



Editor-in-Chief of the *Journal of Dental Sleep Medicine*
JOB DESCRIPTION

The *Journal of Dental Sleep Medicine (JDSM)*, the official publication of the American Academy of Dental Sleep Medicine (AADSM), is searching for a new Editor-in-Chief.

Position Description

The Editor-in-Chief is appointed by the Board of Directors of the AADSM. The term of appointment of the Editor-in-Chief is five years and is renewable for a second term. It is anticipated that the Editor-in-Chief will devote five hours per week of total work time to *JDSM*. Annual compensation will be commensurate with the responsibilities of the position; compensation will be negotiated between the candidate and the AADSM. The newly-appointed Editor-in-Chief will work with the current Editor-in-Chief for approximately three months leading up to official appointment, which will begin January 1, 2018.

The Editor-in-Chief will:

1. Develop and implement a strategy to increase the rate of new submissions of original research papers to *JDSM*.
2. Set editorial policy for the journal and provide the vision and leadership that will help *JDSM* grow as a recognized journal in the field.
3. Be responsible for maintaining the high quality and integrity of the journal. The Editor-in-Chief will provide general oversight of journal content, making sure published papers represent the breadth of clinically-relevant topics in dental sleep medicine.
4. Work collegially with the Editorial Board, the Board of Directors of the AADSM, the journal staff, contributors, and publishers.
5. Report regularly to the Board of Directors of the AADSM and submit yearly plans and budget requests.
6. Select, supervise and delegate appropriate tasks to the Deputy Editors, Associate Editors and Editorial Board members.
8. Have ultimate responsibility for the acceptance or rejection of all contributions.
9. Determine which manuscripts are to be published in each issue, determine their order, and give final approval for publication.

10. Maintain the production timeline of the journal and ensure that sufficient manuscripts are in the pipeline for future issues.
11. Strive to gain journal recognition by a citation index.
12. Mentor the new Editor-in-Chief designate during the last year of the Editor's term.

Qualifications

The successful applicant will be able to demonstrate their expertise and experience in the field of dental sleep medicine, have a DDS or DMD degree (or the equivalent), will reside in the United States or Canada, and will have experience with submitting and reviewing manuscripts. The successful applicant will have previous editorial experience, which may include serving as guest editor for special topics issues of peer-reviewed journals, editing books, or previous service on editorial boards. The Editor-in-Chief will have demonstrated experience in the preparation and management of budgets. The Editor-in-Chief will possess sound knowledge of the use of English, practical management skills, and a vision for the future of *JDSM*.

About

The *JDSM* is owned and published by the AADSM. The Editor-in-Chief of the *JDSM* reports to the AADSM Board of Directors. The AADSM Board of Directors maintains fiduciary oversight of the journal, including approval of the budget. The Editor-in-Chief is responsible for the scientific content, the review process and the editorial policy of the journal. The AADSM Board of Directors reserves the right of overall review and approval, although this right is expected to be exercised only in exceptional circumstances.

Application Procedure

1. Complete application packages must be received no later than September 15, 2017. Application packages must include:
 - a. A curriculum vitae
 - b. A letter (limited to 7 pages or less) that states the applicant's vision for the *JDSM*. The letter must include details of proposed ways to increase submissions to the journal. The letter must clearly articulate the respective roles of the Editor-in-Chief, Deputy Editors, Associate Editors, and the Editorial Board members. The inclusion of a sample list of proposed Editors will facilitate evaluation by the Search Committee, but those on the list should not be contacted prior to the submission.
 - c. A completed conflict of interest disclosure form
 - d. A letter of support from the applicant's institution (Department Chair or Dean), certifying that five hours per week of the applicant's time will be available for the job.
2. Candidates will be notified if they will be interviewed in mid-September. Interviews will be conducted by phone in late September, with an appointment expected in early October. It is

anticipated that the Editor-designate will begin transition with the current Editor-in-Chief in mid-October, and will assume duties as Editor-in-Chief on January 1, 2018.

3. Interested candidates should address all application materials, questions and correspondence to:

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