

Dear Colleagues,

TPR–IWCA’s mentorship-focused peer reviewed journal—is excited for several transitions that are happening with our journal’s editorial team this coming year. We are soliciting applications for the following **individual positions** or **full team** applications:

- Professional Editor: Due January 31, 2025
- Managing Editor: Due January 31, 2025
- 2 Graduate Editors: Due January 31, 2025
- Web Editor: Due January 31, 2025

Each position has a current outgoing person in place who will help to onboard the incoming person in summer and/or fall 2025 to winter 2026 (depending on position). The new team will officially take over January 1, 2026 and shadow during fall 2025.

We are doing the editor solicitation submission process differently for several reasons:

1. To ensure a fair transition of *TPR* editorial teams.
2. To give folks who might want to apply as a team the opportunity to gather their team with each of these positions in mind.
3. To avoid staggered transitions, which can be time consuming and chaotic.

Qualifications for editorial positions:

- Graduate editors must be current graduate students (and remain so throughout their 2-year term).
- The managing editor is a non-student position that helps to co-facilitate the journal’s regular strategic planning and record-keeping work.
- The professional editor is a non-student position that manages the overall operations of the journal.
- The web editor is a non-student position responsible for publishing the issues and updating the *TPR* website
- Applicants to the professional editor position should have expertise in mentorship, scholarship in the field, and prior experience in facilitating publication in the field. Applicants should be published widely in the field of writing center studies, have some sort of editorial background (either as guest or special editor of a journal issue, prior journal editing experience, reviewer experience, etc.), and have expertise in mentoring others in the research/publication/writing process
- The managing editor should have expertise in project management which includes prior experience with managing long-term writing projects, managing long-term events like

conferences or symposia, or other skills that require time management, effective and timely communication, and planning.

We are happy to answer any questions you might have about these roles. Feel free to email the current Professional Editor at Genie.N.Giaimo@Hofstra.edu . To learn more about *TPR* [please visit our website](#).

To apply individually, please follow the directions on the individual call(s) below.

If you plan to apply as a team you will need to do the following:

1. Submit an application that combines all requested documents for each position (clearly labeled) into a single Word Document or PDF (no partial applications, apply as a full team that covers each of these positions).
2. Email the full packet of applications (combined into Word doc. or PDF) with all requested materials and a short additional cover letter outlining the application materials and introducing the team to the TPR email site (editorstpr@gmail.com)

We will determine next stages once we have applications—we might call in individual applicants for interviews and/or full teams for interviews.

Thanks and email with any questions.

All Best,
Genie Giaimo

Graduate Editor Position(s) for *The Peer Review*

The Peer Review is recruiting 2 Graduate Editors to join our editorial team. Each position has a term of two years with the possibility of renewing for a third year. Work will begin with a period of apprenticeship (Fall 2025) under the guidance of the current Graduate Editors and outgoing and incoming Professional Editors. Please see below for more details about the position:

Editorial Duties:

- Meet with authors to offer feedback and coaching as necessary
- Correspond with authors and reviewers throughout the review process
- Ensure both internal and external blind peer review--with the exception of the editorial team's participation in the internal review process--to uphold the integrity of the journal
- Work with the editorial team to mentor entering graduate, undergraduate, and high school authors
- Exercise transparency and autonomy in carrying out decisions made with editorial team
- Collaborate with editorial team to promote the visibility of the journal
 - Via a web presence, social networking, relationships with regional and state IWCA organizations', and editors of other WC publications
 - By attending and presenting at IWCA, Collaborative, and affiliate conferences
- Support web editor in maintaining digital access to the journal for future audiences
- Assist in tracking and reporting expenditures annually to the IWCA treasurer
- Archive historical materials to pass along to future editors
- Serve as ex-officio as needed

Additional Duties:

- Collaborate with professional editor to create board meeting agendas
- Collaborate with professional editor to run board meetings
- Meet with other members of the editorial team as needed

Minimum Qualifications:

- Demonstrate an understanding of the current landscape of writing center scholarship
- Must maintain graduate student status while serving as graduate editor
- Demonstrate strong organizational skills
- Demonstrate strong online communication skills
- Commitment to *TPR's* mission as an inclusive and mentorship-focused journal

Application:

- Cover letter including:
 - Why you're interested in the position
 - What qualifications you have
- CV
- Writing sample (published or unpublished), preferably related to Writing Center Studies

Email application (combined PDF or Word document with clear labeling) to:

editorstpr@gmail.com

Deadline: January 31, 2025

Web Editor Position for *The Peer Review*

The Peer Review is recruiting a Web Editor to join our editorial team. The Web Editor's term is two years with the possibility of renewing for a third year. Their work will begin with a period of apprenticeship (1 semester) under the guidance of the current Web Editor. Please see below for more details about about the position:

Duties:

