C301.01 Editor-in-Chief of the Crop Science Society of America

A. **Status:** Officer of the Society

B. **Composition and Tenure:** The Editor-in-Chief is appointed to a three-year term of office January 1 through December 31. The Editor-in-Chief is eligible for a second three-year term, but not a third term without an intervening three-year period. The position is appointed by the Society's President upon confirmation by its Board of Directors. Interested members may nominate themselves or be nominated. The individual must maintain membership in the Society during their term as Editor-in-Chief.

C. **Functions:**

1. The Editor-in-Chief is expected to provide visionary leadership for the Society’s publications and the scholarly communication of its members as well as implementing the editorial policies established by the Society’s Board of Directors.

2. The Editor-in-Chief should be well-versed in or eager to learn about current trends in scholarly communication and excited about opportunities to innovate to ensure the sustainability of our publications while growing the profile and impact of our membership’s science products.

3. Is responsible for coordinating the publications of the Society and implementing editorial policies established by the Society’s Board of Directors.

4. To participate and engage in discussions between the ACSESS Publications leadership and publishing partners.

5. To collaborate with ACSESS Director of Publications in identifying and prioritizing innovations with potential to increase visibility and use of publications and educational materials.

6. To advise the ACSESS CEO and Executive Committee(s) on emerging issues and opportunities in scholarly communication.

7. To act as an advisor to the staff of CSA News magazine, propose development of focus issues, member profiles, story ideas, etc. and provide subject matter expert guidance. The Editor-in-Chief will represent their individual branches of science, and work in conjunction with the other Society Editors-in-Chief on development of major publishing initiatives with support from staff.

8. As an ex-officio member of the Board of Directors without a vote, the Editor-in-Chief is responsible for advising the President, Executive Committee, and Board of Directors on all publications including those that are cosponsored by other Societies. The Editor-in-Chief is a nonvoting member of the Board of Directors. At meetings of the Board of Directors, the Editor-in-Chief recommends any editorial policy changes requiring Board action and advises the Board on editorial and publication actions of the three societies. The Editor-in-Chief serves as a member of all Editorial Boards and publication committees and advises the President, Executive Committee, and Board of Directors on publication matters originating from these committees or elsewhere inside or outside of the Society.
9. The Editor-in-Chief may be called upon to handle special problems through an appeals dispute process and perform other editorial duties requested by the executive committee or the Board of Directors.

10. The Editor-in-Chief makes recommendations to their respective Presidents concerning the appointment or reappointment of journal Editors when their terms are about to expire or when vacancies occur for other reasons. The Editor-in-Chief, on behalf of the President and after consulting with the journal Editor, appoints Technical Editors. New Technical Editor positions may not be created without the approval of the sponsoring Society’s Board of Directors.

11. The Editor-in-Chief serves on the Editorial Policy Coordination Committee of the three societies. This committee consists of the Editor-in-Chief of the three societies, the Editors of each journal, and the Chair of the Book & Multimedia Publishing Committee. This committee is concerned with implementing appropriate policies that cover publications of all three societies.

12. The Editor-in-Chief serves as the Chair of the Editorial Affairs, Policies, and Practices Committee, Chair of the society Outstanding Paper Committee, and serves on the Book & Multimedia Publishing Committee.

13. The Editor-in-Chief serves on their Society’s Communications Committee and the Outstanding Paper Award Committees.

D. Procedure: The procedure to select the CSSA Editor-in-Chief is as follows.

1. Approximately one year prior to the end of his/her appointed term (January/February), the current CSSA Editor-in-Chief updates the Editor-in-Chief position description and submits it to the CSSA Executive Committee for review.

2. The Executive Committee, in consultation with the Editor-in-Chief and the CEO, approve the new position description and publish a position search announcement in CSA News (March/April).

3. Applications, consisting of a cover letter/message, a complete CV including previous editorial experience and a vision statement are requested to be sent to the CSSA President via email.

4. The President forwards the applications to a review committee consisting of the Executive Committee, current Editor-in-Chief, CEO, Publications Director and one current editor of an CSSA Journal who is not an applicant.

5. The committee reviews the applications using the process they feel most appropriate for that specific circumstance, arrives at a consensus agreement on the appropriate candidate and makes a recommendation to the CSSA Board of Directors.

6. The CSSA Board approves or rejects that recommendation, ideally at the May board meeting, allowing an appointment to be made by July 1.