



Journal Vacancies: Studies in Higher Education

The Society for Research into Higher Education (SRHE) is seeking to recruit a new **Associate Editor** and two **Special Issues Editors** from 1st Jan 2025

Studies in Higher Education is a leading international journal published on behalf of the SRHE by Taylor & Francis Group. It has a global readership and expects authors to make their work interesting, relevant and intelligible to that readership.

The **Associate Editor** should have significant prior editorial experience, possess a range of subject expertise, understand different research approaches and have a strong methodological background. Knowledge of a number of different higher education systems globally would be an advantage. The **Special Issues Editors** will possess similar experience and qualities to the Associate Editor and will assume editorial responsibility for the Journal's two special issues published annually (in April and October).

A fee will be paid for the editorial services provided, given the substantial time commitment involved. For further background and an overview of the journal see <https://www.tandfonline.com/journals/cshe20> and further details on the SRHE are available from www.srhe.ac.uk

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.

How to apply

Please send a summary CV (maximum 2 sides of A4 per individual not including references and publication record) and a covering letter giving a short rationale supporting the reasons for your interest in this position to the Society CEO/Director, 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.

Applicants may express an interest in more than one of the above positions and should indicate this in the covering letter. If you would like to have an informal discussion about these positions and find out more about the roles and the support available, please contact the journal's senior editor, Professor Maria Slowey via maria.slowey@dcu.ie

The closing date for expressions of interest in this position is 8 October 2024.
On-line interviews will be scheduled in the week commencing 28 October 2024.

Associate Editor Job Description

Manuscript Management

Assisting the Editor-in-Chief and Senior Editor in encouraging and soliciting high-quality submissions to *Studies in Higher Education* by:

- Undertaking a secondary screening of paper proposals as part of the Journal's two-stage review process;
- Identifying and securing qualified expert reviewers;
- From time to time, engaging early career researchers as reviewers under expert supervision;
- Managing the review process in terms of communicating reviews to authors, and subsequent communications where revisions may be required to the point of a manuscript being accepted (or not) for publication;
- Ensuring that the peer review process is conducted impartially and ethically, and follow the Committee on Publishing Ethics (COPE) guidelines;
- Communicating promptly in a clear, appropriate, and timely manner with authors and reviewers;
- identifying emerging areas of research and referring the best work in those areas to the journal;
- recommending topics, guest editors, and authors for special issues.

General

- Attending relevant conferences (either remotely or in person) to source ideas for journal content and represent and promote the journal among colleagues;
- Acting as 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 Editor-in-Chief and Senior Editor, 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 Editor-in-Chief and Senior Editor, SRHE, and the Publisher in promoting the journal by promoting the journal wherever possible through contacts and conferences attended.

Special Issues Editor Job Description

Manuscript Management

Assisting the Editor-in-Chief and Senior Editor in encouraging and soliciting high-quality submissions to two special issues of *Studies in Higher Education* published annually in April and October by:

- Recommending topics, guest editors, and authors for special issues;
- Assessing proposals for special issues and communicating with guest editors;
- Undertaking a secondary screening of paper proposals (following that of the guest editor) as part of the Journal's two-stage review process;
- Identifying and securing qualified expert reviewers;
- Managing the review process in conjunction with the guest editors, in terms of communicating reviews to authors, and subsequent communications where revisions may be required to the point of a manuscript being accepted (or not) for publication;
- Ensuring that the peer review process is conducted impartially and ethically, and follow the Committee on Publishing Ethics (COPE) guidelines;
- Communicating promptly in a clear, appropriate, and timely manner with guest editors, authors and reviewers;

General

Duties as for the Associate Editor position above.

Strategy

Duties as for the Associate Editor position above.