Applications are invited for the position of Executive Editor(s) of ICHRIE Research Reports. The application is open for one individual for this position, or a team of co-Editors particularly if the team would demonstrate diversity.

The Executive Editor(s) position for one of ICHRIE’s publications is a prestigious position that carries with it much responsibility. ICHRIE’s publications are the “essence” of the organization, and represent one of the most important membership benefits for ICHRIE’s members. The individuals who assume the position of Executive Editor(s) for one of ICHRIE’s publications, therefore, assume responsibility for fulfillment of an important part of ICHRIE’s obligations to ICHRIE’s membership. Appointment to executive editor(s) position is considered to be an honor and recognition of individuals’ proven abilities and his/her knowledge of, and recognition, in the hospitality and tourism fields.

The executive editor(s) of ICHRIE Research Reports would have the overall responsibility to:

- Establish editorial policy and vision for the journal within the ICHRIE guidelines and the purpose of the ICHRIE Research Reports as approved by the ICHRIE Board of Directors;
- Encourage and solicit the submission of relevant, original, high quality Reports;
- Coordinate conscientious and expeditious peer reviews of each submitted Reports;
- Select meritorious Reports for publication;
- Coordinate publication activities and scope of materials utilized with editors of other ICHRIE publications;
- Work with the ICHRIE Director of Research and ICHRIE publications staff to assure timely and professionally packaged online publication of each of the Reports; and
- Work with authors and other stakeholders to promote the readership of ICHRIE Research Reports to industry, policy makers and other interested audiences.

The ICHRIE Board of Directors appoints the editor ICHRIE Research Reports for a five-year term only.

Within the ICHRIE organizational structure, the editor reports to the ICHRIE Director of Research and is expected to attend all meetings of the Research Committee. In addition, the editor(s) makes frequent reports to the ICHRIE leadership and members on the status of the Reports, works closely with the ICHRIE publications staff, and selects and oversees a set of associate editors who are content area specialists, an editorial board and a group of ad hoc reviewers to assure timely and conscientious reviews of submitted materials.

There is no remuneration from any source associated with this position, as is the case with all other ICHRIE leadership positions. Costs in time and resources incurred by the editor(s) must be borne by the individual and/or his/her institution. To successfully fulfill these responsibilities, persons selected for editor(s) positions should meet the following minimum qualifications:

- Must be a member of ICHRIE.
- Should be committed to the mission and goals of ICHRIE and the role and function of the particular publication within the overall array of ICHRIE publications.
- Should be able to make the time commitment that will be required. It is estimated that editor(s) will spend approximately 10 hours per week on his/her editorial work. An individual who is an administrator should discuss his/her time commitments to his/her department, college, or university with the Publications Council chair relative to the demanding time commitments of an ICHRIE publications editor position.
- Should represent an institution committed to providing appropriate support for the editor(s).

That support should include, but may not be limited to:
1. Work load allowances to allow the individual the time required as indicated above;
2. Editorial help, either with a graduate student or a dedicated staff member of up to 4-5 hours a week, but which could increase in the future;
3. Possible associate editors as part of the team would be very helpful.
4. Usual costs for long distance phone calls, faxes, postage fees, and duplication. Access to e-mail is required.
5. Travel costs to support the individual’s attendance at meetings of the Research Committee and ICHRIE. The individual’s participation in these events is essential to enable him/her to interface with ICHRIE members who are writers and reviewers as well as to interact with members of the Research Committee.
6. Institutional support to fund the ICHRIE Research Report awards is also encouraged.

In addition to the above criteria, the following are other factors that may impact on the ability of an individual to function in an editorial capacity for ICHRIE:
A. The editor of ICHRIE Research Reports should be well grounded in the total perspective of the hospitality and tourism industry and current research trends. A global perspective, familiarity with the “total picture” of the industry, and general experience with writing for the publication of research papers, articles, or text books is seen as a good background for this position.
B. The editor(s) must have good writing skills and a strong background in grammar and the structure of written materials.
C. The editor(s) should be a supportive individual who is able to relate well with members from all types of backgrounds. The editor(s) should be able to provide positive, constructive feedback to writers, and encourage ICHRIE members to develop their writing and publication skills.
D. The editor(s) could hold a faculty and/or administrative position in either a four-year or a two-year school.
E. The editor(s) should have a high degree of organizational ability and be able to manage the flow of publications in a timely, efficient manner.
F. The editor(s) should understand the importance of publication deadlines and work closely with the ICHRIE office and the external publisher to meet the established publications calendar.
G. The editor(s) should understand the importance of following the policies and guidelines of ICHRIE and the ICHRIE Research Committee in the management of the publication and of adherence to those guidelines in his/her actions as the editor. For a copy of the specific guidelines for ICHRIE Research Reports please contact Dr. Chris Taylor using the information provided below.

Persons interested in applying for the position of Editor(s) for the ICHRIE Research Reports should submit their application to:

Dr. Chris Taylor
4450 University Drive, Room 227
Conrad N. Hilton College of Hotel and Restaurant Management
University of Houston
Houston, TX 77204
Telephone: 713-743-0952
Email: dctaylor@uh.edu

Applicants should include the following in the application packet:
1. Curriculum vitae.
2. Statement of interest in the editor position and vision for the continued development of ICHRIE Research Reports.
3. Separate statement discussing time availability and the anticipated institutional support.
4. Letter of support from the appropriate administrator.

The deadline for applications to be received is March 31, 2020.