

## **Request for Proposals/Leadership Opportunity**

### **PAEA Assessment Editor-in-Chief**

PAEA invites proposals for editorial oversight of PAEA Assessment publications, the suite of exam products created annually by PA educators for PA students, and leadership of a newly formed Assessment Advisory Board. This RFP is open for bids from active PA educators at PAEA member programs.

#### **OBJECTIVE**

PAEA seeks to hire an Assessment Editor in Chief. This person should be a well-respected assessment expert from the PA community. PAEA intends to enter a contract with the Editor in Chief, who will provide editorial oversight of PAEA Assessment publications and lead a newly formed Assessment Advisory Board. The contract period, from October 1, 2023, to March 31, 2027, will be subject to annual review.

Deadline for proposal submission: **June 19, 2023**

Virtual interviews: **June 26–27, 2023**

Notification of selected proposal: **By July 31, 2023**

Contract responsibilities begin: **October 1, 2023**

#### **NATURE OF SERVICE**

The Editor in Chief will assume the following annual responsibilities:

1. Work with PAEA Assessment staff to ensure the overall quality and coordination of the exam development, editorial, and production processes.
2. Lead a newly formed Assessment Advisory Board comprised of the chairs from each Exam Development Board.
3. Work with PAEA Assessment staff and Assessment Advisory Board to ensure that the annual assessment production schedule is kept on track, with timely participation, submissions, and reviews by Exam Development Board volunteers.
4. In close collaboration with the Project Manager, Assessment Services, plan and attend a joint meeting of the Exam Development Boards each spring (Exam Development Summit).
5. Monitor assessment-related news, literature, policy, and education, as well as medical guidelines, for potentially relevant updates to PAEA Assessment products.
6. In collaboration with the PAEA Assessment staff and Assessment Advisory Board, develop educational programming to raise and broaden Exam Development Board and Association member thinking on assessment trends and best practices.

## **STAFF LIAISON**

The Editor in Chief will liaise with the PAEA Project Manager, Assessment Services, and work in close collaboration with the entire PAEA Assessment team. The Editor in Chief will provide a written report or verbal report to the PAEA Board of Directors when requested.

## **PERIOD OF SERVICE AND TERMINATION**

An initial period of performance as the incoming Editor in Chief under the mentorship of our current Editor in Chief, Dr. Kim Cavanagh, will be from October 1, 2023, to March 31, 2024, followed by the initial full term as Editor in Chief from April 1, 2024 – March 31, 2027, with the potential for one-term renewal.

## **COMPENSATION**

The Editor In Chief will receive a fee of \$4,000 per quarter. The contractor is solely responsible for payment of taxes, is not entitled to workers' compensation, unemployment compensation, or any employee benefits. PAEA will also cover travel costs to attend required meetings in accordance with PAEA's travel reimbursement policy.

## **NATURE OF RELATIONSHIP**

The Editor in Chief is independent of PAEA and shall not act as an agent for PAEA; nor shall the contractor be deemed an employee of PAEA for any purposes whatsoever. The Editor in Chief shall not enter into any agreement or incur any obligations on PAEA's behalf or commit PAEA in any manner without PAEA's prior written approval.

## **CONFLICT OF INTEREST**

As part of the contract for this work, the Editor in Chief must agree to the terms of PAEA Exam Development Board Roles and Responsibilities regarding the security and confidentiality of materials, originality of work product and ownership and work, HIPAA, and potential or apparent conflicts of interest. The Editor in Chief shall ensure that there exists no conflict of interest, and every effort will be made to avoid the appearance of a conflict of interest between the Editor in Chief and the Editor in Chief's family, business, or financial interests and services provided under this contract. Should the situation change during the period of the contract, the Editor in Chief will advise PAEA of such change in writing as soon as discovered.

## **CRITERIA FOR SELECTION**

All proposals will be evaluated by PAEA Assessment Editor in Chief Selection Committee consisting of PAEA board members, volunteers, and staff. Individuals with competitive proposals may be asked to present their vision in an interview. Applicants must clearly meet the following criteria:

- Familiarity with PAEA, PA education, and related issues
- Strong leadership and communication skills
- Extensive background in multiple choice exam item writing, peer review, item statistics, key validation, and form review
- Exam development and editorial expertise relating to national standardized exams

- Ability to work with PAEA staff to produce quality exams according to established timelines
- Ability to fulfill the time commitment necessary for this position
- **Preference will be given to candidates who have had extensive experience with a PAEA Exam Development board**

#### **PROCEDURES FOR SUBMITTING A PROPOSAL**

A proposal must be submitted no later than **June 19**. A complete and concise proposal will contain the following components:

- Letter of interest
- Curriculum Vitae
- A summary document which details your qualifications relative to those requested
- A list of two professional references that can speak to your leadership experience and assessment expertise (please include contact information)
- A proposal outlining your vision for the future of PAEA Assessment program, not to exceed one page

**Once selected, the Editor in Chief will be required to obtain a letter from their sponsoring institution indicating its support of the appointment and for the release time to fulfill the designated responsibilities (2-6 hours per week on average with some additional time required at certain points in the year).**

Proposals can be sent electronically to Lynn Heitzman at [lheitzman@paeaonline.org](mailto:lheitzman@paeaonline.org).

**Proposal deadline: June 19, 2023**