

### **IMPORTANT ADVICE**

- *We urge all who are interested in submitting a nomination to attentively read the Call, familiarise themselves with the required documents, nomination procedure and submission mechanism.*
- *We strongly advise not to wait until the approach of the deadline to submit the Nomination Pack.*
- *Please bear in mind that incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted.*
- *Submission 72 hours before the closing of the Call does not guarantee EADV Office support.*

## **CALL FOR NOMINATIONS**

### **JEADV CLINICAL PRACTICE (JEACP) EDITOR-IN-CHIEF ELECT-2025-2026**

#### **Term of Office starting Autumn 2025**

#### **Automatically becoming Editor-in-Chief 2026-2031**

### **TO THE FELLOW MEMBERS OF THE EADV:**

**Nominations must be submitted to the Secretary General by  
Monday, 14 July 2025 at 13:00 hrs CEST**

*Please ensure to submit your Nomination Pack before the deadline.*

*The official time of submission will be the time recorded by the Call for Nominations module.*

*Submission 72 hours before the closing of the Call does not guarantee EADV Office support.*

The EADV invites nominations for the Editor-in-Chief-Elect of the JEADV Clinical Practice (JEACP). The JEACP covers practical, hands-on information directly relevant to managing the dermatologist's and venereologist's office and the acquisition of cutting-edge clinical skills. It accepts a variety of research papers, including proof of concept studies, pilot clinical trials, case reports, study protocols, and investigations of innovative technologies. Additionally, it welcomes short reports, original and review articles, and educational content, such as imaging diagnoses, techniques and procedures, as well as quiz cases. The JEACP is a patient-centred journal that focuses on amplifying the patient voice regarding the experience of living with skin and venereal diseases, while also providing reliable and accessible health information.

The primary role of the Editor-in-Chief-Elect is to work for one year with the incumbent Editor-in-Chief, becoming familiar with JEACP activities, procedures and regulations as well as learning about the responsibilities and duties of the Editor-in-Chief.

The Elect automatically becomes the Editor-in-Chief once the term of office of the incumbent Editor-in-Chief comes to an end.

The role of the Editor-in-Chief is to ensure the successful development of the JEACP through strategic leadership and intellectual acumen. The Editor-in-Chief must have a clear vision for the journal and demonstrate appropriate scientific knowledge and standing to further develop the international reputation of the journal as a go-to Open Access (OA) resource for the dermatology and venereology community. The Editor-in-Chief needs solid organisational skills and a collaborative mindset to work closely with several stakeholders, including the JEADV Editor-in-Chief, the Academy, the Publisher, the supporting Editors and the EADV Publications Department. The JEACP Editor-in-Chief should be a keen advocate and ambassador for OA Publishing and Open Science. For more details on the profile, responsibilities, tasks and duties of the JEACP Editor-in-Chief, please refer to the enclosed document.

All potential candidates are requested to carefully read and respect the following instructions:

### **ELIGIBILITY CRITERIA:**

#### **NOMINEE**

- Only Fellow Members in good standing and with voting rights are entitled to submit a nomination.

#### **ENDORSERS**

- Nominees must be proposed and seconded by two EADV Members in good standing and with voting rights.
- Members of the Executive Committee and Members of the Nomination and Election Monitoring Committee must not endorse (as proposer or seconder) nominees.

## NOMINATION PROCEDURE:

### **Nomination Pack** - To be valid, a **Nomination Pack must include:**

1. A complete and signed **acceptance of nomination** (dedicated form);
2. A **short CV (max. two A4 pages)**, including editorial experience as an Editor, Associate Editor, or Editorial Board Member of one or more scientific journals in relevant fields;
3. A **publication record** with a robust list of publications in relevant fields;
4. Recent head and shoulders **photograph**;
5. A **mission statement (max. 300 words)** to address the nominee's vision for the JEACP's content, through the strategic development of the journal (dedicated form);
6. Completed and signed **endorsement forms** (from proposer and seconder – dedicated form);
7. An updated and signed **Conflict of Interest Disclosure Form** (dedicated form);
8. A signed **Codes of Conduct and Behaviour Form** (dedicated form).

### **What, where and how:**

- Instructions, forms and nomination submission information are available on the “**Calls for nominations**” module on the **MyEADV portal** (log into the MyEADV portal and visit: Opportunities → Calls for Nominations)
- **The following forms and relevant instructions are available on the Calls for Nominations module:** Acceptance of Nomination, Mission Statement Form; Endorsement forms from a proposer and seconder, Codes of Conduct and Behaviour Form and Conflict of Interest Disclosure Form (COIDE) (as the COIDE form is part of a nomination procedure, the version available on the nomination module is pre-compiled with “*Nominee for EADV elected positions*” which is the required category – further categories may be added should they correspond to the nominee's situation).
- We strongly invite all interested in submitting a nomination to become familiar with the nomination procedure and not to wait until the deadline to submit their nomination.
- Submission 72 hours before the closing of the Call does not guarantee EADV Office support.

