



## Job Description: **Journal Editor**

April 10, 2024

The Tire Society  
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### **Who:**

- Tire Society member
  - Ideally, a recognized technical expert in one or more fields of tire science and technology
- Appointed by: President, with concurrence of Executive Committee
- Voting member of Executive Committee
- Reports to: President
- Length of Term: 2 or more years

### **Mission:**

Advance the Society and add member value by producing a compelling Journal. Recruit high-quality papers for publication. Streamline the review process, maintaining a high standard of excellence. Ensure sufficient papers are available to support continued publication. Keep the Journal relevant and improve its impact.

### **Constitutional Responsibilities:**

- Voting member of the Executive Committee.
- The President shall appoint the Editor with concurrence of the Executive Committee.
  - The Editor shall serve at the mutual agreement of the President and Editor.
  - The Executive Committee may remove the Editor "for cause."
- The Editor shall supervise the publications of the Society, as described in Bylaw Article VI.

### **Duties of Officer: Bylaws Article VI, Sections 2-3**

- Responsible to the Executive Committee for carrying out the publication policy of the Society.
- Appoints assisting, contributing, and publishing editors.
- Papers presented at a meeting of the Society shall be deemed as submitted to Tire Science and Technology for publication and will require a release by the Editor to be published elsewhere.

### **Specific Responsibilities:**

- Direct peer review of submitted papers.
  - Assign papers to Associate Editors for review.
  - Ensure that reviews are completed within one year of submission.
  - Maintain a high standard of excellence in published papers.
- Act as final arbiter in deciding whether to publish each paper.
  - Communicate decisions to authors.
  - Assist authors in understanding issues identified by peer review.
- Submit papers to production to meet the production plan for four journals each year.
- Recruit and support Associate Editors.
  - Lead periodic Associate Editor meetings, ensuring reviews are proceeding in a timely fashion and seeking solutions to roadblocks.
  - Encourage Associate Editors to actively recruit authors.
- Attend and participate at Executive Committee meetings.
  - Report journal status quarterly (articles in backlog, status of reviews, other issues).