

## **Position Description: *CTD* Editor/Editorial Team**

*Curriculum and Teaching Dialogue* is the journal of the American Association of Teaching and Curriculum (AATC). The journal seeks to recognize teaching and curriculum as fields of scholarly inquiry. The AATC leadership are seeking a non-compensated editor/editorial team beginning October 1, 2022. The term of service is three years and may be renewed.

The new editor/editorial team would collaborate at the annual meeting in October and then shadow the current editorial staff through the publication of the newest issue of *CTD* (Volume 25, to be published in October 2023) before taking over operations fully for Volume 26, to be published in October 2024. The *CTD* Editor and Associate Editor are non-voting members of the Executive Council.

The current editorial team currently includes an editor, associate editor, assistant editor, and a graduate assistant, supported by the editor's institution. Past editorial teams have included co-editors rather than a single editor. The editor may appoint an associate editor and assistant editor as they prefer, with approval from the Executive Council. We encourage interested members to consider possible editorial team configurations and submit materials for the entire team in one packet.

Responsibilities include:

- Work collaboratively with all members of editorial team.
- Recruit manuscripts and manuscript reviewers.
- Respond to queries from authors.
- Select manuscripts for publication and communicate with authors about necessary revisions.
- Manage all aspects of the production schedule, including editing and proof reading accepted manuscripts and shepherding them through to publication.
- Represent *CTD* and AATC at national and international conferences, such as AERA.
- Attend annual AATC conference and leadership meeting.

Interested individuals/editorial teams should submit the following items as PDFs to Crystal Howell, AATC President, at [chowell@randolphcollege.edu](mailto:chowell@randolphcollege.edu) by September 1, 2022.

1. Current vitae for editor/all editorial team members
2. A brief letter describing your/your team's previous editorial experiences and interest in the position