

Requests for Qualifications – Editor-in-Chief (or co-Editor) and Associate Editor

The Board of Directors of the *Journal of Interior Design (JID)* invites applications for the roles of Editor-in-Chief (or co-Editor) and/or Associate Editor.

The Board may appoint one Associate Editor and one Editor-in-Chief or two co-Editors.

Joan Dickinson will end her term as EIC in April 2024. Nam-Kyu Park recently ended her Associate Editor role with the Editorial Team.

Published on behalf of the Interior Design Educators Council by SAGE, the *Journal* is a quarterly, peer-reviewed publication overseen by an Editorial Team, the Publisher (SAGE), and the Board of Reviewers. The *Journal's* Board of Directors is responsible for strategy and business oversight.

Because the *Journal* publishes a wide range of interiors-focused scholarship, the Editorial Team requires expertise and familiarity with humanities, social science, and creative or visual-based scholarship.

The Board is interested in proposals from individuals who are qualified to provide editorial support for any or all types of scholarship.

Proposals will be accepted from individuals or paired proposals for co-Editor roles.

One appointee's term will begin in May 2023 (through April 30, 2026) and the other appointee's term will begin May 01, 2024 (through April 30, 2027).

The appointees will work with the current editor-in-chief (Joan I. Dickinson) and associate editor (Lynn Chalmers) to ensure a smooth transition.

Procedures for Submitting Qualifications

A complete and concise application will contain information relating to the individual's experience and qualifications.

- Letter of application outlining qualifications, vision for the *Journal*, and interest in interiors-focused scholarship, methodologies, and theories
- Curriculum vitae
- Letter(s) of support from the individual's institution, detailing how the institution will support the applicant in the role

All questions and applications should be sent electronically to Bryan D. Orthel (Chair, *JID* Board of Directors) at bdorthel@indiana.edu. Review of applications will begin no later than April 30, 2023 and continue until the positions are filled. A confirming email will verify receipt of materials. Candidates may be contacted for interviews.

SUMMARY OF EXPECTATIONS AND RESPONSIBILITIES

EDITOR(S)

The *JID* BoD will appoint one or more Editors. Co-editors shall be appointed to staggered terms of service.

The Editorial Team (Editor-in-Chief or Co-Editors) of the *Journal of Interior Design* promote the advancement of interior design knowledge. The Editor(s) ensure the *Journal* directly supports the mission and strategic direction of IDEC and the *JID* Board. The Editorial Team assumes primary responsibility for the content quality and timely production of the *Journal*. Together with the Associated Editor(s), the Editors implement editorial policies to support a thorough and high-quality peer review process in the evaluation of manuscripts. Further, the Editors oversee the editing and production process to maintain the highest standards of publishing in a fair, equitable, and timely process. For each issue of the *Journal*, the Editorial Team solicits an essay on topics of importance to the field of interior design. The Editors serve as a face and a voice for the *Journal* to outside entities and stakeholders and act as a voice for its editors, authors, volunteers, and readers. The Editors assemble and present formal bi-annual reports on submission rates and other relevant information to the *JID* BoD. At the annual IDEC conference, the Editorial Team assumes responsibility for coordinating workshops sponsored by the *Journal* and in maintaining an active presence in conference events with key stakeholder groups.

Appointment and Term of Service

Required Qualifications:

- Be a member in good standing of IDEC
- Record of sustained participation in IDEC
- Ph.D. in Interior Design or closely related field
 - The Editorial Team must include a Ph.D. holder . Anyone appointed as a Co-Editor must have completed a terminal degree (Ph.D., MFA, or similar).
- Strong record of applicable scholarship and demonstrated contributions to the body of knowledge through publication and/or creative scholarship
- Publication record in the *JID* and other peer-reviewed publications
- Evidence of strong written, verbal, and organizational skills
- Evidence of academic leadership, professional integrity, and impartiality
- Demonstrated collegiality and collaboration in a variety of settings
- Demonstrated mentoring for emerging interior design scholars
- Evidence of ability to utilize current and emerging technologies

Desirable Qualifications:

- Leadership roles in IDEC
- Ability to engage in high accuracy, multi-task management
- Comfort with time-sensitive tasks and budgetary constraints
- Ability to secure institutional support from their home institution

Appointment: Appointed by the *JID* Board of Directors with ratification by the IDEC BoD

Term: 3 years (may be appointed for a second term)

Stipend: An annual stipend may be provided to the Editorial Team as detailed in the letter of appointment.

