



## **Request for Expressions of Interest: CEEA-ACÉG Editor in Chief Position**

The Canadian Engineering Education Association (CEEAA) – Association Canadienne de l'éducation en génie (ACÉG) is seeking expressions of interest for individuals to act in the role of Editor in Chief.

### **Context :**

CEEAA-ACÉG is a membership-driven organization, created by those interested in all aspects of engineering education and working toward a common national goal to highlight and direct engineering education.

Members consist primarily of engineering educators, students, educational institutions and companies/organizations having an active interest in supporting the objectives of the CEEAA-ACÉG.

CEEAA-ACÉG organizes a yearly conference where members present their research through paper presentations, workshops, posters and other means.

Since 2010, all conferences produce open-access proceedings that contain all peer reviewed papers to make engineering education research and Scholarship of Teaching and Learning (SoTL) content available to all.

Since 2023, CEEAA-ACÉG has been active in moving towards SCOPUS indexing for conference proceedings.

### **Role of Editor in Chief:**

The new position of Editor in Chief is responsible to develop and oversee a structured paper publication process. They are expected to use existing tools and staff support to efficiently gather, evaluate, verify, compile and publish submitted papers in a conference proceedings format. In addition, they will work with various committees (including Conference Committee, Marketing and Communications, and each conference's local organizing committee) to assist the entire paper publication process, beginning with the Call for Papers and extended to publication of the proceedings.

The process requires continuous improvement to increase efficiency and quality of the produced proceedings. Engaging in a process to get approval to be indexed in the SCOPUS registry is a short-term objective that will be managed by the Editor in Chief with support of the CEEAA-ACÉG Board.

The expected responsibilities of the Editor in Chief include:

- Prepare and implement the registration to the SCOPUS indexing process
- Assist in drafting the annual Call for Papers, including instructions for authors
- Review and recommend changes (if appropriate) to the paper style guide

- Update and maintain author instructions and templates for abstracts and papers
- Update and maintain instructions for reviewers, including abstract and paper review rubrics
- Coordinate with the Conference Committee, Marketing and Communications Committee, and each local conference organizing committee to establish the process and dates for paper submission, review, and publication
- Advise the local organizing committee, Conference Committee, and administrative staff on the abstract and paper review process
- Prepare and implement a quality control system for papers (including ensuring they adhere to standards required for publication in the proceedings)
- Oversee administrative staff in the annual process of preparing and publishing the proceedings
- Identify ways to improve the efficiency of the paper writing, reviewing, and publishing process for all involved
- Review and update the right to publish documents
- Review and update the copyright and creative commons conditions
- Ensure consistency of the paper process from year to year while adapting to local conference committee constraints

**Conditions:**

The position is supported by an honorarium of up to a maximum of \$5000 per year, contingent on duties, responsibilities, and experience. Expressions of interest presenting a different scope of activities for the editor in chief position are welcome and will be considered.

The applicant is expected to attend the annual CEEA-ACÉG conference (typically three days in the middle to end of June), and to be active in overseeing the process to publish the proceedings in the weeks that follow. In addition, they can expect roughly one meeting per month with various committees from September to June.

CEEA-ACÉG membership dues and conference registrations will be paid by CEEA-ACÉG during the duration of the position. The position length is for 1 year, renewable for an additional 3 years (maximum of 4 years duration).

Competencies to achieve the responsibilities of the Editor in Chief must be demonstrated at application.

**Application:**

Send an expression of interest and questions to [administrator@ceea-aceg.ca](mailto:administrator@ceea-aceg.ca).

Your expression of interest should contain at least the following, at minimum:

- Your name, contact information, and current role
- A statement about your background and qualifications related to the Editor in Chief position (including related past experience and any relevant education or training)
- A statement of your past and current involvement with CEEA-ACÉG, including past conference attendance and if you have published any papers as an author/co-author
- Any modifications to the list of responsibilities or overall position (including identifying any commensurate reduction in the \$5000 honorarium), if applicable
- Your fluency in writing in both English and French

Your complete expression of interest is due to [administrator@ceea-aceg.ca](mailto:administrator@ceea-aceg.ca) no later than 11:59 pm EDT, May 15th, 2024.

Decisions will be communicated June 1, 2024, with the expectation that the successful applicant will be able to assist on the proceedings for the 2024 conference.