## VERY IMPORTANT NOMINATION AND CANDIDACY INFORMATION

### Conduct and Behaviour:

- Codes of Conduct and Behaviour must be observed by candidates at all times;
- All candidates must agree to adhere to the Code of Conduct of the Academy, complete the Conflict of Interest statement of the Academy and adhere to the Rules governing the behaviour of candidates presenting for election as provided for in the bylaws. Failure to do so may invalidate the candidature (from the EADV statutes, article 14).

### Nomination and Nomination Pack:

- All forms must be duly filled out and signed to be considered valid;
- All the submitted documents must be in English to be considered valid;
- CVs longer than two A4 pages will not be considered valid;
- Mission statements longer than 300 words will not be accepted;
- Incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted;
- The submitted documents should not contain sensitive personal data.

### Pre-selection of candidates - A dedicated Working Group:

As per relevant EADV Bylaws, a Working Group appointed by the EADV Executive Committee will be responsible for screening and shortlisting (if needed) up to three most deserving nominees who will become election candidates. The screening and shortlisting phase might include interviews with selected nominees.

### Candidate Profile:

- The names and countries of the candidate, proposer and seconder, as well as the CV, mission statement, photograph and duly filled out and signed Conflict of Interest Disclosure Form of the candidate will be made public to the voters (the EADV Board Members) as part of the Candidate Profile.
- The aforementioned Working Group may decide to add to the profile other documents from the Nomination Pack (e.g. publishing record); the selected candidates will be informed accordingly.

#### Term of Office – General Information:

- The term of office of the Editor-in-Chief-Elect is one year, commencing after the 68<sup>th</sup> Board Meeting (where election results will be disclosed to the Board) and the 2025 AGM (where election results will be disclosed to the EADV Members). Both meetings are currently scheduled to be held in Paris in September 2025. Relevant written confirmation from the Secretary General will follow the Board Meeting and AGM. During this introductory year, the Elect is expected to become familiar with the JEACP procedures, preparing himself/herself for the term as Editor-in-Chief.
- The term of office as Editor-in-Chief is five years, commencing immediately after the Board Meeting that will be held in the autumn of 2026, when the incumbent Editor-in-Chief will end his/her term.

#### SECOND TERM ELECTION

- The Editor-in-Chief serving the first term may stand for second term election (a second term of five years). Should this be the case, he/she shall submit a nomination and shall go through the selection process led by the dedicated Working Group in the same way as other nominees.

#### RESTRICTIONS

- The Editor-in-Chief of the JEACP may not act as Editor-in-Chief of any other publication that might be regarded as an actual or potential competitive publication with the JEACP.

#### ADDITIONAL INFORMATION

- The Editor-in-Chief is supported by the Publication Department at the EADV Headquarters.
- The JEACP Editor-in-Chief responds to the EADV Board of the Representatives and is expected to attend EADV Board Meetings. When participating in Board Meetings, the JEACP Editor-in-Chief is granted a waived fee to access the EADV Spring Symposium and Congress, will be offered accommodation and will receive travel reimbursement (within given amounts as set out in the Academy's bylaws).
- The Publisher may provide an annual honorarium to the Editor-in-Chief, subject to the agreement of the EC.

**Submission of the required material is only possible electronically**

**Please refer to the dedicated nomination submission module on the MyEADV portal**

**Questions may be addressed to [eadvelections@eadv.org](mailto:eadvelections@eadv.org)**

#### **Do not forget:**

- **The Call closes on 14 July 2025 at 13:00 hrs CEST;**
- **Please ensure to submit your Nomination Pack before the deadline;**
- **The official time of submission will be the time recorded by the Call for Nominations module;**
- **Submission 72 hours before the closing of the Call does not guarantee EADV Office support.**

All nominations will be subject to approval by the Nomination and Election Monitoring Committee (NEMC).

#### **PRELIMINARY ELECTION INFORMATION:**

- The election of the JEACP Editor-in-Chief-Elect will be conducted online, currently planned to be held in September 2025. Should this schedule undergo any change, candidates will be informed accordingly.
- The election will be conducted by Civica Election Services (CES), the Academy's longstanding supplier for online votes. The voting system used is safe and confidential.
- Electorate – The JEACP Editor-in-Chief-Elect is elected by the EADV Board Members.
- Voters will receive voting emails from CES. They should be on the lookout for emails with a CES domain (e.g. @cesvotes.com).

Elections results will be announced as follows:

- To the EADV Board Members at the 68<sup>th</sup> Board Meeting scheduled to be held in September 2025;
- To the EADV membership at the Annual General Meeting, scheduled to be held during the EADV Congress in Paris on Friday, 19 September 2025 at 12:30 hrs CEST;

- Candidates will receive official information via email from the Secretary General in the weeks following the 2025 AGM; and
- The name and country of the elected candidate will be published on the EADV website (for the Academy's privacy regulations see [EADV Privacy Policy](#)).

