Job Description for the Editor-in-Chief of the *Journal of Adolescent Health*

The editor-in-chief of the *Journal of Adolescent Health* (JAH) is the public face of the journal. The editor-in-chief puts their reputation and name to the journal, they steer the strategic direction of the journal and they oversee the journal’s peer-review process.

The editor-in-chief position requires approximately a 50% time commitment. Administrative responsibilities include receiving all manuscripts, overseeing assignments for review and editorial decisions, monitoring recommendations from associate editors regarding disposition of manuscripts, and transmitting accepted manuscripts to the publisher. All manuscripts and reviews are handled electronically. The editor-in-chief has the ultimate responsibility of making a final decision on whether to accept or reject an article for publication in the journal. The editor-in-chief is expected to work closely with the associate editors in managing the journal organization and the peer-review process. The editor-in-chief will serve as a non-voting member of the Board of Directors and will be expected to submit a bi-annual report.

The term for the new editor will begin June 2019. As of June 2019, the editor-in-chief-elect will assume the editor-in-chief position and work with the outgoing editor-in-chief for a flexible period of time (up to one year) to ensure a smooth transition.

The editor-in-chief of JAH shall be appointed by the president with concurrence of the Board of Directors for a five-year term and may be re-appointed to two additional consecutive terms of office.