

MedEdPORTAL: The Journal of Teaching and Learning Resources **Call for Deputy Editors**

Are you passionate about advancing medical education and committed to fostering innovation and excellence in scholarly publishing? *MedEdPORTAL* (MEP), the peer-reviewed, Medline-indexed, open-access journal of the Association of American Medical Colleges (AAMC), is seeking two deputy journal editors to support the strategic and operational success of our journal.

Apply today to become one of two deputy editors (DE) responsible for screening submissions, synthesizing reviewer and editor comments, and partnering with the editor-in-chief (EIC) on editorial decisions. The commitment is 2-4 hours/week for a 3-year term with the option for renewal.

To apply for this paid position, please submit a brief statement of interest, including your experience in scholarly publishing and with MEP, and your CV to mededportal@aamc.org by **February 15, 2025**.

Key Responsibilities

Each DE will work closely with the EIC and associate editors to help maintain the integrity and quality of MEP by engaging in the following key responsibilities:

- Evaluating manuscript submissions in a timely fashion, to determine whether a manuscript is within the journal's scope, meets journal standards, and is suitable for peer review and publication.
- Developing and executing editorial strategies that reflect MEP's mission and values.
- Assisting with the planning and production of special or thematic collections.
- Acting as an ambassador for the MEP, including representing MEP at meetings, as needed by the EIC.
- Participating in regular meetings with the EIC and journal staff and in the annual associate editor meetings.
- Acting as the EIC's proxy for submissions with an institutional or personal conflict of interest, or in the case that the EIC cannot fulfill the duties of the role.

Qualifications

We welcome candidates from diverse areas of expertise and are particularly interested in individuals with the following qualifications:

- Demonstrated experience in academic or professional publishing, particularly with editorial responsibilities such as overseeing manuscript reviews, coordinating with authors and reviewers, and ensuring high editorial standards.
- Familiarity with MEP, such as experience reviewing and authoring submissions for MEP and reading and implementing MEP publications.
- Outstanding written and verbal communication abilities to include the ability to provide constructive feedback to authors and collaborate effectively with editorial board members and stakeholders.
- Adept at managing multiple projects and deadlines simultaneously, ensuring timely publication of content without compromising quality.

- Proven ability to prioritize tasks and maintain a smooth workflow in fast-paced environments.
- Familiarity with peer review systems and publication management tools such as Editorial Manager, ScholarOne, or Open Journal Systems (OJS).
- Sufficient time and dedication to ensure the journal operates efficiently, including providing timely responses to submitting authors and handling day-to-day operations, such as reviewing submissions, addressing queries, and participating in editorial meetings.
- A track record of designing, implementing, or evaluating educational interventions, preferably within the context of medical education, health professions, or related fields.
- A commitment to fostering diversity, equity, and inclusion within academic publishing, ensuring diverse voices and perspectives are represented and valued.

About *MedEdPORTAL*

MedEdPORTAL is a Medline-indexed journal that promotes educational scholarship and dissemination of peer-reviewed teaching and learning resources in the health professions. Our mission is to advance health professions education and improve patient care through high-quality, evidence-based educational materials that are free and accessible worldwide. In 2025, *MedEdPORTAL* is celebrating its 20th anniversary.

MedEdPORTAL publishes teaching modules, simulations, standardized patient cases, assessment tools, faculty development materials, and other resources that promote excellence and equity in education.