

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

**Approved December, 2011**  
**Amended April 29, 2017**



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## 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 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 DIV2LEADERSHIP 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. Because positions evolve over time, and budgetary allocations may also change, the STP President-Elect will update the manual at least annually. The President-Elect should incorporate any EC approvals from the prior year. Members of the Executive Committee are responsible each year for updating the position descriptions in their purview and should consult the Bylaws, the official records of votes, and action items prior to making substantive changes. Changes in these Policies and Procedures require a vote of the EC.

**Approved December 2011**

**Amended April 2017**

# Executive Committee: Operating Procedures

## **Meetings**

The Executive Committee (EC) supervises Society affairs and is the decision-making body of the Society<sup>1</sup>. The Society conducts business in four forums: bi-annual meetings of the Executive Committee, teleconferences, ongoing discussion via electronic listserv, and the annual Society Business Meeting. The President presides over all of these forums.

## **Announcing Meetings**

In-person EC meetings are open to members, and the Business Meeting is open to members and other interested parties. The President shall announce the dates, times, and locations of in-person 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 to include a record of who attended the meeting, a summary of substantive discussions on the STPEXEC listserv that preceded the meeting, a summary of substantive discussions during the meeting, and a record of votes taken during the meeting.

The Secretary shall maintain a record of all votes. Each vote shall indicate the language of the motion, the names of EC members who moved and seconded the motion, and the outcome of the vote with numbers of members voting Yes, No, and Abstain. In order to assist STP officers in locating and referring to votes in future correspondence, the Secretary should number each vote with the Year, Month, and Date of the vote followed by a number that indicates the consecutive order of votes held on the same date (e.g., 2016-02-05-03 for the third vote taken on February 5, 2016). Each motion should be preceded by a brief rationale and include any financial implications of the motion.

## **Annual Reports**

The Society's annual reports (covering January 1 through December 31) are due prior to the first face-to-face Executive Committee meeting and interim action item reports are due prior to the second face-to-face Executive Committee meeting; the due dates are determined by the President.

## **Setting Meeting Agendas**

### **Face-to-Face 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:

For the First Face-to-Face EC Meeting of the Year:

- Daily agenda for the meeting
- List of the Executive Committee Members

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<sup>1</sup> 2014 Bylaws, Article III Section 2

- Annual Reports (January 1 through December 31)
  - Past President (Division Annual Report)
  - Executive Director
  - APA Council Representatives
  - Elections and Appointments Committee
  - Archivist/Historian
  - Fund for Excellence
  - Secretary
  - Treasurer
  - Vice Presidents ( $N = 5$ )
- Task Force and Working Group Reports
- Appendices
  - Bylaws of the Society
  - List of EC Votes that occurred between the current and the prior EC meeting
  - List of recommendations from the previous EC meeting
  - Minutes from the previous EC meeting

For the Second Face-to-Face EC Meeting of the Year:

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

### **Teleconferences**

During each month when there is no face-to-face meeting scheduled, members of the Executive Committee will participate in a teleconferences to conduct discussions and to vote on motions in compliance with Title 29 Chapter 4 (Nonprofit Corporations) of the District of Columbia Official Code<sup>2</sup>. The President will set the agenda for each teleconference and may cancel a teleconference if there is no business to conduct.

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<sup>2</sup> <https://beta.code.dccouncil.us/dc/council/code/titles/29/chapters/4/>



## Society Business Meeting

The Business Meeting is held annually as an open forum for STP members, but any interested party is invited to attend the meeting. The Society President sets the agenda for this meeting. This meeting includes annual and/or interim 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 on the Society's web site. Proposed Bylaws changes may also be voted on during this meeting<sup>3</sup>.

### **Electronic Discussions**

Two listservs are maintained for conducting STP business: the EC Discussion Group (STPEXEC) and the Extended EC Discussion Group (DIV2LEADERSHIP).

Electronic discussions concerning Society business may be conducted on the STPEXEC listserv, DIV2LEADERSHIP listserv, or by other electronic means. It is important that discussions be archived so that information can be retrieved. 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.

### **EC Discussion Group (STPEXEC Listserv)**

The role of the EC Listserv is for members of the Executive Committee to share information, discuss ongoing business, and develop agenda items for scheduled meetings or teleconferences. For issues that need a vote, an Executive Committee member may make a motion via the STPEXEC Listserv. The President will then ask if there is a second. If the motion receives a second, electronic discussion may continue until the next scheduled meeting or teleconference, during which the EC may hold further discussion of the motion followed by a vote.

#### **Membership on the STPEXEC Listserv (Executive Committee Members)**

- President
- Past-President
- President-Elect
- Secretary
- Treasurer
- VP for Diversity and International Relations
- VP for Membership
- VP for Programming
- VP for Recognition and Awards
- VP for Resources
- Executive Director (nonvoting)

### **Extended EC Discussion Group (DIV2LEADERSHIP Listserv)**

The DIV2LEADERSHIP<sup>4</sup> membership list (see below) consists of voting executive committee members, non-voting extended committee members, directors, editors, associate directors, associate editors, committee chairs, current task force chairs, coordinators, and liaisons. The current President shall update the membership list annually. Individuals whose term has expired or whose work has been completed 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 the list that follows but who possess relevant expertise or perspective that might inform EC deliberations.

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<sup>3</sup> 2014 Bylaws, Article XI Section 1

<sup>4</sup> Prior to 2017, this listserv was named TOPEC. The name was changed when the listserv was moved to APA.

## **Membership on the DIV2LEADERSHIP Listserv**

The DIV2LEADERSHIP listserv will consist of all leadership positions identified on the STP Organizational Chart, plus the following:

- Incoming President-Elect
- Incoming President-Elect-Elect (after election results are announced)
- Past Presidents (for as long as they wish)
- Past STP Executive Committee members for one year beyond their term expiration
- Committee Chairs
- GSTA Faculty Advisor
- Formal STP Liaisons, BEA, Psi Beta, Psi Chi, CABE, CIRP, TOPSS, APS
- Directors and Coordinators of STP Programming at NITOP, SPSP, and regional conferences
- Presidential invitations

## **Introducing Topics for Discussion on DIV2LEADERSHIP**

The role of DIV2LEADERSHIP is to act in an advisory capacity to the EC. DIV2LEADERSHIP provides a forum for members to both gain information and seek advice from the collective wisdom of the group. 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.

The purpose of the DIV2LEADERSHIP listserv is to share information and solicit input from those responsible for STP operations. The listserv is an opportunity for DIV2LEADERSHIP list members to comment on issues relevant to STP's operations, policies and practices. The President may seek the advice and input of DIV2LEADERSHIP members on significant items to be considered by the Executive Committee. DIV2LEADERSHIP is the primary vehicle by which an extended list of those responsible for STP's operations have a voice in the discussion.

## ***Voting***

The Executive Committee may conduct votes in either of two ways: (a) during regularly scheduled face-to-face meetings or (b) during a teleconference or similar means of communication during which all participating members may simultaneously communicate with each other during the meeting.

## **Establishing a Majority**

The EC shall make decisions by a majority vote<sup>5</sup> of all those eligible to vote. This requirement applies to regularly scheduled meetings and teleconferences, 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.

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<sup>5</sup> 2014 Bylaws, Article III Section 2

# Election and Appointment of Officers

## ***Elected Officers***

Elected officers of the Society shall be determined by a vote of Members and Fellows of the Society, voting on a mail or electronic ballot, with the exception of Representatives to APA Council, 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 on sites of interest to the membership 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.<sup>6</sup> 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.<sup>7</sup> 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.<sup>8</sup> 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.<sup>9</sup> The election of Treasurer is conducted by the EC<sup>10</sup> 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.<sup>11</sup> 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.<sup>12</sup>

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<sup>6</sup> 2014 Bylaws Article VII Section 2

<sup>7</sup> 2014 Bylaws Article VII Section 3

<sup>8</sup> 2014 Bylaws Article VII Section 4

<sup>9</sup> 2014 Bylaws Article VII Section 4

<sup>10</sup> 2014 Bylaws Article III Section 8

<sup>11</sup> 2014 Bylaws Article VII Section 5

<sup>12</sup> 2014 Bylaws Article VII Sections 6 and 7

## **Appointments**

For all appointments to positions with the titles of Editor, Director, Chair, Associate Chair, Moderator, Coordinator, and Liaison, the Executive Committee member responsible for oversight of the position will issue an open call for candidates, including self-nominations, on sites of interest to STP members. The responsible EC member brings forth candidate(s) for EC discussion and consultation prior to the final selection. The Executive Committee must vote on Editors, Directors, and Chairs of standing committees and on any position that includes a course release, stipend, or start-up funding. All Executive Committee discussions of personnel must be conducted confidentially.

The Executive Director maintains a list of appointments to all positions, including members of committees, and the Internet Editor publishes this list on the STP website.

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

For Editor and Director positions with terms of office greater than three years, the following procedure shall be followed. 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.)<sup>13</sup> 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. 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 may ask the persons on the short list to submit three professional references.

For Editor and Director positions with terms of office of three years or fewer, the following procedure shall be followed. The Vice President responsible for the program shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members. The responsible VP brings forth candidate(s) for EC discussion prior to selecting the officer.

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

For appointments to positions with the title of Associate Editor and Associate Director, the Editor or Director will consult with the Executive Committee member responsible for oversight of the position to issue an open call for candidates, including self-nominations, on sites of interest to STP members. The responsible EC member brings forth candidate(s) for EC discussion and consultation prior to the final selection. As is the expectation for all STP officers, consulting editors of *Teaching of Psychology* must be current members of STP.

### **Selection of Committee Chairs and Committee Members**

For the Elections and Appointments Committee and for the Membership Committee, committee chairs and membership is determined by the Bylaws<sup>14</sup>. For other committees, the committee chair will issue an open call for nominations for committee membership, including self-nominations on sites of interest to STP members. Committee members (not specified by the Bylaws) are then appointed by the Committee Chair in consultation with the Executive Committee member who oversees the committee.

