



## JOB DESCRIPTION

### EDITOR-ELECT AND EDITOR, *RELIGIOUS EDUCATION*

**EDITOR-ELECT** (serving July 2014-December 2015, assuming editorship in January 2016) working under supervision of current editor of *RELIGIOUS EDUCATION*

**Focus:**

- Learning the practices and procedures of editing *RELIGIOUS EDUCATION*
- Serving as primary book review editor

**Eligibility**

1. Must be a member of REA
2. Must have deep knowledge of the journal *RELIGIOUS EDUCATION*
3. Must attend two REA Board of Directors meetings each year, in spring (Feb-Mar) and November

**Responsibilities July 2014 – December 2014**

1. Working with current editor to learn review process and planning process
2. Meeting with editor on occasion
3. Traveling with editor to meet colleagues at Taylor and Francis.

The contract with Taylor and Francis concludes at the end of 2014. The Editor-Elect will work with the Editor during the last quarter of 2014 to re-negotiate our contract with the publisher, Taylor and Francis.

4. Working with editor and editorial review board, including being present at annual meeting of REA.

**Responsibilities January 2015-December 2015**

1. Continuing above duties
  - a. Overseeing review process of essays to be published beginning with the January/February issue of 2015 (Volume 111)
  - b. Planning issues for 2016 and beyond
2. Other duties as assigned

**EDITOR Responsibilities beginning January 2016**

1. Plan five issues of *RELIGIOUS EDUCATION* each year (January/February, March/April, May/June, July/September, October/December), total of 600 published pages per year.
2. Plan content for issues.

3. Work with REA presidents on publications (a forum) preparing for each REA conference.
4. Work with REA committee on issue following each REA conference (at present a selection of 5-6 articles and presidential essay).
5. Work with editorial board on setting policies, procedures and plans for RELIGIOUS EDUCATION.
6. Attend Spring Board meeting (late February or early March) and Annual Board meeting (Thursday pm – Friday am) prior to REA/APRRE meeting.
7. Work with officers, executive secretary, and REA board members on role of RELIGIOUS EDUCATION in REA, including working with executive secretary on contract with publisher.
8. Work with publisher (Taylor and Francis) on production policies, copyediting, and publication.
9. Oversee selection of articles, book reviews, forum essays, and other articles, e.g. memorials.
  - Receive submitted essays, correspond with writers, select peer reviewers and oversee review process (usually a double blind process), make decisions based on peer reviews, correspond with author (acceptance, denial, possible review, editing), oversee reception of revised essays and submission and copyright forms. Schedule essay for publication. Work with Taylor and Francis in copyediting and publication of essay.
  - Solicit and plan forums – plan forums, receive and review submissions. Schedule for publication. Work with Taylor and Francis in copyediting and publication.
  - Work with book review editor on review of key resources in the field. Receive reviews and submission and copyright forms. Schedule for publication. Work with Taylor and Francis on copyediting and publication.
  - Hire and supervise book review editor and corresponding editors (officially one for Europe, and developing ones for Asia and Latin America).
10. Other duties as requested. The Editor of *Religious Education* is responsible to the Board of Directors of REA and works most closely with the Steering Committee. The Editor is appointed to a three-year renewable term, the initial term to begin January 1, 2016. Stipend for Editor-Elect is \$300 per month through March 31, 2015, and then increased to \$800 per month. Stipend for Editor is \$800 per month (\$9600 annually).