

## Description of Consultant Services

<b>CONSULTANTS' TITLE:</b>	<b>Co-Editor-in-Chief The Canadian Veterinary Journal</b>
<b>ORGANIZATION:</b>	<b>Canadian Veterinary Medical Association (CVMA)</b>
<b>CLASSIFICATION:</b>	<b>Part-Time (20 hours/week)</b>

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### **1. STATEMENT OF MAJOR RESPONSIBILITIES**

The Co-Editors-in-Chief (CEC) of *The Canadian Veterinary Journal (The CVJ)* will primarily be responsible for the editorial content of *The CVJ*. The editorial content is guided by the mandate /role of *The CVJ*, as approved by CVMA Council.

In partnership with the Manager, Journals, the CEC also contributes to the operational oversight, strategic direction, and ongoing evolution of *The CVJ* in response to the changing needs of the membership and the evolving scholarly publishing landscape.

#### **Editorial Content**

The CEC will assume joint responsibility for the peer-review process for Scientific Articles in *The CVJ*, including the solicitation and/or receipt of Review Articles, Case Reports, and Brief Communications solely and also in collaboration with members of *The CVJ* Editorial Team.

The CEC will also jointly be responsible for solicitation of non-reviewed articles such as special reports, commentaries and regular feature columns (such as Veterinary Practice Management, Cross-Canada Disease Reports, Veterinary Medical Ethics, etc.). The CEC may delegate a part of this responsibility to assistant editors, associate editors, or coordinators. The CEC will also be responsible for writing or soliciting a combined 6 editorials per year.

The CEC will be responsible for the final editing of all articles and correspondence in *The CVJ*, to ensure consistency in style and policy.

The CEC will solicit articles and cultivate contacts internal and external to the veterinary profession.

## **2. KNOWLEDGE**

The CEC will hold a doctoral or professional degree in veterinary medicine, animal health, biomedical sciences, or a related field, along with relevant post-graduate training. The CEC will also have a scientific publication record (including peer-reviewed articles). At least one serving Co-Editor-in-Chief must be a member in good standing of the CVMA.

The CEC will have excellent communications and interpersonal skills. Computer literacy to enable tracking of manuscripts and document organization is also required. Familiarity with AI tools used in the publication process is considered an asset. French is considered an asset for the position.

The CEC will have a knowledge of major issues and trends occurring in the veterinary profession.

The CEC will play the important role of gatekeeper of science and, in so doing, prevent scientific misconduct, such as fraud, or abuse of publication in *The CVJ*.

## **3. JUDGEMENT**

The CEC will ensure a balanced editorial content among peer-reviewed articles (scientific, reviews, brief communications), non-reviewed articles and general interest articles, in line with the wishes of the CVMA Council and Editorial Committee.

The CEC will manage acceptance of articles effectively, balancing quality and importance of topics with publication capacity, as determined by the Manager, Journals.

The CEC will demonstrate a high degree of sensitivity on animal welfare issues and the interaction between humans and animals.

The CEC will possess an ability to interact productively with members of *The CVJ* Editorial Board and with authors and contributors to *The CVJ*. The CEC will also have problem-solving and conflict-resolution skills, along with the ability to make decisions.

The CEC will prevent any real or potential for conflict-of-interest situations between editorial responsibilities and other personal commitments, subject to the review of the CVMA Council and Editorial Committee.

#### **4. ACCOUNTABILITY**

The CEC will be accountable to the Chair of the Editorial Committee of the CVMA on the primary responsibility of the editorial content of *The CVJ*.

The CEC will be accountable to the Chief Executive Officer (CEO) of the CVMA on the secondary responsibility of overall management of *The CVJ*.

The performance appraisal of the CEC will be a joint responsibility between the Chair of the Editorial Committee and the CEO of the CVMA.

#### **5. CONTACTS**

The CEC will develop and maintain broad contacts in the veterinary profession in order to generate diversified articles in *The CVJ*.

The CEC will sit as members of the CVMA Editorial Committee and the Editorial Board of *The CVJ*. They will maintain positive connections with the CEO of the CVMA; the Manager, Journals; and the Advertising Consultant.

The CEC will also develop and ensure productive connections with the readership of *The CVJ*.

#### **To Apply**

**Interested candidates should submit their interest with a resume, cover letter, and two references to [kgray@cvma-acmv.org](mailto:kgray@cvma-acmv.org).**