



Editor-in-Chief of PROCEED

CEE register of evidence synthesis titles and protocols

About PROCEED

PROCEED is a global database of prospectively registered evidence reviews and syntheses in the environmental sector. It provides an open access resource of titles and protocols of environmental evidence reviews/syntheses. Authors can register and upload their titles and protocols using appropriate templates. The database is open-access and free to all. For more information visit: <https://www.proceedevidence.info>.

Position Summary

The Editor-in-Chief (EIC) of PROCEED sets the editorial strategy in consultation with the Board of Handling Editors and Officers of CEE and is responsible for implementing the editorial policies. The EIC serves as a chief ambassador for PROCEED and CEE through personal outreach to the evidence synthesis community.

Responsibilities

The EIC is expected to possess a core expertise in environmental evidence synthesis and, as such, will drive the editorial strategy and development of the service. The EIC will be responsible for cultivating and overseeing the performance of a diverse and global Board of Handling Editors.

The EIC will serve as final decision maker on acceptance or rejection of protocols. In collaboration with the CEE Board and its Committees, the EIC will regularly revisit and update PROCEED aims and scope as needed to uphold and further enhance the service, its relevance, online usage, and impact. The EIC will be committed to equity and inclusion in all aspects of the publications process and is responsible for:

- Attracting submissions from authors representing the diversity of the global environmental management community
- Upholding the standards for protocol acceptance
- Setting standards for rejections
- Maintaining oversight of the review process
- Maintaining the integrity and confidentiality of each author's work while that work is under review

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The main tasks associated with this post are:

- Corresponding with authors and editors, regarding review and/or manuscript decisions
- Handling incidences of disagreement or complaint, while keeping the CEE informed, as appropriate
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes
- Delivering adequate inventory of high-quality protocols as agreed with the CEE Board
- Liaising with our partners at the Julius Kuhn Institute to make changes and improvements to the PROCEED website.

Additional Duties

To hold an annual Publications Strategy and Editorial Board Meeting.

Report annually to the CEE Board regarding the performance of the service and its editorial board. The EIC serves as an ex-officio member of the CEE Board and is expected to work in a collaborative manner with the Board and Officers of CEE.

Qualifications and Required Skills

The CEE seeks a creative, dynamic EIC to lead the development of PROCEED as a service to the evidence synthesis community globally. The EIC must possess the energy and vision to sustain and further develop the service as a leader in environmental evidence synthesis.

The new EIC will:

- Be an active researcher and recognized expert in the field of environmental evidence synthesis or closely allied field.
- Have a background that reflects high standards in research and publication
- Be in a position to attract respected experts to serve on the PROCEED Editorial Board
- Possess editorial experience with a scholarly journal or similar service
- Be fair and trustworthy, while possessing the ability to make difficult decisions
- Have a willingness to explore the use of social media and technology tools as a means of enhancing service usage and author interest
- Demonstrate leadership, organizational and communication skills, with a focus on service and positive author experiences.
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes.

The CEE expects that the EIC will perform the editorial obligations in a manner consistent with the highest standards of professionalism, competence, integrity, and ethics, and not engage in any conduct that may bring harm or disrepute upon PROCEED or CEE.

Term and remuneration

The Editor-in-Chief will serve an initial 1-year term, assuming full responsibility as EIC. At the discretion of the CEE Board, the EIC's contract may be renewed. Remuneration is the form of an annual honorarium.

How to Apply

The CEE encourages individuals with diverse and global backgrounds to apply for this position.

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Interested parties should submit the following materials to the CEE's Search Committee:

- A current curriculum vitae
- A letter of interest that summarizes the candidate's qualifications, including relevant editorial experience; candidates will be assessed on their track record in academic publishing, leadership experience, overall strength of their CV, specific knowledge of evidence synthesis, their connectivity to the evidence synthesis community and their available time commitment
- A vision statement (up to 1 page) describing the applicant's goals for PROCEED

Application materials should be sent to admin@environmentalevidence.org no later than July 15th 2021.

All application materials will be kept confidential. The CEE will acknowledge receipt of applications.

Informal enquiries about the position may be sent in confidence to the CEE Chief Executive via admin@environmentalevidence.org