Regional & Pain Anesthesia Medicine

Editorial Board Policies: Board Member Terms, Expectations, and Selection

Effective January 1, 2021, RAPM has adopted a more transparent and merit-based process for appointing members of the Editorial Board. This new process is intended to facilitate opportunities for promotion and diversity of members, defined expectations for success, and overall improved quality of the journal.

Summary of Editorial Board Composition, Expectations, and Terms

Role	Number of Positions	Term Length	Requirements for Appointment	Annual Manuscript Expectation	Required Meetings/Calls per Year
Executive Editor	10	5 years, renewable once for a maximum of 10 years in role	• Demonstrated scholarly achievement with peer-reviewed publications and grants. • Previous substantial experience in editorial work (within or outside of RAPM) • Experience in policy development, program direction, or other leadership positions • Masters or PhD desired but not required. • Record of quality performance and timeliness if previous Associate Editor or Editor.	20-25 handling assignments	1 Executive Editor Meeting, 1 Editorial Board meeting, additional conference calls as needed (related to policies and procedures)
Editor	14	4 years, renewable once for maximum of 8 years in role	• Demonstrated history of scholarly achievement relevant to the journal for a minimum of 5 years and 10 or more previous peer-reviewed original articles in peer-reviewed journals, including first or corresponding author. • Experience as a guest or associate reviewer for RAPM or other journals desired. • Record of quality performance and timeliness if previous Associate Editor.	15-25 reviews plus up to 5 handling assignments	1 board meeting (virtual or in person), engagement in several policy phone calls, usually of a "just in time" nature
Associate Editor	54	3 years, renewable once for maximum of 6 years in role	Minimum of 3-4 previous publications in peer-reviewed journals in an area relevant to the journal.	10-15 reviews	1 board meeting (virtual or in person)

Nomination Process:

An annual call for nominations will be posted in January of each year with an application deadline of March 15th. Decisions will be finalized by April 15th. Terms will begin at the close of the spring ASRA meeting.

Selection Process:

Selection of members will be determined by the EIC Advisory Committee composed of 3-5 senior editors. The EIC reserves the final right to renew, add, and remove members at each role but will do so only upon consultation with the Advisory Committee.

Selection of members is based on:

- CV and letter of interest (new members) or past performance consisting of number and quality of reviews and timeliness (existing members)
- Intention to maintain appropriate diversity of the board in terms of areas of expertise.

Key Points for Selection: Excellence on the editorial board is not necessarily measurable and consists of off-line and on-line support of the journal to efficiently publish high impact and quality work. Editorial board members should bring an analytic and clinical experience that supports our ability to vet and retain the best examples of clinical pain research and education. Position requirements as indicated serve as a guide only. Successful candidates may have different experiences that warrant board membership. Editorial board members are not required to be members of ASRA.

Terms of Service:

Associate Editor, Editor, and Executive Editor positions are subject to a yearly administrative review by the EIC. Editors can be "promoted" from Associate Editors to Editors to Executive Editors at the end of one or two terms, without the need to complete the maximum two terms. Not all applications need to start at the Associate Editor level; senior applicants who bring special expertise to the journal may begin at the Editor or Executive Editor level.

Grounds for Termination:

Editorial board members are expected to perform the workload described herein and shall maintain scientific integrity as well as high quality execution. Members will be evaluated based on quality, number, and timeliness of reviews; those performing below expectations will be given a warning and timeline for improvement. Editorial Board members can be removed at any time with cause.

Policy adopted December 2020.