

**Policies and Procedures Manual:**  
**The Society for the Teaching of Psychology**

**December 2011**

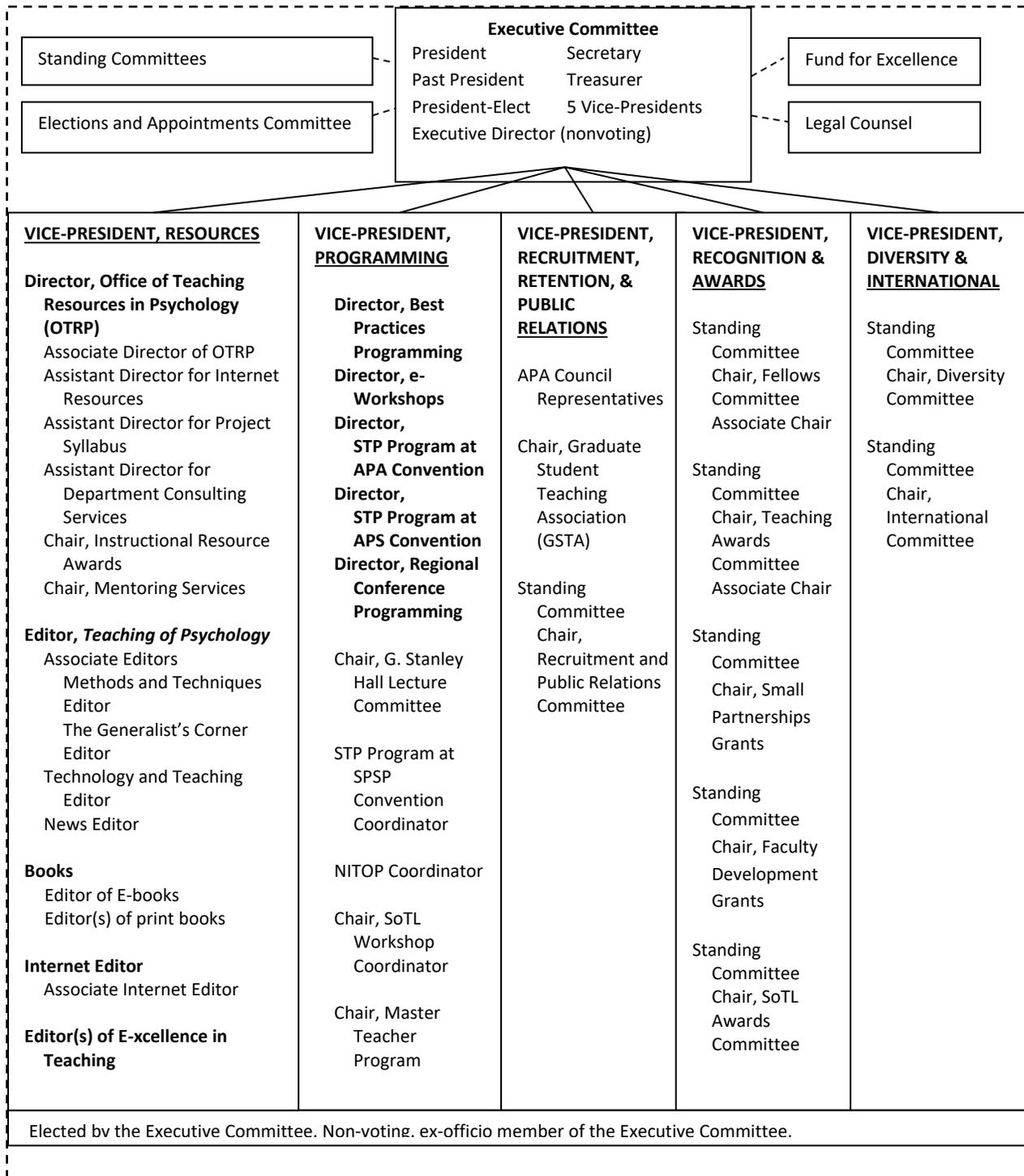


## Table of Contents

<b>STP Organizational Chart</b> .....	4
<b>Overview</b> .....	5
<b>Executive Committee Meetings</b> .....	6
Announcing Meetings .....	6
Meeting Minutes/Reports.....	6
Setting Meeting Agendas.....	6
<i>Bi-Annual EC meetings</i> .....	<b>Error! Bookmark not defined.</b>
<i>Society Business Meeting</i> .....	7
<b>Electronic Discussions</b> .....	7
Membership on the TOPEC Listserv .....	7
Introducing Topics and Motions for Discussion on TOPEC .....	9
<b>Voting</b> .....	9
Establishing a Majority .....	9
<b>Election of Officers</b> .....	99
<b>Selection of Editors and Directors</b> .....	100
Executive Director .....	111
Internet Editor .....	111
Director, Office of Teaching Resources in Psychology.....	111
Director, Best Practices Programming.....	12
Director, E-Workshops.....	12
Director, Regional Conference Planning.....	12
Editor, <i>Teaching of Psychology</i> .....	133
Associate Directors and Associate Editors .....	133
<i>Internet Editor</i> .....	133
<i>Office of Teaching Resources in Psychology (OTRP)</i> .....	133
<i>Society Programming</i> .....	133
<i>Teaching of Psychology</i> .....	144
<b>Selection of Committee Chairs and Associate Chairs</b> .....	144
Selection of Committee Members .....	145
<b>Removal from Office</b> .....	166
<b>Task Forces</b> .....	166
Constituting Task Forces .....	166
Special Membership Survey Task Force .....	177
<b>Endorsements and Nominations</b> .....	178
Endorsement Procedures for APA Presidential Candidates.....	177
Procedures for Nominating People to APA Boards and Committees.....	177
<b>Budget</b> .....	18
Stipends and Course buyouts .....	18
<i>Stipends</i> .....	18
<i>Course Buyouts</i> .....	19
Travel support .....	19
<i>Executive Committee Meeting</i> .....	19
<i>APA Convention</i> .....	19
<i>Travel during Training Year</i> .....	20
<i>APA Consolidated meetings</i> .....	20
<b>Liaisons</b> .....	200
<b>STP Mailing List</b> .....	211

<b>Small Grants</b> .....	211
Partnership Grants.....	211
Faculty Development Grants .....	211
<b>Awards</b> .....	211
Naming Existing Awards.....	222
Teaching Awards .....	222
Presidential Citations .....	222
Presidential Recognition .....	222
APA Receptions and Recognitions.....	222
Colleague Recognition Fund.....	233
<b>Conferences</b> .....	233
STP Sponsored Programs .....	233
STP Best Practices Conference.....	233
STP Web Conference.....	233
Teaching Enhancement Workshops.....	<b>Error! Bookmark not defined.</b>
STP Affiliated Conferences .....	233
<i>National Institute for the Teaching of Psychology (NITOP)</i> .....	233
<i>Division 2 Programming at the APA Convention</i> .....	244
<i>Association for Psychological Science (APS)</i> .....	244
<i>Society for Personality and Social Psychology (SPSP) Preconference</i> .....	24
<i>Regional Psychology Conferences and Teaching Conferences</i> .....	244
<i>Regional Poster Awards</i> .....	244
<b>Graduate Student Teaching Association</b> .....	255
<b>Fund for Excellence</b> .....	266
Mission/Purpose and Responsibilities .....	266
Membership .....	266
Membership Selection .....	266
Duties of the Officers of the Board.....	277
Relationship between the Fund for Excellence and the EC .....	277
<b>Appendix A. 2008 Policies and Procedures</b> .....	28
<b>Appendix B. GSTA Policies and Procedures</b> .....	76

## STP Organizational Chart



## Overview

The Task Force on Policies and Procedures, appointed by STP President Dana Dunn in 2010, created this document to summarize the established policies and procedures of our organization. Task Force members were Bill Addison, Ted Bosack, Mary Kite (Chair), Maureen McCarthy, & Tom Pusateri with contributions by Ginny Mathie, David Johnson, and Wayne Weiten. The procedures are similar to bylaws in that they that guide the governance of the Society for the Teaching of Psychology. However, unlike bylaws changes, changes to the procedures summarized in this document require only the approval of the Executive Committee and not the membership.

Whenever possible, this group relied on the Society's bylaws and Society voting records, archived in the TOPEC listserv, Executive Committee Meeting minutes, and/or the Secretary's Annual Report to the Society. When a record of relevant votes could not be located, the Task Force recommended procedures based on past practices and/or reports from other Society task forces.

The initial iteration of the Policies and Procedures manual is a comprehensive corpus of policies and procedures that have evolved over the course of Society's existence. The position descriptions, along with timelines for associated tasks are contained in the Appendix of this manual; Bill Buskist compiled the original position descriptions. Because positions evolve over time, and budgetary allocations may also change, we recommend that the STP President-Elect update the manual annually. The President-Elect should incorporate any EC approvals from the prior year, including changes in approved budget and should note the date and vote number when applicable. Directors, Editors, and Officers should update their position descriptions each year.

## Executive Committee Meetings

The Executive Committee (EC) supervises the affairs and is the decision making body of the Society. The Society conducts business in four forums: two bi-annual meetings of the Executive Committee (EC, currently midwinter and at the APA convention), via an electronic listserv, and at the annual Society Business Meeting (APA convention). The President presides over all these forums.

### Announcing Meetings

The EC meetings and the Business Meeting are open to all members. The President shall announce the dates, times, and locations of the meetings to STP members on the STP Website, in PsychTeacher, and in TOPNEWS-Online. The President will also make the agendas available on the STP Website in advance of the meetings.

### Meeting Minutes/Reports

Meeting minutes should be standardized so that they include a record of who attended and a summary of actions taken.

The Secretary shall maintain a record of all votes. Each vote shall indicate the meeting year and venue (e.g., Winter/Spring meeting, Summer/Fall meeting, electronic vote). In order to assist STP officers in locating and referring to votes in future correspondence, the Secretary should number each vote consecutively within each calendar year (January-December). A summary of each motion should include a brief rationale and the financial implications of the motion.

### Setting Meeting Agendas

#### *Bi-Annual EC meetings*

For these meetings, the President drafts the agenda. The meeting agenda is a comprehensive agenda book that is posted online under the STP Members-only publication tab and typically includes the following items:

- Daily agenda for the meeting
- List of the Executive Committee Members
- Annual Reports
  - Past President (Division Annual Report)
  - Executive Director
  - APA Council Representatives
  - Elections and Appointments Committee
  - Fund for Excellence
  - Secretary
  - Treasurer
  - Vice Presidents ( $N = 5$ )

In the past, additional reports were also included in the agenda book. With the new structure of the Society, annual reports will be solicited by the respective VP and included in the agenda book as part of that VP's report.

- Task Force and Working Group Reports
- Appendices
  - Bylaws of the Society
  - List of EC Votes that occurred between the upcoming and the prior EC meeting
  - List of recommendations from the previous EC meeting
  - Minutes from the previous EC meeting

### *Society Business Meeting*

The Business Meeting is held annually at the APA Convention as an open forum for STP members, but any interested party is invited to attend the meeting. It is scheduled for the hour immediately following the Presidential address. The Society President sets the agenda for this meeting. This meeting includes annual reports from the Elections and Appointments Committee, the Fund for Excellence, and the Executive Director. In addition the VPs provide an update on initiatives in their respective areas. Minutes of the Business Meeting are published in *Teaching of Psychology*. Proposed Bylaws changes may also be voted on during this meeting (Bylaws).

### **Electronic Discussions**

There are two listservs maintained for conducting STP business: STP Extended Executive Committee (TOPEC) and EC Voting.

The purpose of the Teaching of Psychology Extended Committee (TOPEC) listserv is to share information and solicit input from those responsible for STP operations. The listserv is an opportunity for all constituencies to speak on issues relevant to STP's operations, policies and practices. With the exception of items that require confidential discussions among Executive Committee members only, any item to be considered by the Executive Committee for a vote should be presented to the TOPEC listserv for input prior to the EC's vote. TOPEC is the primary vehicle by which those responsible for STP's operations have a voice in the discussion. The purpose of the EC Voting listserv is to conduct confidential discussions (e.g., personnel decisions) among EC voting members only and electronic voting by the EC.

Electronic discussions concerning Society business should be conducted on either the TOPEC or the EC Voting listserv. It is important that discussions be archived so that information can be retrieved. For example, creation of this document would not have been possible without access to STP's listserv archive. Also, issues often recur and having access to previous discussion(s) about a topic is essential. An exception is discussion of candidates for leadership positions, a topic considered under the Election of Officers section of this document.

### *Membership on the TOPEC Listserv*

The TOPEC membership list (see below) consists of voting and non-voting executive committee members, committee chairs, current task force chairs, and liaisons. The current President shall update the TOPEC list annually. Individuals whose term has expired (or whose work has been completed; EC Vote #6, 2004) should be removed. Newly elected officers or new appointments shall be added. The STP President shall have discretion to invite/retain individuals who are not on this list that follows but who possess relevant expertise or perspective that might inform EC deliberations.

## Membership on the TOPEC Listserv

### Voting EC Members.....

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• President</li> <li>• Past-President</li> <li>• President-Elect</li> <li>• VP for Resources</li> <li>• VP for Programming</li> </ul> | <ul style="list-style-type: none"> <li>• VP for RPRC</li> <li>• VP for Recognition and Awards</li> <li>• VP for Diversity and International</li> <li>• Secretary</li> <li>• Treasurer</li> </ul> |
|--|--|

### Extended EC (Nonvoting).....

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Executive Director</li> <li>• OTRP Director</li> <li>• Associate Director, OTRP</li> <li>• Assistant Director, Project Syllabus</li> <li>• Chair, Fund of Excellence</li> <li>• Legal Counsel</li> <li>• Executive Secretary, Fund for Excellence</li> <li>• <i>TOP</i> Editor</li> <li>• Chair, Elections &amp; Appointments</li> <li>• Internet Editor</li> <li>• Assistant Director, Internet Resources in OTRP (if approved)</li> <li>• Director of Society Programming</li> <li>• Associate Director, APA Program</li> <li>• Associate Director, APS Program</li> <li>• Associate Director, Regional Programming</li> <li>• Chair, Teaching Awards</li> <li>• President Elect-elect</li> <li>• e-Publication Editor</li> <li>• Editors of E-xcellence in Teaching</li> <li>• Chair, Instructional Resource Awards</li> <li>• Working Group Chair, STP Small Partnership Grants</li> <li>• Past Presidents (for last 5 years)</li> </ul> | <ul style="list-style-type: none"> <li>• Associate Chair, Teaching Awards</li> <li>• Chair, Diversity Committee</li> <li>• Chair, Fellows Committee</li> <li>• Associate Chair, Fellows Committee</li> <li>• Chair, RPRC</li> <li>• Chair, G. Stanley Hall Committee</li> <li>• Chair, Graduate Student Teaching Association (GSTA)</li> <li>• Associate Chair, GSTA</li> <li>• GSTA Faculty Advisor</li> <li>• All current Task Force Chairs</li> <li>• Formal STP Liaisons, NITOP, SPSP, BEA, Psi Beta, Psi Chi, PT@CC, TOPSS, APS</li> <li>• APA Council Representatives</li> <li>• Chair, Departmental Consulting Service</li> <li>• Presidential invitations for a designated time period</li> <li>• Chair, Faculty Development Grants</li> <li>• Chair, Mentoring Service</li> <li>• <i>TOP</i> Section Editors</li> <li>• Regional Coordinators</li> </ul> |
|---|---|

### *Introducing Topics and Motions for Discussion on TOPEC*

The President has the responsibility to decide when a topic is open for discussion on the TOPEC listserv. It is the President's responsibility to either bring an item up for discussion or to route the item to an appropriate STP subunit. Members who wish to have a substantive item considered should bring it to the President's attention prior to opening the floor for discussion. Note that the list is also used as a communication system or for announcements. For example, the Executive Director requests input for TOPNEWS-Online and the News Editor for ToP requests information for the journal. These announcements are welcome and do not need Presidential input.

Motions presented to the EC should take a form that allows standardized reporting and should include a statement of the rationale and the financial implications of the motion (see above: Meeting Minutes/Reports).

### **Voting**

Any item brought up for a vote must go through the President. Electronic voting can be initiated on the EC Voting list or on TOPEC. For electronic voting, the President shall establish when the voting is open and closed, including the exact date and time for both (e.g., May 15, 5:00 PM EST). The President calls for the vote, and votes are sent directly to the Secretary. The Secretary compiles the vote and reports the outcome of the vote to the STP President. The President is responsible for reporting the outcome of the vote.

Voting may also occur during the biannual meetings (in person). The Secretary records the vote consistent with the procedures for electronic voting.

### *Establishing a Majority*

The EC shall make decisions by a majority vote (Bylaws) of all those eligible to vote. This requirement applies to both face-to-face and electronic votes, regardless of the number of EC members in attendance. For the current EC (10 voting members), this requires 6 yes votes for any motion to pass. Following Roberts Rules of Order, abstentions are counted as "no" votes for this determination.

### **Election of Officers**

The elected officers of the Society shall be determined by a vote of Members and Fellows of the Society (currently a mail ballot), with the exception of APA Council Representatives, for whom only APA members may vote, and the Treasurer, for whom only members of the Executive Committee may vote.