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<sup>13</sup> 2014 Bylaws, Article IV Section 4

<sup>14</sup> 2014 Bylaws, Article V Sections 3 and 5

Committee chairs assume their duties on January 1 following their appointment.<sup>15</sup> Chair appointments to International Relations, Diversity, and Membership 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 two years from January 1 of the current year, the current STP VP should appoint a replacement and obtain EC approval for that recommendation before December 31 of the current year. This gives the incoming chair the opportunity to work with the outgoing chair in preparation for assuming the role.

The first year a committee is established two of the members should have two year terms and three members (including the chair) should have three year terms. Thereafter, terms for all members shall be 3-year terms. For exceptions to this policy see section titled *Special Policies for the Fellows Committee and the Committee on Teaching Awards*.

A committee member who serves the allowable 2 terms of 3 years each will be allowed to move up to the Chair position for the committee, as needed. The Chair can then serve one final term of 3 years for a total of 9 consecutive years of service on a single committee. (Note that this procedure does not allow for the Chair to step down after 2 terms of 3 years and become a member of the same committee.)

## Directors and Coordinators of STP Programming

In accordance with the policies described in the first paragraph under Appointments, the Vice President for Programming appoints Directors and Coordinators for STP programming. Ordinarily, Directors facilitate programming at international or national conferences and Coordinators facilitate programming at regional conferences. The Director of Regional Programming ordinarily consults with the governing boards of each regional conference to identify regional coordinators to facilitate STP programming for that conference.

## Liaisons

The President, in consultation with the EC, appoints liaisons to the following organizations:

- American Psychological Association's Board of Education Affairs (this is the President, President-Elect, or designee)
- American Psychological Association's Committee on International Relations in Psychology (this liaison is the Vice President for Diversity and International Relations or designee)
- Association for Psychological Science
- Psi Beta
- Psi Chi
- APA Committee on Associate and Baccalaureate Education
- APA's Teachers of Psychology in Secondary Schools

The Executive Committee 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.<sup>16</sup> Appointment of liaisons should be revenue neutral.

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<sup>15</sup> 2014 Bylaws, Article V Section 1

<sup>16</sup> 2014 Bylaws, Article III Section 2

## ***Unexpected Vacancies***

In the event that a person in any appointed position with the title of Editor, Associate Editor, Director, Associate Director, Chair, Associate Chair, Moderator, Reviewer, and Liaison is unable to complete the term for any reason, the Executive Committee member responsible for overseeing the position will consult with the Executive Committee prior to making an emergency appointment. The appointed successor will complete the remainder of the term in question.

## ***Removal from Office***

In cases where an appointed Editor or Director fails to perform the specified duties of that position as evaluated by the Executive Committee, the President shall notify the person in writing stating the concerns and expectations for remedying the situation. If an editor or director 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 or director in question to request a written response to this recommendation within thirty days. Upon receipt of the response, or if no response is received, after thirty days, the Past President shall ask for a meeting of the Executive Committee to review the documentation. A majority vote of the Executive Committee shall be required for removal from the position.<sup>17</sup>

In cases where an appointed Chair of a Committee or Committee Member fails to perform the specified duties of that position as evaluated by the Vice President of that respective area, the President shall notify the Committee Chair or Member in writing stating the concerns and expectations for remedying the situation. If a Committee Chair or Member 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. The Past President shall then contact the Committee Chair or Member 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 convene a meeting of the Executive Committee, excluding the President and the Committee Chair or Member. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee, excluding the President, shall be required for removal from the position.<sup>18</sup>

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<sup>17</sup> 2014 Bylaws, Article IV Section 5

<sup>18</sup> 2014 Bylaws, Article V Section 11

# Task Forces and Working Groups

## ***Constituting Task Forces and Working Groups***

The President shall appoint all necessary task forces to accomplish the Society business .<sup>19</sup> The President may establish a task force to pursue any topic relevant to the concerns of the Society after discussion with the Executive Committee. The Task Force shall be given a charge and time frame for executing that charge.<sup>20</sup> Task forces are established by vote of the Executive Committee.<sup>21</sup>

Following the second face-to-face STP Executive Committee meeting, 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: 1) As a first priority, the President-Elect should appoint individuals with expertise that can support the charge of the task force, committee, or office. 2) The President-Elect should also 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 discuss with the Executive Committee potential task forces. The President shall bring the discussion to the Executive Committee 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 second face-to-face 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 Past-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 current President 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, the Vice President for Membership may appoint an ad hoc committee to develop and distribute a membership survey to evaluate the quality and usefulness of membership resources and services. The ad hoc committee may 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. A summary of results shall be shared with STP membership through sites of interest and archived on the STP website. STP Officers, Directors, Editors, and Committee Chairs should receive results relevant to their positions.

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<sup>19</sup> 2014 Bylaws, Article III Section 4

<sup>20</sup> 2014 Bylaws, Article V Section 10

<sup>21</sup> 2014 Bylaws, Article V Section 1

# Endorsements and Nominations

## ***Endorsement Procedures for APA Presidential Candidates***

The Past President and STP's APA Council 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, if any, best represents that mission. Based on this advice, the EC shall determine which candidate, if any, to endorse for APA President. Endorsements will be based on a broad interpretation of STP's mission statement (education issues, not only teaching). The EC will announce any endorsements via newsletters and/or e-mail to APA members of STP. Endorsements will not be posted on discussion lists or other interactive media.

## ***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 and to STP's Representatives to APA Council. 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.<sup>22</sup> 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 or 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.

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<sup>22</sup> 2014 Bylaws, Article V Section 5



# Special Recognitions

## ***Naming Existing STP 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.

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.

## ***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. Citations are conferred at the STP Business meeting at an annual meeting. The ED announces the names of recipients to STP members and others well in advance of the convention dates so that interested friends and colleagues may plan to attend the ceremony.

Presidential Citation recipients receive up to \$1000 in travel funding to attend an annual meeting to receive their citation.

Each year, the President will provide written documentation of those receiving Presidential Citations for the STP archives. Several examples of Presidential Citations, including names and a summary of accomplishments, are located at [TeachPsych.org](http://TeachPsych.org).

## ***Presidential Recognition***

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

Each year at an annual meeting, the STP President may elect to hold other special recognitions during the social hour. The budget for this reception is \$500.

## Officers who Report to the Executive Committee

### ***Division Two (STP) Representative(s) to APA Council<sup>23</sup>***

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 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,<sup>24</sup> 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 last year are announced in January of the current year and determine the number of seats for next year. At present, the STP has two seats on APA Council.

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

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<sup>23</sup> Refer to 2014 Bylaws, Article III Sections 1, 5, and 9 and Article VII Sections 1, 2, 6, and 7

<sup>24</sup> <http://www.apa.org/about/governance/bylaws/>

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 or electronic materials 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 President and Secretary.

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 annual report to the President and Secretary for distribution to the STP Executive Committee prior to the Executive Committee's first face-to-face meeting.

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 DIV2LEADERSHIP listserv and, where appropriate, respond to requests for discussion, input on current issues, calls for votes, and so forth.
- provide input to the STP President and Executive Committee on an ad hoc basis as needed.
- work with the Chair of the Elections and Appointments Committee to assist STP members seeking election to APA boards and committees.

#### **TIMELINE/DUTIES:**

##### **January**

- Service year begins.

##### **February**

- 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.
- Attend APA Council meeting held in Washington, DC.
- Write report of February Council meeting and send to the President and Secretary.

##### **June**

- Write annual report and send to the President and Secretary.

##### **August**

- Attend APA Council meeting held at APA convention.

##### **September**

- Write report of August Council meeting and send to the President and Secretary.

## **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. 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 (STP will reimburse representatives for expenses not covered by APA, per the reimbursement policy applicable to EC members.)

### **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 2016 Board of Directors election (nomination ballot sent out April 15, 2015 and election ballot sent out July 1, 2016), it is the STP Council representatives who served on Council in 2015 who voted in the 2016 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.)

## ***Standing Committee Chair, Elections and Appointments Committee***<sup>25</sup>

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.

### **DESCRIPTION:**

The duties of the Chair of the Elections and Appointments 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, TOPNEWS-Online, and through other means, as appropriate.
- Using information obtained from the call for nominations and such other information as the committee may gather from potential nominees, begin identifying and contacting candidates for elected positions.

#### **November**

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

#### **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 to send election-related materials to APA if they have not already done so.

## ***Archivist/Historian***

The Society for the Teaching of Psychology (STP) Archivist/Historian is responsible for collecting, maintaining, and researching digital archival records of the Society for the Teaching of Psychology, Division 2 of the American Psychological Association. The Archivist/Historian reports to the STP Executive Director. She/he also appoints an advisory group of at least five (5) individuals. Archival policies and procedures are included in the Archivist/Historian duties described below. Any modifications will be suggested and/or reviewed by the Archivist/Historian, STP Executive Director, and Archival Advisory Group and then submitted to the STP EC for approval.

The Society's Archivist/Historian 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 Archivist/Historian should begin one year prior to the

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<sup>25</sup> Refer to the 2014 Bylaws, Article III Sections 5 and 10, Article IV Section 4, Article V Sections 1, 2, and 5, and Article VII Section 2 and 4

current Archivist/Historian's term ending date, or immediately upon the resignation of a sitting Archivist/Historian. The search will be conducted by the Elections and Appointments Committee and will include the current President-Elect, Secretary, and Executive Director as ad hoc members.

### **DESCRIPTION:**

The primary responsibilities of the Archivist/Historian include collecting, maintaining, and researching STP digital archival records. She/he also assists in the development of policies and procedures for the archives. These responsibilities are described in detail below.

#### Collecting Archival Materials

- acquire and appraise new archival materials (i.e., any materials that represent the work and products of STP Leadership members and their related functions, including reports and publications of the Society, photographs, and other materials) through ongoing solicitation from current and past STP leadership;
- periodically review, download, and index materials from STP listservs and the STP web site;
- identify and acquire (or at least provide an electronic link to) materials published on STP activities in non-STP sources for archiving (e.g., articles in the APA Monitor and other similar publications);
- where necessary, convert paper documents to digital (currently searchable PDF format);
- arrange, describe, and index acquired records (this will include noting provenance and maintaining original order, where possible).

