

Terms of Reference for the Editorial Team of the *Australasian Journal of Engineering Education* (AJEE)

Revision History

Revision	Summary of Changes	Approved by AAEE Executive Committee
1	Original Terms of Reference	20th April 2018
2	Revision of management structure, editorial team and editorial board collapsed into one entity, the Editorial Team. Introduction of Deputy Editor role.	

1. General

The Editorial Team of AJEE is established by the Australasian Association for Engineering Education (AAEE). The editorial team reports to the AAEE Executive Committee and Engineers Australia.

2. Function

The Editorial Team, under the direction of the Editor-in-chief, is responsible for:

- The strategic direction, strategy formulation, and regular and timely production of the journal in order to extend knowledge, improve practice and facilitate communication of research in Engineering Education. While Australasian in flavour, it presents work which is at the forefront of engineering education internationally. Editorial Team members work actively to:
 - provide input on the content and direction of issues
 - formulate strategy for dissemination, quality, and impact
 - determine themes for special issues
 - identify and recommend suitable Associate Editors and Guest Editors
 - review and determine the suitability of papers submitted to the journal
 - accept or reject final versions of papers
 - identify suitable reviewers
 - Manage the paper review process
 - promote the journal internationally
 - develop and revise on annual basis the reviewer data base to ensure currency and quality of reviewers.
 - provide an annual report to the AAEE Executive that includes both an overview of the previous year and recommendations for the year ahead. These recommendations may include, but are not limited to, potential invited authors, special edition topics, procedural matters, and ideas for journal promotion.
- Ensuring that submissions to the journal are dealt with fairly and objectively and that the guidelines for reviewers are followed.

- Developing editorial policies to guide the content, scope, purpose and style of the journal and for ensuring that each edition of the journal is reviewed to ensure adherence to these policies.
- Contributing to the updating of guidelines for reviewers.
- Regularly reviewing (annually) and revising as necessary its Terms of Reference and its membership.

3. Membership and Roles

The AJEE Editorial Team consists of seven (7) members who are appointed by the Executive of AAEE, following the recommendations of the Editor-in-chief if applicable. Roles in the AJEE Editorial Team include:

- Editor-in-chief, with primary responsibility for ensuring the function of the Editorial Team described 2, above, is carried out.
- Deputy Editor, a formally specified position to support the Editor-in-chief and act in the role of Editor-in-chief when required.
- Five (5) Associate Editors, to support the Editor-in-chief and Deputy Editor in carrying out the function of the Editorial Team. Associate Editors should be selected to ensure breadth of expertise in the field of Engineering Education within the Editorial Team.

4. Quorum.

Five (5) members of the Editorial Team constitute a quorum.

5. Appointment.

The AAEE Executive Committee is responsible for appointing the Editor-in-chief, Deputy Editor and Associate Editors of the Journal. The Editor is responsible for strategic and general management of the journal. The Editor will report to the AAEE Executive Committee on a regular basis as a standing item in the Committee meeting agenda. The position is held for a three (3) year term.

The Editorial Team consists of the Editor-in-chief, Deputy Editor and Associate Editors of the Journal. The Editor-in-chief (or acting Editor-in-chief) accepts responsibility for individual papers submitted to the journal, but may delegate this responsibility temporarily to the other members of the Editorial Team for peer-reviews. Associate Editors will be allocated papers to manage by the Editor through the paper management system.

Nominations for membership of the Editorial Team are sought by the AAEE Executive Committee. All nominations are received and considered by the AAEE Executive Committee. The Editor may provide recommendations on the selection of members if applicable. Every effort should be made to fill any vacancy within three months of its becoming vacant.

The term of office for all members of the Editorial Team is three (3) years, which may be extended to a second term with the approval of the AAEE Executive Committee. In lieu of an extension, the positions will be declared vacant and a nomination process will be undertaken by the Executive

6. Frequency of Meetings.

The Editorial Board will meet synchronously as frequently as required to fulfil its Terms of Reference, but at least two (2) times per year.

Members are expected to attend at least one (1) synchronous meeting per year. Where this does not occur without notice, and/or is unresponsive to communication and request for contributions for an extended period (typically more than 60 days), the Editor and/or the AAEE Executive Committee may declare the position in question to be vacated.