Position Announcement

Call for Nominations

Editor-in-Chief
The Biological Bulletin

Term of Appointment: 5 years (renewable)

The Editor-in-Chief is responsible for the overall editorial direction of *The Biological Bulletin*. The Editor-in-Chief appoints Associate Editors and members of the Editorial Board, decides which manuscripts are published, mediates editorial disputes, and sets policy for the journal.

The Editor-in-Chief is an independent contractor who consults with the Editorial Board of *The Biological Bulletin* and the Publisher, the University of Chicago Press Journals Division, on any changes to the editorial direction or policies of the journal. The Editor-in-Chief may work from his or her home institution, but is expected to consult with the members of the Editorial Board and the Publisher as needed.

Position requirements.
The successful candidate will meet the following requirements:

- A broad understanding of biology, and a manifest interest in its diversity and comparative and integrative aspects
- A track-record of publishing in peer-reviewed journals
- Experience reviewing papers for scientific journals
- Proven skill as a substantive editor
- Ability to make tough decisions and willingness to work with other editors to reach a decision on difficult papers
- Demonstrated experience with the editorial process (e.g., serving as an Editor or an Associate Editor for a journal similar to *The Biological Bulletin*)
- The willingness and ability to commit the time required to fulfill the duties outlined here

Job description.
The Editor's ongoing activities include

1. assigning submitted papers to the appropriate Associate Editor
2. reading reviews and manuscripts to ensure fairness and technical accuracy
3. writing editorial decision letters based on the reviews
4. fielding telephone and e-mail queries on a daily basis from authors deciding whether to submit their work to *The Biological Bulletin*, authors who are unhappy about an editorial decision, and Associate Editors requesting guidance on such matters as the identity, availability, and number of reviewers, and editorial decisions and disputes
5. communicating regularly (by telephone or email) with the Managing Editor and other editorial staff members to plan future issues, including annual symposium issues, to arrange the table of contents, to develop the issue cover, and to discuss organizational issues
6. selecting cover photos and writing associated legends
7. informing editorial staff of noteworthy articles for the media
8. as the deadline for each issue approaches, deciding which manuscripts will be published

Nomination packets must include the following:
- Letter of intent
- Current CV
- Vision Statement for the journal

The Search Committee will begin to consider nominations on September 1, 2016. Nominations will be accepted until the position is filled. The timing for the beginning of the position is negotiable, but preferably no later than the beginning of 2017.

Send nominations (including self-nominations) to Louis Burnett, Chair of Editor Search Committee
BurnettL@cofc.edu