Onboarding New Editors @ The American Geophysical Union
Identifying Broken Links

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Overview

• About AGU
• AGU Peer Review
• EIC Searches
• Managing the Handoff
• Supporting the Editorial Boards
• Best & Worst Case Scenarios
About AGU

• Largest Earth and space science organization
• 60,000+ members worldwide
• 20 peer-reviewed journals
• 100+ Editors
• Nearly 400 Associate Editors
AGU Publications

2016
- Nearly 14,000 submissions
- 6,000+ published manuscripts

2017 (through April)
- 4700+ submissions
- 2100+ published manuscripts
EIC Search Committees

Council-approved process
– 1 Council member
– 1 Publications Committee Member
– 3-4 members

*AGU staff facilitates the search
EIC Search Committees

Meetings and Outreach
• Director of Publications
• Honoraria
• Journal Promotions
• Scope review
Managing the Handoff

Onboarding Schedule

– Arrange a call/meeting
– Expectations
– Training
  • System and Operations
Managing the Handoff

- Message from Publications Director
  - COPE Guidelines
  - Responsibilities
  - Editorial Philosophy
  - Getting Help
Life of a Manuscript

- Manuscript is submitted by author
- Editor is assigned manuscript
- Editor assigns AE based on Expertise
- Staff contact Reviewers
- Reviewers evaluate manuscript and submit comments
- AE makes recommendation
- Editor makes decision
- Author is notified
Supporting the Editorial Board

Our Goal

• Quarterly Calls
• Fall Meeting Lunch/Breakfast
• EIC Retreat
• Weekly Reports
• AGU Connect
Our Goal

• Go where they go
• Individual Meetings
  – Postcards
  – Business Cards
• China Delegations
• How to Submit to AGU journals
Retiring the EIC

Set the Schedule

– Expectations
  • No New Papers
  • Decrease current workload
– Goal: Term complete within 3 months
Moving Parts

• Information
  – Operation Reports
  – Training Files
  – Marketing Strategies
  – Publication Strategies
  – Journal Strategic Goals

• Stakeholders
  – Editorial Board
  – AGU Team
  – Production Team
  – Web Team
  – Marketing Team
  – Communications Team
Best Case Scenario:
Role of the Conductor

• **Communications**
  – Schedules & Deadlines
  – Expectations
  – Updates

• **Operations**
  – Workload Balance
  – Over-monitoring

• **Communications**
  – Anomalies
  – Anticipate & Respond
  – Report
Worst Case Scenario

Symptoms of a Problem

• OOO
• No call/No show
• Selective Responses

Doesn’t happen often, but...
Worst Case Scenario

Signs of Concern

• Burnout
• Fatigue
• Loss of Interest
Worst Case Scenario

- Disabled Workflow
- Frustrated Reviewers
- Angry Authors
Worst Case Scenario

Bad News Spreads
  - Declining Submissions
  - Damaged Reputation
  - Doomed Impact Factor
Managing the Handoff: Crisis Mitigation

• Accelerated Onboarding Schedule
  – Arrange a call/meeting
  – Expectations
  – Training
    • System and Operations
  – ‘Inherited’ Workload
Thank You

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