#### Maintaining Materials

- work with the STP Internet Editor to maintain all digital public materials on the STP Members only website;
- coordinate with the Center for the History of Psychology at the University of Akron to send them original paper documents and copies of electronic documents on a periodic basis;
- coordinate with the APA Office of General Counsel concerning the appropriate maintenance and storage of confidential documents;
- when necessary, coordinate with the Executive Director on procedures for obtaining copyright permission in order to post some documents on the Archive Website (e.g., addresses by STP Presidents);
- coordinate the development or modification of policies and procedures for the archives with the STP Executive Director and Archival Advisory Group;
- assist in the development of policies and procedures for the archives.

#### Research Services

- upon request by STP Leadership, Committee and Task Force Chairs, and Members, provide research, answer archival inquiries, and assist individuals with the interpretation of archival documents;
- assist with the planning, research, and organization of archival exhibitions or descriptions published in STP forums.

### **TIMELINE/DUTIES:**

Ongoing: Solicit and process archival documents from STP Leadership (see description above).

Quarterly: Send financial expense report to APA Accounting.

Annually: Update Archival Website with new materials.

## **Legal Counsel**

*(Note: Information on Legal Counsel will be provided in the next version of the manual.)*

## **Chair, Fund for Excellence<sup>26</sup>**

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 the Board 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. The Board 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, if needed.
  2. Compose and print letters to potential adopters. The Board currently uses 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 the Committee on Teaching Awards, but the Board's twice-a-year mailing requires more frequent updates. The Board does not 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 contributions.)

## **Executive Secretary of the Fund for Excellence**

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

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<sup>26</sup> Refer to the 2014 Bylaws, Article X

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 preparing 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 making 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 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 Board; (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.

### **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. 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.



# Budget

All financial transactions outside of the Fund for Excellence are managed by the Treasurer. Specific responsibilities are contained in the Treasurer's section of the Procedures Manual.

## **Annual Budget**

The EC will approve an annual budget. Each line item expenditure should specify its purpose. The budget should include expected income and should indicate projected surplus or deficit.

Expenditures must be consistent with APA requirements and current STP policies, including the [STP Investment Policy Statement \(IPS\)](#). The EC must exercise prudent financial judgment as described in the IPS. Budgeted expenditures should be consistent with STP's mission.

The Treasurer maintains the Society's funds in (a) a checking account with one year of operating expenses, (b) short-term accounts with six months of operating expenses, and (c) the remainder in long-term investments.

Generally, total expected expenditures should be consistent with projected income for the year. In some cases, the EC may choose to support initiatives that make use of capital held in long-term investments, other than the Fund for Excellence, but such decisions should be made with an understanding of the long-term financial implications. Any change that requires adding or increasing a line item requires a vote of the EC.

## **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) and Editor, *Teaching of Psychology* (annual stipend of \$10,000).

### **Course Buyouts/Stipends**

A course buyout or stipend may be used to reduce teaching course load or to otherwise allow time 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/stipend. 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. As an aid to EC budgeting, the intended recipient should provide information about the per-course buyout cost at the recipient's home institution.

Some positions receive two course buyouts per year. These are: STP President and *ToP* Editor. As an alternative to a course buyout, an individual may elect to take a \$4000 stipend for each course buyout.

Positions receiving one course buyout per year are: President-elect; Treasurer (EC March, 2009); the Associate Treasurer, but only for one training year); Archivist/Historian; and the Director of the Annual Conference on Teaching.

The EC also voted to create a ‘start-up’ course release fund whereby a single course release is offered to someone starting a major position: Director of Regional Programming, APA Program Director, APS Program Director, OTRP Director, Internet Editor, Chair of the Committee on Teaching Awards). STP allows some flexibility on timing of the course release. Although the course release ideally occurs within the first year of a new position, scheduling difficulties may necessitate taking the course release later during a three-year term.

## **Travel support**

### **Executive Committee Meetings**

Each member of the Executive Committee receives reasonable and appropriate travel expenses (e.g., economy class travel, hotel cost reimbursement, meals; conference registration) to and from both bi-annual meetings. The amount for meeting expenses (e.g., hotel, group meals, taxi expenses) for the two in-person EC meetings will appear as a separate line in the STP annual budget and will be based on the expected expenses associated with the meetings.

### **APA Council and APA Consolidated Meetings**

STP’s Representatives to APA Council receive travel reimbursement for APA Council meetings at the rate for travel of Executive Committee members to EC meetings, adjusted by whatever amount APA provides towards their travel.

Funds are provided for the President or designee to attend APA’s 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.

The President-elect receives funding for reasonable travel costs to attend the Division Leadership Conference at APA.

### **Travel During Training Year**

Several persons typically receive travel support in a training year prior to taking office:

- Director, APA Programming. This travel should be to APA’s Division Program Chairs’ Conference.
- Executive Director. This travel should be to meet with the outgoing Executive Director.
- Treasurer. This travel should be to meet with the outgoing Treasurer.
- Editor of *Teaching of Psychology*. This travel should be to meet with the outgoing Editor.

### **Travel to Conferences**

STP provides reasonable travel reimbursement for:

- Up to four STP leaders invited by the STP President to attend the APA Convention.
- Conference speakers for the Conference Speaker Grant Program to attend their conferences.
- One speaker for each of the seven regional conferences to attend their respective conferences.
- Directors of STP Programming at ACT, APA, & SPSP to attend their respective conferences.
- Coordinator of STP Programming at NITOP to attend NITOP.
- Director of International Programming to attend one international conference per year.
- Director of Regional Conference Programming to attend regional conferences.
- Recipients of Teaching Awards to receive their awards.
- Recipients of STP Presidential Citations to receive the citation.

## Executive Director<sup>27</sup>

The Executive Director (ED) manages and coordinates membership records, renewals, and inquiries in collaboration with the APA Division Services Office; coordinates the development and printing of selected Society publications and communications; maintains current, and archives relevant Society records; provides support for Society officers and committee chairs; and serves as the Society's liaison to APA, APS, and other teaching organizations unless other appointments have been made.

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.

### **DESCRIPTION:**

The primary responsibilities of the Executive Director (ED) include, in collaboration with APA Division Services, managing and coordinating membership activities; facilitating all communication between STP and its constituents and outside entities; facilitating activities at the APA convention; 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. Non-renewing members should be removed from the database 15 months after their membership expires.
  - The STP EC approved a contract from APA Division Services to handle division membership services and directed the STP Treasurer to adjust the STP 2013 budget to reflect the one-time cost to transition to these new services (with the understanding that the annual cost of these new services will be funded through the ED budget). THE ED will oversee this change and work with APA Division Services to ensure the new process is working well.
  - Check on APA membership processing and uploads to the online membership directory.
  - The STP EC approved a contract from APA Division Services to handle division membership services and directed the STP Treasurer to adjust the STP 2013 budget to reflect the one-time cost to transition to these new services (with the understanding that the annual cost of these new services will be funded through the ED budget). THE ED will oversee this change and work with APA Division Services to ensure the new process is working well.
  - 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)

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<sup>27</sup> 2014 Bylaws, Article IV Section 4

- Facilitating communication of the Society both internally and externally
  - Preparing, ordering, and distributing STP stationery, if needed.
  - 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 distribution of newsletters electronically. 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 DIV2LEADERSHIP and EC listserv
  - Assisting the Secretary in collecting items for the STP newsletter and TOPNEWS-Online each month.
  - Alerting APA and other organizations of newsworthy items about STP
  - Distributing timely reminders via TOPNEWS-Online 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.)
  - Updating the Psychology Conferences page on the website on a monthly basis.
- Facilitating activities at the APA convention
  - Collaborating with conference coordinators (e.g., announcing conferences to STP members, providing outreach materials to the conferences)
- Preparing periodic (e.g., quarterly) reports of activities for the Executive Committee
  - Collaborating with the Membership Chair to report on membership records
  - 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
  - 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
- Collaborate with the Internet Editor and Director of Best Practices Programming to set up registration and on website and collect payments through PayPal account. Transfer payments to Bank of America account as needed and forward payments to APA Accounting.
- Collaborate with the Internet Editor and Director of the e-Workshop to set up registration on the website and payments through PayPal account. Transfer payments to Bank of America account as needed and forward payments to APA Accounting.

#### **TIMELINE/DUTIES:**

**Quarterly:** Send financial expense report to APA Accounting.

**Monthly:** Publish ToPNEWS-Online (20<sup>th</sup> of month: Request news items for next issue via DIV2LEADERSHIP list. 10<sup>th</sup> of month: Distribute final version to subscribers).

**Approximately every two weeks:** Review applications and renewal notices processed by APA.  
Send electronic welcome packets to new members.

<p><b>JANUARY</b> Confer with 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> Review APA mailing for elections ballot.</p>	<p><b>MARCH</b> Proofread the Spring Newsletter upon receipt from Secretary. email notice through Wild Apricot that the letter is available online.</p>
<p><b>APRIL</b> Confer with APA regarding non-renewing members by mail or email (3<sup>rd</sup> renewal notice).</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> 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. With Internet Editor, 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, if needed. Prepare updated OTRP brochures (charged to OTRP budget).  Attend APA meeting (STP Executive Committee Provide complete list of new members to ToP News Editor.</p>	<p><b>SEPTEMBER</b> Distribute letterhead to STP offices and distribute application forms to conference coordinators, if needed. Confer with APA on email and mass mailing of 1<sup>st</sup> renewal notices to non-APA members (mailing includes renewal notice, President’s letter, and return envelope).</p>
<p><b>OCTOBER</b> Prepare mass mailing of apportionment ballot mailing to APA members (enclosures: President’s letter) Mail Fall Newsletter</p>	<p><b>NOVEMBER</b></p>	<p><b>DECEMBER</b> Process ToP label request.<sup>1</sup></p>

### ***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.

# President<sup>28</sup>

**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 taskforces, working groups and committees, and coordinating activity among the various STP components. The President also serves as the 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. The President's term of office is one year.

