



## POSITION DESCRIPTION

<b>Position title</b>	<b>Manager, Peer Review</b>	
<b>General description</b>	<b>Supervise 6 staff in managing the peer review process and strategy for 15 journals, serving as key contact with submissions system vendor. Support authors, editors and reviewers in the peer review process from manuscript submission through decision, providing the first line quality experience of APS Publications to its most important stakeholders. Ensure that Editors' offices are trained on the system and are kept apprised of new procedures. Work with colleagues downstream to align common objectives, such as robust metadata.</b>	
<b>Reports to (title)</b>	<b>Director, Publications</b>	
<b>Department</b>	<b>Publications/Peer Review</b>	
<b>Completed by</b>	<b>Hay Group</b>	<b>Date: 09/06/2017</b>

### Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	<b>Peer Review and Publication</b>	55%
	Administer electronic peer review process and system for each of 15 journals	
	Respond to queries from authors, reviewers, and editors regarding the process and provide back up to direct reports	
	Administer APS Peer Review and APS Tech Support email accounts	
	Aid authors in getting their manuscripts into the electronic system	
	Train Editors and their editorial assistants in use of peer review system	
	Attend new Editor meetings to present peer review process	
	Supervise/publish the AiPS (early view) version of articles	
	Prepare portions of quarterly submissions report and annual Publications Report and other reports as requested by supervisor	
2	<b>Management</b>	30%
	Supervise 6 peer review coordinators (5 FTEs 1 P/T remote)	
	Assignment of work to staff	
	Train staff on electronic system and updates	
	Support colleagues downstream	
	Understand ethics and editorial policies and effectively enforce policy changes	
	Stay up-to-date on technology and make strategic recommendations to improve workflow for the benefit of key stakeholders	
3	<b>Department Operations</b>	15%
	Report to Director of Publications and Publications Committee on department operations	
	Participate in meetings with scientific editors, editorial boards, and Publications Committee, annual meeting, travel as requested by supervisor	
	Participate in national and regional meetings with industry experts for discussions regarding industry trends, new concepts, and ideas	
	Perform other duties as assigned by supervisor and Executive Director in support of the organization's goals and needs.	



Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Peer Review Coordinator(s)	6		x

<b>Guidelines</b>	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Operational Guide Publications Committee guidelines
	Indicate the work that requires you to apply the greatest amount of judgment.	Motivating staff to continue to learn new skills and to work together Strategic recommendations for new workflows and tools

<b>Knowledge &amp; Skills</b>	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency
	<input type="checkbox"/>	High school	Knowledge of peer review process	C
	X	Prof/technical	Supervisory experience	C
	<input type="checkbox"/>	College courses	Knowledge /electronic tracking/web-based systems	B
	X	Bachelor's degree	Knowledge of XML	B
	<input type="checkbox"/>	Master's degree	Writing and Communications skills	C
	<input type="checkbox"/>	Other	Problem Solving	C

<b>Decisions</b>	Give two or three examples of decisions you make or actions you may take without prior approval.	Allocation of overtime and workload Some system configuration changes Range of quality control decisions for submissions
	Give two or three examples of decisions you refer to a higher authority.	Departmental budget Early salary increase for employee Major system configuration changes

<b>Challenges</b>	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Supporting authors, editors, reviewers with various levels of technical expertise and motivating them to follow instruction. Monitoring and supervising Editor's staff who are not accountable to me in their use of the peer review system and helping them with various other questions.
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	Keeping existing staff trained in the latest technology



	Position	Department/Organization	Purpose
APS Internal and External Relationships	Director of Publications	APS Publications	Direct supervisor
	Peer Review Coordinators	APS Publications	Direct reports
	Editorial and Production Manager	APS Publications	Monitor workflow from Peer Review Dept to Editorial Dept.; discuss new/existing procedures
	Art Department	APS Publications	Monitor workflow from Peer Review Dept to Art Dept.; discuss new/existing procedures
	Administrative Assistant	APS Publications	Provide information
	Business Office	APS	Resolve problems and questions regarding payments
	Marketing Department	APS	Update and develop marketing materials , work the exhibit booth at conferences on occasion
	Electronic system Vendors	EJ Press; HighWire	Monitor development of electronic web-based system; identify and resolve problems; provide/suggest solutions
	Authors		Provide information on manuscript status; identify possible problems; provide electronic help and information
	Editors. reviewers	Volunteers	Support with technical issues, resolve problems, fix mistakes.
	Other external vendors		Liaise with new vendors as necessary.

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> <li>Occasionally requires lifting materials of approximately 20 lbs.</li> <li>Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>Dayshift hours primarily</li> <li>Travel and other work related assignments on weekends is possible.</li> </ul>