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EDITORIAL BOARD POSITION DESCRIPTIONS

Executive Roles

Editor(s)-in-Chief

The Editor(s)-in-Chief manage day-to-day operations of the journal, overseeing the associate and senior editors and ensuring the issue is released on time. EIC(s) will provide overarching guidance and synthesize comments from senior and associate editors, but will not generally be responsible for line edits.

Responsibilities

- Recruit editorial board, including associate and senior editors
- Ensure smooth transition of leadership and promote professional development opportunities
- Review all articles for accuracy as well as potential libel or slander, providing suggestions if needed
- Manage article selection process during Reading Weekend
- Oversee editing process by providing feedback to editors about their comments to authors, conducting final edits, and approving final layout and content
- Convene board to discuss plans for the publication and events
- Develop budget proposals and provide other information as requested by Ford School or U of M administration
- Lead generation of ideas for improving the journal's impact and appeal
- Represent the publication at social functions

Managing & Special Issue Editor

The Managing and Special Issue Editor is responsible for managing and overseeing both general and special issue journal submissions.

Responsibilities

- Lead executive board's selection of special issue journal topic(s)
- Manage call for submissions with Directors of Communications and Digital Media
- Track (noting name, institution, program, submission category, etc.) and respond to journal submissions
- Anonymize submissions for review/Reading Weekend and assign conditionally accepted articles
- Work with EICs to provide feedback to senior and associate editors and conduct final edits
- Support budget development and funding processes
- Represent the publication at social functions

Director of Communications

The Director of Communications is responsible for developing, sending, and managing internal and external communications.

Responsibilities

- Develop and send emails about the call for submissions, events, publication announcements, professional development opportunities (including workshops, conferences, trainings, etc.), and other news
- Maintain contact lists
- Work with Managing and Special Issues Editor to monitor and send internal communications on submissions
- Work with other board members to plan and review blog posts
- Work the EICs and Director of Digital Media to build MJPA's brand and media presence

Director of Digital Media

The Director of Digital Media is responsible for development, production, and monitoring of MJPA's WordPress site/blog, social media pages, and outreach products.

Responsibilities

- Manage web content by developing announcements and updating policies/instructions
- Manage Facebook presence by posting regular updates and engaging with followers and relevant accounts
- Monitor website for any technical issues; work with Ford School communications and IT staff to make changes and improvements
- Create event graphics, flyers, signage, and other outreach products and manage MJPA's visual brand
- Work with other board members to develop and publish blog posts

Editorial Roles

Senior Editors (SEs)

- Review submissions and help select articles for publication
- Communicate directly with authors throughout editing process
- Work with AEs and EICs to ensure timeliness and quality of editing
- Ensure articles are formatted in accordance with MJPA guidelines to prepare for online publication
- Collaborate with MJPA staff to promote and enhance journal content
- Attend occasional workshops and events

Associate Editors (AEs)

- Review submissions and help select articles for publication
- Work with SEs to check facts and edit articles
- Format articles in accordance with MJPA guidelines to prepare for online publication
- Collaborate with MJPA staff to promote and enhance journal content
- Attend occasional workshops and events

Application Process

Apply for the 2017-18 board [here](#) by 3/7/2017!