



Job Description: **Journal Editor**

April 10, 2024

The Tire Society
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Glen Allen, VA 23059
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Who:

- Tire Society member
 - Ideally, a recognized technical expert in one or more fields of tire science and technology
- Appointed by: President, with concurrence of Executive Committee
- Voting member of Executive Committee
- Reports to: President
- Length of Term: 2 or more years

Mission:

Advance the Society and add member value by producing a compelling Journal. Recruit high-quality papers for publication. Streamline the review process, maintaining a high standard of excellence. Ensure sufficient papers are available to support continued publication. Keep the Journal relevant and improve its impact.

Constitutional Responsibilities:

- Voting member of the Executive Committee.
- The President shall appoint the Editor with concurrence of the Executive Committee.
 - The Editor shall serve at the mutual agreement of the President and Editor.
 - The Executive Committee may remove the Editor "for cause."
- The Editor shall supervise the publications of the Society, as described in Bylaw Article VI.

Duties of Officer: Bylaws Article VI, Sections 2-3

- Responsible to the Executive Committee for carrying out the publication policy of the Society.
- Appoints assisting, contributing, and publishing editors.
- Papers presented at a meeting of the Society shall be deemed as submitted to Tire Science and Technology for publication and will require a release by the Editor to be published elsewhere.

Specific Responsibilities:

- Direct peer review of submitted papers.
 - Assign papers to Associate Editors for review.
 - Ensure that reviews are completed within one year of submission.
 - Maintain a high standard of excellence in published papers.
- Act as final arbiter in deciding whether to publish each paper.
 - Communicate decisions to authors.
 - Assist authors in understanding issues identified by peer review.
- Submit papers to production to meet the production plan for four journals each year.
- Recruit and support Associate Editors.
 - Lead periodic Associate Editor meetings, ensuring reviews are proceeding in a timely fashion and seeking solutions to roadblocks.
 - Encourage Associate Editors to actively recruit authors.
- Attend and participate at Executive Committee meetings.
 - Report journal status quarterly (articles in backlog, status of reviews, other issues).