The Elections and Appointments Committee shall issue a call for nominations, using venues such as the Society Newsletter, TOPNews, and PsychTeacher for the offices of President-Elect, Vice President(s), Secretary, and Treasurer in those years when a term of office expires, and for the offices of APA Council Representatives according to the time-line specified by APA. The

Elections and Appointments Committee shall consider the nominations for advisory purposes; a nomination does not guarantee that a candidate's name will go forward. The committee constructs the slate of candidates to be voted on by the requisite body.

With the exception of the office of Treasurer, the final ballot shall list at least two nominees for each vacancy in each elected office. The candidate receiving the largest number of votes for each Society office shall be declared elected. The Chair of the Elections and Appointments Committee shall obtain and announce the results of the elections. Candidates for office will be notified as soon as possible after the votes are tallied. No public announcement of the election results should occur until all candidates are notified of the outcome. Results of the election are also announced at the annual Business meeting. The election of Treasurer is conducted by the EC and that body shall have the option of considering only one candidate for that position.

Officers shall assume office on January 1 of the year following their election and shall hold office until their elected successors assume office in their stead. In the event that a candidate cannot assume the office, the person receiving the next highest number of votes shall be offered the position. If no candidate from the most recent election is available to serve, the President, with the approval of the Executive Committee, shall appoint someone to fill the position for the remainder of the term.

When an APA Council seat is lost on an apportionment ballot, the seat shall be vacated by the most recently elected Council Representative or the Council Representative who received the fewest votes when more than one Representative was elected in that year. When an APA Council seat is gained on an apportionment ballot, the Council Representative candidate who received the next highest number of votes in the most recent election shall occupy the seat until an election can be held. If no candidate from the most recent election is available to serve, the President shall appoint someone to fill the Council seat with the approval of the Executive Committee.

### **Selection of Editors and Directors**

There are currently five directors (Executive Director, Director of Office of Teaching Resources in Psychology, Best Practices, E-workshops, and Regional Programming) and four editors (*Teaching of Psychology*, e-books, Internet, E-xcellence in teaching). The first step in selecting an editor or director is that the President, in consultation with the EC, shall appoint an *ad hoc* Search Committee. (Note that for the Executive Director, the search committee is set by the Bylaws; see below.) This committee shall establish selection criteria and a deadline for applications and shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members (e.g., the Society Newsletter, ToPNews and PsychTeacher).

For all appointments in this category, the ad hoc Search Committee shall develop a short list of candidates for consideration. The chair of the search committee will ask the persons on the short list to submit three professional references.

Following Robert's Rules of Order, final discussion and voting for all directors and editors will be conducted by secret ballot of the EC.

### *Executive Director*

The Executive Director (ED) manages and coordinates membership records, renewals, and inquiries; coordinates the development and printing of selected Society publications and communications; maintains current, and archives relevant Society records; provides support for Society officers; and serves as the Society's liaison to APA, APS, and other teaching organizations.

The Society's Executive Director is appointed by the EC for a term of five years and is eligible for reappointment upon the recommendation of the Elections and Appointments Committee and the approval of the Executive Committee. The procedures outlined under the heading *Selection of Editors and Directors*, shall be followed for the initial appointment. In order to provide a smooth transition, the search for a new Director should begin one year prior to the current Executive Director's term ending date, or immediately upon the resignation of a sitting Executive Director. The search will be conducted by the Elections and Appointments Committee and will include the current President-Elect, Secretary, and Treasurer as ad hoc members.

Once selected, the Director-Elect should begin working with the current Director. The new Executive Director's term begins on January 1.

### *Internet Editor*

The Internet Editor (IE) oversees all Society Internet resources, including the Society's Web site, electronic discussion lists, and other Internet activities and materials. The IE is appointed by the Executive Committee for a term of five years and is eligible for reappointment upon the recommendation of the Elections and Appointments Committee and the approval of the Executive Committee. Ordinarily the Internet Editor shall serve no more than two consecutive terms.

In order to provide a smooth editorial transition, the search for a new IE should begin two years prior to the expiration of the IE's term. The procedures outlined under the heading *Selection of Editors and Directors*, shall be followed for this appointment. Once selected, the Editor-Elect should begin working with the current IE. The new Internet Editor will assume the role of Internet Director on January 1.

### *Director, Office of Teaching Resources in Psychology*

The Director of the Office of Teaching Resources in Psychology (OTRP) oversees the Society's teaching materials, resources, and services provided through OTRP. The OTRP Director is appointed by the EC and serves for a term of five years and is eligible for reappointment upon the recommendation of the Elections and Appointments Committee and the approval of the Executive Committee. Ordinarily the Director of OTRP shall serve no more than two consecutive terms.

To provide a smooth transition, the search for a new Director should be started two years prior to the end date of the current Director's term. The procedures outlined under the heading *Selection*

*of Editors and Directors*, shall be followed for this appointment. Once selected, the Director-Elect should begin working with the current Director. A new OTRP Director will begin the term of office on January 1.

*Director, Best Practices Programming*

It shall be the duty of the Director to oversee programming for the annual best practices conferences. The Director shall submit an annual report and budget request to the VP for Programming for review and approval by the EC. The Director is appointed by the EC for a term of three years and is eligible for reappointment upon recommendation of the Elections and Appointments Committee and the approval of the EC. Ordinarily the Director will serve no more than two consecutive terms.

To provide a smooth transition, the search for a new Director should be started one year prior to the end date of the current Director's term. The procedures outlined under the heading *Selection of Editors and Directors*, shall be followed for this appointment. Once selected, the Director-Elect should begin working with the current Director. A new Director of Best Practices {Programming will begin the term of office on January 1).

*Director, e-Workshops*

It shall be the duty of the Director to oversee programming for the annual online e-workshop conferences. The Director shall submit an annual report and budget request to the VP for Programming for review and approval by the EC. The Director is appointed by the EC for a term of three years and is eligible for reappointment upon recommendation of the Elections and Appointments Committee and the approval of the EC. Ordinarily the Director will serve no more than two consecutive terms.

To provide a smooth transition, the search for a new Director should be started one year prior to the end date of the current Director's term. The procedures outlined under the heading *Selection of Editors and Directors*, shall be followed for this appointment. Once selected, the Director-Elect should begin working with the current Director. A new Director of e-Workshops will begin the term of office on January 1.

*Director, Regional Conference Programming*

It shall be the duty of the Director to identify, coordinate, and nurture regional liaisons and foster teaching programming at the regional and local levels. The Director shall submit an annual report and budget request to the VP for Programming for review and approval by the EC. The Director is appointed by the EC for a term of three years and is eligible for reappointment upon recommendation of the Elections and Appointments Committee and the approval of the EC. Ordinarily the Director will serve no more than two consecutive terms.

To provide a smooth transition, the search for a new Director should be started one year prior to the end date of the current Director's term. The procedures outlined under the heading *Selection of Editors and Directors*, shall be followed for this appointment. Once selected, the Director-

Elect should begin working with the current Director. A new Director of Regional Conference Programming will begin the term of office on January 1.

*Editor, Teaching of Psychology*

The Editor of *Teaching of Psychology* edits and produces the journal. The Editor is appointed by the EC for a term of six years and is eligible for reappointment upon the recommendation of the Elections and Appointment Committee and the approval of the Executive Committee. Ordinarily the Editor shall serve no more than two consecutive terms.

In order to provide a smooth editorial transition, the search for a new Editor should be started three years prior to the end date of the current Editor's term. The procedures outlined under the heading *Selection of Editors and Directors* shall be followed for this appointment. Once selected, the Editor-Elect should begin working with the current Editor, with the new Editor-Elect beginning to receive manuscripts one year prior to his or her January 1 start date as Editor.

*Associate Directors and Associate Editors*

As with other positions, the Editor or Director who is seeking Associate Editors or Directors shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members such as ToPNEWS and PsychTeacher. After a candidate is selected for consideration, the EC shall request that the candidate provide three professional references for the position. Following Robert's Rules of Order, final discussion and voting on candidates for the position of Associate Director or Associate Editor will be conducted by secret ballot of the EC.

*Internet Editor*

The Internet Editor appoints Associate and Assistant Editors who assist in developing and maintaining our website and databases. The Editor, in consultation with the VP for Resources, brings forth candidate(s) for approval by the EC (see above).

*Office of Teaching Resources in Psychology (OTRP)*

The OTRP Director shall appoint Associate and Assistant Directors to assist in managing the resources in this office. The Director, in consultation with the VP for Resources, brings forth candidate(s) for approval by the EC (see selection procedures above).

*Society Programming*

The VP for Programming shall appoint Directors and committee chairs to assist developing Society programming. The VP for Programming, brings forth candidate(s) for approval by the EC (see selection procedures above).

*Teaching of Psychology*

The Editor of *Teaching of Psychology* shall appoint Associate and Section Editors and other members of an editorial staff to assist in editing and producing the journal. The Editor, in consultation with the VP for Resources, brings forth a candidate for approval by the EC (see selection procedures above).

**Selection of Committee Chairs and Associate Chairs**

There are currently seven Standing Committees: Recruitment and Public Relations (RPRC), Membership, Fellows, Elections and Appointments, Teaching Awards, International, and Diversity. A list of Standing Committee chairs and committee members is maintained by the Society's Executive Director and is published on the STP Website by the STP Internet Editor. With the exception of the Elections and Appointments Committee (chaired by the past, Past-President), committee chairs are selected by the responsible VP and approved by a vote of the EC. When there is a vacancy for committee chairs, the VP responsible for the committee shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members, such as TopNews and PsychTeacher.

According to the Bylaws, committee chairs assume their duties on September 1 following their appointment. Chair appointments to the Diversity and RPRC committees are made prior to December 31 of the year before the term of the current committee chair expires. For example, if the term of a Committee Chair ends in 2014, the 2013 STP VP should appoint his or her replacement and obtain EC approval for that recommendation before December 31, 2013. This gives the incoming chair the opportunity to work with the outgoing chair in preparation for assuming the role.

Fellows and Teaching Awards committees have Associate Chairs who will likely move into the role of Chair, so these appointments are handled differently.

When there is a vacancy for Associate Chair of the Teaching Awards Committee, the VP for Recognition and Awards will issue an open call for nominations, including self-nominations by June 1 of the year before the term of the current committee chair expires. Announcements shall be placed on sites of interest to STP members, such as the Society Newsletter, TopNews and PsychTeacher. The Committee Chair, in consultation with the VP recommends an Associate Chair for approval by the EC by August 1. The EC will act on the recommendation prior to September 1.

When there is a vacancy for the Associate Chair of the Fellows Committee (this occurring in the second year of the Chair's term), the Chair, in consultation with the VP for Recognition and Awards, will recommend to the EC one of the Fellows currently on the Committee who has not previously served as Chair for this position. The EC will act on this recommendation by September 1.

The Associate Chair of the Fellows and Teaching Awards committees ordinarily succeeds the Chair as Committee Chair. However, EC approval for the incoming chair is still needed.

Selection of Committee Members

For the Elections and Appointments Committee and for the Recruiting and Public Relations Committee, committee chairs and membership is determined by the bylaws (see important notes below). For other committees, the committee chair will issue an open call for nominations for committee membership, including self-nominations sites of interest to STP members, such as the Society Newsletter, ToPNews and PsychTeacher. Committee members (not specified by the bylaws) are then appointed by the Committee Chair in consultation with the responsible VP.

Important notes about specific committees:

- As per the bylaws, the members of the Elections and Appointments Committee are the President, Past-President, and the past, Past-President, who will serve as the chair. No member of the Elections and Appointments Committee can be considered for STP elective office or appointment. However, they may be considered for APA Boards, Committees, or Task Forces.
- Members of the Fellows Committee must be STP Fellows, and the bylaws require staggered terms.
- The Chair of the Graduate Student Teaching Association is a member of the Recruiting and Public Relations Committee.
- Previous teaching award winners serve as subcommittee members of the Teaching Awards Committee. The award winners should be informed that they are expected to serve on the committee.

<b>Committee</b>	<b>Chair Appointed by President/ Approved by EC</b>	<b># Years Chair Serves</b>	<b>Associate Chair?</b>	<b># of Members</b>	<b>Staggered Terms?</b>	<b>Members Appointed by?</b>
Diversity	Y	3	N	at least 3	unspecified	Committee Chair/ President
Elections & Appointments	N	1	N	3	Y	Bylaws
Fellows	Y	2	Y during the Chair's final year	3	Y	Committee Chair/ President
Recruiting and Public Relations	Y	3	N	at least 3	unspecified	Committee Chair/ President
Teaching Awards	Y	3	Y	2	unspecified	President

### **Unexpected Vacancies**

In the event that a person in any appointed position is unable to complete the term for any reason, an emergency appointment shall be made by the responsible VP with the approval of the EC. The appointed successor will complete the remainder of the term in question.

### **Removal from Office**

In cases where an appointed editor, director, or committee chair fails to perform the specified duties of that position as evaluated by the President, the President shall notify the person in writing stating the concerns and expectations for remedying the situation. If an editor, director, or committee chair continues to fail in the performance of duty, the President may choose to submit to the Past President a written statement and documentation concerning the failure of performance with a recommendation for removal of position. The Past President shall then contact the editor, director, or committee chair in question requesting a written response to this recommendation within thirty days. Upon receipt of this response or, if no response is received after thirty days, the Past President shall ask meeting the Executive Committee, excluding the President to review the documentation. A majority vote of the Executive Committee, excluding the President, shall be required for removal from the position (Bylaws).

### **Task Forces**

#### Constituting Task Forces

The President shall appoint all necessary task forces to accomplish the business of the Society (Bylaws). The President may establish a task force to pursue any topic relevant to the concerns of the Society with the approval of the Executive Committee. The Task Force shall be given a charge and time frame for executing that charge (Bylaws).

Following the STP Executive Committee meetings at APA, the President-Elect may begin to organize task forces that will operate during that individual's Presidential term. The President-Elect should consider the following when appointing individuals to task forces, committees, and other governance positions: a) As a first priority, the President-Elect should appoint individuals with expertise that can support the charge of the task force, committee, or office. b) The President-Elect should consider, among their appointments, individuals who have not yet been active in STP governance and who adequately represent STP's diverse constituency (e.g., demographic, geographic region, type of institution).

The President-Elect may approach the President to raise a motion to the Executive Committee to establish these task forces. The President shall bring the motion to the Executive Committee for a vote in a timely manner.

To document the work of Presidential Task Forces, the President shall collect status reports and any recommendations from all active task forces for information and discussion by the EC. Typically, the President requests these reports be submitted at least one month prior to the APA EC meeting.

A task force, though constituted by a president, may have a life longer than the president's term. Ordinarily, a task force is retired upon receipt of its report to the EC. The President who constituted a task force has the discretion to extend a task force's work beyond the receipt of its report but should seek approval from the President-elect to do so. In future reports, meeting minutes, and other official STP documents, the sitting president shall give appropriate credit to the president who established each task force.

#### Special Membership Survey Task Force

On a five-year cycle (next cycle, 2011), the President shall appoint a task force to develop and distribute a membership survey to evaluate the quality and usefulness of our membership resources and service. The task force shall consult with the editors, directors, and chairs of standing committees to develop specific content of the survey related to their areas. A procedure shall be established for obtaining feedback from editors, directors, and chairs of standing committees concerning how data from the membership survey has or will be used to improve the quality of membership resources and services (EC 2003 Vote #2).

A summary of the survey results shall be shared with the STP membership and archived on the STP Web site. STP Officers, Directors, Editors, and Committee Chairs should receive the results relevant to their positions.

### **Endorsements and Nominations**

#### Endorsement Procedures for APA Presidential Candidates

The Past President and the STP Council of Representatives shall review the qualifications of APA Presidential candidates as they relate to the mission of STP. These individuals shall then make a recommendation to the EC regarding which of the candidates best represents that mission. Based on this advice, the EC shall determine which candidate, if any, to endorse for APA President.

#### Procedures for Nominating People to APA Boards and Committees

In early December, APA mails forms to solicit potential nominees for APA boards and committees to the STP President as well as to the STP representatives on the APA Council of Representatives. The President shall send a copy of this form to the Chair of the Elections and Appointments Committee.

The Elections and Appointments Committee shall then solicit names of members who are interested in being nominated for APA boards and committees through notices in venues such as the STP Newsletter, TOPNEWS-Online, and PsychTeacher. In consultation with STP's APA Council Representatives, the committee shall discuss potential nominees, and send their recommendations to APA by February 1 (see Bylaws Article V-5). A nomination does not guarantee that a name will be sent forward. Once nominees are selected, the committee shall share its recommendations with other members of the STP Executive Committee so that others

may recommend the same individuals (for example, if they are members of other divisions, they could encourage that division to recommend STP's nominee).

APA compiles lists of names submitted and sends lists to appropriate APA boards and committees for consideration. The APA boards and committees create short lists of nominees at the March consolidated meetings. APA confirms the candidate's willingness to be on the slate of nominees. Individuals whose names are on the short list can submit a brief statement on their own behalf. The boards and committees finalize their slates and send their slates to the APA Board of Directors, which determines the final slates of candidates for each board and committee.

If a nominee is selected for a slate, the STP Council Representatives mentor STP nominees in the political process. STP Council Representatives help STP nominees seek endorsements from the APA caucuses, get the appropriate request for endorsement forms (each caucus has its own form), and complete the endorsement forms. STP Council Representatives can champion STP nominees at the caucus meetings held during the February APA Council meetings. Caucus members who are on APA boards and committees often advocate for the candidates endorsed by their caucus as the boards and committees develop the nomination slates.

