



Call for Director/ Editor of the Hilltop Review 2017-2018

Overview

The Hilltop Review journal is a peer review interdisciplinary journal of graduate students at Western Michigan University. The Director/Editor of Hilltop Review journal have responsibilities toward the authors who provide the content of the journal, the peer reviewers who comment on the suitability of manuscripts for publication, the journal's readers, the owners/publishers of the journal, and the public. The position is flexible and may require additional time during the final stages of publication process. The Editor will have autonomy to structure their time to work on Fall and Spring publications.

Duties of the Director/ Editor

1. To manage Editorial Board and make final decisions on all manuscripts
2. To provide guidelines to authors for preparation and submission of manuscripts
3. To provide a clear statement of the Journal's policies on authorship criteria
4. To establish and define policies on conflicts of interest for *all* involved in the publication process, including reviewers
5. To protect the confidentiality of every author's work
6. To establish a system for effective and rapid peer review
7. To make editorial decisions with reasonable speed and communicate them in a clear and constructive manner
8. To establish a procedure for reconsidering editorial decisions
9. To describe, implement, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process.
10. To Inform authors of solicited manuscripts that the submission will be evaluated according to the journal's standard procedures or outline the decision-making process if it differs from those procedures
11. To clearly communicate all other editorial policies and standards
12. To inform reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication

13. To provide reviewers with written, explicit instructions on the journal's expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work
14. To Perform other Executive Board duties, such as attending E- Board meetings and general body meetings of the GSA once per month.

Requirements

1. Must be a current graduate student at Western Michigan University.
2. Must have completed at least six (6) graduate level credits at Western and be enrolled for Fall 2017 and Spring 2018.
3. Must be in good academic standing.
4. Must be available to work a minimum of ten (10) hours a week.

Application Process

Interested individuals may submit the following documents to the GSA President Damon Chambers.

All application documents must be submitted via email in one PDF file to gsa@wmich.edu.

Application deadline: May 12, 2017 by 5 pm (Incomplete applications will not be considered):

- Letter of Interest
- CV/ Resume
- Program of study signed by advisor
- One letter of recommendation from your assigned advisor or Dissertation Chair.
- Ideas and plans for the Journal

Additional Information

- The skills required in performance of the role of Director/ Editor and experience in prior leadership roles will be given greater weight in determining the selected candidate.
- The Director/Editor reports to the GSA President and the Vice-President.
- **Stipend: \$8,000.00 per year. \$4,000 Fall; \$4,000 Spring. Stipend will be paid according to the University pay periods during fall and spring semesters.**
- On campus employment is limited to twenty-five (25) hours a week for domestic students and to twenty (20) hours for international students. Please refer to University policies regarding work on campus.
- **This position requires a one (1) year term commitment: July 1, 2017 – June 30, 2018**