How-to Guide for Team Based Learning” (in English and Japanese) and “Active Learning in Large Group Settings”. More manuals and perhaps more translations of existing manuals are being planned. IAMSE is in negotiation with Springer to take responsibility for publishing *IAMSE Manuals* as they currently publish the association’s journal, *Medical Science Educator*. As the responsibility for the publication of the manuals shifts to an external entity, we are shifting process to create an Editorial Board for IAMSE Manuals. The first step will be the identification of a suitable Editor-in-Chief.

Description of the position:

The description of duties for the *IAMSE Manuals* Editor-in-Chief includes oversight of the Editorial Board; a monthly report to the Publications Committee, a standing committee of IAMSE; and close, cooperative work with the publishing team at Springer.

Additional qualifications and duties include the following:

- IAMSE member in good standing
- enthusiasm about the IAMSE Manuals
- publishing experience, preferably as part of an Editorial Board
- selection and management of an Editorial Board
- solicitation, vetting and review of manual submissions (at least 2 completed manuals per year)
- communication with authors
- serving as Chair of the Editorial Board
- ensuring timely, consistent and quality publication of all *IAMSE Manuals*
- serving as a member of the Publications Committee
- serving as principal liaison to Springer regarding *IAMSE Manuals* publication

The Editor-in-Chief must also be willing to take up one or more manuals-under-construction and work with the authors to meet deadlines and ready the new manual(s) for publication.