After the final slates are announced, the STP Council Representatives once again mentor STP nominees by assisting the nominees in seeking endorsements from the caucuses and in preparing a one-page statement/summary of achievements. Nominees can send these statements to all members of the APA Council of Representatives in an effort to seek their votes. APA makes the ballots available to Council Representatives on October 31 for a balloting period of 30 days.

### **Budget**

All financial transactions outside of the Fund for Excellence are managed by the Treasurer. Each line item of the budget should specify its purpose. Specific responsibilities are contained in the Treasurer's section of the Procedures Manual.

#### Stipends and Course buyouts

##### *Stipends*

Some roles within the Society are funded by stipends, which are distinguished from course releases and intended to be used as a form of payment for services rendered. These are the Executive Director (annual stipend of \$25,000; EC Vote August 2006) and Editor, *Teaching of Psychology* (annual stipend of \$10,000; EC Vote 2011).

### *Course Buyouts*

A course buyout shall be used to reduce teaching course load to allow for responsibilities associated with a Society position. Each buyout should be funded at a level commensurate with the practice of the institution of the recipient and may be paid directly to the institution or to the recipient.

Positions requiring approximately 20 hours of work per week should receive a two-course-per-year buyout (EC, March 2009). Buyouts should be budgeted at an average of \$4,000 each, although some may be less and others more. If the buyout amount exceeds \$4000, the EC shall approve any additional amount on a case-by-case basis (EC, March 2009).

Course buyouts shall be used for course reductions and **not** overloads. The Treasurer is responsible for verifying that the officer used the course buyout for a course reduction. Any funds from unused buyouts must be returned to STP.

Some positions receive two course buyouts per year. These are: STP President and *ToP* Editor.

Positions receiving one course buyout per year are: President-elect (EC, September 2008; Treasurer (EC March, 2009); the Associate Treasurer (i.e., Treasurer-elect), but only for one transition semester to ease the learning curve), Director of Best Practices Programming (Winter, 2011), Director of e-Workshops (Winter, 2011), Associate Director for Regional Programming. The EC also voted (2011) to create a 'start-up' course release fund whereby someone starting a major position for the first time would get a course release.

### Travel support

The 2008 restructuring vote replaced all votes related to prior travel funding. This following list indicates those officers who receive travel under the current STP structure.

#### *Executive Committee Meeting*

Funds are provided to support EC members travel to EC meetings as follows:

- Winter/Spring meeting: \$8800 total, \$800 per EC member and the Executive Director (EC Midwinter meeting 2010)
- Summer/Fall meeting: \$12,000 total, \$1,000 per EC member and the Executive Director  
Note that this meeting has been traditionally held concurrent with the APA meeting, although the EC may choose to meet elsewhere in the future.

#### *APA Convention*

APA Council Representatives receive an amount consistent with EC but adjusted for funding provided by APA (EC Vote #23, November, 2009) up to a maximum of \$1,000. For example

if APA provides funding support in the amount of \$500, STP will provide an additional \$500 travel stipend to bring the total support up to a level consistent with EC funding.

The Associate Director, APA Program receives a room in the STP hospitality suite and \$800.00 for travel.

#### *Travel during Training Year*

Several persons typically receive \$800 support in training year prior to taking office (EC Mid-winter Meeting, 2/26/2010, Vote #2). These include:

- Associate Director, APA Program. This travel should be to APA.
- Executive Director. This travel should be at APA or a meeting with retiring Executive Director elsewhere.
- Treasurer. This travel should be at APA or a meeting with retiring Treasurer elsewhere.
- Incoming Editor of *Teaching of Psychology*. This travel should be at APA or a meeting with retiring editor elsewhere.

In addition, the President-elect receives funding to attend the Division Leadership Conference at APA, but the amount of support has not been set.

#### *APA Consolidated meetings*

Funds are provided for the President or designee to attend the spring Consolidated Meetings as liaison to the Board of Education Affairs. This is a separate budget line from the President's general budget; hence, if a designee attends, that person is funded from the same budget line.

Funds are provided for the President-Elect or designee will receive travel support to attend the autumn APA Consolidated Meetings as liaison to the Board of Education Affairs. She or he and may arrive a day early to meet with APA staff (EC 2004, #14).

### **Liaisons**

The President, in consultation with the EC, appoints liaisons to the following organizations (EC 2006 Vote #14):

- American Psychological Association's Education Directorate (this is the President, President-Elect, or designee)
- Association for Psychological Science
- Psi Beta
- Psi Chi
- Psychology Teachers at Community Colleges
- Teachers of Psychology in Secondary Schools

The Executive Committee also may send formal invitations to liaisons from other organizations that promote the teaching of psychology to attend its meetings or contribute to discussions as nonvoting participants (Bylaws). Appointment of liaisons should be revenue neutral.

## **STP Mailing List**

All requests for STP membership mailing lists should be sent to the Executive Director (ED) for initial review and subsequent forwarding to APA. Any STP officer who receives a request for a list is to send it to the ED. Organizations such as teaching conferences also shall make requests to the ED. The mailing list request form should be used for all requests (EC 2009 Vote).

If the event is co-sponsored by STP, there is no cost for the mailing list. Otherwise, STP shall use APA's criteria for list approval. When the list is distributed, it shall include a 'one time use only' statement. The amount charged by APA for half the list will be the same amount charged by STP for the other half of the list.

Conferences using STP mailing lists must include an opt-out option so that conference attendees can request to have their contact information excluded from the participant list.

These requirements shall be posted on the STP website.

## **Small Grants**

### **Partnership Grants**

Partnership Grants support the development of partnerships with other teaching institutions in the applicant's region. Funds can be used to defray the costs associated with meetings involving representatives from different institutions (e.g., travel, food), as well as for other collaborative projects (e.g., teaching-related research collaborations). Proposals are evaluated on the expected impact (e.g., number of people affected by project outcome, whether the project leads to an ongoing, self-sustaining collaboration, number of people involved in project), innovativeness, geographic reach of the proposed project, and the extent to which project supports the mission of STP. In addition, clarity of the proposal and efficacy of the program assessment factor into the rating of proposals.

### **Faculty Development Grants**

These funds are used to defray the costs of attending psychology teaching conferences, with regional conference attendance encouraged. These grants are available only to STP members who are enrolled in a psychology PhD program or who are psychology faculty members with no more than 4 years of full-time teaching experience. Approximately 10-12 grants are funded annually, with a maximum award of \$500 per grant.

## **Awards**

The EC oversees the administration of the teaching awards. The Fund for Excellence provides the financial support for awards (if applicable; see below). Recommendations for new awards may emerge from task forces or committees. Establishment of any new award requires a vote by the EC.

### Naming Existing Awards

If the Society decides to name an existing award, it should begin the process with an open call for nominations, including self-nominations. The President shall place an announcement on sites of interest to STP members, such as the Society Newsletter, ToPNews and PsychTeacher.

The EC will then develop a short list of nominees for consideration. Because of the importance of this decision, the EC shall solicit input about these nominees anonymously using a restricted site where IP addresses are not recorded (e.g., SurveyMonkey).

Following Robert's Rules of Order, final discussion and voting will be conducted by secret ballot. Except for unusual circumstances, this vote should take place during a face-to-face, closed meeting.

### Teaching Awards

The Society gives five teaching awards, created to honor excellence in teaching in different settings or careers (high school, community college, graduate student, early career, and four-year institution). The Teaching Awards Committee selects winners of these awards. The Chair of the STP Awards Committee (or the VP for Recognitions and Awards) presents these awards during the STP social hour at the annual APA meeting.

### Presidential Citations

Each year, the President awards a maximum of two presidential citations. Nominations for this honor are discussed by the President, Past President, and President-Elect, but the final decision rests with the President. Plaques are purchased by the ED and the names of the awardees remain confidential until announced during the STP Business meeting at the annual APA convention.

### Presidential Recognition

The President-Elect gives a plaque to the outgoing President. This typically occurs at the end of the annual Business Meeting. The President-Elect typically gives a gift to the outgoing President at that time.

### APA Receptions and Recognitions

Each year at the APA convention, the President should consult with the EC and determine if there any teachers retiring. Information about the retirement reception will be published on the suite schedule. An informal reception will be held in the hospitality suite (2007 EC Vote #27) for retirees attending the APA convention. These members also receive a small token of appreciation. (If no retirees are attending APA, the reception is not held.)

Each year at the APA convention, the STP President hosts a Past President's reception at the APA meeting. The budget for this reception is \$500 (EC 2005 Vote #9A).

## Colleague Recognition Fund

The President periodically solicits voluntary donations from TOPEC members; these funds are used to honor colleagues who have significant life events (e.g., celebrations of births, recognitions of loved ones' deaths). The President is responsible for sending these recognitions. Funds remaining at years' end are given to the incoming President. These funds are usually handled by the President outside the STP budget.

## Conferences

The VP for Programming has the responsibility to oversee the budget for all STP Programming and STP Sponsorship in Programming. Each STP Program should be self-supporting.

### STP Sponsored Programs

Currently, the STP Programs (initiated by STP) include the Best Practices conference, Teaching Enhancement Workshops, and Online conferences (e-Workshops).

### STP Best Practices Conference

The Best Practices Conference provides an annual venue for thematic programming on a specific topic on teaching. The Director for Society Programming coordinates the Best Practices Conferences and, in consultation with the VP Programming, the Director selects a topic for the conference.

The Best Practices Conference has its own budget line and is expected to be self-supporting. The Coordinator provides a budget, a post-conference report, and an accounting of expenses and incomes from all sources (e.g., from co-sponsored organizations and institutions).

### STP Web Conference

The Society supports programming in low-cost format that creates outreach to teachers of psychology who may have limited resources to travel to a conference. The Director for Society Programming coordinates the Web Conferences and, in consultation with the VP Programming, the Director selects a topic for the conference.

The Web Conference has its own budget line and is expected to be self-supporting. The Director provides a budget, a post-conference report, and an accounting of expenses and incomes from all sources (e.g., from co-sponsored organizations and institutions).

### STP Affiliated Conferences

*National Institute for the Teaching of Psychology (NITOP)*

The 2012 Budget includes \$2000 for NITOP (\$1500 for the preconference workshop and \$500 for two \$250 Poster Awards). We also sponsor an STP Poster Award for Excellence in Scholarship and Teaching at NITOP (EC 2007 Vote #19). STP will also sponsor NITOP (\$5000) for years 2012-2014.

*Division 2 Programming at the APA Convention*

The Associate Director for STP Programming is responsible for putting together the program for the annual APA convention. The program includes submitted and invited sessions as well as poster presentations. In addition, individual speakers may be invited to present. The Program Chair also reserves, schedules, and maintains the hospitality suite, makes arrangements for the Social Hour, and orders catering the EC meetings.

The 2010 STP Budget includes \$7500 to cover all hospitality/social at APA including the suite. The Program Chair's budget line should be used for expenses related to putting together the program: mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs (the ED helps with printing), and administrative help (e.g., hourly clerical or paying convention registration fees of students in lieu of hourly stipend). A detailed accounting of all expenditures should be submitted to the Treasurer. Subsequent detailed expenditures are submitted to the EC.

*Association for Psychological Science (APS)*

The purpose of this programming is to provide teaching-oriented pre-conference workshops and conference sessions at the annual APS Convention.

The Associate Director for STP Programming at APS organizes the pedagogy workshop, the one-day, stand-alone Teaching Institute, and 4 hours of STP programming at the Annual APS Meeting. The Associate Director works closely with the APS Convention Coordinator, participates in conference calls with the APS Program Committee, and selects poster submissions for the poster session(s) during the Teaching Institute.

STP assumes no costs for the STP Program. APS funds travel for the Associate Director, APS Program. STP pays each of three keynote speakers up to \$1000.00.

*Society for Personality and Social Psychology (SPSP) Preconference*

STP offers a one-day teaching-oriented pre-conference workshop related to social and personality psychology at the annual SPSP Conference. STP does not budget for this conference (has paid \$500 in past to fund coordinator travel).

*Regional Psychology Conferences and Teaching Conferences*

This new initiative has few policies and procedures at this time. These should be developed.

*Regional Poster Awards*

STP offers \$100 awards and a free membership at regional conferences and some regional teaching conferences. The source of approval of these is unclear.

## **Graduate Student Teaching Association**

The Graduate Student Teaching Association (GSTA) is charged with educational and development activities for future psychology teachers. GSTA is led by a Steering Committee comprised of a Chair, an Associate Chair, a Faculty Advisor, and at least four at large members appointed by the President with the approval of the Executive Committee. The Chair and Associate Chair are graduate students and serve a term of one year, beginning January 1. Ordinarily, the Associate Chair succeeds the Chair. The Faculty Advisor serves a three-year renewable term. The GSTA Chair submits an annual report to the Vice President for Recruitment, Retention, and Public Relations and a budget to the EC for review and approval. Each host school serves a 3-year term from January 1 of the first year until December 31 of the third year. Additional policies and procedures are listed on the STP Web site (GSTA Policies and Procedures).

### **Selection of the GSTA Host Institution**

The Graduate Student Teaching Association (GSTA) is the student affiliate organization of APA Division 2: Society for the Teaching of Psychology (STP).

The GSTA provides psychology graduate student teachers and teaching assistants with an array of services to hone their teaching skills. The GSTA is an avenue for graduate students in psychology and related fields to integrate information relevant to their career development as future contributing members of the professoriate. The GSTA can be a powerful tool for psychology graduate student teachers and teaching assistants to dedicate themselves to a lifetime of improving the learning process and improving the lives of others.

The GSTA holds the following philosophy: a good teacher is courteous, passionate, knowledgeable, and dedicated. A good teacher also has the ability to exert influence beyond the classroom and is capable of helping others to change the way in which they think about specific issues in psychology. The GSTA recognizes the power of employing psychological principles to positively change the lives of those around us, and that teaching can serve as an effective vehicle toward this end. Contributing to the body of teaching-related research is another way to positively influence others.

Applicants must submit the following materials in order to be considered for appointment as the GSTA host institution:

1. A letter from a psychology faculty person, who is a member of STP, indicating her/his willingness to serve as the GSTA Faculty Advisor for a three-year period.
2. A letter from the department chairperson endorsing the proposal.
3. Indication of available departmental/institutional support for this project (This should include a) computer/tech support for web presence; b) use of phone for conferencing, long distance calls, c) mailing support for normal usage, and d) financial support for the GSTA chairperson to attend the annual APA conference.
4. The availability of GSTA members from the host institution to fill GSTA leadership positions for the three-year period, including Chair and Associate Chair. In addition, host institution leaders are responsible for recruiting Regional Representatives and ensure that they promote the GSTA.

5.A statement of the host institution's goals to maintain and expand the functions of the GSTA over the three-year period and of plans for implementing these goals.

### **Fund for Excellence**

#### Mission/Purpose and Responsibilities

The Fund for Excellence in the Teaching of Psychology is an endowment fund. The Board's mission is to raise money and invest that money wisely so that it grows. To do so, the Board directs the investment of the funds after seeking professional advice, and reviews the investment portfolio annually. The Board may make recommendations to the Executive Committee concerning the size of the teaching awards and other issues concerning the fund to promote excellence in teaching.

The income from the Fund is to be used each year to provide a monetary award to the winners of the Society Teaching Awards; limited travel for awardees is also supported at the EC's request. Other activities that promote good teaching also may be supported. The Board disperses these funds and keeps records of the entire enterprise. The Board provides input regarding size of the monetary awards and amount of travel stipends, but the final decision rests with the EC. The Fund's Board simply makes recommendations to the EC.

#### Membership

There shall be a Board to administer the Fund. The Board shall consist of six persons, at least four of which are Members of the Society, appointed by the Society's Executive Committee. The Society's Treasurer shall be an ex officio, nonvoting member of the Board. Each Board member shall serve a term of six years. Terms shall be staggered so that two new members are appointed every other year. Ordinarily, a member shall serve no more than two consecutive terms.

The Fund Board shall have three officers: Chair, Executive Secretary, and Treasurer. The Board shall elect the Chair and Executive Secretary from among its members. Their term of office shall be two years; officers may be reelected as long as they serve on the Board.

#### Membership Selection

When vacancies arise, appointments to the Fund Board are made by the current Society President who submits the appointment to the Executive Committee (EC) for approval. Besides the usual qualities one looks for in potential appointees, it helps if Board appointees have some knowledge of investments and finance and some willingness to participate in fund-raising efforts. Historically, the President has consulted with the Chair and Executive Secretary of the Board about candidates, but the appointment is the President's to make. Historically, the Board's members have been seasoned veteran leaders of the society, including many past presidents. However, this is not official policy and future Presidents could choose to select members based on other criteria.

## Duties of the Officers of the Board

The Chair presides over meetings of the Board. The Chair also prepares an annual written report on the activities of the Fund to the Executive Committee of the Society and updates Society members at the annual business meeting of the Society

The Executive Secretary handles all correspondence for the Board, makes specific investments as directed by the Board, maintains records of income and expenses, maintains the bank account, disburses funds as directed by the Board, prepares a monthly report for the Fund's accountant, and prepares the annual report and presents the report to STP the Executive Committee.

