

Editors-in-Chief

Position Description

The Editor-in-Chief is a member of the Publications Board and chairs the Editorial Board for the publication they oversee.

Editor-in-Chief duties include the identification of associate editors to serve across the topical scope of the periodical journal, including special issue topics and guest editors; management of the day-to-day operations in Scholar One with the assistance of the Signal Processing Society's publications staff; identifying areas that require strengthening the scope of the Society and working with the Society and its technical committees to achieve that goal.

The Editor-in-Chief is responsible for working with the Society's Vice President-Publications to create strategic and long-term plans for the publication they oversee.

Position Criteria

Editor-in-Chief candidates must be an IEEE Signal Processing Society member at the time of nomination, and must remain throughout the term of service, members in good standing of IEEE and SPS. Candidate must have served as an associate editor, special issue editor, or in a management capacity for an archival journal published by IEEE. Preference will be given to candidates who have served as Associate Editors of one or more Signal Processing Society archival publication.

Term

The Editor-in-Chief term is three years, non-renewable.

Elected/Appointed by

The Editor-in-Chief is appointed by the Vice President-Publications with the advice and consent of the Executive Committee.

Nomination Period

The nomination period normally opens annually in January.

Time Commitment

Travel:

- ICASSP – held annually in the Spring
- ICIP – held annually in the Fall

Conference calls/email:

- occasionally throughout the year

Time Commitment (Continued)

To summarize, the time required for the position of Editor-in-Chief is roughly 7-10 hours per week.

Travel Support

The following travel support is provided for the position:

- Members of the Publications Board, upon completion and submission of an IEEE reimbursement form and appropriate documentation, shall qualify for reimbursement of travel expense to attend IEEE Panel of Editors meeting. Should the Publications Board meet in conjunction with the Panel of Editors, Publications Board members shall qualify for one day additional reimbursement. Publications Board members are required to adhere to IEEE travel Policy.
- Members of the Publications Board shall also qualify for up to \$1200 continental or \$2100 intercontinental travel per year in travel assistance to only one Publications Board meeting, either at ICASSP or ICIP. Members of the Publications Board may choose which Publications Board meeting they would like to seek travel reimbursement for. Additional travel support up to the same level may be provided to the members of the Publications Board to support a second Board meeting. This support will be determined the preceding year by the Executive Committee after review of the Society's financial situation. Publications Board members must adhere to IEEE travel policy. Such funds may not be used for conference registration. Such travel funds shall be reimbursed upon submission of appropriate documentation and a completed IEEE reimbursement form.