## **TIMELINE/DUTIES:**

### **January**

- Confer with the Director of Programming regarding STP's program hours at the annual convention of the American Psychological Association.
  - Prepare title of your Presidential Address by early January.
- Expect requests for the Spring Newsletter Column (due around 2/1)
- Work with Executive Director (ED) and Vice Presidents to update list of officers, standing committee chairs and members, STP liaisons, etc. Update listserv members on Extended Executive Committee (EEC).
- Check with committee and task force chairs about their work.
- Begin planning agenda for midwinter EC meeting.
- Post notice on DIV2LEADERSHIP and on website when agenda books are available.
- Set up regular communications, as needed, with Past President and President-elect.
- Check with Director of ACT Programming about plans for coming year's conference

### **February**

- Check with Chair of Appointments and Nominations to be sure STP members are recommended for appropriate APA committees and to be sure slate for upcoming elections is being established.
- Attend midwinter EC meeting (dates will fluctuate)
- 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 CABE and TOPSS.

### **June/July/August**

- Notify committee chairs that they need to write their reports for presentation at the second face-to-face STP Executive Committee meeting. 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/July/August (as needed).

### **May**

- Ensure that the Membership Committee and/or ED has materials for APA, including membership applications, materials for APA Member Services booth, buttons or other 'giveaways'

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<sup>28</sup> 2014 Bylaws, Article III Section 4

- If possible, attend APS meeting on behalf of STP

### **July/August/September**

- Organize the agenda for the Executive Committee meeting. Send agenda book electronically to members of the Executive Committee
- Post notice on DIV2LEADERSHIP and on website that agenda books are available in the Members Only section of STP website under Publications.
- Ask members of EC funded to attend APA to serve as greeters for STP-sponsored APA events
- Order or arrange gifts for EC members
- Prepare certificates for outgoing officers, committee chairs, etc.
- 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.

### **August**

- Attend to APA convention and provide a leadership presence at key functions
  - Present a presidential session at APA
- Prepare (with President-elect) summary of APA meeting for *ToP* Greetings from the President

### **September-December**

- Assemble task force final reports
- Complete divisional annual report form for APA
- Work with President-elect to appoint replacement chairs and/or appropriate committee members, as needed. Many of these activities are completed by VPs.
- Call for votes on remaining agenda items
- Update the incoming President on any agenda items that will carry over into the upcoming year

## Past-President<sup>29</sup>

### **DESCRIPTION:**

The Past-President serves largely as a consultant to the President and being involved in STP activities as outlined in its by-laws. This officer is a member, *ex officio*, of the Elections and Appointments committee and is responsible for serving as the Chair of the Elections and Appointments committee in the year following term expiration. The Past-President's term of office is one year.

### **TIMELINE/DUTIES:**

#### **January/February/March**

- Attend the midwinter (first face-to-face) meeting of the Executive Committee.

#### **August**

- Attend the summer Executive Committee meetings and the Society annual Business Meeting, which take place during the second bi-annual meeting.

#### **September (and into the year following term expiration):**

- Serve as chair of the Elections and Appointments Committee. This committee includes “the immediate Past President, the Past President and the President, with 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).
- At the first face-to-face EC meeting, the Past-President will present a report of accomplishments during their presidential term, including any incomplete or ongoing initiatives. This report will be provided to the Secretary for dissemination in the members-only publication section of the Society website.

#### **On-going**

- Participate in regular communications, as needed, 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.
- In consultation with the President, continue work as needed on any Presidential Task Forces or initiatives from Presidential year.

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<sup>29</sup> 2014 Bylaws, Article III Section 5



# President-Elect<sup>30</sup>

## **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 DIV2LEADERSHIP listserv, and staying in regular contact with the President regarding STP business. The President-Elect's term of office is one year.

## **TIMELINE/DUTIES:**

### **Beginning of the Year (when held)**

- Attend Division Leadership Conference in DC
- Begin participating in regular communications, as needed, with the President and Past-President

### **January/February/March**

- Prepare "presidential vision" statement for first face-to-face Executive Committee Meeting
- Attend the first face-to-face meeting of the Executive Committee.

### **July/August/September/October**

- Offer to supply help and support, if needed, to the President for the upcoming second face-to-face meeting.
- Develop list of possible taskforces and working groups for presidential year.
- Present presidential vision and proposed taskforces 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 and the DIV2LEADERSHIP listserv. The President will then call for a vote of the EC regarding these task forces. Once taskforces and working groups have been approved by the EC, begin process of identifying chairs and members.

### **November/December**

- Expect request from ToP editor for "Greetings from the President" for January issue.
- Prepare welcome message for STP website (to go live on January 1).
- Revise Policies and Procedures Manual to reflect all changes approved by the EC during the calendar year and post newest version of Manual on STP website.

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<sup>30</sup> 2014 Bylaws, Article III Section 3

# Secretary<sup>31</sup>

## **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, keeps records of the status of action items that result from votes and Executive Committee discussions, takes minutes and attendance at all EC meetings (one set for each meeting), takes minutes at the annual STP Business meeting, prepares a report for each face-to-face EC meeting, shares records and reports from Executive Committee deliberations with the Society's Archivist/Historian, and edits and disseminates the STP newsletter to all STP members. The newsletter is delivered to members electronically via email and posted on the STP website. The Secretary's term of office is three years.

## **TIMELINE/DUTIES:**

### **Ongoing**

- Schedule teleconferences, as necessary, for discussion and votes.
- Prepare minutes for each teleconference that includes a summary of substantive electronic discussion prior to the teleconference, a summary of substantive discussion during the teleconference, and a record of votes and action items during the teleconference.
- Post the agenda book and approved minutes of meetings for EC meetings, EC teleconferences and the STP Business Meeting on the STP publications website.
- Shares records and reports from Executive Committee deliberations with the Society's Archivist/Historian.
- Delete agenda books from the website after five years; these agenda books will be retained in STP's Archives.
- Collaborate with the Executive Director to prepare and disseminate the monthly electronic newsletter (typically the 10<sup>th</sup> of each month), and post the newsletter on the STP website.
- Keep a record of membership votes conducted via mail.

### **January/February/March**

- Prepare a Secretary's report for the first face-to-face EC meeting that includes a list of EC votes, approved minutes of the fall EC meeting and the STP business meeting, and minutes of teleconferences that occurred after the fall EC meeting, and the status of action items assigned to Executive Committee members since the previous report.
- Attend and take minutes of the first face-to-face EC meeting (typically late January through early March). Include a summary of substantive electronic discussion that occurred prior to the EC meeting in the meeting minutes.
- Within three weeks after the EC meeting, distribute a draft of minutes to the EC Listserv for review and corrections.
- Send approved meeting minutes to DIV2LEADERSHIP and post on the STP website within one week of EC approval.

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<sup>31</sup> 2014 Bylaws, Article III Section 7

**June/July/August/September/October**

- Prepare a Secretary's report for the second face-to-face EC meeting that includes EC votes, approved minutes of the midwinter EC meeting, minutes of teleconferences that occurred after the midwinter EC meeting, and the status of action items assigned to Executive Committee members since the previous report.
- Attend and take minutes of the second face-to-face EC meeting and STP Business Meeting. Include a summary of substantive electronic discussion that occurred prior to the EC meeting in the meeting minutes. Note: These meetings may take place at STP's Annual Conference on Teaching, during the APA Convention, or at another time/venue.
- Within three weeks after the EC meeting, distribute a draft of minutes from the fall EC meeting and the STP Business Meeting to the EC Listserv for review and corrections.
- Send approved meeting minutes to DIV2LEADERSHIP and post on the STP website within one week of EC approval.

# Treasurer<sup>32</sup>

## **DESCRIPTION:**

The primary duties of the treasurer are to oversee all of STP's financial concerns, including income and expenditures. The Treasurer's term of office is three years.

## **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 in writing.
  - Send receipts and invoices 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
  - Monitor asset allocation (checking account, short-term reserve, long-term investment portfolio) to be consistent with STP Investment Policy Statement (IPS). Shift assets as necessary.
  - Coordinator EC review of performance of any investment manager/agent hired by STP.
  - Bring the IPS forward for review by the EC on an annual basis.
- 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 a proposed annual budget for consideration and approval by the EC.
- File year-end report for second annual EC 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.
- Upon leaving office, pass records to the incoming Treasurer.

## **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.

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<sup>32</sup> 2014 Bylaws, Article III Section 8

- 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 3- to 4-week time frame for reimbursement.
- OR**
- Arrange for vendor to send an invoice payable by Division2/STP. Send invoice to Treasurer; vendor will receive payment in 3-4 weeks.
- OR**
- Request an Advance from the Treasurer 3-4 weeks before money is needed. A completed W-9 form is needed for this option.
  - 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 “APA Social Hour” budget line should be used for expenses incurred at the Social Hour, including the Presidential Reception.
- The Program Chair’s budget line for travel should be separate from the expenses above.

# Vice President of Diversity and International Relations<sup>33</sup>

## **DESCRIPTION:**

The Vice President of Diversity and International Relations is responsible for collaborating and consulting with the other four VPs, the Chairs of the Diversity Committee and the International Relations Committee, and other members of the Executive Committee to ensure that diversity and international issues are infused in all Society's activities. The VP Diversity and International Relations is elected by the membership for a 3-year term and may serve up to two terms. Current areas of responsibility are listed below, followed by descriptions of each program and its leadership duties. Months are approximate and vary based on the needs of STP. The term of office of the Vice President of Diversity and International Relations is three years.

- Diversity Committee
- International Relations Committee

## **TIMELINE/DUTIES:**

### **Ongoing**

- Consult with and provide support for the two committee Chairs as they identify goals and activities for their respective committees.
- Consult with the other four VPs as they pursue their initiatives.
- Coordinate with the Director, STP International Programming.
- Serve, ex officio, as a liaison to APA's Committee on International Relations in Psychology
- Ensure that the Diversity-Teach listserv is being monitored

### **January**

- Request reports for the mid-winter Executive Committee meeting from committee Chairs.

### **February/March**

- Attend midwinter Executive Committee meeting.

### **June/July/August/September**

- Request reports from committee Chairs for STP Executive Committee meeting.

### **August/September/October**

- Attend STP Executive Committee meeting and give brief oral reports, including summarizing the reports prepared by the Chairs of the Diversity and International Relations Committees.
- Attend STP Business meeting, and if necessary, give brief oral reports on behalf of Chairs of Diversity and/or International Relations Committees.
- Attend STP social hour.

### **November/December**

- If there is a vacancy on the committee, including Chairs, issue an open call for nominations, including self-nominations.
  - Select committee Chairs and/or members and obtain approval from the Executive Committee.

