

# ACD-PROC-01: Procedure for the Selection of the Editor-in-Chief of the INCOSE Systems Engineering Journal October 2023



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## Foreword

This document describes the process (“how”) to select an Editor-in-Chief for the INCOSE Systems Engineering journal. The procedure covers the following items:

- Composition of the search committee.
- The search process.
- Search and appointment timeline.

## Document Change History

The following table identifies each version or issue of this document and provides a description of the purpose or reason for the change. Performing a document comparison between any two versions of this document can identify detailed change differences.

Version	Date	Comment
0.1	02/Oct/2023	First draft of the document.
0.2	10/Oct/2023	Second draft of the document, incorporating changes proposed in first review round.
1.0	18/Oct/2023	First issue of the document, incorporating changes proposed in second review round.

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## **1.0 Scope**

### **1.1 Purpose**

The purpose of this procedure is to facilitate the timely selection of a qualified individual to serve as the Editor-in-Chief for the INCOSE Systems Engineering journal.

### **1.2 Objectives**

This procedure has the following objectives:

- Guarantee no gaps in the appointment of the Editor-in-Chief. That is, an Editor-in-Chief is identified and selected before the end of term of the previous Editor-in-Chief.
- Guarantee that the Editor-in-Chief for the INCOSE Systems Engineering journal is qualified and reputed as per the INCOSE membership.

## **2.0 Definitions**

### **2.1 Editor-in-Chief (EiC)**

The highest-ranking member of the editorial board of the INCOSE Systems Engineering journal. The Editor-in-Chief has final responsibility for the operations and policies of the journal, manages the organization of the editorial board, establishes the vision for the journal scope and content (including the identification of special issues) in line with INCOSE's mission, oversees the peer review process, and has the ultimate decision on the publication of papers in the journal.

### **2.2 Editorial Board**

A group of individuals with strong reputation in the field of a journal, who manage the peer review process for individual papers, as assigned by the Editor-in-Chief.

### **2.3 INCOSE Systems Engineering Journal**

An academic archival publication sponsored by INCOSE and published by Wiley. Its current online ISSN is 1520-6858.

### **2.4 Search Committee**

A committee of individuals in charge of identifying candidates for the Editor-in-Chief position, assessing their qualifications and suitability, and recommending one of the candidates for appointment.



## **3.0 Responsibilities**

### **3.1 Responsible R**

The Responsible R is the Director for Academic Matters.

### **3.2 Accountable A**

The Accountable A is the President-Elect

### **3.3 Consulted C**

The Consulted C's are the potential Sponsors (with the President-Elect):

- President
- Technical Director
- Director for Strategic Integration
- Sector Directors
- Associate Director for Publications

### **3.4 Informed I**

The Informed I's are:

- Secretary
- Treasurer
- Director for Marketing and Communications
- Services Director
- Chief Information Officer
- Associate Director for Certification
- Associate Director for Events
- Associate Director for Education & Training
- Associate Director for Diversity, Equity, and Inclusion
- Associate Director for Education & Training
- Chief of Staff / Operations Manager
- Executive Director
- Policy Management Committee Chair

## 4.0 Editor-in-Chief

### 4.1 Term

Generally, an Editor-in-Chief (EiC) serves a three-year term with the option of renewal for another three-year term, pending a successful review during the penultimate term.

### 4.2 EiC Responsibilities

The Editor-in-Chief is responsible for the technical content and strategic direction of *Systems Engineering*, oversight of the publication process of the journal, management of the best papers awards, and enhancing the visibility and impact of the journal.

The EiC's responsibilities include:

- Identification of an editorial board to serve the full scope of the journal and oversight of this board.
- Overall coordination and processing of submissions, reviews, and final copy editing.
- Monitoring of timeliness and quality of publications.
- Coordination of special issues.
- Collaboration with the publisher to market the journal; promoting the research vision of INCOSE and providing semi-annual reports to the INCOSE Director of Academic Matters.

### 4.3 EiC Qualifications

The EiC's qualifications include:

- A demonstrated interest in the broad topics covered by the journal.
- A demonstrated record of leadership in research, scholarship and application in one or more of the topical areas covered by the journal.
- Prior editorial experience, dedication and enthusiasm for INCOSE and its journals.
- Ability to manage the editorial process effectively and efficiently.
- Vision of the role of scholarly publications in the electronic age.
- Commitment to the workload involved, by nominee and nominee's work institution.
- Membership of INCOSE.

## 5.0 Selection Process

### 5.1 Composition of the Search Committee

The EiC Search Committee consists of five individuals:

1. A Chair of the Committee to be appointed by the INCOSE President. (This will typically be the Director of Academic Matters.)
2. Four other members, appointed by the INCOSE President with the counsel of the Chair of the Committee (above).

The committee must meet the following conditions:

1. All members of the search committee must be members of INCOSE.
2. All members of the search committee must have a strong record of published research.
3. At least one member must be a current member of the journal's Editorial Board.
4. Ideally, but not required, the Search Committee represents various INCOSE sectors.

The Chair of the Committee must document the rationale for the appointment of each member of the Search Committee.

### 5.2 Search Process

Step 1. The search committee is charged with identifying a candidate who will serve as the next EiC. In identifying a candidate to serve as the next EiC, the Committee should be cognizant of the responsibilities of the EiC and the required qualifications.

Step 2. The committee drafts a call for nominations. The call for nominations will include the responsibilities of the EiC, the desired qualifications, names of the committee members, point of contact and deadline for submissions. The notice will also clarify that the position is a voluntary position, and a salary is not provided; however, the publisher provides a stipend to carry out editorial functions.

Nominations would typically include:

- A brief biography (less than 250 words) of the nominee.
- A complete CV of the nominee.
- A brief position statement (less than 500 words) outlining a vision for the journal.
- The names of three individuals who can provide a reference.
- A letter of support from nominee's employer (waived if self-employed or retired).

Step 3. The INCOSE President reviews and approves the call for nominations.

Step 4. The search committee supports the Executive Director in publicizing the call for nomination and formally requesting input and nominations for candidates through multiple channels, such as the INCOSE website, INCOSE eNotes, the *journal* web page, emails to members of the Academic Council, etc.

Step 5. Once the nomination period is closed, the search committee screens the nominations to a small set of "finalists."

Step 6. The committee conducts an extensive face-to-face or videoconference interview with each finalist. Each candidate should be judged by the extent to which they meet the qualifications for EiC, though additional factors may also be considered.

Step 7. The search committee provides the name of a single candidate to the INCOSE President. Along with providing the name of the selected candidate, the committee will submit a brief report of its search.

Step 8. The INCOSE President submits a motion for approval by the Board.

### **5.3 Timeline**

Candidates for EiC should ideally be approved by the Board at least two months before their installation, to allow time for an orderly transition from the current EiC. The search itself typically takes around 4 months, that includes 6-8 weeks for circulating the call for nominations. Thus, the process shall start at least 6 months ahead of the start date.

### **5.4 Communication**

Committee members may hold their meetings virtually.

## References

### REF-1 INCOSE Policies

ADM-101 Conflict of Interest  
ADM-102 Confidential Information  
ADM-104 Document Retention  
ADM-106 Remote Meeting Resource Usage  
DEI-100 Diversity, Equity, and Inclusion  
MGT-100 Search Committee Charter  
PUB-102 SE Journal Editorial Policy

### REF-2 INCOSE Procedures, Templates, and Forms

None.

### REF-3 Other References

None.