

## Editorial Team Position Descriptions

The JUTLP Editorial Team includes:

- **Editor-in-Chief.** Provides strategic, intellectual, and ethical leadership for the Journal. Holds ultimate editorial authority, oversees governance and policy, and conducts initial screening of all manuscript submissions.
- **Deputy Editor.** Supports the Editor-in-Chief in operational governance, policy implementation, and coordination of the Senior Editor team. Ensures consistency of editorial processes and procedural completeness.
- **Senior Editors (Sections).** Lead a defined Editorial Section of the Journal. Hold primary decision authority for manuscripts within their Section, oversee peer-review quality, and supervise Associate Editors (Section).
- **Senior Editor (Special Issues).** Oversees the quality assurance, progression, and pipeline development of Special Issues. Provides guidance to Guest Editor teams and ensures alignment with Journal standards and priorities.
- **Senior Editor (Book Reviews and Commentaries).** Leads the commissioning, quality assurance, and publication of Book Reviews and Commentaries, ensuring alignment with the Journal’s scholarly positioning and intellectual priorities.
- **Associate Editors (Section).** Manage assigned manuscripts through peer review, provide decision recommendations to the Section Senior Editor, and support quality assurance and reviewer development (typically up to four per Section).
- **Associate Editor (Social Media).** Leads the Journal’s online communications and promotion strategy, managing digital engagement across platforms.

The Journal comprises six Sections, of which there are one Senior Editor for, and typically four Associate Editors: Curriculum and Assessment, Academic Development, Educational Leadership and Management, Educational Psychology, Educational Technology, and Student Experience. This document provides position descriptions for all roles outside of the Editor-in-Chief role, which is handled in an alternate recruitment process. Below, are hyperlinks to take the reader to the page with each role’s position description.

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## **Position Description – Editor-in-Chief**

### **Essential Criteria**

- Internationally recognised publication record in higher education teaching and learning
- Demonstrated leadership in the scholarship of teaching and learning
- Significant prior editorial experience
- Deep understanding of peer-review systems and research integrity standards
- Strong academic network within higher education
- Demonstrated strategic leadership capability
- Excellent written and oral communication skills

### **Key Responsibilities**

#### *Strategic and intellectual leadership*

- Define and communicate the strategic direction and scholarly positioning
- Ensure the Journal maintains high standards of quality, integrity, and academic relevance
- Shape long-term development priorities, including indexing, reputation, and community impact
- Represent the Journal in academic, professional, and public forums

#### *Editorial authority*

- Hold final authority over all editorial decisions and Journal policy
- Appoint and oversee Senior Editors, Associate Editors, and other editorial roles
- Resolve escalated or complex editorial and ethical matters
- Ensure consistency of editorial standards across Sections and Special Issues

#### *Governance*

- Lead the Senior Editor team
- Approve Journal policy
- Ensure compliance with ethical, publishing, and indexing standards
- Maintain oversight of Editorials, Special Issues, Book Reviews, and Commentaries

#### *Reputation*

- Cultivate relationships with leading scholars, reviewers, and institutions
- Promote the Journal's visibility, credibility, and academic standing
- Support initiatives that strengthen the Journal's impact and community engagement

### **Role Specifics**

- Appointment. The Editor-in-Chief is appointed for a period of five (5) years, with the opportunity for reappointment after that time.
- Reporting. Reports to Journal Management Board and OAPA President
- Workload. Around eight hours per week.

## **Position Description – Deputy Editor**

### **Essential Criteria**

- Established publication record in higher education teaching and learning
- Prior editorial leadership experience (e.g., Senior Editor, Guest Editor, Editorial Board leadership)
- Strong knowledge of peer-review processes and research integrity standards
- Demonstrated organisational and governance capability
- Excellent written and oral communication skills

### **Key Responsibilities**

The Deputy Editor supports the Editor-in-Chief in the governance, coordination, and operational integrity of the Journal. The role strengthens editorial consistency, policy implementation, and internal coordination across the Senior Editor team. The Deputy Editor does not replace Section Senior Editors and does not override Section decision authority, except where delegated by the Editor-in-Chief.

