

## **Pennsylvania Teacher Educator Journal (*PAC-TE Journal*)**

### **Associate Editor Position**

**2023**

PAC-TE is seeking applicants for one Associate Editor position for the *Pennsylvania Teacher Educator* journal. The position description, qualifications and application process are provided below.

#### **Position Description**

The Associate Editors of the *Pennsylvania Teacher Educator* are responsible for assisting the co-editors (Jason Hilton and Tom Conway) and managing editor (Jim Preston) in the process of reviewing, selecting, and editing manuscripts for publication in each volume of the Journal (two issues per year). The journal co-editors assume overall responsibility for the quality of each issue of the journal.

Specific responsibilities of the associate editors include:

- A. Reviewing five or more submitted manuscripts between February and May for the fall issue and five or more submitted manuscripts between September and December for the spring issue and submitting the completed reviews to the editors;
- B. Submitting timely responses to email requests from the editors concerning the final decision of acceptance;
- C. Working with authors of accepted manuscripts to assist where needed in making recommended changes to improve the quality of each manuscript;
- D. Engaging in other tasks related to the Journal operation as requested by the co-editors and managing editor.

#### **Minimum Required Qualifications**

- 1. PAC-TE member (individual or institutional);
- 2. Experience as a successful manuscript reviewer for the *PA Teacher Educator*;
- 3. Demonstrated excellent organizational skills;
- 4. Experience functioning effectively as a member of a collaborative team.

#### **Terms of Service**

Associate Editors of the Journal serve three academic-year terms with the possibility of reappointment for one additional three-year term. Associate Editors must maintain PAC-TE membership (either individual or as an institutional representative) throughout the entire term of service. Associate Editors

who are unable to perform the duties of the Associate Editor position in a satisfactory manner may be removed from the position before completing the full three-year term.

### **Application Process**

Interested applicants are asked to submit the following materials:

- 1) A letter of application that addresses their experience in terms of the required qualifications;
- 2) An up-to-date vitae or resume;
- 3) A letter of support from a colleague that specifically addresses the required qualifications including demonstrated organizational skills and experience functioning as a member of collaborative teams.

Submit application materials by May 15, 2023 to: Joel Geary, Executive Director, Pennsylvania Association of Colleges and Teacher Educators.

Send via email to [pacte.exec@gmail.com](mailto:pacte.exec@gmail.com)