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<sup>33</sup> 2014 Bylaws, Article III Section 6

## ***Standing Committee Chair, Diversity Committee***<sup>34</sup>

The Chair of the Diversity Committee, serving a three-year term beginning on January 1 following his/her appointment, is responsible for working with committee members and the Diversity and International Relations VP 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.

### **On-going**

- Facilitate communication among committee members and assist in completing initiatives and achieving goals consistent with the committee's Charge.
- Serve, or nominate another committee member to serve, as STP Monitor on APA's Committee on Socioeconomic Status.
- Report to the Diversity and International Relations VP.

### **January**

- Prepare report for the first annual Executive Committee meeting and submit to the VP. The report should include a list of activities and goals completed and proposed future initiatives.

### **June/July/August**

- Prepare annual report and submit to the VP. The report should include a list of activities and goals completed and proposed future initiatives. This report will be distributed to the Executive Committee.

### **October/November**

- Lead the committee in identifying goals and activities to pursue for the year.

## **Diversity-Teach Listserv**

This moderated discussion group focuses on issues related to infusing diversity and international perspectives into the psychology curriculum in addition to diversity-specific courses. The forum is open to all who are interested in incorporating diversity into their teaching at all levels.

## ***Standing Committee Chair, International Relations Committee***<sup>35</sup>

The Chair of the International Relations Committee, serving a three-year term beginning on January 1 following his/her appointment, is responsible for working with committee members and the Diversity and International Relations VP to oversee and assess all Society activities related to international issues, including, but not limited to, internationalizing membership, integration of international issues into the curriculum, and attracting members of international communities to psychology as a major and a profession.

### **TIMELINE/DUTIES**

#### **On-going**

- Facilitate communication among committee members and assist in completing initiatives and achieving goals consistent with the committee's Charge.
- Report to the Diversity and International Relations VP.

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<sup>34</sup> 2014 Bylaws, Article V Section 7

<sup>35</sup> 2014 Bylaws, Article V Section 8

**January**

- Prepare report for the first annual Executive Committee meeting and submit to the VP. The report should include a list of activities and goals completed and proposed future initiatives.

**June/July/August**

- Prepare annual report and submit to the VP. The report should include a list of activities and goals completed and proposed future initiatives. This report will be distributed to the Executive Committee.

**October/November**

- Lead the committee in identifying goals and activities to pursue for the year.



## Vice President, Membership<sup>36</sup>

The Vice President for Membership is responsible for overseeing the development, maintenance, and functioning of programs designed to attract and retain new members and foster positive relations between STP and affiliated organizations. Current areas of responsibility are listed below, followed by descriptions of each program and its leadership duties. The term of office of the Vice President for Membership is three years.

- Standing Committee Chair, Membership Committee
- Standing Committee Chair, Early Career Psychologists Committee
- Graduate Student Teaching Association (GSTA)
- Membership Communication Committee

### ***Standing Committee Chair, Membership Committee<sup>37</sup>***

The Membership Committee Chair shall work with committee members to oversee and assess all Society activities related to recruitment, retention, and public relations efforts, including but not limited to, diversity in membership, retention of current members, reaching new populations of teachers, encouraging new faculty to join STP, encouraging involvement in STP, and communicating with current and lapsed members. The Chair will also review membership reports from APA to help identify trends. The Executive Director serves as a non-voting member of the Membership Committee. The Chair of the Graduate Student Teaching Association is a member of the Membership Committee.

#### **TIMELINE/DUTIES:**

##### **June**

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

### ***Standing Committee Chair, Early Career Psychologist Committee<sup>38</sup>***

There shall be an Early Career Psychologist (ECP) Committee, comprised of at least three members who are engaged in establishing their professional careers. The Committee is charged with spearheading activities and opportunities to aid Early Career Professionals through education, training and networking, as well as representing ECP interests in division matters. Committee members must be members of STP and be within ten years post-doctorate or within ten years of beginning full-time teaching, whichever comes first. Terms will run January 1 - December 31. Members will serve 3-year terms which will be staggered. Committee members will be appointed by the Vice President for Membership with the approval of the EC. Committee members may serve a second term however applications must be submitted no later than six years after completing a doctoral degree. The Committee shall have both a Chair and an Associate Chair who oversee the activities of the Council. The Chair will serve a 3-year terms starting January 1. Ordinarily, the Associate Chair shall succeed the Chair. The Vice President of Membership will serve as ex-officio member. One member of the Committee will serve as the

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<sup>36</sup> 2014 Bylaws, Article III Section 6

<sup>37</sup> 2014 Bylaws, Article V Section 3

<sup>38</sup> 2014 Bylaws, Article V, Section 9

Society for the Teaching of Psychology's representative to the American Psychological Association's Early Career Psychologist Network. The Committee chair will submit an annual report to the Vice President for Membership and a budget to the Executive Committee for review and approval.

## **ECP Listserv**

Psychologists who are in the early stages of their careers can join the STP-ECP listserv to discuss and post questions regarding the relevant issues.

## ***Chair, Graduate Student Teaching Association***<sup>39</sup>

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 Membership 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).

The Chair of the Graduate Student Teaching Association is responsible for coordinating activities in which graduate student members of STP are involved. Note that these activities should be at regional and national conferences. The goal is to reach a large population of graduate students, beyond the host institution. The chair also appraises the Vice-President for Membership of relevant issues concerning graduate student members. The chair should contact the Executive Director of STP quarterly 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. The Chair should also work with the Executive Committee and regional coordinators to encourage submissions of programming for the APA convention through the regular submission process and for regional conferences.

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

### **TIMELINE/DUTIES:**

#### **January**

- Write a report to the Vice-President for Membership. 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.

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<sup>39</sup> 2014 Bylaws, Article VI Section 1

## **May-June**

- Write a report to the Executive Committee (through the Vice-President for Membership) to be presented at the annual meeting at the APA conference. This report should be similar in nature to January Report including a statement of purpose, a membership summary, and a statement of completed activities.

## **August**

- Work to identify regional liaisons as well as listserv and Facebook moderators. Recommendations for these positions should be submitted to the Vice-President for Membership for approval by the Executive Committee.

## **September-November**

- Work with Vice President for Membership and regional liaisons to submit programming proposals for the APA Convention. (Note that STP does not fund the travel).

## **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. 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) miscellaneous expenses. Although not required, it would be helpful if the institution would fund the Chair's attendance at a regional or national STP-related teaching 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. GSTA leadership must be members of STP. In addition, host institution leaders are responsible for recruiting Regional Representatives and ensure that they promote the GSTA.

5. A statement of the plan for involving regional liaisons and also connecting with APAGs.
6. 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, including management of the listserv and Facebook pages.

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

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 three calendar years, (b) being available on an 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.

### **GSTA Associate Chair**

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

### **GSTA Website**

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

GSTA website: <http://teachpsych.org/gsta/index.php>

### ***Chair, Member Communication Committee***

The Member Communication Committee (MCC) is charged with overseeing the social media outlets of STP. These include the PsychTeacher listserv, Facebook, Twitter and LinkedIn. The committee should accept new members and make sure that postings follow STP and APA policies, particularly in regards to non-allowed advertising due to 501 3(c) restrictions of APA. The Vice-President for Membership will share items to be posted with the Chair of the MCC who will then pass them to the Coordinators who will post to the various outlets. Coordinators will share these duties so no one person is "on duty" at all times.

## **TIMELINE/DUTIES:**

For specific tasks - ongoing is sharing STP announcements

### **May-June**

- Write a brief report to the Vice-President for Membership to be presented at the annual meeting. This report should include a membership summary (estimated users) and a statement of completed activities.

### **December**

- Write a report to the Vice-President for Membership. This report should include a list of activities completed to date, and a list of proposed initiatives for the Executive Committee to review.

## **PsychTeacher Listserv**

This moderated listserv is open to instructors of psychology at the high school, community college, and four year colleges/universities. It is a fairly active group that offers up daily messages.

## **PsychTeacher Moderators Listserv**

This listserv provides a means for moderators of the PsychTeacher listserv to consult with each other about submissions, discussion threads, and other issues related to maintenance of the PsychTeacher listserv.

## Vice President, Programming<sup>40</sup>

The Vice President for Programming oversees all STP programming and STP Affiliated Programming for a term of three years. Current areas of responsibility are listed below, followed by descriptions of each program and its leadership duties. The term of office of the Vice President for Programming is three years.

Other than the Vice President for Programming, programming positions will be advertised to the general membership. Interested members should submit an application to the VP of Programming, who will discuss qualified candidates with the EC before filling each programming position. Such positions include:

### **STP Programming**

- Director, Annual Conference on Teaching
- Chair, SoTL Writing Workshop

### **STP Affiliated Conferences**

- Director, STP Programming at APA
- Director, STP Programming at APS
- Director, Regional Conference Programming
- Director, STP Programming at SPSP
- Coordinator, STP Programming at NITOP
- Chair, G. Stanley Hall/Harry Kirke Wolfe Lecture Committee
- Director, STP Programming at International Conferences

The term for each of the programming offices listed above is three years, with a potential for a one-term renewal based on a recommendation by the VP of Programming. Training of an incoming officer should overlap with the current officer by one year. A programming position will officially begin on January 1 of that year.

Each of the directors, coordinators, and chairs listed above should form necessary committees as needed and in consultation with the VP of Programming.

### **PTOP Listserv**

The purpose of the PTOp Listserv is to provide a forum for chairs and coordinators of teaching-oriented psychology conferences to share ideas and promote the teaching of psychology.

**Membership:** The PTOp Listserv is open to all members of STP. Members may include, but not limited to, STP Directors of Programming (e.g., Regional, APA, APS, SPSP, NITOP, ACT, International, etc.). PTOp Listserv may also include coordinators or chairs of smaller regional teaching of psychology related conferences (e.g., Pedagogy Day, Missouri Undergraduate Psychology Conference, Stanford Psychology One Conference, etc.).

**Responsible Party:** The VP of Programming is responsible for all aspects of the PTOp Listserv. The VP of Programming is the List Administrator. This may include managing the listserv, recruiting members, etc.