The Treasurer of the Society shall serve as Treasurer of the Fund. The Treasurer reviews and approves the monthly deposits and expenses and prepares the annual financial report of the Fund.

## Relationship between the Fund for Excellence and the EC

Decisions about the number and nature of teaching awards given by the society come from the EC. This reality seems to be widely misunderstood. Many people, including those who have extensive leadership experience within the Society, simply assume that it is the Board's job to decide what awards to give. That assumption has an undeniable, intuitive logic to it, but this has never been the case. As noted above, the Board's job is simply to raise money, invest money, and disburse money. The parameters of the awards program are determined by the EC, a decision made many years ago by the Society. The Board has periodically fielded inquiries about whether we can afford to fund a proposed new award, but weighing in on financial feasibility is the extent of the Board's input into that decision. In summary, the Board provides advice to the EC, but the EC makes final determinations. It is the EC's prerogative to create additional awards; the Fund's role is to assess financial feasibility and provide cautionary advice if it could not support an initiative from interest and investment income.

## Appendix A. 2008 Policies and Procedures Manual

*Note: This appendix was compiled by Bill Buskist and is provided for historical purposes. It includes several offices that are no longer part of the organizational structure of STP, and the responsibilities for some offices have changed as a result of restructuring.*

### Table of Contents

Executive Director .....	29
President.....	30
Past-President.....	32
President-Elect .....	34
Secretary .....	35
Treasurer .....	37
Council Representatives.....	39
Editor, Teaching of Psychology.....	43
Director, Office of Teaching Resources in Psychology.....	44
Associate Director, Office of Teaching Resources in Psychology .....	46
Assistant Director (Editor), OTRP Project Syllabus.....	47
Internet Editor .....	48
Associate Internet Editor.....	49
STP Director of Society Programming .....	50
Associate STP Programming Chair, APA .....	56
Associate STP Programming Chair, APS .....	58
Chair, Recruitment and Publications Relations Committee.....	59
Chair, Graduate Student Teaching Association .....	60
Faculty Advisor, Graduate Student Teaching Association .....	61
Chair, Fellows Committee .....	62
Chair, Elections Committee.....	64
Chair, Teaching Awards Committee.....	65
Chair, Publications Committee .....	67
Chair, Long-Range Planning Committee.....	68
Chair, Diversity Committee.....	71
Chair, Fund for Excellence .....	72
Executive Secretary, Fund for Excellence .....	73
Chair of the G. Stanley Hall Committee .....	74

## Executive Director

### Description:

The primary responsibilities of the Executive Director (ED) include managing and coordinating membership activities; facilitating all communication between STP and its constituents and outside entities; facilitating activities at the APA convention, regional conventions, and teaching conferences; preparing periodic (e.g., quarterly) reports of activities for the EC; and maintaining STP archives and overseeing its Web site. Each of these responsibilities is described in detail below.

- Managing and coordinating membership activities
  - Maintaining a database of Society members
  - Processing new memberships (e.g., adding names to the database; developing and mailing welcome packets; arranging for new members to receive the Society's journal and other benefits of membership)
  - Mailing renewal notices to current members and processing renewals
  - Assisting the Membership Chair with recruiting campaigns (e.g., distributing application forms via direct mail campaigns and to relevant psychology conferences, creating and placing advertisements, developing and distributing promotional materials such as Society buttons and brochures)
- Facilitating communication of the Society both internally and externally
  - Preparing, ordering, and distributing STP stationery
  - Preparing an annual directory of the EC and STP committees in print and for the Society's Web site
  - Communicating with members and potential members (e.g., handling inquiries from members and nonmembers; coordinating the mailing of newsletters, renewal notices, letters from the President such as the apportionment ballot letter, etc.)
  - Preparing welcome packets for new members, which typically include a letter from the President, a letter from the Membership Chair (the most recent STP newsletter, and STP brochures (e.g., OTRP pamphlet and order form)
  - Distributing mailing lists and or email lists when appropriate to STP officers (e.g., letter from the President for the APA apportionment ballot) and others (e.g., coordinators of teaching conferences)
  - Maintaining and updating subscriptions to the TOPEC listserv
  - Assisting the Secretary in collecting items for the STP newsletter and TOPNEWS-E
  - Alerting APA and other organizations of newsworthy items about STP for publication
  - Distributing timely reminders via TOPNEWS-E and/or direct mail concerning upcoming events (e.g., reminding members about the apportionment ballot, soliciting nominees for committees and recognition awards, informing members about conference dates, conference submission deadlines, etc.)
- Facilitating activities at the APA convention, regional conventions, and teaching conferences
  - Collaborating with conference coordinators (e.g., announcing conferences to STP members, distributing application forms at the conferences)
  - Managing the poster award campaign (e.g., contacting conference coordinators to promote the awards, communicating with award recipients, collaborating with the Treasurer to allocate funds for travel to APA)
  - Collecting and distributing annual reports from Society officers, committee chairs, and task forces
- Preparing periodic (e.g., quarterly) reports of activities for the Executive Committee
  - Collaborating with the Membership Chair to report on membership records
  - Reporting the names of recipients of poster awards
  - Reporting on public relations activities of the Society (e.g., identifying where newsworthy items concerning the Society have been distributed)
- Maintaining the Society's archives and WWW site
  - Requesting and receiving archival materials (from officers, committees, task forces, etc.) and shipping these materials to the Archives of the History of American Psychology.
  - Collaborating with the WWW coordinator to maintain and update the Society's WWW site

**Timeline/Duties:**

- <sup>1</sup>Quarterly:** Send Erlbaum mailing labels for each issue of *ToP*: Obtain electronic mailing labels from APA. Check for and remove duplications between APA and non-APA list. Send Erlbaum an electronic list of US and Canadian addresses, and send Erlbaum print labels for foreign addresses. Send Erlbaum print labels for new members and late-renewing current members to receive backstarts of earlier issues of *ToP*.
- Monthly:** Publish ToPNEWS-Online (20<sup>th</sup> of month: Request news items for next issue via TOPEC list. 10<sup>th</sup> of month: Distribute final version to subscribers).
- Approximately every two weeks:** Process applications and renewal notices, including online PayPal payments. Send e-mail confirmations of receipt of dues. Send welcome packets to new members. Send dues payments

<p><b>JANUARY</b> Prepare a report of activities and issues for March LRPC meeting. Prepare emailing or mass mailing of 2<sup>nd</sup> renewal notices to non-APA members (mailing includes renewal notice, President’s letter, and return envelope).</p>	<p><b>FEBRUARY</b> Send non-APA mailing list to APA for STP election ballot mailing. Send STP secretary the APA and non-APA mailing lists for Spring newsletter.</p>	<p><b>MARCH</b> Process ToP label request.<sup>1</sup> Attend and take minutes at LRPC meeting. Revise minutes for distribution (LRPC Chair revises final draft; President distributes minutes to Executive Committee).</p>
<p><b>APRIL</b> Contact non-renewing members by mail or email (3<sup>rd</sup> renewal notice). Assist APA Program Chair in printing STP program.</p>	<p><b>MAY</b> Prepare annual report for distribution at Executive Committee meeting. Send APA materials for distribution at APA Division Services booth.</p>	<p><b>JUNE</b> Process ToP label request.<sup>1</sup> Order STP plaque for outgoing President (charged to President-elect’s budget).</p>
<p><b>JULY</b> Ask incoming President for an electronic signature (for mass mailings) and a welcome letter for new members. Ask outgoing President to draft a letter to current non-APA members for renewing with STP and to APA members on the apportionment ballot. Update STP Membership Directory, upload new version to STP Web site, and announce the update.</p>	<p><b>AUGUST</b> Prepare &amp; order new letterhead, application forms, and envelopes. Prepare updated OTRP brochures (charged to OTRP budget). Prepare STP membership database for processing next year’s records. Attend APA meeting (STP Executive Committee &amp; LRPC meetings) Update STP Poster for display at upcoming conferences. Provide complete list of new members to ToP News Editor.</p>	<p><b>SEPTEMBER</b> Process ToP label request.<sup>1</sup> Distribute letterhead to STP offices and distribute application forms to conference coordinators. Prepare mass mailing of 1<sup>st</sup> renewal notices to non-APA members (mailing includes renewal notice, President’s letter, and return envelope). Send STP secretary the APA and non-APA mailing lists for Fall newsletter.</p>
<p><b>OCTOBER</b> Prepare mass mailing of apportionment ballot mailing to APA members (enclosures: President’s letter)</p>	<p><b>NOVEMBER</b></p>	<p><b>DECEMBER</b> Process ToP label request.<sup>1</sup></p>

and receipts for accrued expenses to accounting office. Add email addresses to PsychTeacher and ToPNEWS-Online for those who request these services. Send Erlbaum print labels for new members and late-renewing current members to receive backstarts for earlier issues of *ToP*. Add all processed application forms and renewal notices to the print files for future reference.

**President**

**Description:**

The President is responsible for general oversight of the functioning of the Society for the Teaching of Psychology (STP). This work involves identifying critical issues for STP, creating task forces and committees, and coordinating activity among the various STP components. The President also serves as representative of STP to outside organizations and individuals, and to the other divisions of the American Psychological Association (APA). The functions described below relate to regular responsibilities of the President; other activity arises routinely.

## **Timeline/Duties:**

### **January**

- Confer with the Director of Programming (and/or Associate Director) regarding STP's program hours at the annual convention of the American Psychological Association.
  - Prepare title of your Presidential Address by early January.
  - Set the day/time for the Past President's Reception at APA
- Expect requests for the Spring Newsletter Column and the *ToP* Greetings from the President (due around 2/1)
- Work with Executive Director (ED) to update list of officers, standing committee chairs and members, STP liaisons, etc.
- Confer with the Chair of the Long-Range Planning Committee (LRPC) in advance of the meeting to plan final details of the LRPC meeting.
- Check with committee and task force chairs about their work.
- Begin planning agenda for LRPC in collaboration with the LRPC Chair.
- Update listserv members on Extended Executive Committee (EC) and also Voting EC list serve.
- Be sure that the names of members of the Executive Committee, standing committees, etc. are up-to-date on Society's Web site.
- Set up monthly conference calls with Past President and President-elect.
- Check with Director of Society Programming about plans for coming year's Best Practices Conference
- Follow up with President-elect about APA's Division Leadership Conference
- Collect money from Executive Committee for the "Flower Fund" (if needed); ask Past President to forward remaining funds from previous year

### **February**

- Check with Chair of Elections and Appointments to be sure STP members are recommended for appropriate APA committees and to be sure slate for upcoming elections is being established.
- Attend LRPC meeting (may be March)
- Consult with Past President and President-elect about individuals for Presidential Citations
- Confer with Director of APS Programming about plans for STP programming at the APS convention.

### **March/April**

- Attend the Consolidated Meetings of the American Psychological Association, sit in on and meet with APA staff in the Education Directorate. Attend sessions for PT@CC and TOPSS.
- Follow up on LRPC meetings with online votes of appropriate recommendations.
- Ask the appropriate BEA representative to report to STP EC about appropriate events at consolidated meetings.
  - Notify committee chairs that they need to write their reports for presentation at STP Executive Committee meeting at the APA convention. Reports will be sent to the President for compilation.
    - When setting your due date, be sure to allow ample time for compilation, duplication, and mailing. Aim for receipt by EC members in June.

### **May**

- Confer with the LRPC Chair of the Long-Range Planning Committee regarding items to appear on the agenda of the EC Meeting at the upcoming APA convention.
- Update list of Past Presidents in preparation for mailing invitation to their APA Reception
  - Make plans to order food for reception.
  - If not in budget, ask EC approval to cover costs of reception

- Ensure that Recruitment and Public Relations Committee and/or ED has materials for APA, including membership applications, materials for APA Member Services booth, buttons or other ‘give aways’ etc.
- Update list of STP Liaisons and invite them to EC meeting at APA.

### **June**

- Organize the agenda booklet for the Executive Committee meeting, with the agenda and the reports from chairs of committees, task forces, etc.
- Ask for preferred mailing addresses of individuals who will receive the STP Agenda Book for APA. Remember to include STP Liaisons in list of people who receive agenda books.
- Print, bind, and mail agenda booklets to members of the Executive Committee.
- Ask members of EC to serve as greeters for STP sponsored APA events
- Order or arrange gifts for EC members
- Prepare certificates for outgoing officers, committee chairs, etc. Send copies to ED as a record.
- Appoint STP representative for Education Leadership Conference (Educational Directorate will ask for this person’s name). We have one ‘paid’ slot, although STP members are often also invited for an at-large slot.
- If possible, attend APS meeting on behalf of STP

### **August**

- Attend to convention responsibilities
  - Preside at the Executive Committee Meeting(s) at the APA convention.
  - Preside at the annual business meeting at the APA convention
  - Meet with LRPC at the convention
  - Present the annual address of the STP president
- Prepare (with President-elect) summary of APA meeting for *ToP* Greetings from the President.

### **September-December**

- Assemble task force reports
- Complete divisional annual report form for APA
- Work with President-elect to appoint replacement chairs and/or appropriate committee members. Remember that many require EC approval
- Call for votes on remaining agenda items or recommendations from APA EC meetings

### **Past-President**

#### **Description:**

The Past-President serves largely as a consultant to the President, although this office is responsible for serving as the Chair of the Elections and Appointments committee and occasionally becoming involved more directly in STP activities as outlined in its by-laws.

#### **Timeline/Duties:**

### **March**

- Attend the winter meeting of the Long Range Planning Committee (LRPC), which usually takes place in February or early March.

### **August**

- Attend the summer meeting of the LRPC, which takes place during the annual meeting of APA in late July or August.

**November:**

- Serve as chair of the Elections and Appointments Committee. According to STP's by-laws, this committee includes "the three most recent past-presidents of the Society, the senior member serving as chair." Responsibilities of this position involve formulating slates of candidates for STP elections, including President (yearly), APA Council Representatives, and other elected officers as needed. Although the official term of office begins January 1 of the year following service as Past-President, the process for identifying potential candidates should begin late in the individual's term as Past-President (i.e., early November).

**On-going**

- Participate in monthly conference calls with the President and President-Elect.
- On an informal basis, serve as a key member of the President's support network, offering advice and providing input on STP matters when needed.

## President-Elect

### Description:

The President-Elect's primary focus to begin preparing for the duties of the office as described above by reviewing STP by-laws, regularly monitoring conversations on the TOPEC listserv, and to stay in constant close contact with the President regarding STP business.

### Timeline/Duties:

#### January

- Attend Division Leadership Conference in DC
- Begin participating in conference calls with President and Past-President

#### February

- Prepare "presidential vision" statement for LRPC

#### March

- Attend the LRPC meeting

#### July

- Offer to supply help and support, if needed, to the President for the upcoming APA meeting.
- Develop list of possible task forces and working groups for presidential year.

#### August

- Present presidential vision at both the EC meetings and the Business meeting

#### October

- Submit list of taskforces and working groups, including a complete description of their charges to the EC via the TOPEC listserv. The President will then call for a vote of the EC regarding these task forces. Once task forces and working groups have been approved by the EC, begin to contact individuals to chair them. The work assigned to these groups will begin officially the following January.

## Secretary

### Description:

The STP Secretary keeps a record of all STP votes (Executive Committee and Membership votes) for all STP issues that have occurred throughout the year, takes minutes at the APA EC meeting (one set for each meeting) and takes attendance at those meetings, takes minutes at the APA Convention Business meeting and submits these for publication *ToP*, prepares a report for the EC meetings, and develops and disseminates the STP newsletter to all STP members twice a year, fall and spring.

### Timeline/Duties:

#### January

- Send out a call for items for the spring STP newsletter.
- Arrange for printing of the newsletter with a printer.

#### February

- Develop the spring newsletter.

#### March

- Get mailing labels for mailing of the newsletter to STP members.

#### April

- Spring newsletter should arrive in member mailboxes by April 15.
- Send approximately 300 copies of the newsletter to STP ED.
- Send copies of the newsletter to APA Division Services (current contact: Sarah Jordan), and to APA Archives and Library Services (current contact: Wade Pickren).

#### June/July

- When the STP President sends out a call for reports for the EC meetings, prepare the Secretary's report, which includes EC votes, membership votes, and information on the newsletters that were printed and mailed to members.
- Send out a call for items for the fall STP newsletter.

#### July/August

- Take minutes of the EC meetings and Business Meeting at the APA annual meeting.
- Arrange for printing of the newsletter with a printer.
- Develop the fall newsletter.

#### September

- Send the APA Convention business meeting minutes to the *ToP* editor for publication in the journal.
- Get mailing labels for mailing of the newsletter to STP members.

#### October

- Fall newsletter should arrive in member mailboxes by October 15.
- Send approximately 300 copies of the newsletter to STP Executive Director.
- Send copies of the newsletter to APA Division Services, and to APA Archives and Library Services.
- Send EC meeting minutes to TOPEC listserv for review and feedback.

- Send final version of EC meeting minutes to President of STP for final review and vote.

**Ongoing**

- Keep record of EC votes conducted online (all online votes are sent to the Secretary)
- Keep record of membership votes conducted via mail or electronically.
- Keep record of TOPEC mailings in case a review of recent discussion is needed.

## Treasurer

### Description:

The primary duties of the treasurer are to oversee all of STP's financial concerns, including income and expenditures, including travel reimbursement of STP EC members.