#### **MAIN RESPONSIBILITIES, TASKS AND DUTIES:**

- In consultation with the Academy and Publisher, establish editorial policy and define the vision and scope of the JEACP;
- In consultation with the Academy, appoint the supporting Editors and recruit, maintain and motivate the Editorial Board;
- Foster OA Publishing ideology within the Editorial Team;
- Work closely with the JEADV Editor-in-Chief and oversee the content for publication in the JEACP;
- Contribute to the launch and promotion of the journal, driving its growth by favouring the use of social media to increase outreach and impact;
- Solicit the submission of high-quality contributions, editorials and commentaries on selected articles;
- Supervise and organise the peer review of manuscripts submitted for publication in the journal, ensuring that appropriate and timely procedures for review are unbiased and adhere to the ethical principles and best practice guidelines;
- Plan the publication of each issue in collaboration with the Editorial Team, the Publication Department and the Publisher;
- Liaise with the Publication Department at the EADV Headquarters for daily journal operation and to accomplish the duties outlined above;
- Preside at annual Editorial Board meetings held during the EADV congresses and/or electronically;
- Present annual reports to the EADV Board and any other reports requested by the Academy on ongoing activities of the journal;
- As a prominent member of the Academy, the JEACP Editor-in-Chief is also expected to attend Annual General Meetings (generally held once per year in parallel with the EADV Congress).

Prof. Carmen Salavastru  
EADV Secretary General

16 June 2025

## **The JEACP Editor-in-Chief**

### **Role and Responsibilities**

The role of the Editor-in-Chief is to ensure the successful development of the journal through strategic leadership and intellectual acumen.

The Editor-in-Chief agrees to perform the following services with respect to the JEACP, conscientiously, expeditiously, and to the best of the Editor's ability:

- a) to appoint the supporting Editors (i.e. Associate Editors and Section Editors) with the approval of the EADV Board;
- b) to select an Editorial Board with the duty to notify the EADV Board accordingly;
- c) to keep the supporting Editors and the Editorial Board motivated;
- d) to solicit the submission of high-quality contributions to the JEACP, to invite review articles, select supplements, and to oversee any other special features as appropriate;
- e) to evaluate submitted manuscripts, in accordance with the editorial policy consistently applied and using the electronic editorial system, and to select suitable manuscripts for the review process for the JEACP;
- f) to arrange for and supervise the independent, objective, and unbiased peer review of manuscripts. The Editor-in-Chief agrees to facilitate the peer-review process by assigning manuscripts to suitably qualified experts who are supporting Editors, members of the Editorial Board or *ad hoc* using the electronic editorial office system to request the authors to make such revisions as the Editor and/or reviewers deem appropriate, and to reject any manuscripts the reviewers and/or Editor deem unsatisfactory; the Editor-in-Chief will communicate on a timely basis with authors regarding receipt, acceptance, revision, or rejection of submitted manuscripts;
- g) to adhere to generally accepted publication ethics and best practices; to ensure that the policies and procedures the Editor employs with respect to the JEACP are consistent with the Core Practices and associated guidelines set forth by the Committee on Publication Ethics (COPE); and to observe all applicable policies set by the Publisher;
- h) to plan the publication of each issue in collaboration with the Editorial Office and the Publisher;
- i) to oversee and be ultimately accountable for the activities and performance of supporting editors appointed to the JEACP (including handling of peer review, time to decision, and adherence to editorial and journal policy);
- j) to assume editorial responsibility for the timely submission to the Publisher of the final manuscripts in the English language, in format, content and style in accordance with the JEACP guidelines to authors ("Author Guidelines") and in accordance with a production schedule and turnaround times established by the Publisher;
- k) to support the educational needs of EADV Members by ensuring the Journal consistently provides attractive and relevant content;
- l) to participate in EADV Board meetings in a non-voting capacity, presenting an annual report to the EADV Board (at least once a year and for official Board approval) and any other reports requested from time to time by the EADV Leadership on ongoing activities of the journal or matters relating to its production or content;
- m) to preside at annual Editorial Board meetings held during the EADV congresses and/or electronically;
- n) to liaise closely with the Editorial Office at the EADV Headquarters for daily journal operation and to accomplish the duties outlined above.

**Prerequisites**

- An EADV Member (Fellow Member membership category);
- Well-published dermatologist and/or venereologist with considerable clinical experience and outstanding academic reputation in the field;
- Editorial experience, ideally as a senior editor of a peer-reviewed journal;
- A strong interest in scientific publishing proven by the publication record and a broad understanding of peer review and publication ethics;
- Good understanding of Open Access and commitment to Open Science;
- Active in the community with strong networks;
- Excellent written and spoken English skills;
- Disclosure of any Conflict of Interest.

**Restrictions**

The Editor-in-Chief of the JEACP may not act as Editor-in-Chief of any publication that might be regarded as an actual or potential competitive publication with the JEACP.