

Job Description

Editor-in-Chief of F&S Reviews

The Editor-in-Chief (“the Editor”) of F&S Reviews (“the Journal”) of the American Society for Reproductive Medicine (“the Society”) is responsible for:

- Planning the content of the issues.
- Selecting the editorial board.
- Soliciting articles for the Journal.
- Overseeing the peer-review process.
- Ensuring the codification and efficiency of editorial processes.
- Evaluating articles, assigning reviewers, evaluating returned reviews, and making a final decision regarding the disposition of all manuscripts.
- Working collegially and collaboratively with other Society journals' editors and editorial staff.
- Developing and implementing a long-term vision for the Journal with the support of the Publication Committee and the ASRM Chief Executive Officer (CEO).
- Maintaining positive and effective communications and collaboration with the journal publisher (“the Publisher”), the Publications Committee of the Society, and the Society’s Board of Directors (“the Board”) and administrative leadership.
- Ensuring the financial well-being of the Journal.
- Serving as the external face of the Journal.
- Preparing the application and documentation to submit the journal to be listed in PubMed.

The Editor has the freedom to determine the journal's editorial content, establish editorial policy and standards, and select manuscripts for publication. For business, administrative, and personnel matters, the editor reports to the ASRM Chief Executive Officer (CEO) or designee and confers with the Publications Committee and the Society President on important editorial matters.

Key qualities for Editor-in-Chief:

- Highly visible and engaging individual capable of soliciting high-quality reviews from experts in the fields of female and male reproductive medicine, as well as the areas of basic and clinical science.
- Capability of identifying and procuring manuscripts that address timely and relevant topics within reproductive medicine and science.
- Commitment to actively promoting this journal as a destination for high-quality submissions.
- Proven record of successful, collaborative interactions in prior editorial positions.
- Understanding of and adherence to ASRM’s conflict of interest policies and enforcement of these policies while administering the journal.

Qualifications:

- MD, PhD or similar postgraduate level degree

- Experience working as an editor or associate editor for Fertility Sterility, an affiliated journal of Fertility and Sterility, or similar academic medical journal
- Strong written and oral communication skills
- Strong interpersonal skills
- Strong research skills
- Facility with and ability to integrate complex medical and scientific concepts
- Facility with computers and the internet

Location: Virtual (Contractor)

Job Context: Office Setting, no environmental or job hazards; some travel required