



Urology Practice[®] (UP) Editor Job Description

I. SUMMARY:

Urology Practice[®] Editor reports to the AUA Board of Directors. The Editor is responsible for leading the peer-reviewed journal and making recommendations to improve the dissemination of this growing journal that is focused on clinical trends, challenges, and practice applications in four areas – business, health policy, the specialty, and patient care. The overarching objective of this position is to maintain the highly regarded editorial integrity of the journal while implementing publishing innovations that grow *Urology Practice*[®], its Impact Factor, and its readership. The Editor oversees an editorial board, including an Associate Editor, and several Section Editors, on matters of editorial policy and recommends nominees for all editorial appointments to the journal. Compensated position.

Term. The Editor is a compensated position appointed by the AUA Board of Directors for a three-year term (renewable once).

II. MAJOR RESPONSIBILITIES

- A. Leadership.** The Editor will demonstrate the ability to partner with a strong editorial board team and the highly skilled AUA editorial office. The Editor is expected to be a well-respected contributor to the urology research community with past leadership experience in the AUA and/or similar medical associations/societies. The Editor should have a solid understanding of scholarly publishing, including past service on an editorial board and extensive authorship in the urology research field.
- B. Readership.** The Editor will offer a comprehensive understanding of urology and knowledge of publishing and publishing innovations to provide timely, high-impact journal content to the AUA's membership and the urology research community. The Editor will attract original scientific clinical and research manuscripts of the highest quality.
- C. Editorial Board Governance, Editorial Policy Oversight and Direction of Content of the Journal.** The Editor will oversee and advise the editorial board, as well as recommend members to serve on the board based on areas of expertise and experience and conduct regularly scheduled meetings with senior board members, the entire board, and Publications Department staff. The Editor will clearly define and publicize the topics and types of articles considered for publication and oversee acceptance, rejection and resubmissions. The Editor will establish, publish and enforce criteria for authorship and contributorship and require authors to identify the organizations that provided support for the research and describe the role played by these organizations in the study and analysis of the results (authors should have full access to all results of their studies). The Editor will establish policies regarding format and length of manuscripts, numbers of figures and tables allowed, etc. and update Information for Authors on a continuous basis to include journal policies for authorship and manuscript submission, description of journal process for manuscript evaluation, information about the appeals process and detailed information about manuscript style. The Editor will communicate decisions to authors, which may involve providing explanations for the decision independent of the comments of the

reviewers that are to be sent to the authors, and establish a mechanism for which to deal with appeals of decisions.

- D. Peer Review Oversight and Administration.** The Editor must possess a thorough comprehension of the peer review process and maintain an ethical process for the evaluation (review) of manuscripts, which may involve review by the Editor(s), editorial board members, outside consultants, statisticians and/or consultants suggested by authors, and determine whether reviewers/authors should be blinded. The Editor will define the responsibilities of reviewers, identify qualified reviewers for particular manuscripts, ensure that reviewers complete their work in a timely fashion and find ways to reward reviewers (inform them of editorial decisions and send them copies of comments of other reviewers, publish names of reviewers in journal, institute reviewer reward system, etc.). The Editor will guide editors and reviewers, particularly those who are new, regarding how to evaluate the manuscript and how they should meet their dual responsibility of providing constructive comments for the author and advice to the Editor.
- E. Vision and Innovation.** The Editor should have a vision of what the content of the journal should include, based on the needs and interests of readers, the most promising areas of research in the field and the extent to which the journal should try to attract and publish this research. The Editor will conduct strategic planning meetings as appropriate and suggest innovations for the journal that will make it a best-in-class publication across the entire scholarly landscape. The editor will develop an editorial strategy that grows the Impact Factor.
- F. Collaboration.** The Editor will work collaboratively with the other AUA scholarly publication Editors (*Journal of Urology*, *JU Open Plus*) and the *AUANews* Editor to ensure that our collective portfolio of publications represents the Voice of Urology to the urology community. The Editor will work collaboratively to ensure a strong cascade system between journals and to ensure that the family of AUA journals is the home for all strong, compelling, high-quality research. In addition, the Editor will work collaboratively with the AUA Publications team to ensure consistent processes across all publications when applicable and to ensure the proper balance between author services, editorial support, and staff resources.

