

Journal of Hospitality & Tourism Research Call for Editor(s)-in-Chief

Applications are invited for the position of Editor(s)-in-Chief for the *Journal of Hospitality & Tourism Research (JHTR)*. The application is open to one individual for this position, or a team of co-editors, particularly if the team could demonstrate diversity.

This 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 benefits for ICHRIE's members. The individuals who assume the position of Editor(s) for one of ICHRIE's publications, therefore, assume responsibility for the fulfillment of an important part of ICHRIE's obligations to ICHRIE's membership. Appointment to the editor(s) position is considered to be an honor and recognition of the individuals' proven abilities and his/her knowledge of, and recognition in the hospitality and tourism fields.

The executive editor(s) of the *Journal of Hospitality & Tourism Research* would have the overall responsibility to:

- Establish editorial policy and vision for the journal within the ICHRIE guidelines;
- Encourage and solicit the submission of relevant, original, high-quality manuscripts;
- Coordinate conscientious and expeditious peer reviews of each submitted manuscript;
- Select meritorious manuscripts for publication;
- Coordinate publication activities and scope of materials utilized with editors of other ICHRIE publications; and
- Work with the ICHRIE Director of Research, ICHRIE publications staff, and the external publisher to ensure timely and professionally packaged issues of the journal.

The ICHRIE Board of Directors appoints the editor(s) for the *Journal of Hospitality & Tourism Research* for a single five-year term. No reappointment is permitted. The last half of the 5th year is intended to provide time for the current editor(s) to serve in the role of mentor(s) to help transition the new/incoming editor(s). The selected new individual(s) will assume their role as editor(s) on January 1, 2026. Training will occur between September 1, 2025, and December 31, 2025.

The appointment:

- Begins on January 1, 2026.
- The five years of the appointment will end on December 31, 2030.
- Will require the editor(s) to agree in writing that should it be necessary to step down from the appointment, a one-year period of notice will be provided to ICHRIE.
- Will require the editor(s) to agree/accept that any editorial stipends provided by the external publisher will be paid to ICHRIE to help defer overall publishing costs.

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 journal, works closely with the ICHRIE publications staff and external publisher, and selects and

oversees a team 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 is required. It is estimated that the editor(s) will spend approximately 10-15 hours per week on editorial work. An individual who is an administrator should discuss his/her academic time commitments with the ICHRIE Director of Research 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. Workload allowances to allow the individual the time required as indicated above;
2. Editorial office support, estimated to be about 20 hours per week as indicated above (see optional note below);
3. Usual costs for long-distance phone calls, faxes, postage fees, and duplication. Access to e-mail is required;
4. Travel costs to support the individual's attendance at meetings of the Research Committee and the annual ICHRIE Global Conference. 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 and JHTR's editorial board; and
5. Travel to ICHRIE Federation and other conferences to promote the journal and interact with stakeholders and potential stakeholders of the journal.

In addition to the above criteria, the following are other factors that may impact the ability of an individual to function in an editorial capacity for ICHRIE:

- A. The editor of the *Journal of Hospitality & Tourism Research* 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 research papers, articles, or textbooks is a good background for this position. The editor(s) of the *Journal of Hospitality & Tourism Research* should have a distinguished scholarly reputation with notable publications in their expertise area. The editor(s) should demonstrate a global perspective and a "total picture" understanding of the hospitality and tourism industry.
- B. The editor(s) should have editorial experience and comprehensive understanding of current research trends and academic publication landscape. Evidence of superior performance in the review and editorial process is an essential qualification for this position.
- C. The editor(s) should be a supportive individual who can communicate well with stakeholders from all types of backgrounds. The editor(s) should be able to provide positive, constructive

feedback to writers, and encourage ICHRIE members and other authors to develop their writing and publication skills.

- D. The editor(s) should 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 *Journal of Hospitality & Tourism Research*, please get in touch with the Director of Research using the information provided below.

Optional Note:

When developing a proposal for this role, applicants are asked to consider including the hiring of the current editorial office assistant to provide the 20 hours/week needed for journal management support. Having an experienced assistant, knowledgeable of the publishing platform, conversant in applying journal policy, and skilled in daily journal operations, is extremely important for running a competitive journal with 1300+ submissions per year. Albeit not a requirement for the position, the incoming editors are encouraged to seriously consider the continuation of the editorial assistant's services.

Persons interested in applying for the position of Editor(s) for the *Journal of Hospitality & Tourism Research* should submit their application to:

Minwoo Lee, Ph.D. (ICHRIE Director of Research)

Director of Hospitality Analytics and Innovation Lab | Associate Professor
Conrad N. Hilton College of Global Hospitality Leadership
University of Houston
(713) 743-6754
mlee37@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 the *Journal of Hospitality & Tourism Research*.
 3. Separate statement discussing time availability and the anticipated institutional support.
 4. Letter of support from the appropriate administrator.
- (Note. Please include "JHTR Editor(s)-in-Chief Application" in the subject of the email)

The deadline for applications to be received is December 31, 2024.