

VACANCY ANNOUNCEMENT AND POSITION DESCRIPTION for EDITOR(S)
Journal of Hospitality & Tourism Cases

Position start date: January 1st, 2023.

Applications are invited for the position of Executive Editor(s) of the *Journal of Hospitality & Tourism Cases (JHTC)*, one of the prominent ICHRIE academic journal publications. JHTC, along with ICHRIE's other publications (i.e., The Journal of Hospitality and Tourism Research, Journal of Hospitality and Tourism Education, and ICHRIE Research Reports), is one of the "essences" of the organization.

Therefore, the position of the Executive Editor for JHTC is a prestigious and honored position recognizing an individual's proven abilities and his/her knowledge in the hospitality/tourism field, while it also carries with it much responsibility for fulfillment of an important part of ICHRIE's obligations to ICHRIE's membership. Given the enormous administrative and academic work of the Executive Editor, we will also consider joint appointments.

The Executive Editor(s) will be expected to promote JHTC in their geographical area and around the globe and to seek paper submissions from academics domestically and internationally. The overarching goal is to enhance the reputation and standing of JHTC as the premier publishing outlet of high quality research on educational experiences, pedagogies and trends/issues conducted in various countries related to hospitality and tourism, while also providing the opportunity for researchers around the world to promote, disseminate, share, and co-learn from others' experiences.

The Executive Editor(s) of the *Journal of Hospitality & Tourism Cases* has the overall responsibility to:

- Establish editorial policy and vision for the journal within the ICHRIE guidelines;
- Encourage and solicit the submission of relevant, original, high quality manuscripts from an international audience;
- Coordinate conscientious and expeditious peer reviews of each submitted manuscript;
- Select meritorious manuscripts for publication;
- Coordinate publication activities and scope of materials utilized with editors of other ICHRIE publications;
- Work with the ICHRIE publications staff to assure timely and professionally packaged issues of the journal;
- Promote JHTC at international conferences, other academic events and publications;
- Collaborate and work with the Research Committee for drafting and executing a long-term strategy for JHTC aiming to further enhance its impact factor, international presence and appeal as well as its ranking in academic journal lists.

The ICHRIE Board of Directors appoints the Editor(s) for the *Journal of Hospitality & Tourism Cases* for a four-year term, with an additional year to help transition the new Editors. The Editor(s) may reapply to the new Call for Editors, and the application would be evaluated as a new entry along with others in the pool.

The appointment will begin on January 1st, 2023, although new Editors will work with current Editors beginning January 1st, 2022 to insure a smooth transition. Within the ICHRIE organizational structure, the Editor(s) reports to the Director of Research and is expected to attend all meetings of the Research Committee. In addition, the Editor(s) makes frequent reports to the ICHRIE leadership and members on the status of the journal, works closely with the ICHRIE publications staff, and selects and oversees an editorial review board and a group of ad hoc reviewers to assure timely and conscientious reviews of submitted materials. There is no remuneration from any source associated with this position, as is the case with all other ICHRIE leadership positions. Costs in time and resources incurred by the Editor(s) must be borne by the individual and/or his/her institution.

To successfully fulfill these responsibilities, persons selected for Editor(s) positions should meet the following minimum qualifications:

- Must be a member of ICHRIE.
- Must possess adequate review and editorial experience.
- Should be committed to the mission and goals of ICHRIE and the role and function of the particular publication within the overall array of ICHRIE publications.
- Should be able to make the time commitment that will be required. It is estimated that an editor will spend approximately 10 hours per week on his/her editorial work.
- An individual who is an administrator should discuss his/her time commitments to his/her department, college, or university with the Research Committee chair relative to the demanding time commitments of an ICHRIE publications editor position.
- Should represent an institution committed to providing appropriate support for the editor. That support should include, but may not be limited to:
 - Work load allowances to allow the individual the time required as indicated above;
 - Usual costs for long distance phone calls, faxes, postage fees, and duplication.
 - Access to e-mail is required; and
 - Travel costs to support the individual's attendance at meetings of the Research Committee, and the annual conference of ICHRIE. The individual's participation in these events is essential to enable him/her to interface with ICHRIE members who are writers and reviewers as well as to interact with members of the Research Committee.

In addition to the above criteria, the following are other factors that may impact on the ability of an individual to function in an editorial capacity for ICHRIE:

- The Editor(s) of the *Journal of Hospitality & Tourism Cases* should be well grounded in the total perspective of the hospitality and tourism industries and current research and industry trends. A global perspective, familiarity with the "total picture" of the industry, and general experience with writing for the publication of research papers, articles, or textbooks is seen as a good background for this position.
- The Editor(s) must have good writing skills and a strong background in grammar and the structure of written materials.
- The Editor(s) should be a supportive individual who is able to relate well with members from all types of backgrounds. The editor(s) should be able to provide positive, constructive feedback to writers, and encourage ICHRIE members to develop their writing and publication skills.
- The Editor(s) could hold a faculty and/or administrative position in either a four-year or a two-year school.
- The Editor(s) should have a high degree of organizational ability and be able to manage the flow of publications in a timely, efficient manner.
- The Editor(s) should understand the importance of publication deadlines and work closely with the ICHRIE office to meet the established publications calendar.
- The Editor(s) should understand the importance of following the policies and guidelines of ICHRIE and the ICHRIE Research Committee in the management of the publication and of adherence to those guidelines in his/her actions as the editor.
- The Editor(s) should have a knowledge and understanding of the current publication trends and challenges (such as open access to research, journal rankings, impact factors etc.) and be able to identify and execute strategies for JHTC to address the above mentioned.
- For joint editorship, the Editors should be complementarity (in terms of geographical areas, academic disciplines and interests).

Persons interested in applying for the position of Editor(s) for the *Journal of Hospitality & Tourism Cases* should submit their application via email to:

Dr. Seung Hyun (Jenna) Lee
 School of Hospitality Leadership
 College of Business
 RW304 Rivers Building Mailstop 180

East Carolina University
Greenville, NC 27858-4353
Email:leese14@ecu.edu

Applicants should include the following in the application packet:

- Curriculum vitae.
- Statement of interest in the editor position and vision for the continued development of the Journal of Hospitality & Tourism Cases.
- Separate statement discussing time availability and the anticipated institutional support.
- Letter of support from the appropriate administrator.

The deadline for applications to be received is May 27th, 2021.