Responsibilities and Duties

- Directs *the Journal of Interior Design's* content, review process, and production in keeping with the highest ethical standards (see COPE guidelines, <https://publicationethics.org/guidance/Guidelines>).
- Curates *JID's* direction in keeping with the *JID* and IDEC mission and strategic plans
 - Advances the mission of the *Journal* in collaboration with the Chair of the *JID* Board of Directors
 - Attends all *JID* Board meetings, conference calls, and planned activities
 - Prepares and presents *JID* data on content and production to the *JID* board bi-annually
 - Reports to the *JID* Board regarding any matter(s) pertaining to the responsibilities of the Editors
 - Supports the promotion of the *JID* to external constituencies
 - Supports the planning and execution of *JID*-sponsored activities
 - Ensures that all *JID* materials are archived by IDEC
- Provides editorial leadership for the content and review process of the *Journal*
 - Identifies domain-specific and timely topics and invitation of authors for the *Perspective*
 - Prepares "From the Editor" communications
 - Manages the solicitation, credential review, appointment, training, and performance review of Board of Reviewers and Ad Hoc Reviewers
 - Matches expertise and assignment of Reviewers for submitted articles
 - Tracks reviewer terms and coordinates service certificates
 - Trains new Editors, Associate, and Guest Editors
 - Supervises and allocates the duties of the Associate and Guest Editors and editorial assistants
 - Directs the peer review process in coordination with Associate and Guest Editors
 - Mentors new authors and solicitation of submissions for peer review
 - Evaluates reviews and prepares Editorial decision letters for authors
 - Reviews final submissions to assure that authors have adequately addressed reviewers' recommendations
 - Helps develop ad hoc pools of reviewers when needed for Special Issues
- Provides editorial leadership for the production and publication of the *Journal*
 - Supervises communications, troubleshooting and fielding of routine questions from Publisher representatives, authors, and reviewers
 - Manages the Publisher's electronic platform for the *Journal*, including a log of titles, authors, and reviewers of all submitted articles
 - Coordinates and directs production activities including copy editing, graphic design, printing, and review of proofs as appropriate for paper and electronic issues
 - Coordinates with Publisher representatives to assure quality standards
 - Responds to requests related to indexing, copyright, and referencing of *JID*

- Maintains a current production flow chart for *JID*
- Develops and maintains the production schedule

ASSOCIATE EDITOR(S)

The *JID* BoD will appoint one or more Associate Editors. Associate Editors shall be appointed to staggered terms of service.

The Associate Editor(s) works closely with the Editor(s) on duties as assigned. An Associate Editor reviews and prepares decision letters for submittals assigned to them by the Editor(s). The position requires an individual who has a working knowledge of interior design scholarship in all its forms and is committed to the successful implementation of the Mission and Aims & Scope of the *Journal of Interior Design*.

Appointment and Term of Service

Preferred Qualifications:

- Be a member in good standing of IDEC
- Terminal degree in Interior Design or closely related field (i.e., Ph.D., MFA, or similar)
- Record of applicable scholarship and demonstrated contributions to the body of knowledge through refereed publications
- Record of publication in the *JID* and other scholarly journals
- Record of participation in IDEC
- Evidence of strong organizational skills with attention to detail
- Evidence of ability to collaborate from a distance
- Demonstrated ability to work independently and complete assigned duties in a timely manner
- Ability to respond in a timely and professional manner to multiple parties with differing concerns and needs
- Demonstration of collegiality and collaboration in a variety of settings
- Demonstration of mentoring emerging interior design scholars
- Evidence of ability to utilize current and emerging technologies

Appointment: Appointed by the *JID* Board of Directors with ratification by the IDEC BoD.

Term: Three years with option of renewable terms.

Stipend: An annual stipend may be provided to the Associate Editors as detailed in the letter of appointment.

Responsibilities and Duties

- Directs the *Journal of Interior Design*'s content, review process, and production in keeping with the highest ethical standards (see COPE guidelines, <https://publicationethics.org/guidance/Guidelines>).

- Provides support to the *JID* **direction** in keeping with the *JID* and IDEC mission and strategic plans
 - Advances the mission of the *Journal* in collaboration with the Chair of the *JID* Board of Directors
 - Participates in *JID* Board meetings, conference calls, and planned activities
 - Supports the promotion of the *JID* to external constituencies
 - Contributes the planning and execution of *JID*-sponsored activities
- Provides support to the Editor(s) with regard to the **submission and review process** of the Journal
 - Trains new Associate/Guest Editors
 - Directs the peer review process in coordination with the Editor(s)/Guest Editors
 - Mentors new authors and solicitation of submissions for peer review
 - Evaluates reviews and prepares Editorial decision letters for authors
 - Reviews final submissions to assure that authors have adequately addressed reviewers' recommendations
- Contributes to the **production and publication** of the Journal as requested by the Editor(s)
 - Supports production activities as requested by the Editor(s)
 - Supervises the problem-solving and fielding of routine questions from Publisher representatives, authors, and reviewers