### Timeline/Duties:

The Treasurer's duties are on-going and do not fall into discrete monthly responsibilities.

- Process payment requests
  - Verify receipts match requests or that "advance" is justified by note.
  - Send receipts and invoice to APA Central Office.
  - Log against budget available [encumber].
  - Inform the EC if any spending exceeds 10% or \$100 over base budget in any budget line.
- Process income
  - Send check and "receipt form" to APA Central Office.
  - Log as income.
- Investments
  - When CDs or other investments approach due-dates, determine whether to renew or invest elsewhere.
  - Invest excess cash held by APA in short-term instruments.
- Verify monthly, quarterly, or yearly reports
  - Log membership and interest income from APA reports.
  - Verify expenses have been paid from the proper accounts [move from encumbered to actual].
- Tax preparation
  - When APA sends IRS forms, verify their input and add requested information
  - Note that if new by-laws were passed at the annual meeting, they need to be sent to APA with the proper forms
- Create new budget projections for discussion at the annual meeting
- File year-end report for annual meeting
  - APA continues to attribute expenses against the previous fiscal year for expenses incurred before 12/31 even if the invoice was not submitted until after, so this filing cannot be done reliably until 6/1.
  - Membership income, which actually arrives at APA from Oct onward, is held in reserve until after 1/1, and it may not show up on reports until March or May.

### Special Notes Regarding the Treasurer's Duties:

- Options for Committee Chairs and EC members to obtaining funding.
    - If necessary, verify with Treasurer how much money is left in the appropriate budget line.
    - Spend personal funds and seek reimbursement from the Treasurer.
    - MUST submit ORIGINAL bill or invoice. Photocopies are unacceptable to APA (sound accounting practices call for originals, so that a person cannot submit the same bill to two funding sources and get paid more than the expense).
    - Expect a 6-8 week delay in repayment.
- OR**
- Get business to agree to bill the Division/STP. Send bill to Treasurer; Business will receive payment in 6-8 weeks.

**OR**

- Request an Advance from the Treasurer 6-8 weeks before money is needed.
- E-mail or write Treasurer, saying for what purposes the money will be used.
- After expense has been paid, send ORIGINAL receipt to APA to clear the Advance. If money is left over, return the excess; if bill is larger than the Advance, send original of receipt to the Treasurer instead of directly to APA and request additional funds to cover.

**Special Notes Regarding Considerations for APA Convention Programming Expenses:**

- The APA Program Chair’s budget line should be used for expenses related to putting together the program: mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs, and administrative help (e.g., hourly clerical or paying convention registration fees of students in lieu of hourly stipend).
- The “Hospitality and Social” budget line should be used for expenses incurred at the hotels: hospitality suite costs (room, food), EC breakfasts, and Social Hour food
- The “Speakers” budget line should be used to pay speakers—an honorarium in lieu of expenses is easiest.
- In addition, the Programming Chair and Associate Chair are eligible for the travel subsidy as are other EC members. That money should not be co-mingled with any of the expenses above, and the \$1,000 maximum applies (or, if travel, food, and conference registration do not total to \$1,000, then excess should be returned).
- Eligibility for travel subsidy (from EC line) for APA convention:
  - President
  - President-Elect
  - Past President
  - President-Elect-Elect
  - VP, Programmking
  - VP, Resouorces
  - VP, RRPR
  - VP, Recognition and Awards
  - VP, Diversity and International Isses
  - Secretary
  - Treasurer
  - Council Representatives (2)
  - Executive Director
- Eligibility for travel subsidy (from ED line) for APA convention:
  - Executive Director

## Council Representatives

### **Description:**

STP members who are elected to represent the Society's interests on APA's Council of Representatives attend meetings of the Council, engage in discussion of issues, and vote on those issues. The STP Representative to the APA Council of Representatives is an elected officer of the Society. Only members of STP who are also members of APA can vote for APA Council Representatives. Council Representatives are members of the STP President's Cabinet and serve as voting members on the STP Executive Committee. Council Representatives must be Fellows or Members of APA as well as members of STP. Council Representatives may not simultaneously hold another office in the STP.

Council Representatives may not simultaneously represent more than one organization on Council. Council Representatives assume office January 1 of the year following their election. A full term is three years. Council Representatives may serve a total of six consecutive years on Council but after six years on Council they are not eligible to serve on Council from any Division, State/Provincial Association, or coalition for one year.

The STP Elections and Appointments Committee issues a call for nominations for Council Representatives and determines the slate of candidates. There must be at least two candidates for each open Council seat. Divisions must send names of candidates running for APA Council to the APA Elections Committee by March 15. APA conducts the election of APA Council. Ballots are sent to APA members in mid-April. The candidate receiving the highest number of votes becomes the Council Representative or if more than one seat is open, the candidates receiving the highest number of votes become the Council Representatives.

The number of STP Council Representatives is determined by the bylaws of the APA. Based on the current APA bylaws (Amended, January 2004), each Division is allocated one seat. Whether or not the Society has additional seats is determined by the outcome of the annual APA apportionment ballot that is conducted in November. The results are announced in January and this determines the number of seats each APA Division will have the following year (the year after the announcement is made). For example, results of the apportionment ballot sent out in November 2004 are announced in January 2005 and determine the number of seats for 2006. At present (June, 2004), the STP has two seats on APA Council and will have two seats in 2005.

If the Division loses a seat on Council, the most recently elected representative will vacate his or her seat or if more than one representative was elected at the same time, the representative with the fewest votes will vacate his or her seat. If the Division gains a seat, the candidate in the most recent election who received the next highest number of votes in the most recent election will serve as a representative until an election can be held. If this person cannot serve, the President, with approval of the Executive Committee, appoints a person until an election can be held.

Council Representatives are expected to attend the APA Council of Representative meetings held in February in Washington, DC and in July or August at the annual APA convention. Representatives must be present at the opening of the meetings when the APA Secretary calls the roll of Council. If a Representative cannot attend a Council meeting, he or she must notify the STP President prior to the Council meeting with sufficient time to allow the President to appoint an alternate representative for that meeting. The alternate must be a member of APA as well as STP and must not have been a Council Representative for any Division, State/Provincial Association, or coalition for the six years prior to the

appointment as an alternate. The STP President must inform, in writing, the APA Recording Secretary prior to the Council meeting of the appointment of the person who will serve as the alternate.

Prior to each APA Council meeting, Council Representatives should read the agenda book for the meeting. If there are two or more STP Representatives, these individuals confer with one another about upcoming agenda items. If there are any agenda items that require input from STP or if the Representatives need guidance on their stance or vote regarding an agenda item, the Representatives should consult with the STP President, and if appropriate, the STP EC.

Within approximately 2 weeks following each APA Council meeting, Council Representatives write a report of the meeting to inform STP members about important issues that were discussed and actions that were taken by the Council. If there are two or more STP Representatives, they consult with one another and write a joint report and send their report to the News Editor of the Society's journal, *ToP*, and to the Editor of the STP Newsletter for publication in these outlets.

In June, Council Representatives write an annual report. If there are two or more STP Representatives, they consult with one another and write a joint report. They send their report to the STP President for distribution to the STP Executive Committee prior to the Executive Committee meeting at the APA convention in July or August.

Council Representatives are expected to attend the annual STP Executive Committee meeting and the annual STP business meeting held at the APA convention in July or August. Council Representatives typically give a brief oral report at these meetings.

Throughout the year, Council Representatives monitor the APA Council listserv and APA activities in general and consult with one another as needed. Council Representatives inform the STP Executive Committee of items that may be of interest to STP members such as relevant non-confidential discussions by Council or APA staff members; new issues that are raised; changes in APA staff, policies, procedures, or programs; and so forth.

Council Representatives monitor the STP Executive Committee listserv and, where appropriate, respond to requests for discussion, input on current issues, calls for votes, and so forth.

Council Representatives provide input to the STP President and Executive Committee on an ad hoc basis as needed.

Council Representatives work with the STP Elections chair to assist STP members seeking election to APA boards and committees.

## **Timeline/Duties**

### **January**

- Service year begins.

### **February (Early)**

- Read agenda book for upcoming Council meeting. APA sends electronic copies of the agenda book to Council Representatives. Hard copies of the book are available in advance by request or can be obtained at the meeting.

### **February (Mid)**

- Attend APA Council meeting held in Washington, DC.

### **February (Late)**

- Write report of February Council meeting and send to *ToP* News Editor and STP Newsletter Editor.

### **June**

- Write annual report and send to STP President.

### **August**

- Attend APA Council meeting held at APA convention.
- Attend STP Executive Committee meeting held at APA convention and give brief oral report.
- Attend STP Business meeting held at APA convention and give brief oral report.

### **September**

- Write report of August Council meeting and send to *ToP* News Editor and STP Newsletter Editor.

## **Additional Information of Interest to Council Representatives**

### **Orientation Meetings**

- During their first (February) Council meeting, new Council Representatives attend several orientation sessions designed to help them understand the workings of APA Council.

### **Travel and Meeting Expenses**

- For the February Council meeting in Washington DC, APA makes the hotel reservations and encourages representatives to work through the APA travel office to make airline reservations. APA pays for travel expenses (airfare, transportation to and from airports, mileage, and parking) and provides almost all meals during the February Council meeting and reimburses Council Members for meals not provided directly by APA. APA also pays for hotel room charges and reasonable Internet connection charges. For the August Council meeting at the annual convention, APA reimburses all Council members for the cost of two night's hotel stay, as it is assumed that Council Representatives will have access to other funds to defray convention expenses. In addition to seeking reimbursement from their academic departments, Council Representatives may seek reimbursement from STP for up to \$1,000, upon submission of receipts for convention expenses.

### **Council Caucuses**

- Because Council deals with wide-ranging issues, it relies on input from many constituencies to obtain varying perspectives on issues. In addition to receiving information from divisions, states, boards, and committees, Council also receives input from Council caucuses. Caucuses are groups of Council members who organize around common interests (e.g., the Health Care/Health Science Caucus, the Women's Caucus, the Ethnic Minority Caucus, the Rural Health Interest Group and Caucus, the Association of Practicing Psychologists, the Coalition for Academic, Scientific, and Applied Psychology (CASAP), and the Caucus for the Optimal Utilization of New Talent (COUNT)). In addition to advocating for or against Council agenda items, caucuses submit the names of individuals for APA boards and committees and endorse candidates for APA offices. Caucuses usually meet for an hour during the evening prior to the first Council meeting. To join caucuses, Council members must pay dues; STP reimburses Council members for caucus dues. STP Council Representatives have typically joined CASAP, the Women's Caucus, and COUNT.

### **APA Elections**

- During their first year on Council, Council representatives do not send in nominations for or vote in the elections held that year for the APA Board of Directors, for the APA Treasurer if that position is

on the ballot, or for the APA Recording Secretary if that position is on the ballot. The APA bylaws state that it is the previous year's Council representatives who vote in these elections. For example, for the 2004 Board of Directors election (nomination ballot sent out April 15, 2005 and election ballot sent out July 1, 2004), it is the STP Council representatives who served on Council in 2003 who voted in the 2004 election. New Council representatives for the STP should forward information about the elections and endorsements from each relevant caucus of Council to the previous year's Council representative. New Council representatives respond to the call for nominations for APA Boards and Committees (call sent out in December and due February 1) and vote in the elections for Boards and Committees (ballot sent out October 31.)

## **Editor, Teaching of Psychology**

### **Description:**

The Editor's primary responsibility is to oversee all aspects of journal operations. This oversight involves appointing Associate Editor(s), section Editors (traditionally for Methods & Techniques, Technology and Teaching, and The Generalist's Corner sections), Consulting Editors, and reviewers. In addition, the Editor receives and processes manuscripts (traditionally for the Topical Articles and Faculty Forum sections). The Editor assembles four issues per year and submits them to the Production Editor designated by Lawrence Erlbaum Associates (LEA).

### **Timeline/Duties:**

The Editor assembles issues to submit to LEA for the following deadlines:

- March 1 (August issue)
- June 1 (November issue)
- September 1 (February issue)
- December 1 (May issue)

Approximately 6 weeks after each of these dates, the LEA Production Editor sends page proofs to authors and the Editor. Authors return marked page proofs to the Editor within 2-3 weeks; the Editor proofs the pages at the same time. After another 2-3 weeks, the Editor returns all page proofs to the Production Editor. Each year, LEA asks the Editor to set the number of pages to be published during the next year of publication.

Each spring, the American Psychological Association's Journals Office sends the Editor forms to complete for the journal's annual report. The Editor must furnish information about pages published, reviewers, subscription rates, and rejection rate for the annual report. The Editor is responsible for obtaining relevant information for this report from the section Editors. The Editor also submits this information in June to the STP President for inclusion in the Society's annual report.

The Editor serves as a member of STP's Publications Committee. The Editor and Chair of the Publications Committee are responsible for initiating the process of negotiating a contract with the journal's publisher (the schedule for this activity depends on the length in years of the previous contract).

## Director, Office of Teaching Resources in Psychology

### Description:

The Director of the Office of Teaching Resources in Psychology (OTRP) has primary responsibility to oversee all OTRP operations, including the development and distribution of document-based resources and course syllabi (through Project Syllabus), as well as the supervision of three services provided by units within OTRP: Instructional Resource Awards (IRA) program, Departmental Consulting Service (DCS)—a joint venture with the Board of Educational Affairs of APA, and the Mentoring Service (MS).

The Director typically has an Assistant or Associate Director, who works primarily with the IRA process, serving as an *ex officio* member of the selection task force, and having at least the initial correspondence with IRA recipients each year. The Assistant or Associate Director often has assumed responsibilities for the peer review process of some document-based resources. Project Syllabus, the IRA program, the DCS, and the MS historically have had coordinators or task force chairs, with immediate responsibility for the operations of these units. Working closely with the Director, these individuals play a vital role in recruiting members for the operations they manage and in ensuring continuity of their respective working groups.

The Director has primary responsibility for the development of document-based resources, including editorial decisions and related correspondence with document authors, formatting and layout of accepted documents, communication with the Internet Editor and/or Associate Internet Editor regarding posting resources, and ensuring that permissions and copyrights are in order. All OTRP resources (documents and syllabi) are peer-reviewed.

The Director has primary responsibility for representing the OTRP. As such, the Director is a voting member of the Society's Executive Committee. The Director is also a member of the Publications Committee. In the past, other committee service responsibilities may arise, such as membership on the e-Publishing Task Force and the Member Benefits Task Force.

The Director has primary responsibility for publicizing OTRP resources (documents and services). As such, the Director works with the Executive Director to update the OTRP brochure, as well as to announce new resources, OTRP news, announcements, and other business through the Society's newsletter (normally, the Director writes a column for each edition), ToPNEWS-Online, the PSYCHTEACHER listserv, conference presentations, and other venues. In addition, the IRA Task Force Chair typically communicates directly with the *ToP* News Editor to announce the Call and with the STP Secretary to announce the award winners in the spring newsletter.

The term of office for the Director of the Office of Teaching Resources in Psychology is 5 years. It is renewable for a second 5-year period. The term begins and ends in the month of August (at the annual meeting of APA).

### Timeline/Duties:

Most OTRP operations are on an "as soon as possible" system. The MS is self-directed by visitors to the site. The DCS coordinator tries to match requestors with possible consultants within a week or two. Depending on the department's needs, the timeframe is sometimes lengthened.

Ordinarily, manuscripts submitted for review are sent out for review within a week of receipt, with about a one-month turnaround requested. After receiving reviewers' feedback, the Director corresponds with authors as soon as possible. The formatting function is highly variable as far as the time required because documents are of vastly different forms and lengths. Inconsistencies in style or departures from OTRP "style" often require line-by-line changes. Uploading resources, for example, documents and syllabi, also can be delayed by the nature of the resource, particularly those with specific pagination limits.

Within the scope of OTRP, the IRA program has the most obvious and tightest deadlines. The first call appears in the third issue of *ToP*, and is posted at STP's homepage. The deadline for submission of proposals is February 1. The IRA Task Force typically makes a determination of award by the end of February or early March, in order to meet the Secretary's deadline for the Spring newsletter. Project reports and "first drafts" of resources developed with the IRA funds are due from award recipients on December 31. Many extensions are requested. Many—and are assumed.

## **Associate Director, Office of Teaching Resources in Psychology**

### **Description:**

The Associate Director of OTRP is responsible for providing support to the director of OTRP and is directly responsible for the collection and distribution of materials that are going to result in teaching resources. Specifically, the Associate Director helps in the process by sending letters to winners of instructional resource awards and acting as the conduit for the materials produced. Once the materials are produced, the Associate Director sends the materials out for peer review. The peer reviewed materials are then forwarded to the director.

### **Timeline/Duties:**

#### **January and February:**

- Ex-officio member of IRA review.

#### **February:**

- Send out or review letters sent out to winners.

#### **On-going:**

- Gather reviews, send them back out, manage resources.

