Job Description – Editor-in-Chief, IEEE Sensors Journal

The Editor-in-Chief (EIC) of the IEEE Sensors Journal is nominated by the Vice-President for Nominations and elected the Executive Committee Members. The term of office is three years. The duties of the EIC include:

- Serving as Chair of the Journal's Editorial Board that includes the Past EIC, Senior Editors, and Associate Editors.

- Organizing and conducting meetings of the Editorial Board.

- Managing the day-to-day operations of the Journal, especially the peer-review process.

- Working with support staff to monitor and improve operations and the effectiveness of the Journal's editorial goals and policies.

- Preparing and delivering an annual report of the Journal's progress to the Sensor Council's Publication's Board and Administrative Committee.

- Representing the IEEE Sensors Council at the annual IEEE Panel of Editors meeting.

- Working with the Council's Publication Board to set policies and procedures for the efficient and ethical operation of the Journal.

- Nominating candidates for the Editorial Board to the Chair of the Council's Publication Board.

- Addressing problems that arise from time to time, such as resolving charges of plagiarism and helping keep Editorial Board members energized.

- Developing new initiatives to keep the Journal at the forefront of sensor technology.

- Making recommendations to the Council's Publications Board and Administrative Committee on future directions for the IEEE Sensors Journal.

- Leading the Sensors Council's response to the five-year TAB Periodicals Review (completing the required forms, gathering financial and review data, and reporting on the Journal's status and future directions).

- Collaborating with the Council's Publicity Chair to publicize special issues and to insure the proper level of worldwide publicity for the Journal (e.g., at important sensors technical conferences).

The Journal's EIC shall have the power to delegate specific responsibilities to other members of the Editorial Board.