Fellow Editor-in-Training Program

The fellow appointment to the Editorial Board of Academic Emergency Medicine Education and Training (AEM E&T) is intended to mentor a medical education fellow in the process of peer review, editing, and publishing of education research manuscripts.

Application Process

Required materials:

- One-page statement of interest
- Current CV
- Letter of support from residency director and fellowship director (if current resident) that includes support for time to complete the requirements of the fellow editor
- Letter of support from fellowship director (if current fellow) that includes support for time to complete the requirements of the fellow editor

Selection Process

The appointment is for a 12-month commitment beginning at the SAEM Annual Meeting in May and concluding the following year in May. Candidates must be an SAEM member or become an SAEM member during the 12-month period. In addition, candidates must be a current resident who will start a medical education fellowship in the summer of 2023 or a current fellow in a two-year medical education fellowship program. Members of the selection committee include the AEM E&T editor-in-chief and other decision editors to select candidates for the final review. The ideal candidate should be self-motivated and have an interest in medical publishing, editing, and peer review. Authorship of publications is desirable but not required.

Duties and Responsibilities

The position will include the responsibilities and activities outlined below, which will be coordinated and supervised by the AEM E&T Fellow-in-Training Editor Program Director. The total expected time

commitment is 2 hours each week. It is expected that the fellowship director will work closely with the fellow to ensure that time will be made available for attendance at the editorial board meetings and other required activities. Prior to appointment, a letter of commitment from the residency director (for current senior residents) and the fellowship director (for current fellows), that includes support allowing the fellow to attend editorial board activities, is required.

General Orientation (during the first month)

- Learn the history and purpose of disseminating scholarship in scholarly journals
- Learn about the peer review process and how it continues to evolve
- Learn how a manuscript is submitted and the various levels of decision-making involved before a manuscript qualifies for publication

Meeting Attendance

- Attend editorial board conference calls (every 2 months)
- Attend the in-person meetings held during the two SAEM annual meetings that occur during his or her term as fellow-in-training editor
- Meet monthly with the AEM E&T's Fellow-in-Training Editor Program director by teleconferencing or in-person

Scope of Responsibilities

- Work with the director of the Fellow-in-Training Editor Program to focus on and further develop skills within the following scope of work: writing, editing, and reviewing.
- Develop and implement a project to improve the journal or submit a didactic proposal to the SAEM annual meeting on behalf of the journal.

Refining Writing Skills

- The fellow will write one AEM E&T e-newsletter update for the SAEM membership
- The fellow will submit at least one commentary for publication in AEM E&T

Editing Skills

- Under the supervision of an assigned editor/mentor, the fellow will follow at least three manuscripts from submission to decision.
- The fellow will assist his or her assigned editor/mentor in determining a decision, drafting a consensus decision letter to authors, and participating in other activities related to the manuscript review process.

Reviewing Skills

- The fellow will attend AEM's peer reviewer workshop at the SAEM annual meetings held during his or her term as fellow-in-training editor
- Under the direct supervision of his or her assigned editor/mentor, the fellow will serve as a peer reviewer for at least three submissions to AEM E&T

For more information, and/or to submit an application, email decision editor Esther Chen: esther.chen@ucsf.edu

Deadline: February 28, 2023