



Associate Editor Vacancy: *Policy Reviews in Higher Education*

The Society for Research into Higher Education (SRHE) is seeking to recruit a new **Associate Editor** from 1 July 2024.

Policy Reviews in Higher Education is an international journal published on behalf of the SRHE by Taylor & Francis Group. It opens space for publishing in-depth accounts of significant areas of policy development affecting higher education and other forms of post-secondary/tertiary education internationally. Authors from a range of disciplinary backgrounds are encouraged to analyse higher education from fresh perspectives and with implications for policy development/implementation, including drawing on concepts and theories from other academic fields.

The journal is at an exciting point in its development as it prepares its eighth volume with plans for expansion. It has recently received its first CiteScore from Scopus (6.0), placing it in the first quartile and within the top 10% of journals in education research.

Editorial advances have created the opportunity for an **Associate Editor** to join the Editorial team. Interested candidates should possess a range of subject expertise, an interest in policy, and have an appreciation of different research approaches. Knowledge of a variety of different higher education systems globally and prior editorial experience would be significant advantages.

The Society encourages applications from all qualified candidates and is committed to increasing our engagement with underrepresented groups and regions – applicants with research knowledge/expertise of regions in the global south are particularly encouraged to apply.

A professional services fee will be paid for the editorial services provided, in light of the time commitment involved.

For further background and an overview of the journal see <https://www.tandfonline.com/journals/rprh20> and further details on the SRHE are available from www.srhe.ac.uk

How to apply

Please send a summary CV (maximum 2 sides of A4 per individual not including references and publication record) and a cover letter addressing the requirements in the job description and giving a short rationale supporting the reasons for your interest in this position to the Society CEO, Dr Clare Loughlin-Chow at clare.loughlin-chow@srhe.ac.uk. References and a publication record can be included in an Appendix to the above CV. **Applications must be received by 0900 on 15 April 2024.** We anticipate scheduling interviews in the week commencing 29 April 2024.

If you would like to have an informal discussion about this position and find out more about the role and the support available, please contact the journal's editor, Professor Ellen Hazelkorn via ellen.hazelkorn@TUDublin.ie

Associate Editor Job Description

Manuscript Management

Assisting the Co-editors in encouraging and soliciting high-quality submissions to *Policy Reviews in Higher Education* by:

- Identifying emerging areas of policy concern and referring the best work in those areas to the Journal;
- Recommending topics, guest editors and authors for special issues;
- Providing an initial screening of paper proposals;
- Engaging in peer review where appropriate, and ensuring that submissions are reviewed by qualified experts, or by an early career researcher under supervision;
- Ensuring that the peer review process is conducted impartially and ethically, and follow the Committee on Publishing Ethics (COPE) guidelines should any potential issues arise;
- Communicating promptly in a clear, appropriate, and timely manner with authors;

General

- Attending relevant conferences (either remotely or in person) to source ideas for journal content and represent and promote the journal among colleagues;
- Being an ambassador for the journal at engagement events, conferences, within networks, on social media, etc.;
- Keeping in regular communication with the editorial team regarding copy flow and other relevant matters;
- Participating in Editorial Board discussions via email or online meetings
- Supporting the Journal's commitment to diversity, equity and inclusion, which must be reflected in the peer review process, published works and conduct of the editorial team and Editorial Board

Strategy

- Collaborating with the Co-editors, SRHE, and the Publisher in the strategic development of the journal, including plans for article growth;
- Ensuring that the journal fulfils its aims and remains useful and relevant to its users by following trends in the subject area;
- Assisting the Co-editors, SRHE, and the Publisher in promoting the journal by promoting the journal wherever possible through contacts and conferences attended.