

REQUEST FOR PROPOSAL

EDITOR *ADULT LEARNING*

October 1, 2015

Statement of Purpose

Adult Learning is a practitioner-oriented journal for those who design, manage, teach, and evaluate programs of adult and continuing education. The journal publishes articles for researchers and practitioners that approach practice issues with a problem-solving emphasis. *Adult Learning* seeks to publish original compositions within the areas of refereed articles, personal reflections, futures, and resources. In addition, from to time, special issues are published around a specific theme.

Qualifications

The editor(s) should

1. have a distinguished record of scholarly research and professional accomplishments in the field of adult and continuing education;
2. exhibit superior editorial ability, and have had prior editorial board experience, preferably with the *Adult Learning* and/or comparable peer journals in adult and continuing education or other similar editing experience;
3. demonstrate an understanding of and sensitivity to a range of modes of inquiry commonly used in the field as indicated in the Journal's purpose statement;
4. reflect the broad-based philosophical orientation of AAACE, one that is inclusive of diverse settings and arenas of adult and continuing education practice; and
5. be a current member(s) of AAACE.

Duties

The editor(s) will be responsible for the editorial supervision and continuing intellectual development of a journal that provides scholarly leadership in the field of adult and continuing education. The journal provides a forum representing diversity of theory, research design, methodology, and instructional practice.

The editor(s) will provide leadership in the design of the manuscript format, scope, and content of published articles, and in the supervision of manuscript receipt and editorial review. The editor(s) will establish, implement, and maintain a timely review process. The editor(s) will be expected to work with the commercial vendor (currently Sage Publications) to establish and implement a timely and effective system for manuscript review, editing, proofing, and production.

The editor(s) will assist in the presentation of an annual report at the annual AAACE conference. This report is prepared by the publisher (currently Sage). This report provides information on the status and functioning of the journal and includes a delineation of any concerns that require assistance and/or action, such as budgeting matters, rate or quality of submissions, and other issues as they arise. In addition, the editors are responsible for contributing to the strategic planning for the journal.

The AAACE Publications Committee will provide an advisory role with regard to major policy matters and editor selection and continuance in accordance with AAACE policy and the terms of the contract with the

publisher. Any major policy changes, personnel selections, or fiscal matters require approval of the AAACE Board at the recommendation of the Executive Committee of AAACE.

Adult Learning is currently published through Sage. The new editor(s) will work with the current editors to insure a smooth transition and the continuation of a good working relationship with the publishing firm. This transition process will include attention to and revision of (if appropriate) the panel of editorial board members.

Specifics

The editor(s) will

1. Be appointed for a six month term as Associate Editor starting on June 1, 2016. This is to enable a smooth transition.
2. Be appointed for a full three-year term beginning on January 1, 2017. This may, upon the agreement of the editor(s), institution(s), AAACE Publications Committee and the AAACE Board of Directors, at the recommendation of the Executive Committee, be renewed for a two-year final term of service. Editors who wish to renew their term should inform the Publications Committee within eighteen months of the expiration of the original term. Renewal is not automatic, but understood to be contingent upon satisfactory past performance as judged by the Publications Committee, Executive Committee, and the Board of Directors.
3. Become familiar with the contract with the publisher and carry out work in accordance with agreed on requirements;
4. Arrange for manuscript solicitation and peer review; select and revise articles and obtain all other professional contributions for publication in the Journal. As necessary, the Editor(s) shall secure the assistance of a Reflections editor, a Futures editor and a book review editor.
5. Publish four issues per year in a timely, organized and appropriate manner that is consistent with the currently established publication cycle. This includes the delivery of the manuscript to the Publisher in accord with terms agreed to with the Publisher, and thereafter, it shall be the responsibility of the Publisher to ensure that the Journal is published in accord with the terms of their agreement with AAACE.
6. Supervise the editorial process from manuscript receipt and review through final edited manuscript, which will then be turned over to a commercial vendor (currently, Sage) for production, publication, and dissemination in a timely schedule.
7. Participate in a joint session with other AAACE journals on "How to Write for AAACE journals" at the annual AAACE/CPAE conferences and if possible the AERC meeting.
8. Select and appoint editorial board members to annual terms and review the panel of reviewers on an annual basis.

Proposal Requirements

Candidates for the position must submit:

1. Vita(e) with precise background information on editorial and publishing experiences;
2. A statement regarding their projected goals and the methods to be employed to achieve them;
3. A plan and schedule for effecting the transition and selection of editorial board members;
4. A letter of support from an immediate supervisor and an appropriate fiscal representative of the institution. This letter should state with clarity and commitment all specifics relative to institutional support such as release time and production assistance for the duration of the contract. Institutional support must include a sufficient number of graduate assistants hours to complete work requirements satisfactorily; sufficient work space and equipment; and electronic support. In addition to the AAACE contribution, institutional support should enable the editor(s) to complete all requirements of the contract successfully; and
5. A budget showing projected expenses for the three year period, including personnel, equipment

and other (telephone, duplicating, postage, supplies, travel) categories. Designations should be made reflecting available institutional contributions, direct or in-kind, as well as levels of support needed from AAACE.

Financial Obligation

The *Adult Learning* editor(s) shall receive an annual stipend of \$10,000 for each year within the initial three year term. If their appointment is renewed, the editor(s) shall receive the same stipend for each of the next two years. All annual payments shall be paid in one installment.

This stipend is intended to enhance the publication of *Adult Learning*, in conjunction with institutional funding. It is expected that these funds will be used to help defray the costs of travel to the annual AAACE, CPAE and AERC meetings, at which they are expected to provide annual reports, as well as conduct sessions on how to write for *Adult Learning*. Such funds can also be utilized for the reimbursement of staff time, materials, and postage used in the normal conduct of Journal business that is considered standard and appropriate. Such funds will be accounted for in the annual report to AAACE completed by the editor(s).

Selection Procedure

Proposals will be screened in the following order:

1. AAACE Publications Committee
2. AAACE Executive Committee
3. AAACE Board of Directors - final approval.

Deadline Dates

January 1, 2016 – Release of Official Call for proposals

March 15, 2016 Submit a letter of intent to submit a proposal

April 15, 2016 Full proposal due to the Publications Committee

May 15, 2016 Final Decision by the AAACE Board

June 1, 2016 Begin six month transition by acting as Associate Editor

Jan. 1, 2017 Transfer to new editors

Send both letters of intent and proposals to

Amy D. Rose

Chair, AAACE Publications Committee

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