

POSITION DESCRIPTION

Society for Education in Anesthesia

Position Title: Editor-in-Chief of the Journal of Education in Perioperative Medicine (JEPM)	Term: Five years as appointed by the Society for Education in Anesthesia Board of Directors
Reports To (Title): Society for Education in Anesthesia Board of Directors	Effective Date: 8/29/2025
Purpose Statement/Position Summary	
<p>The Editor-in-Chief of the Journal of Education in Perioperative Medicine (JEPM) serves as the Chief Administrative Officer of the electronic journal sponsored by the society. In this capacity, the Editor-in-Chief will lead the Editorial Board and Managing Editor to optimize operations in view of the Journal's mission to share information interactively for educators in perioperative medicine.</p>	
Essential Functions and Position Duties	
Duties and Responsibilities (in order of importance)	
Essential Functions	
Oversee timeliness and quality of submission processing, including review, notification and publication. This includes responsibility for professional or ethical considerations as well as final decisions to accept or reject manuscripts for publication in a way that best serves the Society for Education in Anesthesia and its mission to support, enrich and advance anesthesia education and those who teach.	
Maintain the scientific and technical standards as required for archiving on the U.S. National Institute of Health's PubMed Central digital archive as well as indexing in PubMed.	
Perform continuous quality improvement to conceive and implement novel ideas that further the growth of the journal in line with current trends and concepts in education and publishing.	
Negotiate relationships on behalf of SEA with other related organizations (ex: managing editor, copy editing services and peer review management system). All negotiated arrangements with organizations external to SEA require SEA Board approval.	
Serve as a member of the SEA Board and report on JEPM activities at SEA Board of Directors meetings.	
Chair JEPM committee meetings and other ad hoc meetings of the Editorial Board as required.	
Report on JEPM activities to SEA membership at Fall and Spring meetings.	
Author SEA Newsletter Articles and Website updates, as requested.	
Fiscal Responsibilities	
Obtain approval for annual budget at SEA Board of Directors meetings	

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Lead journal operations within budget allocation. This is managed in view of existing fixed expenses as well as major variable expense of copyediting services for accepted submissions.	
Management/Supervision	
Work with SEA Executive Director and Managing Editor to optimize online manuscript submission and peer review management system.	
Appoint (three-year term), onboard and support Associate Editors in peer review process.	

Minimum Qualifications/Work Experience
<ul style="list-style-type: none">• SEA Membership• Previous experience as an Associate Editor or Editor-in-Chief• At least seven years of experience as practicing Academic Anesthesiologist
Education/Licensure/Certification
Medical degree (MD, DO or equivalent) required. Board certified or equivalent in Anesthesiology.
Expected Time Commitment
10-30 hours/month (uncompensated)