



Position Title: Associate Publisher, Publications Research Integrity
Status: Full-time (37.5 hours/week), Exempt status
Reports to: Chief Publications, Open Science, & Research Integrity Officer (CPO)
Department: Publications
Effective Date: April 10, 2025
Location: Rockville, Maryland (Currently, FASEB has a remote first policy in place, and while our office is open, many staff are working remotely. On-site or remote work options will be considered for this position.)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation's largest coalition of biomedical researchers, representing 22 scientific societies and over 110,000 individual researchers from around the world. FASEB is widely recognized as the voice of advocacy for biological and biomedical research scientists.

The Publications Department is responsible for publishing journals and other online products. FASEB currently has two products, *The FASEB Journal* and *FASEB BioAdvances*, and will be expanding its offerings. FASEB Publications engages with other societies in this space and this role will also involve working with other societies and their publications under the direction of the CPO.

Primary Functions:

The Associate Publisher (AP) is responsible for leading these three aspects for publications:

- 1) Research Integrity
- 2) Peer review and contracting
- 3) Trust in science

The AP reports to the Chief Publications, Open Science, & Research Integrity Officer (CPO).

Major Duties and Responsibilities:

- The AP will work with the CPO, FASEB staff, the Editors and publications board members, alongside governance (current governance includes the Publications Committee and the Board of Directors) to ensure that the research integrity and peer review of publications are strengthened and of the highest quality for the research and data published. The core focus of the AP role is improving the standing of publications across biological and biomedical sciences through continually growing the research integrity initiatives, practices, and processes and ultimately building trust in science broadly across stakeholders.
- The AP will be responsible for overseeing research integrity efforts, including responding to and resolving complaints prior to, during, or after the peer review and publication process in a timely and professional fashion. This may involve engaging with various stakeholders: readers, editors and board members, publishers, authors, and institutional research integrity officers. The AP will

be encouraged to develop and implement a ticketing system for better management of this process with various stakeholders.

- The AP will be responsible for managing the Peer Review Manager who oversees the day-to-day submissions and peer review. FASEB also leverages an external vendor to support peer review, and the AP will hold responsibility for managing that relationship, the budget, and billing/payment.
- The AP will hold responsibility for sending and securing signed contracts for all editorial roles using DocuSign.
- The AP will be responsible for drafting and executing an RFI for transitioning the submission and peer review system, for securing bids, and developing a series of recommendations with supporting evidence to advance to the CPO and ultimately the Editors and Publications Committee for approval. The integration of relevant AI/Gen AI tools will be central to this plan, and any subsequent transition to a different system will be managed by the AP.
- The AP will hold oversight for developing and improving peer review best practices and research integrity policies and processes, in coordination with the CPO, the Editors, and Publications Committee.
- The AP will oversee specifically the waivers policy and ensure it is transparent and fairly applied within the budgetary limits established by the CPO.
- The AP holds responsibility for growing the manuscript transfers between the publications, coordinating with the transferring and receiving journal and the Referral Editor.
- The AP will provide support for the quarterly Publications Committee meetings including coordinating the date, time, agenda, and preparing the presentations.
- The AP is tasked to provide insight into innovative and new approaches the journals might take to advance trust in science, including trust markers, best practices, new tools and approaches. This includes keeping up with and reporting on key developments in the peer review and research integrity space and engaging with stakeholders including those at universities, standards and identifier organizations, software developers, including AI tools.
- The AP will represent Publications through attendance at conferences, specialized working groups and community activities on standards, best practices, and research integrity, and presentations at the Board of Directors and other societies, both domestically and, on occasion, internationally.

Education and Experience Required

A Ph.D. in biological, biomedical, chemical, physical, engineering, or related sciences and at least five years of combined education and work experience in an academic, government, non-profit, commercial, or industrial setting required.

Broad expertise in the biological and biomedical sciences and a serious interest in leading research integrity for a growing organization, an analytical skill set that supports a dive deep into data analysis

and trends, an interest in policy and process development, and a commitment to improving trust in science would support your candidacy.

Co-authoring at least one scientific research publication.

At least seven years of either scientific publishing or research integrity & ethics experience required, including employers spanning nonprofits, scholarly societies, commercial organizations, or federal science agencies.

Skills Required

- Must be a self-starter, a leader who both initiates and follows-through on projects and business relationships.
- Initiate and follow up with outreach independently.
- Excellent interpersonal and developmental relations skills.
- Strong team player.
- Effective written and verbal communication skills.
- Strong research-based skills.
- Strong presentation skills.
- Strong familiarity with common software and web-based applications, comfort with working inside databases, with basic AI tools, and with programs such as excel and PowerPoint.
- Strong time management, multi-tasking, organization, and prioritization, ability to meet deadlines skills.
- Attention to detail around complex issues.
- Comfortable presenting to various stakeholders, primarily scientists, and understands different stakeholder needs and roles.

90% sitting, 5% standing, 5% walking.

Requires extensive computer use.

Occasional travel and work-related assignments on weekends may be required (expected no more than 6 times per year).

Location

This position is in Rockville, Maryland, and is in walking distance to the Metro and on major bus lines.

Currently, FASEB has a first remote policy in place, and while our office is open, many staff are working remotely. On-site or remote work options will be considered for this position.

To Apply

Please submit a cover letter with salary expectations and resumé through FASEB's employment site: <https://www.faseb.org/employment> The position will remain open until filled. If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org

FASEB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.