#### *Editorial governance and coordination*

- Support implementation and periodic review of Journal policies and procedures
- Coordinate Senior Editor meetings, including agenda development and actions
- Monitor consistency of editorial decision standards across Sections and Special Issues
- Provide procedural guidance to Senior Editors on complex or escalated cases
- Act as Editor-in-Chief delegate when required

#### *Operational leadership*

- Coordinate appointment processes, position descriptions, and letters of offer for editorial roles
- Oversee internal documentation and governance records
- Support implementation of annual awards and recognition processes
- Assist in managing general operational or technical matters as required

#### *Manuscript handling*

- Manage a small number of discretionary manuscripts annually to maintain active engagement in peer-review processes

### **Role Specifics**

- Appointment. The Deputy Editor is appointed for a period of four (4) years, with the opportunity for reappointment after that time.
- Reporting. Reports to the Editor in Chief.
- Workload. Around three to four hours per week.

## **Position Description – Senior Editor (Section)**

### **Essential Criteria**

- Expertise in the research and scholarship of university teaching and learning
- Established publication record in leading higher education teaching and learning journals (e.g., Top 20 higher education Google Scholar journals).
- Extensive experience in peer review of higher education manuscripts
- Strong knowledge of qualitative and quantitative educational research methodologies
- Excellent written and oral communication skills
- High-level organisational capability and attention to detail
- Prior experience in academic editing or publishing

### **Key Responsibilities**

The Senior Editor leads a Section Editorial Team and holds primary responsibility for editorial decision-making within the Section, including to:

- Oversee the quality, fairness, timeliness, thoroughness, and civility of the peer-review process
- Ensure manuscripts progress efficiently from submission to final decision
- Make final publication decisions for manuscripts within the Section, in accordance with Journal policy
- Convene and chair monthly Section Team meetings
- Mentor and supervise Associate Editors
- Communicate editorial decisions and feedback clearly and professionally to authors
- Oversee progression of accepted manuscripts through copy-editing and formatting to publication readiness

The Section is expected to contribute approximately four accepted publications per Associate Editor annually, subject to maintenance of Journal quality standards.

### **Contribute to the management of the Journal:**

- Attend monthly Senior Editor meetings
- Contribute to continuous improvement of Journal processes, policies, and standards
- Manage ethical and research integrity issues within the Section, escalating to the Editor-in-Chief when required
- Uphold and enhance the reputation and scholarly standing of the Journal
- Develop and maintain relationships with recognised SoTL scholars aligned to the Section to strengthen submission quality and reviewer networks

### **Role Specifics**

- Appointment. Senior Editors are appointed for a period of three (3) years, with the opportunity for reappointment after that time.
- Reporting. Reports to the Editor in Chief with Associate Editor direct reports.

## **Position Description – Senior Editor (Special Issues)**

### **Essential Criteria**

- Established national or international network within higher education
- Demonstrated expertise in the scholarship of teaching and learning and higher education research
- Strong publication record in higher education journals
- Extensive experience in peer review of higher education manuscripts
- Knowledge of qualitative and quantitative educational research methodologies
- Excellent written and oral communication skills
- High-level organisational capability and attention to detail
- Prior experience leading or contributing to Special Issues or conference proceedings

### **Key Responsibilities**

The Senior Editor (Special Issues) holds primary responsibility for quality assurance and progression of all Special Issues.

- Oversee the quality, fairness, timeliness, thoroughness, and civility of peer review within Special Issues
- Ensure Special Issue manuscripts progress efficiently from submission to final decision
- Convene regular meetings with Guest Editor teams to monitor progress and provide guidance
- Coordinate the management of manuscripts involving conflicts of interest
- Oversee progression of accepted manuscripts through copy-editing and formatting to publication readiness
- Confirm final readiness of each Special Issue prior to publication

### *Lead pipeline development of Special Issues*

- Develop communication channels for appointing new Special Issues
- Endorse Special Issue proposals for Editor in Chief review
- Endorse Guest Editorials of Impact and Commentaries for Editor in Chief review

### *Contribute to the management of the Journal*

- Attend monthly Senior Editor meetings
- Contribute to continuous improvement of Journal processes and standards
- Manage ethical and research integrity matters within Special Issues, escalating to the Editor-in-Chief when required
- Uphold and enhance the reputation and scholarly standing of the Journal

### **Role Specifics**

- Appointment. Senior Editors are appointed for a period of three (3) years, with the opportunity for reappointment after that time.
- Reporting. Reports to the Editor in Chief and is accountable for Guest Editors.
- Workload. Around two to three hours per week.

