

Call for Editor of Medical Physics

Deadline of Application: December 6, 2019

All submission materials should be uploaded by December 6, 2019 to <https://www.dropbox.com/request/mbMi8pGdTCHI3wWzIZeC>

The term of the current Editor-in-Chief (Editor) of the journal *Medical Physics*, Jeffrey F. Williamson, Ph.D., will end effective December 31, 2020. An ad hoc committee appointed by the President of the AAPM is seeking applications from qualified individuals to become Editor of *Medical Physics*. The Editor is responsible for publication of the Journal, manages the manuscript review process and editorial operations, and represents the Journal in national and international forums. The Editor is appointed by, and reports to, the AAPM Board of Directors (Board). With concurrence of the Board, the Editor selects members of the Editorial Board, who recommend the editorial policies of the Journal to the Board for their concurrence. The Editor shall serve as Chair of the Editorial Board. The Editor is a voting member of the Journals Business Management Committee (JsBMC).

Wiley Periodicals, Inc., as a subsidiary of Johns Wiley & Sons, Inc. (Wiley) provides editorial office services to the Editor, who retains authority over the manuscript review and publication process. Wiley ensures the timely distribution and tracking of manuscripts through these processes, the generation of correspondence and statistical data, and the maintenance of archival records. AAPM will provide up to 20% FTE (approximately 390 hours/year) in administrative support for the activities of the Editorial Board under the instruction of the Editor and with support and local oversight of the AAPM Executive Director. This will include scheduling of meetings and conference calls. The editorial responsibilities of the Editor can be distributed between the Editor and one or more Senior/Deputy Editors, similar to the current model, return to the single Editor model used in the past, or use an alternative model, to be negotiated with AAPM. A transition period between Editors is planned to ensure continuity of editorial operations. The AAPM will provide the Editor and, potentially, the Senior Editor(s)/Deputy Editor(s), with honoraria and expense budgets, depending upon the final editorial model and AAPM budgetary constraints.

Candidates for Editor should:

1. Be a highly distinguished member of the medical physics community who has made significant contributions to the science and practice of medical physics.

2. Be committed to maintaining and enhancing *Medical Physics* as the premier journal for the publication of scientific papers related to medical physics, and in keeping with the Journal's masthead as The International Journal of Medical Physics Research and Practice.
3. Have a strong desire to lead the journal with forward-looking approaches to improvement within the continually changing environment of scientific journals.
4. Have strong organizational and administrative skills and the ability to work collegially with Senior Editor(s)/Deputy Editor(s), the Editorial Board, members of JsBMC, AAPM headquarters (HQ) team members, and assigned editorial staff from Wiley in an environment of distributed support and responsibility.
5. Have a working knowledge of the process of managing the operation of a scientific journal and have prior service on one or more editorial boards or the equivalent.
6. Possess a strategic vision for the position of the Journal within the arena of scientific publications and an operational plan for continued improvement of the Journal.
7. Be aware of the changing publishing environment associated with electronic publication technology and challenges such as open-access publication.
8. Be knowledgeable about the most recent progress and breakthroughs in broad scientific disciplines that are relevant to medical physics, and be able to successfully implement initiatives to cultivate publications on the corresponding advances.
9. Work in an environment that accommodates the Editor's workload.
10. Be prepared to serve as Editor for 6 years, subject to reappointment after a three-year term.

Individuals who are interested in applying for the Editor position should send an e-mail to 2019.AHMPJES@aapm.org at the earliest opportunity indicating their intent to submit a detailed application by December 6, 2019.

The detailed application should be submitted electronically by Noon Eastern Standard Time on December 6, 2019 to <https://www.dropbox.com/request/mbMi8pGdTCHI3wWzlZeC>.

Applications should include a current curriculum vitae, a letter detailing how the candidate meets the ten criteria noted above, and any other relevant considerations.

The anticipated timetable for the selection and transition processes is as follows:

- A. The search committee will compile a short list of the most qualified candidates by December 31, 2019.
- B. Selected candidates will be invited to an on-site interview with the search committee in February 2020.

- C. Selected candidates will be asked to give a presentation to the search committee in which they address the ten criteria noted above.
- D. Selected candidates will be asked to address their financial needs, the editorial model that he/she prefers, the proposed editorial leadership team, if applicable, and a convincing demonstration that they have the available time and institutional commitment (if relevant) to assume the Editor's responsibilities.
- E. The new Editor will be recommended to the AAPM's Executive Committee (EXCOM) by March 2, 2020, with contract negotiations commencing upon concurrence of EXCOM with the recommendation of the search committee.
- F. After successful contract discussions, EXCOM will recommend the new Editor to the AAPM Board by June 26, 2020 for consideration at the July 16, 2020 Board meeting.
- G. The transition process between Editors will be initiated upon appointment of the new Editor by the AAPM Board of Directors. Transition arrangements occurring during 2020 will be the responsibility of the current and new Editor, with the support of the Editorial Board, the JsBMC, AAPM HQ team, and Wiley.
- H. The new Editor will assume full responsibility for the journal on January 1, 2021.