- Publish 2-3 issues per year, after receiving articles post-copy editing
- Correspond with authors and reviewers throughout the final web editing process
- Collaborate with editorial team to promote the visibility of the journal
 - Via a web presence, networking, relationships with regional and state IWCA organizations', and editors of other WC publications
 - By attending and presenting at IWCA, Collaborative, and affiliate conferences
- Update the website, as needed (2-3 times a year)
- Support graduate editors in their *TPR* duties and mentor authors working on "Conversation Shaper" projects
- Serve as ex-officio as needed
- Assist in tracking and reporting (minimal) expenditures annually to the IWCA treasurer

Minimum Qualifications:

- Background in basic web design/editing
- Experience with basic HTML coding
- Creative approach to non-traditional and digital texts
- Demonstrate strong organizational skills
- Demonstrate strong online communication skills
- Demonstrate value of the *TPR* mission

Application:

- Cover letter including:
 - Why you're interested in the position
 - What qualifications you have
- CV

Email application (combined PDF or Word document with clear labeling) to:

editorstpr@gmail.com

Deadline: January 31st, 2025

Managing Editor Position for *The Peer Review*

The Peer Review is recruiting a Managing Editor to join our editorial team. The Managing Editor's term is three years. Training with the current Managing Editor and Professional Editor will begin in fall, and the Managing Editor will take over January 1. The majority of the Managing Editor work takes place online (synchronously and asynchronously). Please see below for more details about the position:

The managing editor's primary responsibility is to ensure efficiency and quality of the journal and the publication process.

Duties:

- Manage email account and submissions, including correspondence with writers
- Manage social media outlets
- Work with the editorial team to streamline review process
- Maintain accurate records of the status of each submission
- Create marketing materials
- Facilitate submission recruitment by
 - Reaching out to regional board members at opportune times (like before and after conferences)
 - Regularly updating social media platforms
- Work with writers to get their texts in the format appropriate for the journal's online platform (minimal coding knowledge may be required)
- Help distribute copy editing work for all accepted manuscripts
- Review final proofs before publication

Minimum Qualifications:

- Demonstrates strong organizational skills
- Demonstrates strong online communication skills
- Demonstrates excellent customer service skills
- Demonstrates strong editing skills

- Demonstrate that they value the TPR mission

Application:

- Cover letter including:
 - Why you're interested in the position
 - What qualifications you have
- CV

Email application (combined PDF or Word document with clear labeling) to:

editorstpr@gmail.com

Deadline: January 31, 2025

Professional Editor Position for *The Peer Review*

On behalf of the current editorial team of [*The Peer Review*](#) (TPR), the IWCA Publications Committee is excited to announce a position opening: Professional Editor for TPR. The search committee is co-chaired by Genie Giaimo and an IWCA representative. Potential candidates should feel free to consult with the co-chairs of the search committee about the journal and/or the position.

Read the following for information on 1) Duties of TPR Professional Editor, 2) Application qualifications/requirements, 3) Application deadline, 4) TPR and the current editorial team. We appreciate it if you can share details about the position widely!

1) Duties of TPR Professional Editor

Editorial Duties:

1. Track and report expenditures annually to the IWCA treasurer;
2. Exercise transparency and autonomy for publishing and other journal-related decisions made with the editorial team;
3. Ensure both internal and external blind peer review—with the exception of the editorial team in the internal review process—to uphold the integrity of the journal;
4. Work with the editorial team to mentor entering graduate student reviewers;
5. Facilitate mentorship elements of the journal (editorial team, potential authors, potential reviews, etc.);
6. Work in collaboration with the editorial team to promote the visibility of the journal
 - Via a web presence, social networking, relationships with regional and state IWCA organizations', and editors of other WC publications
 - By attending and presenting at IWCA, Collaborative, and affiliate conferences;
7. Maintain digital access to the journal for future audiences; and
8. Archive historical materials to pass along to future editors.
9. Oversee, support, and recruit Special Issue editors
10. Serve as ex-officio as needed;

Additional Duties:

- Collaborate with editorial team to create board meeting agendas;
- Collaborate with editorial team to run board meetings;

- Correspond with authors throughout the publication process;
- Meet with authors to offer feedback and coaching as necessary.

Logistics:

- Term Length: 3 years, including a transition/shadowing period as incoming/outgoing Professional Editor in fall.

2) Application Qualifications/Requirements:

Minimum Qualifications:

- Experience working as a writing center professional/administrator;
- Experience publishing in the writing center field;
- Demonstrate strong online communication skills;
- Commitment to TPR's mission as an inclusive and mentorship-focused journal

Application Requirements:

- Cover letter describing why you are interested in the position and your qualifications;
- CV
- Published Peer Reviewed Writing Sample from the field of Writing Center Studies and/or related field like composition studies

Email application (combined PDF or Word document with clear labeling) to:

editorstpr@gmail.com

Deadline: January 31, 2025

3) Application Deadline:

The IWCA Publications Committee will review applications and conduct interviews (if needed) in the weeks following the application deadline. Ideally, the Professional Editor will be selected by the end of spring, so they can shadow the editors as they complete the fall/winter issue.

4) [Links to information about *The Peer Review* and the current editorial team.](#)