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<sup>40</sup> 2014 Bylaws, Article III Section 6

## Responsibilities of List Administrator Duties

- List Administrator shall maintain or appoint experienced administrators to manage the lists, which includes but is not limited to, adding and removing subscribers, responding to inquiries related to the list, and responsibility for all training of administrators in the performance of their duties.
- List Administrator will be responsible for maintaining archival of list content/data.
- List Administrator agrees that Provider has no control over or responsibility regarding the content of any transmissions. List Administrator agrees to comply with, and will require that all subscribers to the list comply with, all applicable U.S. law with regard to the transmission of technical data domestically and internationally through the Internet services supplied by Provider. List Administrator further agrees, and will require that all subscribers to the list agree, not to use the Internet connection for illegal purposes, including but not limited to, defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws, or to interfere with or disrupt other network users, network services, or network equipment. Interference or disruptions include, but are not limited to, distribution of unsolicited advertising or chain letters, any commercial use (“Commercial” as used for purposes of evaluating listserv messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv members to purchase products or services.

Examples of messages that may be of financial benefit to listserv members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to List members but may also have some incidental commercial benefit to the sender (e.g. an author who is a list member merely advising the List of publication of a professional book) typically would not be “commercial” for purposes of this restriction.), propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the network.

Violations of the foregoing by list administrator or subscribers to the list may result in immediate termination of all services by Provider. Provider and List Administrator agree that subscribers will be informed by the \*\* Default welcome message \*\* of the aforementioned requirements when they subscribe to the list and that subscriber agreement will be signified by their agreement to subscribe to the list.

- Provider reserves the right to review and approve, prior to implementation, any reference to the Provider in the welcome message.
- List Administrator is REQUIRED to notify the Provider when he/she discontinues their duties as List Administrator. The Provider reserves the right to inactivate lists when the List Administrator does not respond to inquiries, instructions, contacts or other communications from Provider regarding the list for a period of twenty-one calendar days. The provider reserves the right to inactivate and/or delete lists that have been inactive for six months.
- List Administrator agrees to allow Provider to be a subscriber to the list.

- Approval of the current division president is needed. This can be done through a call to the APA Division Services Office at (202) 336-6022 or by email sent to [sjordan@apa.org](mailto:sjordan@apa.org). Please complete this form and the required welcome message, and return to the APA Division Services Office. The request will be reviewed by the APA Executive Office for final approval.

**Hosting:** The PTOPT Listserv is hosted by APA Listserv 16.o (<http://listserve.apa.org/>)

## **STP Programming**

### **Director, Annual Conference on Teaching**

Generally held in early/mid October of each year.

The Director of the Annual Conference on Teaching (ACT) organizes the two-day conference for STP. Responsibilities are outlined below and include organizing speakers (both invited and submitted), negotiating with a hotel for rooms and catering, and running the conference on-site. The Director consults with the VP for Programming on conference-related issues, beginning with selection of the year's topic. The ACT Director receives a one course buy-out or stipend as described in the Budget section of this Manual.

The ACT Director provides reports to the VP of programming prior to the mid-winter and summer EC meetings. Reports include any issues related to the BP conference, including but not limited to income and expenditures, registration numbers, and proposed BP topics.

#### **TIMELINE/DUTIES<sup>a</sup>:**

*Note: STP also offers a Conference Planning Toolkit with helpful details.*

#### **October/November**

- Form a program committee.<sup>b</sup>
- Determine location, format, and dates of conference and make contractual arrangements with hotel or campus site.<sup>c</sup>
- Develop a budget which includes anticipated expenses and income sources.<sup>d</sup>
- Develop a marketing strategy.<sup>e</sup>
- Invite publishers to sponsor authors for keynotes (3 spots only).
- Invite publishers to co-sponsor conference at \$1500.

#### **December/January**

- Finalize and distribute Call for Programs.<sup>f</sup>
- Develop conference website with STP web editor.

#### **February/March**

- Proposal deadline. Program committee completes reviews, and director notifies submitters of acceptances and rejections.<sup>g</sup>

#### **April/May**

- Director and program committee finalize the program.
- Director advertises the conference (mail final conference brochure, revise conference website to reflect final program and registration information).<sup>h</sup>
- Remind publishers and keynote speakers of the dates and times of their talks.

#### **August/September**



- Contact hotel (or campus conference space coordinator) to finalize space, technology/equipment needs, food, and other onsite arrangements.<sup>i</sup>
- Monitor registration numbers so that necessary adjustments (up or down) can be made.

### October

- Double check all onsite arrangements. This may include confirming final food numbers.
- Complete copying and organization of conference packet and registration materials.<sup>j</sup>

### *Superscript legend:*

- This timeline is largely based on the assumption that there will be a call for proposals.
- Program Committee
  - No more than 3-5 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. An excellent strategy is to contact publishers directly and ask them to sponsor a textbook author, which means the publishing company will pay travel costs. BP registration can be waived. In addition, request a \$1500 co-sponsorship of the conference from publishers; advertise by placing their logos on conference materials.
    - Assist in developing final program of sessions.
    - Attend the conference and assist in onsite hosting. Program Committee members are given free registration.
- 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 BP Director’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 hotel to the 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 downside 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, free poster boards, free drinks at the social hour, 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 usage is tied to a sliding scale of conference space rental fees. With sales of rooms and catering, the hotel generally offers meeting space for free.

- Explore the possibility that the hotel will allow us to supply our own technology (mainly projectors) because this tactic will save a substantial amount of money. We will probably want to use the hotel's microphones and projection screens as well as wireless access.
  - 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. These expenses may be required, but know they will increase costs.
  - If the conference is co-sponsored by a state institution, we may have cost-saving opportunities. For example, in Georgia, state-sponsored events at hotels may be exempt from taxes.
  - Carefully read the penalty clauses associated with failing to meet room-night commitments and cancellation, and ask for changes as needed before signing.
  - Format—A 2-day program has worked very well in the past. The program should include three keynote addresses, 2-3 pre-conference workshops, concurrent sessions (usually no more than four per hour time slot), and a poster session (which can be combined with a social hour). Because many faculty attending conferences often prefer not to cancel class, starting on a Friday morning around 8:00 a.m. with the early bird workshops seems popular. End the conference mid-day on Saturday so people can travel home Saturday afternoon or evening.
  - 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 term. The conference is generally held in mid-October.
- d. Conference budget preparation should take into account both income and expenses.
- 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 (i.e., travel). 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.
- e. 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.
    - 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.
- f. 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 one-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 (or your mailroom may have software that addresses and mails).
  - 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 problematic.
  - We may want to address items we will not provide (e.g., computers and other types of presentation equipment).
  - Mail the call such that it reaches potential submitters at least 60-90 days prior to the stated deadline for submissions.
- g. Proposal review
- Use the program committee as peer-reviewers. When rejecting a proposal, you may want to provide in writing a brief rationale for the decision. Also, consider the possibility of recommending a shift from a symposium/workshop to poster presentation where appropriate.
- h. Final program and advertising
- Programming session times—When designing the final 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. 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 a special meal or dietary requests.
  - Hotel information. Be sure to include the room rate, deadline for making reservations, and phone number.
  - You may want to continue to include an option of soliciting additional poster presentations, with a new deadline. This brochure may reach someone who missed the first call.
  
- i. 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.
  
- j. 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
    - Form to join STP
  
- k. Communication with VP of Programming and the Executive Director
  - ACT Director and Steering Committee request and review Request for Proposals (RfP's) each year. They then make a recommendation, with ACT site and hotel rankings, to the VP of Programming and ED. The ACT Director will begin the RFP process with the APA in February, 21 months before the conference is to be held. The process of soliciting the RFP with the assistance of the APA, allowing sites/hotels to bid on the RFP

(approximately 3 weeks), selection of a preferred site/hotel, and negotiating the final contract is anticipated to take 2-3 months.

- The ED and VP of Programming review the recommendations and bring it to the EC for feedback on the final decision. The VP of Programming will inform the Director and Steering Committee of the EC's decision.
- Throughout the process the ACT Director will report to the VP of Programming and the ED status reports at important steps in the process. In turn, the VP of Programming will relay these reports to the EC. For example, when the RFP is sent out to potential sites, when the Director and the Steering Committee plans to make their recommendation, etc.

## **STP Affiliated Conferences**

### **Director, STP Programming at APA**

*APA is generally held in August of each year*

The Director of STP Programming at APA is responsible for organizing the program for the annual APA convention. The program includes submitted and invited symposia as well as poster presentations. In addition, individual speakers may be invited to present. The Director also reserves and schedules the hospitality suite and arranges catering for the Social Hour.

The Director of STP Programming at APA receives a room in the STP hospitality suite and up to \$800 in travel reimbursement. In addition, the Director receives a one course buy-out or stipend as described in the Budget section of this Manual within the first year of a three-year term. This funding is meant to provide extra time for the Director to learn how to accomplish duties in a new position.

The Director's budget line (\$7000) should be used for expenses related to putting together the program (e.g., mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs with help from the ED, and administrative help such as hourly clerical or paying convention registration fees of students in lieu of an hourly stipend). The Hospitality and Social budget should be used for hotel expenses, including hospitality-suite reservations and catering of the STP Social Hour.

A detailed accounting of all expenditures should be submitted to the Treasurer. The Director also provides a post-conference report and an accounting of expenses and all other APA matters related to programming to the VP of Programming for inclusion in the early- and mid-year EC meetings.

### **TIMELINE/DUTIES:**

#### **June**

- Submit contact information for the Director, as well as any information about presidential programming themes or special STP requirements for APA submissions to the APA convention office by the provided due date. This information is included in the official Call for Programs that comes out in the September APA Monitor. The request for the information is typically sent by the convention office to the Division Secretary or President and then forwarded to the Director.

#### **August/September**

- Submit call for papers to PsychTeacher listserv, TOPNEWS, and other outlets after consultation with the VP of programming.

## **November**

- About 2-3 weeks before the submission deadline, e-mail reviewers to verify willingness to review.
- Using the APA Website, send approximately three abstracts to each reviewer. As reviews are returned (via e-mail), maintain records. One method is to create a spreadsheet that tracks which reviews were returned and the reviewers' recommendations.

