



Job Description – Editors-in-Chief, of Journals Wholly Sponsored by IEEE Sensors Council

The Editors-in-Chief (EICs) of the journals wholly sponsored by IEEE Sensors Council are nominated by the Vice-President for Publications and elected by the Executive Committee Members. The term of office is three years. The duties of the EIC include:

- Serving as Chair of the specific Journal's Editorial Board that includes the Past EIC, Senior Editors, and Associate Editors.
- Organizing and conducting meetings of the specific journal's Editorial Board.
- Managing the day-to-day operations of the specific Journal especially the peer-review process.
- Working with support staff to monitor and improve operations and the effectiveness of the editorial goals and policies of the specific journal.
- Preparing and delivering an annual report of the specific 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 specific 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 specific journal at the forefront of sensor technology.
- Making recommendations to the Council's Publications Board and Administrative Committee on future directions for the specific journal sponsored wholly by IEEE Sensors Council.
- 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 specific 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 specific journal (e.g., at important sensors technical conferences).

The EICs shall have the power to delegate specific responsibilities to other members of the Editorial Board.