



Editor-in-Chief, *Ophthalmology Science*

Job Description

The American Academy of Ophthalmology is expanding the *Ophthalmology* family of journals with the introduction of *Ophthalmology Science*. This Open Access, online-only journal is set to begin publication in the first quarter of 2021. *Ophthalmology Science* will focus on pre-clinical development; phase 1 and 2 clinical trials; and laboratory-based work including high-quality translational research, ophthalmology informatics, and clinical science. The Editor-in-Chief of *Ophthalmology Science* is an accomplished, widely respected physician-scientist leader with the requisite experience in biomedical research and peer-reviewed publication.

General Responsibilities: Oversee all editorial activities.

Editorial Office Supervision: In collaboration with the *Ophthalmology* Editor-in-Chief, select and oversee Editorial Office staff, currently composed of the Executive Editor, Senior Editor, Web Production Coordinator, and Editorial Specialist. Provide feedback on journal staff performance to the AAO Vice President for Education.

AAO Committee Responsibilities:

1. Serve as a standing member of the Editorial Advisory Committee

Planning and Coordination of Journal Activities with AAO Leadership:

1. AAO Education staff
2. Senior Secretary for Clinical Education
3. Committee of Secretaries
4. Annual Meeting Secretariat
5. Member Services (input/feedback to/from regular membership surveys)

General Duties:

1. Responsible for the journal's editorial and scientific content.
2. Oversee the journal's peer review process.
3. Recruit and oversee Editorial Board members.
4. Coordinate journal activities with other AAO publications and peer review efforts.
5. Recruit and oversee the journal's pool of peer reviewers.
6. Communicate with Publisher and AAO regarding maintenance of journal quality.
7. Assign organization (line-up) of manuscripts for each issue.

8. Communicate with authors regarding policies, reviewer recommendations, dispositions, disputes, and other queries.
9. Be available to journal staff.
10. Nominate annual journal Secretariat Award recipients.

Specific Duties:

1. Serve on the editorial boards of Ophthalmology, Ophthalmology Retina, and Ophthalmology Glaucoma. Work with the Editors-in-Chief to identify manuscripts appropriate for cascade to Ophthalmology Science.
2. Attract and facilitate direct submissions.
3. Assess suitability of manuscripts for peer review.
4. Verify compliance with submission requirements, receipt of CONSORT agreements for Randomized Controlled Trials, and requirements for IRB approval, conflict of interest, and authorship.
5. Evaluate reviewer recommendations, providing decisions, and oversee review ratings in Editorial Manager. Ensure adherence to CME rules as regards to provision of CME credits to reviewers.
6. Oversee correspondence ("Letters to the Editor") and responses, supplements, and other products (e.g., podcasts, webinars) that may have journal branding.
7. Resolve editorial/author queries in manuscripts/proofs.
8. Attend Editorial Advisory Committee and Editorial Board meetings at the AAO Annual Meeting.
9. Write, recruit, and edit editorials.
10. Select papers for EyeNet's Journal Highlights, ONE Network coordination, press releases, and other special lists and groups for each issue.
11. Approve ad content and placement to avoid conflict of interest with article content.
12. Supervise and coordinate interactions with AAO legal counsel as needed.
13. Review and suggest improvements to the Publisher's manuscript tracking software (Editorial Manager).
14. Work with the AAO and Publisher to establish broad professional recognition of the new journal, PubMed indexing, and Impact Factor assignment.
15. Work with the AAO and Publisher to improve and update the journal website and other e-activities (e.g., social media).

Work-time estimate:

1. 20-25 hours/week.

Meeting attendance:

1. AAO Annual Meeting
2. Annual Publisher Meeting (typically in summer in NYC)
3. AAO Education Leadership Meetings