## **January**

- Put the program together 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 generally should not be included in the program. Consult with the VP of Programming about the program and ask the STP President for input on the program, including speakers/sessions he/she might want to invite.
- *Note:* The Graduate Student Teaching Association (GSTA) generally gets one hour of STP programming if a relevant proposal is submitted. The GSTA Chair is responsible for coordinating and submitting a proposal in the regular submission process.
- Put together the program on the APA website (APA will send instructions).
- E-mail proposal submitters acceptance/rejection letters through the APA Website.
- Communicate with Program Directors from other division about co-sponsoring and co-hosting sessions and events.
- Communicate with the appropriate APA Liaison about scheduling the G. Stanley Hall and Harry Kirk Wolfe invited presentations.
- Communicate with the appropriate APA Liaison about scheduling the Teaching Award invited presentation.
- Communicate with the appropriate Psi Chi, GSTA, and Psi Beta Liaison about scheduling invited presentations.

## **February-April**

- Send reviews to submitters.
- The final program for the Division can be viewed in the APA convention portal even after the program chair no longer has "edit" access to the portal (final details are often unknown until April and even then are subject to change – particularly room numbers). This allows the program chair to create a "grid" of STP programming with specific times and room numbers. Associated events (e.g., BEA, Psi Beta) are traditionally included on that grid, as well, in consultation with the appropriate liaison.
- When APA sends room layouts for suites (often in April), quickly choose one for the hospitality suite (preferably with two bedrooms). Post the location of the hospitality suite (or even where you will be trying to reserve it) as soon as possible (e.g., April) to the DIV2LEADERSHIP listserv, as EC members will typically try to secure their own housing in the same hotel.
- APA will also let the Director know when it is time to arrange catering for the Social Hour if the hotel requires that APA take care of that (might not happen until June). If not, the Director might need to contact the hotel directly.
- Prepare several reports as requested (e.g., for the VP of programming to submit to the EC, *ToP* summary).

## Director, STP Programming at APS

This conference is generally held in late May each year.

The role of the APS Program Director is to organize a pre-conference teaching workshop at the Association for Psychological Science (APS) annual conference. The pre-conference workshop includes a free workshop the evening before the Teaching Institute and a one-day, stand-alone Teaching Institute that includes invited speakers as well as selected posters related to teaching. In addition, the Director plans three hours of STP programming at the annual APS Meeting, which is usually held Memorial Day weekend. The Director works closely with the APS Convention Coordinator and participates in conference calls with the APS Program Committee. The Director consults with STP's VP of Programming in all matters related to STP-APS programming.

The Director receives a one course buy-out or stipend as described in the Budget section of this Manual within the first year of a three-year term. This funding is meant to provide extra time for the Director to learn how to accomplish duties in a new position.

APS funds travel for the Director and waives registration to both the Teaching Institute and APS for the Director and invited speakers. STP also refunds up to \$1500 for the six invited keynote speakers at APS. Three keynote addresses occur during the teaching institute; three occur during the APS convention.

### **TIMELINE/DUTIES:**

#### **June/July**

- Identify and solicit presenters for APS Teaching Institute and 3 hours of STP related programming at convention
- Confirm workshop presenters

#### **August**

- Give report on STP-APS Teaching Institute at STP EC Meeting at APA convention, if attend
- Provide report to VP of Programming for APA EC meeting
- Continue putting together next year's roster of presenters

#### **September-December**

- Finalize and submit APS Teaching Institute and 3 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
- Review poster submissions on a rolling basis

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

- Review and select on-line poster submissions for the poster session at the Teaching Institute
- Review other submissions as needed
- Provide a report to the VP of Programming (an update prior to the mid-winter EC meeting)
- 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
- Ensure that Wednesday workshop is running smoothly
- Introduce speakers as needed or verify that STP colleagues are available to introduce speakers
- Ensure that conference speakers have necessary equipment
- Work with APS program committee resolving a variety of issues/problems
- Attend STP-related convention events (including Wednesday meeting and several social events)
- On last day of convention, attend Convention Committee meeting for post-mortem and planning for next year

## **Director, STP Programming at Regional Conferences**

The Director of STP Programming at Regional Conferences will foster teaching programming at regional conferences that focus on research. In order to offer teaching-related programming, the Director will identify, manage, and nurture regional coordinators.

An STP presence at regional conferences is not meant to be financially self-sustaining. A detailed accounting of all expenditures should be submitted to the Treasurer.

The Director receives a one course buy-out or stipend as described in the Budget section of this Manual within the first year of a three-year term. This funding is meant to provide extra time for the Director to learn how to accomplish duties in a new position.

### **TIMELINE/DUTIES:**

- This position is linked with seven regional “research” conferences; therefore, one specific date is not available
- The Director creates relationships with regional research conferences and identifies one person to serve as a liaison at each regional conference
- The Director works with the 7 contact people at regional research conferences to offer STP support of teaching-related programming (e.g., suggest speaker names)
- Prior to the mid-winter and August EC meeting, the Director will provide a report to the VP of Programming

### **Regional Research Conferences:**

1. NEPA: New England Psychological Association
2. EPA: Eastern Psychological Association
3. RMPA: Rocky Mountain Psychological Association
4. MPA: Midwestern Psychological Association
5. WPA: Western Psychological Association
6. SWPA: Southwestern Psychological Association
7. SEPA: Southeastern Psychological Association

The Director of Regional Conferences is funded to attend 2-3 regional conferences per year for a total of all seven regionals attended once in a 3-year term. Funding should be in line with current STP-related travel funding.



## Director, STP Programming at SPSP

SPSP is generally held in January of each year

STP offers a one-day teaching-oriented pre-conference workshop related to social and personality psychology at the annual SPSP Conference.

### **TIMELINE/DUTIES:**

#### **June**

- Start inviting keynote and other invited speakers
- Prepare a final report on how preconference went/budget update for inclusion in EC report

#### **July**

- Preconference applications due to SPSP (form on SPSP website)

#### **August**

- Update website with speakers we have so far
- Confirm keynote and other invited speakers
- Send out email about talk/roundtable/blitz (4-minute teaching ideas) submissions (mention any confirmed speakers)

#### **September**

- Receive preconference confirmation/information about on-site contacts from SPSP
- Answer questions about preconference

#### **October**

- Send out reminder about talk/roundtable/blitz submissions (submissions usually due at end of month)
- Request talk titles from keynote and invited speakers
- Update website

#### **November**

- Read over submissions and decide who to accept/reject (beginning of November)
- Email acceptances/rejections
- Draft and post schedule to website
- Update and post registration form
- Send out email about registration, schedule on website, and invited speakers
- Could apply for Promoting Partnerships: STP Partnerships Small Grant Program (due mid-November)
- Order food/beverage from caterer
- Process registrations; email receipts

#### **December**

- Send out reminder about early-bird registration deadline (usually around 12/9)
- Set up media order (bring laptop + projector from university so it's free)
- Contact publishers about sponsorship (or can do as soon as speakers in place)
- Process registrations; email receipts

#### **January before preconference**

- Send final count to caterer, with number of vegetarian meals requested

- Send out reminder about final registration date (usually deadline is 2 weeks before preconference date)
- Revise evaluation forms
- Make folders (with schedule, evaluation, notes) and nametags
- Process registrations; email receipts

### **January after preconference**

- Send thank-you notes and request for slides to presenters
- Post slides on STP website and email link to attendees
- Tally evaluation feedback and send to speakers
- Pay caterer and media orders
- Pay any reimbursed costs to teaching keynote speaker
- Applications for APA BEA grant due end of January (for the next year's conference)

## **Coordinator, STP Programming at NITOP**

NITOP is held in January of each year

A member of STP is selected to organize the STP programming and the pre-conference teaching workshop at the annual National Institute on the Teaching of Psychology (NITOP) conference.

Selection of the Coordinator occurs between January and March, which is when the NITOP Planning Committee meets to finalize plans for the following year's NITOP program.

The Budget includes \$1500 for NITOP (\$1500 for the preconference workshop). The \$1500 is for travel costs for the preconference speaker. STP is billed separately for AV costs. STP will also sponsor NITOP (\$5000) for years 2012-2014, with the understanding that NITOP will advertise for STP to increase visibility at the conference.

Fund travel expenses for the STP Coordinator to attend NITOP. Travel funding should be in accordance with current STP reimbursement practices each year.

## **Chair, G. Stanley Hall/Harry Kirke Wolfe Lecture Committee**

The Chair is responsible for coordinating the Hall/Wolfe 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/Wolfe committee, and the STP Director of STP Programming at APA, the Hall/Wolfe 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.

### **COMMITTEE**

The committee shall be composed of 10 members:

- The chair selected through current/standard processes
- All seven (7) STP Coordinators at the APA regional conferences
- The Director of the STP program at APA
- The Director of STP Programming at Regional Conferences

## **TIMELINE/DUTIES:**

### **August/September**

- At the request of the VP for programming, the STP EC appoints a new Chair or renews the Chair of the Hall/Wolfe Committee for up to one additional term. The Chair then identifies and invites additional STP members to serve on the committee, as needed, or affirm current members (there should be at least three, preferably four, members, including the Chair). The Hall and Wolfe lecturers at the APA convention will normally be introduced by the STP President.

### **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 on the list. The Chair tallies the votes (simple majority), consults the committee, and then both the Chair and the committee determine the finalists and alternates.

### **October**

- The finalist list is shared with the VP for programming 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). Those who decline may be asked to speak the following year if the invitation is declined as a result of conflicting obligations. The Education Directorate coordinates the dates and times for all presentations, as well as the honoraria (for the talks at the convention) and 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 as well as 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).
- When possible, members of the Hall/Wolfe 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. As an alternative, members of the GSTA or other teaching-related organizations may be invited to chair sessions.
- *Note:* The APA ED 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-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.

## **May/June**

- The Chair provides a report to the VP for programming prior to the mid-winter and August EC meetings.

## **Director, STP Programming at International Conferences**

The Director of STP Programming at International Conferences will foster teaching programming at international conferences that address the teaching of psychology. In order to offer teaching-related programming, the Director will identify, coordinate, and nurture international liaisons for each identified conference. This position will be created for an initial period of three years, during which it will undergo review by the Executive Committee.

