



***Journal of Health Administration Education***  
**Editorial Board Job Description**

***Purpose of the Journal***

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*The Journal of Health Administration Education* (JHAE) is a quarterly peer-reviewed journal which chronicles research, case studies, and essays by leading health administration educators and professionals.

The Journal addresses key policy issues in health administration management nationally and internationally and is the foremost authoritative guide on the latest academic and professional developments in the field.

As one of the only professional publications in the field, the Journal sets a standard in health administration education research.

***Purpose of Editorial Board***

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The Editorial Board provides advice and direction to the Editors on editorial policy and content.

***Role of Chair(s)***

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- In partnership with the Board of Directors of AUPHA, define the overall strategic direction for the Journal.
- Actively solicit manuscripts for the journal.
- Work with the Board of Directors and Managing Editor to recruit and select editorial reviewers.
- Maintain regular communications with individual members of the Editorial Board and convene an annual meeting of the Editorial Board to discuss Journal review policies and procedures and the direction of the publication.
- Conduct initial screening of all manuscripts and forward those that meet criteria on to selected reviewers.
- Work with authors to revise manuscripts based on reviewers' comments and his/her own recommendations for improvement (e.g., clarity, development of ideas, scholarly accuracy, overall quality, and compliance with publication guidelines).
- Write a thoughtful Editorial for each issue.
- Serve as the primary liaison to authors.
- Return rejected manuscripts with a constructive form letter to authors with copy to Managing Editor.
- Coordinate journal production with the managing editor to ensure four full issues per year on a regular production schedule.
- With the Managing Editor and Staff, participate in journal promotion and development activities including sponsorships, exchange and other appropriate advertising.

- With the Managing Editor, develop ancillary materials such as style guidelines for authors, solicitation requests from authors, and use of journal in teaching.
- Report annually to the AUPHA Board of Directors, the AUPHA membership, and the Journal Editorial Board on the status of the publication.

### ***Role of Member***

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- Attend the annual meeting of the Editorial Board
- Provide ongoing feedback to the Chair(s) of the Editorial Board regarding the quality of *Journal* content.
- Scan the field for potential content and encourage individuals to publish their work in the Journal.
- Seek opportunities to promote the Journal.
- Provide advice and direction on editorial policy as well as possible areas for solicitation of manuscripts on specific topics.
- Prior experience as both a *Journal* Reviewer and Author are pre-requisites for service.

### ***Term of Office***

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The term of office is for three years running from July-June.

### ***Timing and Frequency of Meetings***

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There will be one face-to-face meeting held during the AUPHA Annual Meeting. Additional meetings may be called by the chair(s) as necessary.