

## The Peel Editor-in-Chief application process for 2016-2017



THE PEEL LITERATURE & ARTS REVIEW

### Application instructions

Your complete application will include a cover letter, your current resume (with adequate contact information), answers to the questions below, and names and contact information for at least two professional references. Incomplete applications or applications received after the deadline will not be accepted. Application materials must be submitted via email as a single PDF portfolio to Allison Bennett Dyche, Assistant Director for Student Engagement, at [dycheab@appstate.edu](mailto:dycheab@appstate.edu). For more information, call 828-262-6252.

### Qualifications

The editor-in-chief will be a student enrolled full-time at Appalachian State University. Qualified candidates will have a minimum of 60 semester hours earned before their term would begin, and will have a 2.5 grade point average or better at time of application. The editor-in-chief must maintain a 2.25 grade point average while in office. Prior collegiate or professional journalism experience is desired. Candidates without experience must request from the Student Media Board a waiver of the experience requirement.

### Supplemental application questions

1. What is the purpose of a student literary arts journal?
2. How do you see The Peel collaborating with other departments and organizations at Appalachian State University?
3. Describe your leadership style. In what ways is your leadership style well-suited for this position?
4. What do you hope to gain from serving as editor-in-chief? Which skills or abilities do you wish to learn or further develop?
5. Submit a one-year plan that includes answers to the following questions:
  - Identify a main negative of The Peel. How will you address and fix it?
  - Identify the main positive of The Peel. How will you retain and improve upon it?
  - What operational goals would you like to accomplish during your term?
  - How will you move The Peel forward technologically?

### Timeline

**Dec. 14:** Applications available.

**Jan. 22:** Completed applications emailed in PDF format (preferably as a PDF portfolio) to [dycheab@appstate.edu](mailto:dycheab@appstate.edu). Applications must be submitted by 5 p.m.

**Jan. 31:** Student Media Board conducts interviews with qualified applicants.



# The Peel Literature & Arts Review

## Editor-in-Chief

### Job Description

The Editor-in-Chief of The Peel is appointed by the Student Media Board, and is supervised by the Assistant Director for Student Media. The Editor-in-Chief is responsible for the entire content of The Peel (print and online) and supervision of the editorial staff of the magazine. This individual must act as the official public relations officer and spokesperson while representing The Peel at various meetings and conferences. Candidates for the position must have a 2.5 grade point average at time of application and maintain a 2.25 grade point average during the term of appointment; have at least one year of editorial experience with a publication (preferably a student publication); and have writing, editing, design, public relations and leadership skills as well as an overall knowledge in the literary arts.

**Managerial Duties** (all duties done in consultation with the Assistant Director for Student Media):

- Hire the editors for editorial content, production and online operations, and consult with these individuals in the hiring of the rest of the editorial board.
- Manage the editorial board and conduct evaluations of staff (at least every semester).
- Set deadlines to meet production schedules.
- Recruit, using a variety of methods, staff for the committees. Market the publication via social media, promotions, etc. to increase readership and student involvement/submissions. Represent the publication at official college and community events.
- Ensure communication, personnel and technical problems are addressed and resolved in a timely manner.
- Handle all complaints, inquiries, and official correspondence for Peel. Check and respond to emails, phone calls, messages, etc. in a timely manner.
- Oversee the completion of payroll paperwork.
- Work with the staff to finalize specs for the annual printed product, and work with the Assistant Director for Student Media for the bidding process for printing of the journal.

### Day-to-Day Duties:

- Schedule, set the agenda and preside at all staff meetings, editorial board meetings, and any other meetings related to content, operation and planning. Conduct at least one editorial board meetings per week.
- Attend a mandatory weekly meeting with the Assistant Director for Student Media.
- Make equipment and supply purchase recommendations to the Assistant Director for Student Media.

### Training/Time Requirements:

- The Editor-in-Chief may be asked to attend and speak at the National College Media Convention, held each fall and spring, and the North Carolina College Media Association conference, held each winter. The editor-in-chief will also be expected to participate in leadership and professional development programs throughout the year as assigned.
- The Editor-in-Chief is expected and strongly encouraged to register for the Advanced Leadership Class, taught during fall semester for student leaders.
- Fifteen (15) posted office hours per week (outside of meeting times), plus more at deadline times, must be met. Posted office hours must be approved by the Assistant Director for Student Media, and the majority must be between the hours of 8 a.m. and 5 p.m. Monday-Friday.

# The Peel

## Editor-in-Chief

### Application

Complete and return to: Allison Bennett Dyche  
Assistant Director for Student Engagement  
CSIL, 2<sup>nd</sup> floor, 244A, Plemmons Student Union

Name \_\_\_\_\_ Class level: \_\_\_\_\_

ASU box \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Date entered ASU \_\_\_\_\_ Semester hours attempted to date \_\_\_\_\_

GPA (grade point average) \_\_\_\_\_ Semester hours earned to date \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Describe your most  
recent employment

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List and indicate the final grade earned in all communication, English and other courses you believe helped prepare you for this position.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

*For office use only*

*Date Submitted:*

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*Date Assistant  
Director Reviewed  
Application with  
Applicant:*

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*Recommendation:*

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# Editor-in-Chief

## The Peel Literature & Arts Review



THE PEEL LITERATURE & ARTS REVIEW

### ***The Peel Mission Statement***

*The Peel* is the student-produced literary arts journal for the students, faculty and staff at Appalachian State University, Boone, N.C. It is published by the Office of Student Media in the Lee H. McCaskey Center for Student Involvement and Leadership, within the Division of Student Development.

The literary arts journal is published digitally each academic year, once during fall semester and once during spring semester. A print issue of the journal is published each spring semester that features the best work (highest scored works) from the two digital issues.

*The Peel* accepts students submissions of creative works on a rolling basis throughout the year. Submissions of poetry, prose, audio, video and artwork are accepted. The works are then reviewed and scored by one of three critique committees (visual, poetry and prose), with the authors and artists remaining anonymous during the scoring process. All work is then accepted or not based upon the designated committee's scores.

**The Peel** is committed to nurturing and celebrating Appalachian State University's vibrant, active and creative community. The journal exists to be an outlet and help showcase Appalachian students' creative expression. They aim to learn and grow while fostering the creative atmosphere by publishing quality content in an accessible medium for the Appalachian State University community.