



Position Description

Editor/Co-Editor, Journal of Campus Activities Practice and Scholarship

The Journal for Campus Activities Practice and Scholarship is searching for volunteers to lead the journal. We are looking for folks interested in serving as Editor/Co-Editor. The leadership structure within JCAPS will be determined through applicants' interest and expertise. During the application process, you can indicate which position(s) interests you.

The Editor(s) provides leadership to the *Journal of Campus Activities Practice and Scholarship* (JCAPS). They manage the manuscript submission process for JCAPS, making final decisions on accepted manuscripts, with the help of Associate Editors. The Editor(s) also serves as a consistent liaison to the office staff of the National Association for Campus Activities (NACA), which sponsors JCAPS and provides support for JCAPS administrative processes.

The Editor/Co-Editor position is a substantial professional service commitment requiring the experience, judgment, and exemplary ethical practices of an experienced scholar in postsecondary education who possesses significant written communication and research skills, as well as the ability to translate scholarship to practice. The appointment as Editor/Co-Editor is five years and can be repeated.

About JCAPS

The purpose of the *Journal of Campus Activities Practice and Scholarship* (JCAPS) is to provide a forum for current discourse on issues pertinent to postsecondary education campus activities. The primary focus of JCAPS is translating scholarship to practice in campus activities, and to that end, each submission will be scrutinized for authors clearly addressing implications for practice, along with directions for further research.

As a national peer-reviewed journal, JCAPS intends not only to advance scholarship in campus activities, but to develop scholars and scholar-practitioners in campus activities. Student activities practice is specifically defined as work related to student organizations and the training, development and learning of the members and leaders, as well as student organization advising; programming (and issues related to programming such as risk, budgets, inclusion), programming boards, and the effects of programming on students and campuses; and issues of diversity, inclusion, and social justice across student activities practice.

JCAPS includes four separate sections, each intended in different ways to advance the field:

Empirical Research, consisting of original quantitative or qualitative research papers that include a review of relevant literature, a clear explanation of methodology that was conducted by the author, a review of all relevant research findings, and a discussion of the implications and recommendations from the author that stem from the research project.

Media Review, consisting of a review of a book, film, online resource, or similar content

relevant for professionals working and conducting research within the broad field of postsecondary campus activities. These submissions include: 1) A thorough description of the media being reviewed; 2) A description of the audience and purposes for which the media may be appropriate; 3) An evaluation of the strengths and shortcomings of the media, as well as the unique contributions made by the media being reviewed.

Scholarship-to-Practice Brief, which invites submissions that describe innovative practices within the field of postsecondary campus activities that are based on rigorous and related scholarship and past research. Submissions include: 1) A thorough description of the campus activities practice, including institutional context, intended outcomes, and other relevant details; 2) A thorough description of how relevant literature informs the described practice; 3) Recommendations for other campus activities scholars for broader adoption of the practice.

Focus on Emerging Scholars, intended for submissions from graduate students and emerging professionals with less than three years of full-time experience. We invite submissions related to the above three sections from this population of scholars within the field.

Responsibilities

The Editor role will have primary responsibility for all managing and publishing tasks listed below. The Co-Editor is structured as a dual role with another professional also serving as a Co-Editor to provide leadership to JCAPS. Within this structure, the **Managing Co-Editor** would have primary responsibility for managing manuscript reviewer recruitment, reviewer communications, and assignments to manuscripts submitted to the JCAPS. The **Publishing Co-Editor** is responsible for managing ultimate editorial decisions and author feedback on manuscripts submitted to the JCAPS.

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Editor/Managing Co-Editor responsibilities:

- Recruiting and helping to train new peer reviewers.
- Managing communications to the broader community of JCAPS manuscript reviewers.
- Ensuring that the reviewer community is up-to-date and active.
- Providing leadership for maintaining the efficiency and rigor of the masked review process for manuscripts submitted for consideration in JCAPS.

Editor/Publishing Co-Editor responsibilities:

- Providing an initial determination if a submitted manuscript should undergo a peer review process within JCAPS.
- Making ultimate manuscript dispensation decisions following a peer review process and communicating those decisions to the authors.
- Managing an annual publication and production schedule for JCAPS in collaboration with the Managing Co-Editor, Associate Editors and the NACA office staff, including for relevant Special Issues.

The Editor/Co-Editors are collectively responsible for:

- Maintaining a developmental process for authors and reviewers in providing feedback and support to authors.
- Maintaining a productive and collaborative working relationship with the NACA office staff team.
- Promoting the journal as an outlet for dissemination of research and scholarship on student affairs.

Required Qualifications:

- An earned Ph.D. or Ed.D. in a field related to postsecondary campus activities.
- Recognized expertise in the field and an established record of scholarship in the field of higher education and student affairs.
- Understanding of and commitment to the theory and practice tradition in student affairs, with particular emphasis on current issues germane to practice and scholarship in campus activities.
- Methodological and scholarly expertise to assure the publication of high-quality manuscripts.
- Managerial skills to oversee the editorial cycle and meet deadlines.

Preferred Qualifications:

- Experience with journal management software and web-based tools, and managing virtual teams.

Selection Process

Applications for the positions will be accepted and reviewed by current active JCAPS volunteers.