

## POSITION DESCRIPTION & SELECTION CRITERIA

**POSITION TITLE:** AJEE Editor-in-Chief

**TERM:** Three Years. Commencing 1<sup>st</sup> of January of the year of appointment.

**DATE OF LAST REVISION:** 13/02/2026

---

### **Outline**

The Editor-in-Chief is responsible for upholding the mission and scope of the Australasian Journal of Engineering Education (AJEE). Key responsibilities include selecting papers that provide new, original, and important contributions to engineering knowledge. The Editor is responsible for the overall quality of the intellectual content of the journal and for overseeing the review process to ensure it is thorough, fair, and timely.

Taylor and Francis (T&F) is a well-regarded international publisher that produces Engineers Australia's seven peer-reviewed journals on its behalf.

The role reports to the Australasian Association of Engineering Education (AAEE) Executive Committee.

General Duties and Responsibilities:

1. Seek relevant papers that are consistent with the editorial mission
2. Actively manage the editorial team to ensure efficient and effective reviews, including:
  - assigning papers to reviewers who have the appropriate knowledge and skill to review them
  - ensure papers receive an objective and unbiased review
  - monitor the quality of the reviews prepared
  - ensure that the review process is completed in a timely manner
3. Use the T & F systems to manage the workflow of papers
4. Publish the agreed number of editions according to the schedule
5. Write an introduction or an editorial to the journal if required
6. Work with Engineers Australia and T & F to ensure guidelines and procedures are followed
7. Attend relevant training and meetings as required
8. Promote good practice and discourage misconduct (such as identifying ghost and guest authors), and identify, investigate, and address any ethical breaches of conduct by authors and reviewers
9. Keep the AAEE Executive Committee and Engineers Australia informed on the status of the journal, and report any significant problems that might affect the quality or timely release of the journal
10. Engage in activities that will raise the profile and quality of the journal
11. Seek the views of authors, readers, reviewers and editorial team members on

ways of improving the journal

12. As Engineers Australia volunteers, Editors, co-Editors and members of the Editorial Panel must abide by the Engineers Australia code of conduct, which can be found on its website at [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)
- 

## **Selection Criteria**

### **Essential:**

AJEE aspires to be a highly regarded peer-reviewed journal for the research and scholarship of engineering education. Hence, the position of Editor-in-Chief should expect candidates who are highly respected and recognised members of the academic and/or engineering education community domestically and internationally, active in the engineering education community, knowledgeable in the global publishing dynamics, with extensive academic linkages, access to the academic network and proven leadership capacity. The ideal candidate should be an effective and influential member of the publishing community and be committed to raising the profile and quality of the journal.

All candidates must:

- be a senior tenured academic member of an accredited university (senior lecturer or above), and an active member of AAEE, or have equivalent standing within the engineering profession or academia
- be highly knowledgeable on strategies and indicators of high-impact journals
- have extensive professional networks in academia, profession, and/or industries
- have a strong record of publications in refereed academic conferences and journals
- have extensive experience as an academic journal reviewer
- be willing to serve for a period of three (3) year
- be willing to do the job without financial assistance for self or institution
- be willing to attend required meetings and profile-building activities expected of the role

### **Desirable:**

All candidates should:

- be a financial member of Engineers Australia or IPENZ, and a member of AAEE
  - be based in an accredited Australian/New Zealand university
  - have served as an editor of a peer-reviewed journal and/or conference proceedings
- 

## **ACTIVITIES**

Regular occurrence throughout the year

- Handle submitted papers
- Manage membership of the editorial team
- Manage and mentor the editorial team
- Convene meetings of with the AJEE Advisory Committee
- Liaise with EA, T & F, AAEE Exec Committee, and editors of other engineering education journals internationally
- Attend the AAEE Executive Committee meetings, providing a report on the progress of the journal, including any initiatives
- Handle queries about the journal including requests from T & F, queries from authors, requests to become a reviewer, requests to join the editorial team, and proposers of special issues

#### January

- Identify suitable front cover image for forthcoming volume of AJEE and work with EA to ensure it is suitable

#### February

- Prepare with the editorial team to submit a workshop to the AAEE Annual Conference. The focus each year should rotate between reviewing for the journal and preparing a paper for the journal.

#### April

- Advise T & F of the papers and running order for May issue
- Submit editorial
- Present to AAEE Early Career Academy

#### May

- Proof-read May issue especially front and back covers, table of contents,

#### July

- Present or facilitate a workshop at AAEE research school

#### August

- Commence the process of identifying the AJEE Best Paper Award for papers the previous volume
- Request list of reviewers of papers in previous volume to acknowledge in November editorial

#### September

- 

#### October

- Advise T & F of the papers and running order for Nov issue
- Submit editorial including acknowledgement of reviewers by name, announcement of best paper
- Present to AAEE Early Career Academy

#### November

- Submit the AJEE Best Paper Award winner to the AAEE Conference Chair for award printing

#### December

- Present a STATUS report to AAEE members at the AGM.
- Facilitate the AJEE workshop at the annual conference with members of the editorial team and advisory board
- Convene a gathering of the editorial team at the AAEE conference
- Present the AJEE Best Paper Award at the annual conference

## **DOCUMENTATION**

The AAEE file depository on the Engineers Australia Teams account guidelines for AAEE awards and Advisory Committee membership

## **REVISION HISTORY**

V1\_0 13/02/2026 Original Version Approved by Executive Committee