## **Assistant Director (Editor), OTRP Project Syllabus**

### **Description:**

The OTRP Assistant Director for Project Syllabus is responsible for soliciting and posting exemplary syllabi in psychology, doing outreach and education on the nature of exemplary syllabi, and keeping the Project Syllabus website current. Ongoing tasks include:

### **Timeline/Duties:**

- Solicitation of excellent syllabi in various forums, including the Psychteacher listserv and the ToP newsletter (Ongoing).
- Receipt and review of syllabi (Ongoing).
- Education about excellent syllabi in various forums, including the Psychteacher listserv, APA, APS, and the ToP newsletter (Ongoing).
- Renewal of permission agreements (every 5 years following initial agreement).
- Annual report to OTRP director (each June)

## Internet Editor

### Description:

The Internet Editor (IE) assumes major responsibility for all STP's Internet resources, including STP's Web pages, <http://www.teachpsych.org>, electronic discussion lists (ToPNEWS-Online and PsychTeacher™), and other Internet activities and materials.

- OTRP Teaching Resources
  - The IE serves as primary editorial consultant to OTRP Director for matters involving copyright and other technical standards. However, the Associate Internet Editor IE is normally included in conversations regarding matters which the OTRP Director brings to the IE.
  - -The IE remains ex officio a member of the Instructional Resource awards committee. As such, the IE reviews annual applications for issues of technical feasibility but does not vote on the awards.
- Maintain and revise STP copyright and other technical standards as needed. See the following: <http://teachpsych.org>
- Prepare annual report on additions/changes to STP's Internet resources and usage by visitors to the site in time for annual meeting of STP Executive Board. This report is generally due at the middle or end of June.
- Direct and supervise AIE duties, including OTRP updates.
- Serve as a consultant to the EC for matters pertaining to the **teachpsych.org** domain, STP's portal on the Internet.
- Serve as consultant/committee member, for E-publishing activities associated with STP.
- Receive communications and participate in deliberations on the STP EC (TOPEC) electronic discussion list as a voting member/subscriber.

## Associate Internet Editor

### Description:

The Associate Internet Editor's main responsibility is to assume major responsibility for OTRP Online.

- Teaching Resources
  - Prepare and post of rtf & pdf resources (generally on the basis of MS Word "rich text formatted" master documents prepared by their authors).
- Project Syllabus
  - Liaison with the OTRP Assistant Director for Project Syllabus.
  - Prepare and post syllabi from masters provided by authors.
- Develop a general familiarity with and provide editorial supervision of materials posted on OTRP in accordance STP copyright and other technical standards. See the following:  
<http://teachpsych.org>
- Prepare annual report in June on additions/changes to OTRP and usage by visitors to the site in time for annual meeting of STP Executive Board. This report is generally due at the middle or end of June.
  - Note that the IE serves as primary editorial consultant to OTRP Director for matters involving copyright and other technical standards. However, the AIE will normally be included in conversations regarding matters that the OTRP Director brings to the IE.
  - The IE remains *ex officio* a member of the Instructional Resource awards committee. As such, the IE reviews annual applications for issues of technical feasibility but does not vote on the awards. With experience, the AIE may assume this role with agreement by the IE and Director of OTRP.
- Serve as a consultant to the IE and Internet Advisory Board for matters pertaining to the teachpsych.org domain, STP's portal on the Internet.
- Receive communications and participate in deliberations on the STP Executive Committee electronic discussion list as a non-voting member/subscriber.

## STP Director of Society Programming

### Description:

The Director of Society Programming is an appointed position for a term of 5 years. Ordinarily the Director shall serve no more than two consecutive terms. The Director provides oversight for STP convention programming, conferences, and workshops. In addition, the Director, in consultation with the President, make arrangements for the program and annual meeting of the STP in accordance with Article IX of the STP bylaws.

In order to facilitate coordination of the multiple programming initiatives of STP, the Director appoints Associate Directors to focus on specific programming functions and initiatives as needed. Similar to other Director and Editor positions in STP (e.g., OTRP, *ToP*), the Director has the leeway to make these appointments without the EC's formal approval. However, the Director normally consults with the STP President on appointments. Appointments of new Associate Directors should be made at least a year in advance so that new appointees have the opportunity to work with the current Associate Director and be included on the TOPEC listserv for development purposes. Current Associate Directors include: APA Convention programming, APS Teaching Institute and Convention Programming, Teaching Enhancement Workshops, and Society for Personality and Social Psychology Pre-conference Teaching Workshop. The Director consults with and advises all Associate Directors as needed.

Currently, the Director is the coordinator of the national "Best Practice" (BPs) teaching conferences. The current Director (Bill Hill) manages income and expenditure accounts for the BPs through his university. This strategy will be an issue that needs to be resolved for future BPs when the current Director leaves the position in 2008. Whoever coordinates the BP Conferences needs to be well versed in issues related to contractual negotiations with hotels on space, room nights, etc.

The STP President shall appoint a special committee to search for the Director of Society Programming. In order to provide a smooth transition, the search for a new Director should be started 2 years prior to the end date of the current Director. Once selected, the Director-Elect should begin working with the current Director. A new Director of Programming will assume office on September 1.

The Director also provides the EC an annual report and budget for review and approval. The Director solicits reports from all Associate Directors and provides a consolidated report per the STP President's requested timeframe.

### Timeline/Duties:

Most responsibilities of this position are not tied to specific months each year, or are even annual.

#### June

- Prepare annual report for the STP Executive Committee August meeting. The STP President usually requests this in June.

#### June/July

- Consult as needed with the Associate Director for the APS Teaching Institute and program. This usually occurs in June and July as the program is finalized.

#### December/January

- Consult as needed with the Associate Director for the APA program. This consultation usually occurs in December and January as the program is finalized.

**Ongoing**

- Appoint new Associate Directors in a timely manner given the current Associate Directors’ end date.
- Consult with Associate Directors as needed on programming issues.
- Coordinate the annual STP BP Conference or identify and work with a designated coordinator. The timeline for preparing for this conference is given below.

**Suggested Timeline for BP Conferences<sup>1</sup>**

11-12 Months in Advance	The STP Director of Programming (or his/her designee as conference coordinator) needs to: <ul style="list-style-type: none"> <li>• Determine topic and conference name (you may also want to develop logo).</li> <li>• Form a steering committee.<sup>2</sup></li> <li>• Determine location, format, and dates of conference and make contractual arrangements with hotel or campus site.<sup>3</sup></li> <li>• Develop a budget which includes a registration fee structure that provides at least a break even outcome.<sup>4</sup></li> <li>• Develop a marketing strategy.<sup>5</sup></li> </ul>
9-10 Months in Advance	<ul style="list-style-type: none"> <li>• Finalize and distribute Call for Programs (unless all sessions will be invited).<sup>6</sup></li> <li>• Develop conference Web site.</li> </ul>
7-8 Months in Advance	<ul style="list-style-type: none"> <li>• Proposal deadline. Steering Committee completes reviews and Conference Coordinator notifies submitters of acceptances and rejections.</li> <li>• Begin soliciting vendors to display at conference.</li> </ul>
5-6 Months in Advance	<ul style="list-style-type: none"> <li>• Conference Coordinator and Steering Committee finalize the program.</li> <li>• Conference Coordinator advertises the conference (mail final conference brochure, revise conference Web site to reflect final program and registration information).<sup>8</sup></li> </ul>
1-2 Months in Advance	Contact hotel (or campus conference space coordinator) to finalize space, technology/equipment needs, food, and other onsite arrangements. <sup>9</sup>
1-2 Months in Advance	Monitor registration numbers so that necessary adjustments (up or down) can be made.
1 Month in Advance	Begin to finalize final onsite conference material packet. <sup>10</sup>
1 Week in Advance	Double check all onsite arrangements. This may include confirming final food numbers.
Last week	Complete copying and organization of conference packet and registration materials.

1. This timeline is largely based on the assumption that there will be a call for proposals. If all sessions are to be invited, the only items that will be necessary at 10-12 months out from the conference date will be setting conference dates and arranging space. However, even with a call for proposals, one could still begin planning as late as 9-10 months before the conference date.

2. Steering Committee

- No more than 4-5 people in order to manage communication.
- Beyond the items listed on the timeline, other major responsibilities include:
  - Assist in developing call for proposals.
  - Review proposals.
  - Identify and recruit invited speakers. Occasionally publishers might underwrite cost of a book author as speaker.
  - Assist in developing final program of sessions.
  - Attend the conference and assist in onsite hosting. Steering Committee members are given a free registration.

3. Location, format, and dates of conference

- Location—Although past conferences have historically been held at a hotel, it is possible that we may schedule one at a campus site. If a campus site has excellent conference support and facilities, this idea can work very well. However, even with good facilities and support, we should carefully consider travel options for getting to our locale. If the Director of STP Programming's institution is relatively isolated (i.e., few major highways, limited airline service, long distances from an airport, large distances between institution and other institutions, transportation from hotels to a conference site), we may want to consider a hotel in a more metropolitan area. Holding the conference at a hotel also has the advantage of centralizing everything in one locale. The down side to a hotel is the higher costs associated with food, equipment rental, and space usage fees. If we decide to use a hotel, try to find someone experienced in negotiating with a hotel to assist you. If no one is available, keep the following in mind during negotiations:
  - Hotels want our business. We are doing them a favor and should take advantage of this and ask for perks (e.g., complimentary rooms, fruit baskets for keynote speakers, free hospitality suite, etc.).
  - Try to get the food costs locked in at the time you sign the contract. Food costs can rise substantially over a 10-month period.
  - Be conservative about room nights. Room nights are the number of rooms used during the conference by attendees. Contracts often specify financial penalties if we fail to come within 10-20% of the room night commitment. Hotels are unlikely to reduce the room night commitment as the conference gets closer but are often willing to increase it. We may also find that room night usage is also tied to a sliding scale of conference space rental fees.
  - Explore the possibility that the hotel will allow us to supply our own technology (data projectors, overheads) because this tactic will save a substantial amount of money. We will probably want to use the hotel's microphones and projection screens.
  - Be attentive to high as well as hidden costs in hotel contracts. Some examples: equipment rental fees, including charges for a power bar and extension cord; set up and catering service charges (catering service charges can be up to 20% of the food costs); additional fees for a bartender or cashier; and Internet access fees (which tend to be very high).
  - If the conference is co-sponsored by a state institution, we may have cost saving opportunities. For example, in Georgia, state state-sponsored events at hotels are exempt from taxes.
  - Carefully read the penalty clauses associated with failing to meet room night commitments and cancellation
- Format—A 2-day program has worked very well in the past. The program should include one or two keynote addresses, pre-conference workshops, concurrent sessions (usually no more than

- four per time slot), and a poster session (which can be combined with a social format). Because many faculty attending conferences often prefer not to cancel class, starting on a Friday morning around 8:00 a.m. with the pre-conference workshops seems popular. End the conference on Saturday afternoon. Extending into Sunday morning tends to result in a dramatic dip in attendance.
- Conference Dates—When selecting conference dates carefully consider the following factors: potential conflicts with other professional meetings that our audience may attend, holidays and religious observances (e.g., religious holy days), likely campus break periods (scheduling during a spring break period should be avoided), and the beginning or ending weeks of a semester.
4. Conference budget preparation should take into account both income and expenses, with a goal of breaking even.
- Expenses
    - Printing costs (take into account printing a Call for Proposals, Program Brochure, and final onsite conference materials).
    - Purchase costs of mailing lists. We may be able to reduce this cost by getting an electronic version of the list and printing labels ourselves. We can also potentially eliminate this cost if we can convince the organization to be a conference co-sponsor with the expectation of sharing a free copy of their mailing list.
    - Bulk mailing costs for two mailings, the call and final program.
    - Speaker costs (travel, honorarium). Whenever possible try to get a publisher to sponsor a speaker.
    - Supplies (e.g., conference folders and packet materials like pens and pads of paper, mailing labels if we print them ourselves, stickers for bulk mail folded material, name tag holders).
    - Hotel costs (catering, equipment, etc.).
  - Revenues
    - Grants from foundations or professional organizations. These may not always be advertised.
    - Supporting funds from publishers for speakers or to sponsor a break or social hour.
    - Soliciting and charging vendors (e.g., publishers, software companies) to exhibit at the conference.
    - Participant registration fees.
5. Marketing strategies. Identify your target audience and how to contact them. Contact strategies include:
- Existing mailing lists from professional organizations. These are particularly useful when there is an organization or subgroup of an organization focused on teaching or areas related to our conference topic. Some professional organizations may require a copy of the program before releasing the mailing labels, so be prepared.
  - Advertising the conference on targeted online discussion lists. Obvious lists are disciplinary, but there are other non-discipline lists that can reach potential interested attendees (e.g., the POD Network discussion list that includes a large number of teaching center and faculty development professionals).
  - Advertising in professional journal or magazines. Some professional publications list conferences at no charge.

6. Call for Programs

- The call should clearly indicate the type and focus of proposals you are soliciting. In the past, we have tended to focus on at least 1 hour symposia and workshops as concurrent sessions and to invite poster presentations. Avoid paper presentation sessions and accommodating papers in a poster session format. Poster sessions have the advantage of allowing potential attendees to get travel money.
- Allow up to 2-3 weeks for the call to be printed and prepared for bulk mailing. This suggestion assumes we already have the mailing labels.
- Clearly state the format and length for submission descriptions and abstracts.
- Request a 3-5 sentence description of the session that can be used in the conference packet to help participants select sessions.
- Include an informational cover sheet that requires the detailed information we will need for the program and planning purposes (presenter names, institutional affiliation, submission title, equipment requests, etc.). Getting this information after accepting a proposal can be a hassle.
- We may want to address items we will not provide (e.g., computers and other types of presentation equipment, Internet access).
- Mail the call such that it reaches potential submitters at least 60-90 days prior to the stated deadline for submissions.

7. Proposal review. Use the steering committee as peer-reviewers. When rejecting a proposal, always provide in writing a brief rationale for the decision. Also, consider the possibility of recommending a shift from a session to poster presentation where appropriate.

8. Final program and advertising

- Programming session times—When designing the final session schedule, try to arrange sessions so that there is a variety of choices at each concurrent session period. As much as possible, avoid scheduling two sessions at the same time that address the same topic. The goal should be to construct a schedule such that participants complain that there is too often multiple sessions at the same time that they want to attend, NOT that there is no session that interests them at a time.
- Final Conference Brochure—We need to advertise again now that we have a program so that we can attract participants beyond our presenters. Again, allow up to 2-3 weeks for the brochure to be printed and prepared for bulk mailing. This suggestion assumes we already have the mailing labels. Important elements of a final conference brochure include:
  - Final conference program.
  - Travel information to the conference site.
  - Registration information and form. Consider giving reduced registration fees to select groups such as STP members, graduate students, high school teachers, and adjunct faculty. The registration form should also address any special accommodation requests for individuals who require assistance under the Americans with Disabilities Act for participation in this conference. Finally, be sure to include space for special meal or dietary requests.
  - Hotel information. Be sure to include the room rate, deadline for making reservations, and phone number.
  - Continue to make the option of soliciting additional poster presentations, with a new deadline. This brochure may reach someone who missed the first call.

9. Finalizing Space and Equipment

- Within about 90 days before the conference, contact the conference site coordinator (campus or hotel) and go over in detail the conference arrangements and catering. Hotels will probably automatically generate a written description of all set ups and catering. If doing it on campus, get them to do this so that there is no misunderstanding.

10. Conference Packet and Materials

- These materials can involve a time consuming process to produce, copy, and collate the packet and materials. Some items we need to prepare or consider including are:
  - List of participants
  - List of supporting and/or exhibiting publishers or other vendors
  - Final schedule with locations
  - Session descriptions
  - Evaluation form
  - List of posters to be presented
  - Name tags and holders (bring at least 20 blanks)
  - Receipts for participant registration fee

## Associate STP Programming Chair, APA

### Description:

The Associate STP Program Chair for APA is responsible for putting together the program for the annual APA convention. The program includes submitted and invited sessions as well as poster presentations. In addition, individual speakers may be invited to present. The Program Chair also reserves, schedules, and maintains the hospitality suite, makes arrangements for the Social Hour, and orders catering the EC meetings. The Program Chair's budget line should be used for expenses related to putting together the program: mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs (the ED helps with printing), and administrative help (e.g., hourly clerical or paying convention registration fees of students in lieu of hourly stipend).

The "Hospitality and Social" budget line should be used for expenses incurred at the hotels: Hospitality suite costs (i.e., room, food), EC breakfasts, and Social Hour food. At present, there is not way to include tips in this budget because there is no receipt for tips. The "Speakers" budget line should be used to pay speakers -- an honorarium in lieu of expenses is easiest.

### Timeline/Duties:

#### April/May:

- Submit call for papers to Psychteacher listserv, TOPNEWS, and other outlets after consultation with President.

#### November:

- About 2-3 weeks before the submission deadline, e-mail reviewers to verify willingness to review or send the request with abstracts indicating that people who no longer want to review can simply send a return email. Using the APA Web site, send no more than three abstracts to each reviewer. As reviews come in (via e-mail), print out and move reviews to a folder set up in the e-mail account – in case they are needed later. Create a spreadsheet that tracks which reviews have come in and what the reviewers' recommendations. Keep hardcopies to work with as the program is planned. Comments to authors will be cut from the bottom of the sheet and mailed to authors.

#### January:

- Put together program based on reviews. Read all of the abstracts to help organize the program, particularly when reviews are mixed. Also keep in mind that research projects should be completed; planned studies or those with no collected data should not be included in the program. Consult with the STP Director of Programming about the program and ask the STP President for input on the program, including speakers/sessions he/she might want to invite.
- Put together the program on the APA Web site (APA will send instructions). E-mail proposal submitters acceptance/rejection letters through the APA Web site.

