



Position Description

Associate Editor, Journal of Campus Activities Practice and Scholarship

The Journal of Student Activities Practice and Scholarship (JCAPS) Associate Editors report to the Editor. Associate Editors as a team are responsible for overseeing the review process for submitted manuscripts across the four sections within JCAPS: Empirical Research; Media Review; Scholarship-to-Practice Brief; and Focus on Emerging Scholars. Associate Editors serve 3-year terms, with an opportunity for re-appointment at the end of a term.

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 directly 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, including 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 management, budgets, inclusion), programming boards, and the effects of programming on students and the broader institution; and issues of diversity, inclusion, and social justice.

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.

Qualifications and Requirements

The Associate Editor position is a substantial professional service commitment requiring the experience and judgment 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. Moreover, the Associate Editor must have a developmental philosophy and experience in nurturing emerging scholars new to the peer-review process in ways that enhance their scholarly skills.

Required qualifications include:

- An earned Ph.D. or Ed.D. in a field related to postsecondary campus activities
- 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 an editorial cycle that meets deadlines and includes recruiting and selecting qualified peer reviewers, synthesizing individual reviews into a coherent message for authors.

Preferred qualifications include:

- Experience as reviewer and/or editor within scholarly peer review processes
- Knowledge of a broad array of research methods

Responsibilities

Associate Editors are responsible for:

- Serving on an editorial team, coordinated by the Editor, with additional Associate Editors.
- Receiving assigned submitted manuscripts from the Editor and assigning a team of reviewers to engage in a masked peer review.
- Maintaining a developmental process for authors and reviewers in providing feedback and support to authors.
- Synthesizing peer reviews and helping make dispensation decisions led by the Editor.
- Recruiting and helping to train new peer reviewers.

- Promoting the Journal as an outlet for dissemination of research and scholarship on student affairs.

Selection Process

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