## **Position Description – Senior Editor (Book Reviews and Commentaries)**

### **Essential Criteria**

- Established publication record in higher education teaching and learning
- Demonstrated expertise in the scholarship of teaching and learning
- Strong academic network within higher education
- Experience in peer review and editorial processes
- Excellent written and oral communication skills
- High-level organisational capability

### **Key Responsibilities**

#### *Commissioning and development*

- Commission four Book Reviews and four Commentaries per year, aligned with Journal priorities
- Identify emerging themes, influential texts, and leading scholars appropriate for contribution
- Develop and maintain relationships with prospective contributors
- Ensure commissioned pieces align with the intellectual positioning and standards of the Journal

#### *Editorial oversight and quality assurance*

- Oversee peer review or editorial review processes as appropriate
- Provide substantive editorial guidance to contributors where required
- Ensure all manuscripts meet Journal quality, integrity, and style standards
- Confirm publication readiness prior to final issue release

#### *Contribute to the management of the Journal*

- Attend monthly Senior Editor meetings
- Contribute to continuous improvement of Journal processes and standards
- Manage ethical and research integrity matters, escalating to the Editor-in-Chief when required
- Uphold and enhance the reputation and scholarly standing of the Journal

### **Role Specifics**

- Appointment. Senior Editors are appointed for a period of three (3) years, with the opportunity for reappointment after that time.
- Reporting. Reports to the Editor in Chief.
- Workload. Around two to three hours per week.

## **Position Description – Associate Editor (Section)**

### **Essential Criteria**

The essential criteria for selection:

- Demonstrated publication record in teaching and learning practice in higher education
- Experience in peer review of academic journal articles
- Knowledge of qualitative and quantitative educational research methodologies
- Strong written and oral communication skills
- Highly organised, reliable, and responsive

### **Key Responsibilities**

The Associate Editor supports the Section Senior Editor by managing assigned manuscripts through peer review.

- Attend monthly Section Editorial meetings
- Conduct the Pre Review Checklist assessment of assigned manuscripts prior to peer review, and communicate necessary changes to authors
- Identify and invite appropriate peer reviewers
- Oversee the peer-review process to ensure quality, timeliness, fairness, and civility
- Liaise professionally with authors and reviewers throughout the review process
- Prepare clear and constructive decision recommendations and major revision letters
- Ensure author compliance with Journal style and submission requirements
- Provide recommendations to the Section Senior Editor for final acceptance and rejection editorial decisions.

The Associate Editor is expected to manage approximately four manuscripts per year through to publication, subject to submission volume and quality standards.

### **Role**

- Appointment. Associate Editors are appointed for a period of three (3) years, with the opportunity for reappointment after that time.
- Reporting. Reports to the Section Senior Editor.
- Workload. Around two hours per week.
- Probation. Associate Editors will remain on probation until completion of the OAPA Foundations of Academic Journal Editing course.

## **Position Description – Associate Editor (Social Media)**

### **Essential Criteria**

The essential criteria for selection:

- Demonstrated publication record in teaching and learning practice in higher education
- Strong written and oral communication skills
- High-level organisational capability and reliability
- Knowledge of higher education research and scholarship
- Demonstrated experience managing professional social media accounts

### **Key Responsibilities**

The Associate Editor (Social Media) leads the Journal's online communications strategy and promotion activities.

- Coordinate promotion of published articles, calls for papers, Special Issues, and editorial announcements via LinkedIn
- Develop and maintain a consistent and professional online presence for the Journal
- Liaise with Section Senior Editors and authors to promote high-quality publications
- Represent the Journal in appropriate online academic and professional forums
- Attend monthly Section Editorial meetings as required
- Communicate key information about promotion to the OAPA Membership Committee

### **Length of Role**

- Appointment. Associate Editors are appointed for a period of three (3) years, with the opportunity for reappointment after that time.
- Reporting. Reports to the Editor in Chief but will usually join a Section and report to that Senior Editor.
- Workload. Around two hours per week.