III. SPECIFICATIONS

A. Qualifications

1. Must be an AUA Active Member in good standing in the practice of urology at the time of assumption of the position.
2. Possess broad knowledge of specialty including experience/knowledge of working in academic and private practices with national and international reputation/contacts.
3. Previous publication experience and knowledge of current practices in the publishing industry. Previous editorial board-level experience with a scholarly publication is required.
4. Familiarity with Internet- and web-based manuscript submission and review process.

B. Behavior Traits/Skills

1. Adheres to the highest professional and ethical standards.
2. Demonstrates exceptional leadership qualities:
 - a. Personal attributes associated with leadership (credibility, integrity, judgment, ability to command respect, flexibility and adaptability, highly organized, decision-maker).
 - b. Energetic and creative self-starter who seeks novel approaches.
 - c. Utilizes long-term vision to evaluate short-term projects.
 - d. Communicates effectively by presenting information clearly and succinctly, framing

discussions while respecting the diverse opinions of others and compromising to help reach consensus.

- e. Outstanding diplomacy and superior negotiation skills.
- f. Must be highly responsive by email to AUA staff, editorial board, reviewers and authors.
- g. Willingness to be available on short notice to consult on issues of vital importance to urology that often require an immediate response.
- h. Ability to work in partnership with AUA staff members to advance the goals of the journal.

IV. KEY AUA CONTACT:

The main contact for the duration of the Editor's term is the Director of Publications/Executive Editor, Jennifer Regala (email: JRegala@auanet.org, phone: 410-689-3708).

***The Journal of Urology*[®] Editor Time Commitment**

Term

The incoming editor serves one year in training non-compensated (Jan–Dec 2021) prior to assuming the position of editor for a three-year term (Jan 2022–Dec 2024). The editor is eligible to be renewed for a second term (Jan 2025–Dec 2027).

Schedule

The Editor must devote sufficient time to be effective. The Editor is expected to fulfill commitments within agreed-upon deadlines including timely responses to frequent communications from AUA Publications Department or other AUA staff, other editorial board members and authors. Prompt communication and response to correspondence is critical. Email replies are generally expected within 24 to 48 hours.

The Editor responsibilities require an average of 15 hours per week that includes communications/calls/meetings with the assistant and associate editors, authors, staff, AUA Boards of Directors, participation and leadership in key research programs on-site and on-line, etc.

Travel Calendar

The Chair and Chair-elect travel approximately four to seven days away per year. Travel is required to the AUA Annual Meeting and to Peer Review Seminars if they occur.

***The Journal of Urology*[®] Editor Compliance**

The Editor must maintain and promote high ethical standards including good-faith committee decision making and avoiding actual or perceived conflicts with other activities, interests, and/or organizations with which they may be involved. This includes:

1. Compliance with AUA's Bylaws, Conflicts of Interest Policy, Code of Ethics and other applicable policies.
2. Maintaining confidentiality of private information of the organization, staff, clients and other committee members.
3. Agreeing to uphold AUA's tradition and strict policy of maintaining a professional and respectful environment by signing a civility statement.

Permitted Activities

The following activities are permitted provided they are appropriately disclosed and reviewed:

1. Current (as of commencement of Chair service) investments in Pharma stocks.
2. Institutional based or multi-center Pharma research.
3. Private ownership as an individual or part of a group in ancillary services.
4. Concurrent service as an officer or board member of an AUA Section, Subspecialty Society or Affiliated society (provided the Board has not deemed the relationship to be a substantial conflict to the AUA and the member has sufficient time to effectively serve on both).

Restricted Activities

AUA Conflicts of Interest Policy: Level 1 Compliance

The Editor is a COI Level 1 Board Consultant position and must adhere to [AUA's Principles, Policies and Procedures for Managing Conflicts of Interest](#) policy. Before the beginning of the Editor's compensated term, he or she must disclose and divest of relationships with pharmaceutical and device industries and remain divested for the duration of the term. These relationships include:

- Any governance role with a Pharma or Medical Device company.
- Any role as consultant or advisor to Pharma or Device company.
- Any role as paid lecturer or paid attendee at a Pharma or Device Company event.

AUA Committees/Councils Participation

The Editor is required to step down from service on AUA Councils/Committees at the beginning of his/her term.

AUA Awards

In an effort to reduce perceived conflicts, all physician consultants are excluded from consideration for an AUA Award during their term of service. This exclusion applies to awards nominations during the Editor-in-training year and Editor's term. The Editor will be eligible again to receive an award nomination once his or her term as a physician consultant has concluded.