



SFU Educational Review

Posted: January 24, 2019

Position: Associate Editor Position for General and Special Issues

SFU Ed Review Journal publishes 1-2 general issues and one Special Issue every year to highlight areas of interest in the field. These areas can be emerging fields of knowledge and research in the field of education or areas of focus aligned with interests at the time. The associate editor reports directly to the Editor-in-Chief. The journal issues are managed by an Associate Editor for SFU Ed Review Journal with the support of the Editorial team including the Publishing Editor, Managing Editor, Editor-in-Chief and Invited Editors, in the case of the publication of Special Issues.

The main responsibilities and accountabilities of the associate editor are ensuring that the general and special issues are published on time and adheres to the processes and standards SFU Ed Review's publications. The associate editor is the lead who works collaboratively with the Invited Editor(s) and responsibilities include guiding and assisting the Invited Editor(s) with: writing the call for submissions, commissioning articles through contacting potential authors and reviewers for the special issue, follow up on reviewers for revisions, working closely with the publishing editor and managing editor to ensure content is accurate and reading and evaluating whether submissions are suitable for the special issue. The candidate for this position is self-motivated and self-driven and manages time efficiently and independently and is able complete tasks that may have competing deadlines. The associate editor collaborates closely with the Editor-in-chief to research and plan new and emerging areas for the special issue.

Associate Editors should have the following:

- a. Ability to collaborate with the editor-in-chief to research and plan for new areas for the special issue,
- b. Write and edit pieces,
- c. Is knowledgeable to evaluate content within the area of interest,
- d. Suggest possible sources and improvements for the pieces,
- e. Utilize common social media platforms such as Facebook, Instagram, LinkedIn etc to promote and draw attention to articles and the journal,



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- f. Familiar with a double-blinded peer-review process,
- g. Upholds professionalism, which includes confidentiality between reviewers and authors,
- h. Provide support to the entire editorial team during publication of articles as needed, and
- i. must agree to a team code of ethics and professional conduct to maintain a safe, respectful and conflict-free space to promote discussions.

Associate editors are expected to attend team meetings, held every 3 weeks and more frequently closer to publication dates. Commitment of time is **most crucial towards publication times (SFU Ed Review publishes in June and November every year)**. Candidates must be willing to commit to 1 year for this position.

This is a volunteer position; however a stipend will be offered (Stipend is dependent on allocation of budget funds).

Please email a short letter of intent outlining your area of expertise and interest in publishing a special issue for the journal to sfuedr@sfu.ca. Address letters to the Editor-in-Chief by March 30, 2019 4:30pm PST.