#### February:

- Send a letter and reviews to all submitters.
- APA will send out a summary of the finalized program, which allows STP to create convention flyers including specific room numbers. When APA sends room layouts for suites, quickly choose one for the hospitality suite (preferably with two bedrooms). APA will also let the Associate Program Director know when it is time to arrange catering for the Social Hour if the hotel requires that APA

take care of that. If not, the Associate Program Director might need to contact the hotel directly. The Associate Program Director will need to contact your hotel for catering of the EC meetings.

- Prepare several reports (e.g., for the LRPC, *ToP*, etc.).

## Associate STP Programming Chair, APS

### Description:

The role of the APS Program Chair is to organize the pedagogy workshop, the one-day, stand-alone Teaching Institute, and 4 hours of STP programming at the Annual APS Meeting, which is usually held Memorial Day weekend. The Associate Program Chair for APS works closely with the APS Convention Coordinator, participates in conference calls with the APS Program Committee, and selects poster submissions for the poster session(s) during the Teaching Institute. The APS Program Chair consults with STP's Director of Society Programming in all matters related to STP-APS Programming.

### Timeline/Duties:

#### January – February 15<sup>th</sup>

- Review and select on-line poster submissions for the poster session at the Teaching Institute.
- Write annual report for LRPC.
- Participate in APS Convention conference call(s) as needed.

#### March/April

- Participate in APS Convention conference call(s) as needed

#### May

- Participate in APS Convention conference call(s)
- Arrive at APS Convention site early Wednesday of convention week
- Introduce speakers as needed or verify that STP colleagues are available to introduce speakers
- Attend STP-related convention events
- On last day of convention, attend Convention Committee meeting for post-mortem and planning for next year

#### June/July

- Identify and solicit presenters for next year's APS Teaching Institute and 4 hours of STP related programming at convention proper
- Lock in workshop presenters

#### August

- Give report on STP-APS Teaching Institute at STP EC Meeting at APA convention
- Continue putting together next year's roster of presenters

#### September-December

- Finalize and submit APS Teaching Institute and 4 hours of STP related programming roster for the convention
- Plan reception/cash bar after closing plenary session at Teaching Institute; the APS Convention Coordinator makes arrangements and covers expenses
- Invite current and former STP EC members to introduce STP speakers during the Teaching Institute and APS Convention; keep list of names
- Participate in APS Convention conference call(s) as needed

**Chair, Recruitment and Publications Relations Committee**

(No entry is currently available for this position)

## **Chair, Graduate Student Teaching Association**

### **Description:**

The Chair of the Graduate Student Teaching Association is responsible for coordinating activities in which graduate student members of STP are involved. The chair also apprises the President and Executive Committee of relevant issues concerning graduate student members. The chair should periodically contact the Executive Director of STP for membership listings and reports of new graduate students joining STP.

The Chair is responsible for increasing membership in the organization, developing and implementing services for those members, developing awareness of the organization through professional contacts (i.e., schools, universities, sympathetic organizations like APAGS, etc.), and generally acting as an advocate of graduate student teacher interests both within STP and without.

### **Timeline:**

#### **January-February**

- Write a report to the Long Range Planning Committee before its annual meeting, which is usually held in March. This report should include a brief statement of the purpose of the GSTA, a list of activities completed to date, and a list of proposed initiatives for the committee to review.

#### **May-June**

- Write a report to the Executive Committee to be presented at the annual meeting at the APA conference. This report should be similar in nature to the Long-Range Planning Committee report, including a statement of purpose, a membership summary, and a statement of completed activities.

#### **August**

- The chair must make every effort to be able to attend the APA conference and attend the various STP meetings, especially the two meetings of the Executive Committee.

#### **November-December**

- Coordinate and plan the hour of GSTA programming at the annual convention of the American Psychological Association. The chair must submit a proposal for the presentation through the usual channels (i.e., the STP programming chair) by the regular submission date.

## **Faculty Advisor, Graduate Student Teaching Association**

**Description:**

The Faculty Advisor of the GSTA is responsible for ensuring that the GSTA and GSTA Chair has the institutional and professional support and knowledge necessary to execute wisely and appropriately her/his role and responsibilities. The Faculty Advisor should facilitate the education of the GSTA Chair regarding the Society's functions, goals, procedures, history and current concerns, so that the GSTA Chair may make informed votes in Society matters on behalf of her/his constituency. The Faculty Advisor also serves as a conduit to Society resources, can serve as an adjudicator if difficulties arise, and may work singly or in concert with the GSTA Chair in order to ensure the proper and appropriate functioning of the organization. Specific duties include: (a) serving a term of one calendar year, starting on September 1<sup>st</sup>; (b) being available on a as needed basis to advise the GSTA Chair on all aspects of conducting GSTA business; (c) overseeing, with the GSTA Chair, the daily functioning of the organization and ensure that other committee members fulfill responsibilities associated with their roles; (d) assuming chief responsibility for dealing with the host institution (university) regarding resources and other local needs of the GSTA; and (e) helping to ensure that the GSTA Chair keeps all needed deadlines with respect to Society requirements, reports, and other responsibilities.

**Timeline:**

Not applicable

## Chair, Fellows Committee

### Description:

The Chair of the STP Fellows Committee is responsible for leading the three-person committee that (a) recommends to the APA Membership Committee that Initial Fellow status be conferred on those individuals who have met APA and STP requirements for Fellow status and (b) decides whether current APA Fellows should also be granted Fellow status in Division 2.

### Timeline

#### August

- Deliver a report on activities to the STP Executive Committee during the annual APA meeting; monitor the approval decisions about the STP's nominees by APA's Board of Directors and Council of Representatives, recognize the new Fellows from the previous year at the Society's Business Meeting, attend the training session for Fellows conducted by the APA Membership Committee, and receive the nomination forms for the upcoming review cycle. The new Fellows Chair assumes responsibility after the APA convention.

#### September

- Update the STP Web site with newly approved Fellows, submits articles to PsychTeacher, ToPNews, and *Teaching of Psychology* announcing the new Fellows, and sends to nominees a packet of materials including all forms, the description of procedures to be followed, a calendar, and a set of criteria for Fellow status in the Society.

#### October 1

- Deadline for Fellow nominations.

#### Fall semester

- Organize incoming materials, work with nominees to optimize the quality of their support materials, notify nominees when file is complete, and, one month before the December 15 deadline, notify nominees of the status of their file if incomplete.

#### December 15

- Deadline for receipt of materials. After the deadline, the Chair organizes the materials for nominees whose files are complete and delivers copies of these materials to committee members, along with a set of guidelines for evaluating them. For incomplete files, the Chair notifies the nominee(s) about which parts of the file are incomplete. Incomplete files as of December 15 are held over for consideration in the following year.

#### January

- Prepare a call for nominations for the new review cycle, which appears on the STP Web site, on the Psychteacher listserv, and in *Teaching of Psychology*; works with committee members to identify which nominees for initial Fellow and current Fellow are approved.

#### February 1

- The Fellows Committee reaches consensus on the recommendations to be made.

#### Mid-February

- Due to the APA Membership Committee is a detailed rationale of acceptability for every nominee for initial Fellow status approved by the Fellows Committee. For nominees who are already Fellows, the Chair notifies the APA membership committee of the Fellows Committee's decisions. The Chair also writes to the nominees, informing them of the committee decision in each of their cases.

**May**

- The APA Membership Committee informs the Chair of its recommendations about Initial Fellow applicants. The Chair informs the nominees of their status.

## Chair, Elections Committee

### **Description:**

The duties of the Chair of the Elections Committee are to work with other committee members to ensure that a qualified slate of candidates is presenting to voting members of the Society each and every election cycle.

### **Timeline:**

#### **September-October**

- Publicize the nomination process for elected positions via PsychTeacher, Psych-News Online, and through other means, as appropriate.

#### **November**

- Begin identifying and contacting candidates for elected positions. Ask for candidate statements that will (a) appear in STP materials and (b) be used by APA in the election process (due in the Spring to APA)

#### **November-December**

- Identify nominees to APA Boards, contact them, and submit names to APA. Nominees may need to send a copy of their CVs.

#### **March**

- Remind candidates that they should send election-related materials to APA if they haven't already done so.

## Chair, Teaching Awards Committee

### Description:

The Chair of the STP Teaching Awards Committee is responsible for implementing the Society's annual awards program. These duties include (a) soliciting, receiving, and responding to applications, (b) organizing review panels for each of the five awards categories, (c) contacting applicants after a decision has been reached, (d) writing the recipients' biographies for the October issue of *ToP*, and (e) presenting the awards at the Society's annual social hour at the APA Convention.

### Timeline:

#### August

- Get new stationary from the Executive Secretary (300 sheets)

#### September

- Organize review panels for each award category

#### October-December

- Advertise awards in appropriate outlets

#### January

- Receive applications
- Create data base of applicants and nominators' addresses
- Make copy of cover sheet for records
- Send letter of receipt to nominators (1st year of nomination only)
- Send materials to review panels

#### February

- Monitor progress of all review panels

#### March

- Send notification to winners, nonwinners, and nominators (both 1<sup>st</sup> and 2<sup>nd</sup> year applicants)
- Request photos of winners
- Send thank you letters to the members of each review panel.
- Send news releases as requested by winners
- Notify the *Monitor*

#### April

- Prepare the next year's awards brochure/call for nominations for distribution (throughout year)

#### May

- Write the award biographies for *ToP* and submit them to the editor

#### June

- Prepare annual report for the upcoming APA Convention
- Order plaques
- Pass out brochures at AP reading

**July**

- Send announcements to STP newsletter and other print media sources
- Prepare flier for APA presentation of awards
- Request updates Fund for Excellence contributors for flier
- Prepare APA presentation (2-3 minutes per winner to read citation)

## **Chair, Publications Committee**

### **Description:**

The chair coordinates and facilitates the consideration and evaluation of STP publication-related issues that come before the Publications Committee. In most instances the conclusions reached by Publications Committee deliberation are forwarded by the committee chair to the STP President in the form of a recommendation(s). All communication with and among committee members is done via e-mail.

### **May/June**

- Prepare and submit to the STP President an annual report of the Publications Committee activities.

### **Schedule of Committee Events**

- Because timing of the issues that come before the Publications Committee is unpredictable, the committee does not operate under a set timeline.

## Chair, Long-Range Planning Committee

### Description:

The primary duties of the LRPC chair are to organize and oversee the two yearly meetings of the committee. These meetings typically occur in early spring and during the annual convention of the American Psychological Association.

An incoming LRPC chair typically joins the Committee for a year as an associate chair. During this time, the incoming chair of the LRPC should work closely with the chair in terms of learning the procedures for running meetings, understanding the roles of members, the logistics of arranging meetings, recordkeeping for the LRPC, and other details of the office. Associate chairs are first present at the spring meeting of the final year of the sitting LRPC chair.

Associate chairs, at a minimum, should read and be familiar with the Society bylaws, the minutes of all previous LRPC meetings, and the minutes of the past five STP Executive Committee meetings.

### Timetable:

#### November

- Works with president to establish meeting place and dates for the spring LRPC meeting
- Determines with members roommate arrangement/pairings
- Makes reservations for accommodations (e.g., hotel, restaurants, etc.)
- Calls for special dietary requests, snack requests from members
- Informs all LRPC members to make their travel arrangements to the spring meeting

#### January

- Follows up with LRPC members to ensure that all have made travel arrangements to the meeting.
- Confirms all reservations for hotel, restaurants, etc.

#### February

- Solicits agenda items for the spring LRPC meeting from extended EC via the TOPEC listserv
- Develops a plan to coordinate ground transportation between airport and meeting site (all travel plans should be known by this time).
- Issues a second call for agenda items from the extended EC via the TOPEC listserv
- Confirms ground transportation plans with all LRPC members; makes list of all travel arrangements and cell phone numbers to distribute to all LRPC members.
- Issues a final call for agenda items from the extended EC via the TOPEC listserv.
- Works with president via e-mail to develop final agenda and priority of items

- Note: The chair establishes daily/hourly schedule for the meeting; the president assembles all relevant paperwork/materials into binders for each LRPC member

#### Pre-meeting (two weeks)

- Send final agenda to all LRPC members via e-mail along with all travel information and cell phone numbers for each member
- Confirm arrangements for transportation to and from airports.
- If the chair is unable, s/he asks another LRPC member to purchase groceries/etc. prior to meeting

- The chair makes available space on credit card to pay for all expenses during meeting (hotel, food, etc., which can range from \$1,000.00 to \$5,000.00)

**Pre-meeting (Weds/Thursday)**

- Purchases all groceries/etc.
- Stocks meeting room with snacks/refreshments
- Ensures rooms are available for check-in for all members
- Ensures meeting space is adequate and appropriately furnished and arranged
- Handles arrangements for unforeseen delays in flights or other travel difficulties

**During the LRPC Meeting**

- Calls meeting(s) to order; if necessary, Robert's Rules in the latest edition governs any questions on meeting and decision-making procedures.
  - Guides all discussion
  - "Watches the Clock" closely to hold to agenda schedule as close as possible
  - Reminds members to stay on task and closes discussion on items when necessary
  - Prioritizes and re-prioritizes established business and new business as necessary
  - Works to build consensus
  - Holds votes when consensus is not possible
  - Pays for all dinners and for all accommodations
- Note: The Executive Director (ED) is an ex-officio member of the LRPC and serves as secretary and records the minutes of the meeting. He or she contributes freely to the discussion of any items brought before the committee

**Two Weeks Immediately Following the LRPC Meeting**

- Calls upon ED to distribute to the LRPC a draft of the meeting minutes, and calls for feedback on the minutes. The LRPC chair should keep a file of the "raw" minutes to consult as all drafts are worked on, so that no valuable information is accidentally lost across drafts.
- Call for close of edits and review final set of minutes.
- Declares the minutes/report as final and sends final copy to President.
- Declares to the TOPEC that the final report of the LRPC Spring meeting has been distributed to the President
- Sends all receipts related to LRPC meeting to the Treasurer
- Advises individual LRPC members to submit their own personal receipts to the Treasurer on their own; asks members to provide amounts of personal reimbursements requested so as to be aware of cost versus budget amounts.
- Makes arrangement with APA Program Chair for Fall LRPC meeting at APA (1.5-2 hours), typically held in STP Hospitality Suite
- Establishes day and time at APA for Fall LRPC meeting with President

**Early Summer**

- Responds to request of President for LRPC standing Committee report to present at APA

**July**

- Solicits agenda items from extended EC via the TOPEC listserv
- Issues a second call for agenda items from the extended EC via the TOPEC listserv
- Issues a final and call for agenda items from the extended EC via the TOPEC listserv.
- Work with President via e-mail to develop final agenda leaving room for items from EC meeting(s).

**At APA**

Reports on LRPC activities at STP EC meetings

Responds to issues presented at EC concerning LRPC as well as Society business at large

Acts in accordance with Society needs as a voting member of the STP EC.

**At the APA LRPC Meeting**

- Calls meeting(s) to order; if necessary, Robert's Rules in the latest edition governs any questions on meeting and decision-making procedure.
- Leads all discussion
- "Watches the Clock" closely to hold to agenda schedule as close as possible
- Reminds members to stay on task and closes discussion on items when necessary
- Prioritizes and re-prioritizes established business and new business as necessary
- Works to build consensus
- Holds votes when consensus is not possible
- (Executive Director serves as secretary and records the minutes of the meeting)

**Two Weeks Immediately Following the LRPC Meeting at APA**

- Calls upon the ED to distribute to the LRPC a draft of the meeting minutes, and calls for feedback on the minutes. The LRPC Chair should keep a file of the "raw" minutes to consult as all drafts are developed, so that no valuable information is accidentally lost across drafts.
- Call for close of edits and review final set of minutes.
- Declare the minutes/report as final and sends final copy to President to act upon (if necessary).
- Declares to the TOPEC that the final report of the LRPC fall meeting has been distributed to the President.

## **Chair, Diversity Committee**

### **Description:**

The Chair of the Diversity Committee shall work with committee members to oversee and assess all Society activities related to diversity issues, including but not limited to, diversity in membership, integration of diversity into the curriculum, hiring and retaining a diverse faculty, and attracting members of diverse groups to psychology as a major and a profession.

### **Timeline:**

(Note: 2006 is the first of year that this committee existed. A revised timeline is likely to be more detailed once the committee has had a chance to discover how it will function. Our immediate goals are to (a) identify objectives and goals for next 3 years, (b) identify goals and possible activities to pursue for current year, and (c) work on achieving those goals.

### **June**

- Prepare annual report and submit to the president. This report will be distributed to the EC prior to the EC meetings to be held at the APA convention.

### **August**

- Attend STP Executive Committee meeting held at APA convention – give brief oral report

## Chair, Fund for Excellence

### Description:

The Chair of the Fund for Excellence is charged with the responsibility of seeking donations for the Fund. The Fund's investments and disbursements are handled by the Executive Secretary. The Chair also schedules and runs the meetings of the Board for the Fund for Excellence.

### Timeline:

#### August

- The Board for the Fund for Excellence holds its meetings in conjunction with the annual APA convention. Traditionally, meetings have been held annually, but we decided to experiment with meeting every other year starting in 2003. The Chair confers with Board members and schedules the meeting for some time during the APA convention. During these meetings, the Chair reports on fund raising activities and results. The Secretary for the Board reports on investment decisions and earnings, as well as disbursements. The full Board discusses possible strategies as they relate to both fund-raising and investments. The meetings typically require 30 to 60 minutes.

