

# CLAJOURNAL

OFFICIAL PUBLICATION of THE COLLEGE LANGUAGE ASSOCIATION

## Call for Applications/Nominations for *CLAJ* Associate Editor

Applications and nominations are invited for the position of **Associate Editor** of the *College Language Association Journal (CLAJ)*, the official scholarly research publication of the College Language Association.

### Duties:

The *CLAJ* Associate Editor (AE) will report to and work closely with the Editor-in-Chief on all aspects of the journal's operations.

The AE must be acquainted with all internal workings of *CLAJ* and, at any time, be prepared to assume the various responsibilities currently held by the Editor in Chief.

AE responsibilities will include reviewing all manuscript submissions (general editing, copy editing, cite checking, and proofreading), providing constructive comments, and determining the manuscript's suitability for publication and contribution to the field.

The AE identifies appropriate reviewers for each manuscript and secures an agreement with reviewers to conduct the review in the allotted time.

While the Editor-in-Chief remains the final arbiter in determining the fate of each manuscript, the AE's assessment will hold major sway in determining its disposition—based upon the remarks of the reviewers, upon input from the Editor-in-Chief, and upon the AE's own assessment of the manuscript.

The AE compiles and conveys to the author the reviewers' calls for major and/or minor revisions or suggestions for redirection of the manuscript. The AE may also be called upon to convey final notices of acceptance or rejection to potential authors and to issue and keep a record of formal contracts.

The AE keeps ongoing, accurate records of all submissions to *CLAJ* and monitors the journal's annual publication rates. At intervals, the AE compiles and forwards these stats to the Editor-in-Chief to be included in annual reports to the CLA Executive Committee.

### Qualifications:

- Significant record of scholarly publications/Familiarity with the scholarly publications process

- Excellent written, verbal, organizational, and communication skills
- Strong editing, proofreading, research, and writing skills, in addition to a demonstrated interest and background in languages, literature, and pedagogy
- Steady and dependable access to email, library/research facilities and databases for fact and citation checking purposes.
- Familiarity with current topics in Language, Literature, Linguistics and Pedagogy
- At least 3 consecutive years of CLA membership and documented involvement in the organization

**Compensation:**

In addition to reaping the benefits of producing high-quality scholarly work, engaging with top scholars, and working with a highly motivated Editorial Board, the *CLAJ* Associate Editor position comes with a stipend and a waiver for CLA Convention registration fees.

**Application Process:**

Send applications and nominations (including self-nominations), along with a current CV and a statement addressing the nominee's qualifications in the areas noted above to

Dr. Shauna M. Morgan, Editor, *College Language Association Journal* at [editor@clascholars.org](mailto:editor@clascholars.org) **The deadline for receipt of applications is 15 July 2022.** Finalists will be interviewed by Zoom during the week of August 1, 2022.

Upon the recommendation of the *CLAJ* Editorial Board and upon approval by the CLA Executive Board, the AE will be appointed for a renewable two-year term.

For more information about *the College Language Association Journal*, visit <http://www.clascholars.org>