#### May and November

- Mail solicitations are sent out twice a year—in May and November. They are timed to coincide roughly with the end of the school year and the end of the tax year, while ensuring that the solicitations don't come too close together. We have compiled two mailing lists, which are now in electronic format to facilitate and simplify the work involved. One mailing list is made up of previous contributors and Society leaders; the other is made up of textbook authors (they get slightly different letters). For each mailing, the details of the work are as follows.
  1. Obtain adequate Society letterhead from the Executive Director.
  2. Compose and print letters to potential adopters. We currently use two slightly different letters, with minor changes from one mailing to the next.
  3. Update the electronic mailing lists (based on returned letters from the previous mailing, address changes and so forth).
  4. Generate mailing labels from the revised mailing lists.
  5. Update the Fund Contributors list that goes out with the letter. This task requires getting information from the Secretary about donations since the last mailing. This task used to be handled by the Chair for Teaching Awards, but our twice-a-year mailing requires more frequent updates. We don't want to "insult" someone who gave in December by not acknowledging that gift 6 months later in the May mailing. So, the Chair and Secretary of the Fund for Excellence will handle this task from here on out.
  6. Mail the letters, along with stamped return envelopes, and the list of previous Fund Contributors. (The return envelopes are addressed to the Secretary for the fund, who handles our contributions.

## **Executive Secretary, Fund for Excellence**

### **Description:**

The Executive Secretary of the Fund for Excellence works in concert with the Chair of the Fund for Excellence (see description and timeline above) to oversee the financial aspects of the Fund. Most of the duties are done on an occasional basis. For some activities that occur regularly, the approximate time is given in brackets. The Executive Secretary has two main responsibilities: to raise funds and to manage the Fund's investments. Fund raising entails maintaining records of donations, sending thank you notes to donors, and to prepare a list of contributors to the Chair of the Fund and the Chair of the STP Awards Committee

Managing the Fund's investments include (a) purchasing bonds, stocks, and other investments as directed by the Fund Committee (b) making deposits to money market fund as donations are received, and (c) seeking advice from investment sub-committee, and make recommendations to the board.

The Executive Secretary also engages in more general activities. These activities include (a) preparing and submitting the annual financial report, usually in June or July; (b) reviewing monthly and quarterly reports from the financial institutions that hold our investments and sending copies of these documents to APA Division Accounting Service and to the STP Treasurer, who is an ad hoc member of the Fund Committee; (c) writing and submitting minutes of the biannual meeting of the Committee to the STP President and EC, and (d) conducting other correspondence as needed.

## Chair of the G. Stanley Hall Committee

### Description:

The chair, who may serve up to 3 years, is responsible for coordinating the Hall Committee's efforts toward recruiting four prominent teacher-scholars (three Hall Lecturers and one Wolfe Lecturer) to give formal talks during the annual APA convention (each talk is repeated at a regional psychology conference in the subsequent year—arrangements for these regional talks are coordinated by the APA Education Directorate). In concert with the APA Education Directorate, the STP President, the Hall committee, and the Division 2 Convention Chair, the Hall Chair solicits speakers and obtains necessary materials from them. Additionally, the Chair writes columns about the lecture series as well as brief reports for the STP EC and LRPC.

### Timeline:

#### August/September

- The STP President appoints anew or renews the Chair of the Hall Committee. The President and Chair then identify and invite additional members for the committee, as needed, or affirm current members (there should be at least three, preferably four, members including the Chair).

#### September-October

- The Chair convenes a committee discussion via phone or e-mail wherein possible speakers are nominated. The goal of the discussion is to identify four psychologists who are dynamic speakers and whose work is interesting, accessible, and pedagogically useful for a wide variety of teachers. The committee attends to gender, geographic, and sub-disciplinary balance (e.g., social, developmental, cognitive) as nominations are made.
  - Each committee member submits a list of possible speakers, the Chair creates a master list, and the committee members then vote for four candidates list. The Chair tallies the votes (simple majorities win), consults the committee, and then both the Chair and the committee determine the finalists.

#### October

- The finalist list is shared with the STP President and the APA Education Directorate. The Chair then calls each finalist, invites him or her to speak at the annual APA convention and one regional psychology conference in the year following it. Candidates who accept agree to send a talk title, Abstract of 75 to 100 words, CV, and photo to the Chair as soon as possible. If a finalist declines the invitation, a suitable alternate is drawn from the master list based on committee votes (if need be, the committee is reconvened for discussion). The Education Directorate coordinates the dates and times for all presentations, as well as the honoraria (for the talks at the convention) and the travel reimbursements (for the regional talks during the subsequent year).

#### November/December

- Finalist materials—including mail and e-mail addresses—are sent by the Chair to the Education Directorate. The lecturers' names and affiliations, and copies of the talk titles, abstracts, and photos are sent to the Division 2 Conference Coordinator and the STP Homepage Webmaster. The Education Directorate works with the Conference Planning Office to schedule the Hall and Wolfe talk times (finalists may request a preferred date subject to other scheduling requirements).
- Members of the Hall committee are invited to serve as session chairs for the Hall-Wolfe lectures. Each session chair prepares a 2-5 min introduction of the speaker (based on a lecturer's CV or web

page), times the session (no more than 50 minutes for the entire session), and then moderates the Q & A session, thanks the speaker, and clears the room for the next session.

- The Chair contacts all Divisional Coordinators for the upcoming APA Conference (the Education Directorate provides this email list) and invites them to list their divisions as co-sponsors of the Hall and/or Wolfe lectures (such sponsorship costs nothing, draws broader attention to the lecture series, and is listed and cross-listed in the APA Conference Guide).

### **January**

- The Chair is responsible for writing a 2000 or so word article about the speakers and their topics for the *Monitor on Psychology* and a shorter article for the *PTN Newsletter*. The Education Directorate coordinates these efforts.
- The Chair may be asked to submit a brief list of questions or concerns raised by the committee to the STP Long Range Planning Committee, which meets in the spring of each year. This document is submitted to the STP President.

### **May/June**

- The Chair writes a brief annual report for the STP Executive Committee meetings at the convention and submits it to the SPT President.

## **Appendix B. GSTA Policies and Procedures**

Society for the Teaching of Psychology

Graduate Student Teaching Association (GSTA)

Policies & Procedures

Drafted 05.06

Updated 09.09

Updated 02.17.10

Graduate Student Teaching Association

Mission Statement

The Graduate Student Teaching Association (GSTA) is the student affiliate organization of APA Division 2: Society for the Teaching of Psychology (STP).

The GSTA provides psychology graduate student teachers and teaching assistants with an array of services to hone their teaching skills. GSTA is an avenue for graduate students in psychology and related field to integrate information relevant to their career development as future contributing members of the professoriate. GSTA can be a powerful tool for psychology graduate student teachers and teaching assistants to dedicate themselves to a lifetime of improving the learning process and improving the lives of others.

The GSTA holds the following philosophy: a good teacher is courteous, passionate, knowledgeable, and dedicated. A good teacher also has the ability to exert influence beyond the classroom and is capable of helping others to change the way in which they think about specific issues in psychology. The GSTA recognizes the power of employing basic psychological principles to positively change the lives of those around us, and that teaching can serve as an effective vehicle toward this end. Contributing to the body of teaching-related research is another way to positively influence others.

### **Basic Operating Principles of the GSTA**

Nothing in these policies and procedures can be taken to supplant or have priority over the Bylaws of APA Division 2; Society of the Teaching of Psychology (STP; relevant by-law appears below). The GSTA is an organization of STP, and as such, is responsible to the STP Executive Committee. Its funds and functions remain under the direct control of the STP Executive Committee.

### **ARTICLE VI—GRADUATE STUDENT TEACHING ASSOCIATION**

1. There shall be a Graduate Student Teaching Association of the Society. The Association shall be charged with educational and development activities for future psychology teachers. The Association shall be led by a Steering Committee comprised of a Chair, an Associate Chair, a Faculty Advisor, and at least four at-large members appointed by the President with the approval of the Executive Committee. The Chair and Associate Chair shall be graduate students and serve a term of one year, starting on January 1. Ordinarily, the Associate Chair shall succeed the Chair. The Faculty Advisor shall serve a three-year renewable term.

The GSTA Chair reports to the Recruitment, Retention, and Public Relations Vice President. The vice president is a member of the STP Executive Committee and holds voting power in that body. The chair works closely with vice president to ensure that issues, perspectives, interests, and needs of the GSTA are considered, as appropriate, by the Executive Committee. The GSTA Chair also works closely with her/his Faculty Advisor in carrying out the duties of the office and organization.

All GSTA members, the faculty advisor, Regional Representatives, and any other GSTA personnel must be members of STP. All GSTA personnel agree to be bound by the APA Code of Ethics, and they will conduct the business of the GSTA and execute the duties of their offices in line with those ethical principles and standards.

The most current edition of Robert's Rules of Order will govern all committee meetings and proceedings of the GSTA.

## General Procedures

### *Membership*

Membership in the GSTA shall be open to graduate students in psychology and related fields. Students who wish to join the GSTA do so by contacting APA Division 2 (STP) and indicate their status as a student affiliate (<http://teachpsych.org/members/registration/index.php>). All members receive subscriptions to the Society's journal *Teaching of Psychology*, the STP Newsletter, and TOPNEWS-Online. Members may also choose to subscribe to the PSYCHTEACHER and the GSTA listserv. The GSTA Chair should periodically contact the Executive Director of STP for membership listings and reports of new graduate students joining STP.

### *Reports on the Organization*

The GSTA is responsible for submitting an annual report to the Recruitment, Retention, and Public Relations Vice President as well as any other relevant documents as needed. Typically, summaries of GSTA activities will be due to the Vice President in January/February for the Spring Executive Committee meeting, and in June/July for the APA Convention in August. These reports should include a brief statement of the purpose of the GSTA, a list of activities completed to date, a list of proposed initiatives for the committee to review, and any financial expenditures to date.

### *Budget*

The STP Executive Committee is responsible for appropriating the GSTA budget line. The GSTA chair is responsible for communicating with the Recruitment, Retention, and Public Relations Vice President regarding costs, reimbursement and the financial standing of the GSTA. The chair submits an annual budget to the Executive Committee for review and approval.

### *APA Program Hour*

The GSTA has one hour of programming at the APA Convention through STP. The GSTA Chair is responsible for coordinating and submitting a proposal to the STP program Chair in late fall of each year.

### *GSTA Website and Listserv*

The GSTA is responsible for coordinating with the STP Internet Editor to maintain and update the GSTA website and listserv as necessary.

GSTA Facebook group:

<http://www.facebook.com/group.php?gid=33805718623>

GSTA Clearinghouse website:

<http://gstaclearinghouse.blogspot.com/>

GSTA Listserv:

[STP-GSTA@list.kennesaw.edu](mailto:STP-GSTA@list.kennesaw.edu)

### *Selecting a Host Institution for the GSTA*

Responsibility for the GSTA governance will be transferred among psychology graduate departments as outlined in the selection procedures below. The term of service for a host institution is three years, with transfer of the host institution to occur on January 1 of the year that begins the three year term. The selection process is as follows:

- 1) A call for proposals is issued in spring of the final year of the term of the current host institution. The call for proposals will be printed in the STP Newsletter and other relevant outlets.
- 2) The proposal to be considered for appointment as the GSTA host institution will include the following materials:
  - a. A letter from a psychology faculty person, who is a member of STP, indicating her/his willingness to serve as GSTA Faculty Advisor for a three year period.
  - b. A letter from the department Chairperson endorsing the proposal.
  - c. Indication of available departmental/institutional support for this project (e.g. computer/tech support for web presence).
  - d. The availability of GSTA members to fill GSTA leadership positions for the three year period, including Chair, Associate Chair, and Regional Representatives.
  - e. An outline of goals to maintain and expand the functions of the GSTA over the three year period and plans for implementing these goals.
- 3) The deadline for proposal submissions will typically be May. Proposals are sent to the current GSTA Chair. The GSTA Chair is responsible for answering questions and handling any correspondence related to the host institution selection process.
- 4) The STP President and Recruitment, Retention, and Public Relations Vice President, in consultation with the GSTA Chair and Faculty Advisor, will review the proposals and select the best proposal based on the criteria outlined in the call for proposals.
- 5) The STP President will formally announce the appointment of the host institution and GSTA personnel to the Executive Committee and STP membership at large through appropriate venues.
- 6) The past GSTA chair and faculty advisor will remain available to provide transitional information to the chair and faculty advisor of the new host institution.

### *GSTA Committee Roles and Responsibilities*

#### *Faculty Advisor*

The GSTA Faculty Advisor is responsible for ensuring that the GSTA and GSTA Chair has the institutional and professional support and knowledge necessary to wisely and appropriately execute her/his role and responsibilities. The Faculty Advisor should facilitate the education of the GSTA Chair as to the Society's functions, goals, procedures, history and current concerns. The Faculty Advisor also serves as a conduit to Society resources, can serve as an adjudicator if difficulties arise, and works in concert with the GSTA Chair in order to ensure the proper and appropriate functioning of the organization. Specific duties include:

- 1) Serve a term of three calendar years, starting January 1.

- 2) Be available on an as needed basis to advise the GSTA Chair on all aspects of conducting GSTA business.
- 3) Oversee, with the GSTA Chair, daily functioning of the organization and ensure that other committee members fulfill responsibilities associated with their roles.
- 4) Assume chief responsibility for dealing with the host institution (university) regarding resources and other local needs of the GSTA.
- 5) Help to ensure that the GSTA Chair keeps all needed deadlines with respect to Society requirements, reports, and other responsibilities.

#### *GSTA Chair*

The Chair of the GSTA is generally responsible for increasing membership in the organization, developing and implementing services for graduate student members, developing awareness of the organization through professional contacts (i.e. schools, universities, sister organizations, etc.), and generally acting as an advocate of graduate student teacher interests both within and outside of STP. Miscellaneous duties are required as necessary; and are the responsibility of the Chair, in consultation with the GSTA faculty advisor, to complete. Specific details include:

- 1) Serve a term of one calendar year, starting January 1.
- 2) Report to the Faculty Advisor of the GSTA.
- 3) Oversee daily functioning of the organization, preside over meetings, and ensure that other committee members fulfill responsibilities associated with their roles.
- 4) Write and submit articles for the STP Newsletter and other relevant publications as needed.
- 5) Plan and submit a proposal for the GSTA program hour at the APA Convention. The programming must be submitted as a proposal through the usual channels (i.e. the programming chair of STP) by the regular submission date (usually in late fall; planning should begin at the start of the Chair's term.).
- 6) Consult GSTA Faculty Advisor and Recruitment, Retention, and Public Relations Vice President as needed regarding GSTA business and/or policy issues.
- 7) Periodically contact the Executive Director of STP for membership listings and reports of new graduate students joining STP.
- 8) Maintain visibility of the GSTA through attendance and participation at regional and teaching conferences.
- 9) Each year, recruit, and coordinate regional GSTA representatives' activities and GSTA poster presentations at regional and teaching conferences.

#### *GSTA Associate Chair*

- 1) Serve a term of one calendar year, starting January 1.
- 2) Assume role of GSTA Chair if Chair is unable to fulfill duties.
- 3) Consult with GSTA Chair and Faculty Advisor as needed regarding GSTA business and/or policy issues.
- 4) Maintain visibility of the GSTA through attendance and participation at regional and teaching conferences
- 5) Maintain the official records of the GSTA and take minutes at all GSTA Committee meetings
- 6) In conjunction with the GSTA chair, oversee and monitor the budget of the GSTA and maintain the financial records of the GSTA
- 7) To maintain records of receipts and expenditures of the GSTA
- 8) To perform other duties related to GSTA as assigned by the GSTA Chair or Faculty Advisor.

#### *GSTA Regional Representatives*

The GSTA Regional Representatives are the regional contacts for the GSTA and help the GSTA to carry out business within their own particular local and regional areas. Examples include staffing a poster concerning the GSTA at regional and other teaching conferences; helping to recruit and matriculate new graduate student members within their region to the STP and the GSTA; implementing services for graduate student members.

- 1) Serve a term of one calendar year, starting January 1.
- 2) Report to the GSTA Chair on local and regional activities as necessary.
- 3) Attend and staff a poster and materials table for GSTA at national/regional teaching of psychology conferences (e.g., NIToP, MISToP; NEToP; SWToP SEToP).
- 4) Consult with GSTA Chair as needed regarding GSTA business and/or policy issues.
- 5) Periodically contact the GSTA Chair for membership brochures and reports of activities intended to recruit new graduate students to join STP.

**GSTA Host Institutions**

2002 - 2004	Auburn University Faculty Advisor: Dr. William Buskist Chairs: Jason Sliorski/Jared Keeley
2004 - 2007	University of Akron Faculty Advisor: Dr. Loreto Prieto Chairs: David Wimer/Sara Rieder Bennett/Shannon Schmidt
2007-2010	University of New Hampshire Faculty Advisor: Dr. Victor Benassi Chairs: Rachel Rogers (2007-2008)/Bethany Fleck (2008-2009)/Jennifer Stiegler (2009-2010)