We expect that the activities initiated by this Director would lead to increased involvement in STP among psychology faculty from countries outside of the United States as measured by membership in STP, participation in STP activities, and use of STP resources. These outcomes will be examined as part of the review.

### **TIMELINE/DUTIES:**

- The Director creates relationships with international teaching conferences or international research conferences that address psychology at which a teaching component is either already included or is feasible to include.
- The Director identifies one person from each targeted conference or convention to serve as a liaison for STP and assist in the advancement of teaching of psychology and STP.
- The Director works to offer STP support of teaching-related programming (e.g., suggest speaker names, generate ideas for symposia or workshops) and to provide publicity for STP such as at a conference table or in the online or printed program. The Director also will publicize STP's role in the conference through STP's Web site and newsletters.
- The Director provides a repository on the STP website of international conferences that have a teaching of psychology component.
- The Director actively solicits STP members across the world by promoting the benefits of STP membership by attending international conferences and conventions, giving STP talks, and setting up and staffing STP tables.
- The Director will report directly to the VP of Programming, in consultation with the VP of International Relations, and will prepare biannual reports to the VP of Programming delineating the activities that occurred during the review period. The reports will include numbers of new members recruited at each sponsored conference.
- The Director will be an ex-officio member of the International Relations Committee and will maintain regular contact with the VP for Diversity and International Relations.

# Vice President, Recognitions and Awards<sup>41</sup>

The Vice President of Recognitions and Awards (VPRA) is responsible for overseeing the development, maintenance, and functioning of STP's grants and awards programs. Current areas of responsibility are listed below, followed by descriptions of each program and its leadership duties. The term of office of the Vice President of Recognitions and Awards is three years.

- Fellows Committee
- Committee on Teaching Awards
- Small Partnership Grants
- Early Career Psychologists Travel Grants
- Instructional Resource Awards
- SoTL Research Grants
- SoTL Writing Workshop
- Conference Speaker Grants
- SAGE Teaching Innovations and Professional Development Award

## TIMELINE/DUTIES

### Ongoing

- maintains an up-to-date inventory of STP grants and awards program
- monitors award/grant committee activities to ensure timely decisions
- acts as a liaison between the grant and award program committees and the Executive Committee
- acts as a resource and support for award and grant review committees
- recommends to the Executive Committee, when appropriate and in consultation with the relevant grant and award committees, modifications to relevant budget lines, application processes, review procedures, and general grants/awards related policies
- oversees the grant and award programs' budgets
- proposes to the EC new grant/award initiatives that further STP's mission
- ensures grants and award committee membership and chairs adhere to term limits

### January

- Request reports for the mid-winter Executive Committee meeting from committee Chairs.

### February/March

- Attend midwinter Executive Committee meeting.

### June/July

- Request reports from committee Chairs for STP Executive Committee meeting to be held at APA convention.

### August

- Attend STP Executive Committee meeting held at APA convention and give brief oral reports, including summarizing the reports prepared by the Chairs of the Diversity and International Relations Committees.
- Attend STP Business meeting held at APA convention and, if necessary, give brief oral

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<sup>41</sup> 2014 Bylaws, Article III Section 6

reports on behalf of Chairs of Diversity and/or International Relations Committees.

- Attend STP social hour at APA convention.
- Attend STP dinner at APA convention

### **November/December**

- If there is a vacancy on the committee, including Chairs, issue an open call for nominations, including self-nominations.
- Select committee Chairs and obtain approval from the Executive Committee

### **Special Policies for the Fellows and Committee on Teaching Awards**

- The Fellows Committee and the Committee on Teaching Awards have Associate Chairs who will likely move into the role of Chair.
- 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.
- When there is a vacancy for Associate Chair of the Committee on 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 the Society website and other places of interest to STP members, such as the Society Newsletter, ToPNews-Online, the PsychTeacher listserv, or other venues. 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.
- The Associate Chairs of the Fellows Committee and the Committee on Teaching Awards ordinarily succeeds the Chair as Committee Chair. However, EC approval for the incoming chair is still required. The EC also voted (2011) to create a 'start-up' course release fund whereby the Chair of the Committee on Teaching Awards is eligible for a course release during his/her first term in the position.

### ***Standing Committee Chair, Fellows Committee***<sup>42</sup>

Members of the Fellows Committee must be STP Fellows, and the Bylaws require staggered terms.

#### **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/DUTIES:**

##### **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

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<sup>42</sup> 2014 Bylaws, Article V Section 4

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.

The VPRA should be familiar with the section [\*Special Policies for the Fellows and the Committee on Teaching Awards\*](#) described elsewhere in this document.

## **Standing Committee Chair, Committee on Teaching Awards<sup>43</sup>**

The Society gives six teaching awards, created to honor excellence in teaching in different settings or careers (adjunct, high school, community college, graduate student, early career, and four-year institution). The Committee on Teaching Awards 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.

The EC oversees the administration of the teaching awards. The Fund for Excellence provides some 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.

Previous teaching award winners serve as subcommittee members of the Committee on Teaching Awards. The award winners should be informed that they are expected to serve on the committee.

### **DESCRIPTION:**

The Chair of the STP Committee on Teaching Awards 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) when possible, presenting the awards at the Society's annual social hour at the APA Convention.

### **TIMELINE/DUTIES:**

#### **August**

- Get new stationary from the Executive Secretary, if needed

#### **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 recipients, those who were not selected as award winners, and nominators (both 1<sup>st</sup> and 2<sup>nd</sup> year applicants)
- Request photos of winners

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<sup>43</sup> 2014 Bylaws, Article V Section 6



- 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)

### ***Responsibilities and Duties for Chairs of Grant Committees***

It is recommended that the awards and grants review committees consist of five members, including a chair.

1. Contact the previous chair to get information regarding the timeline of the decision process and solicit information regarding procedures that have been successful and those that have not. Also, ask for any documentation that might be relevant (e.g., grant/award recipient final report format, final reports from previous chair to VP of Recognition and Awards, scoring guidelines or rubrics, example "congratulations" and "regrets" letters).
2. Familiarize yourself with the Awards and Grants Policies (if you have questions, please ask the VP of Recognitions and Awards)
3. Review your request for proposals to be certain it includes:
  - a. The URL to the Awards and Grants Policies page
  - b. For grants/awards that fund more than travel (e.g., SoTL, IRA, Small Partnership Psi Chi/STP Assessment Resource Grant) A statement like the following: "Upon notification of funding, grant recipients must submit a brief abstract (no more than 200 words) describing the purpose, method, and expected outcomes of the funded project. These abstracts will be posted on the STP web site".
  - c. A description of:
    - the dimensions on which the proposals will be rated
    - the submission process
    - the committee chair's contact information
    - submission deadline
    - if possible, approximate decision date (e.g., early December)
    - historical funding rate

- URL to abstracts of previously funded proposals
4. If you are a new committee chair, please send your committee members a welcome email, introduce yourself, give them a copy of the request for proposals, and the Awards and Grants policies. Let them know how you expect the decision making process to go (if you can come up with timelines, that'd be great so people can plan). Please cc the VP of Recognitions and Awards on this first email to your committee members.
    - a. Most of the grant programs solicit applications during the fall and notify recipients of decisions no later than by late January. Funding is given for a calendar year; for example, applicants who submit in fall 2013 will have access to their funds Jan. 1st, 2014 (assuming funding decisions are made before January 1st).
  5. Post the request for proposals in Society Newsletter (contact STP secretary), ToPNEWS-Online (contact STP Executive Director) and the PsychTeacher listserv (contact listserv manager), and ask the VP of Recognition and Awards to post in grants/awards section.
  6. When applications/proposals are received send applicants an email letting them know you received their application, give them a general idea of when to expect a decision, and remind them that recipients will need to provide an abstract for STP to publish on the web site.
  7. Run committee deliberations and select award recipients. Be sure to track funding rate information.
  8. Notify Vice President of Recognitions and Awards and the applicants about funding decision.
    - a. Send 'congratulations' emails detailing the amount and purpose of the funding (and for grants/awards funding more than travel request an abstract describing the project). If the recipients are being partially funded you ought to be sure to tell recipients that information, along with formal letters (the Executive Director can send you official STP letterhead if you wish), the financial form explaining to recipients how to receive funding (contact STP treasurer for this), and the final report form to those who were funded (contact the previous committee chair for this).
    - b. Send 'regrets' emails to those whose proposals were not funded (if you feel comfortable you can give some feedback as to why the project was not funded)
  9. Send the announcement of award winners that includes names, affiliations, and project titles to VP of Recognition and Awards, the Executive Director for the next ToPNEWS-Online, the secretary for the next Newsletter, and the VP of Recognition and Awards for posting on the Web site (if applicable, also post abstracts for funded projects).
  10. While the process is fresh, discuss among the committee what worked in the process, what didn't, proposed changes, etc. Feel free to discuss recommended changes in the process with VP of Recognition and Awards.
  11. Collect final reports from recipients (send out gentle reminders, if necessary).
  12. In early January, submit a brief progress report to the VP of Recognitions and Awards describing the committee's activities for the current grant/award cycle. Be sure to note any difficulties encountered. This report will be distributed at the annual mid-winter meeting of the Executive Committee.

13. Submit final committee report to VP of Recognition and Awards by early June so that information can be included in the Executive Committee meeting in August. The report should include: committee membership (names, affiliations, and term end date), the number of projects funded/how many applied, a list of recipients and their project titles, funding rate, what worked in the process, what didn't, proposed changes, etc.
14. Each year, write thank you letters to the members of your committee for their work (if they have been members of the committee for more than one year, be sure to comment on their cumulative performance). Ask the Executive Director for official STP letterhead. Ask the committee member if they would like you to send copies of the letter to their chair, dean, or anyone else.
15. If any of the members' three-year term has expired, recruit new members. To find replacement member(s), place an open call for nominations, including self-nominations on sites of interest to STP members, such as the Society Newsletter (contact STP secretary), ToPNEWS-Online and the Extended Executive Committee listserv (contact STP Executive Director for both), and the PsychTeacher listserv (contact listserv manager), and ask the VP of Recognition and Awards to post the announcement on the "get involved" spot on the STP web site. Upon receipt of the applications, review them and make your recommendations to the VP of Recognition and Awards for approval. Once committee membership is finalized, send the VP of Recognition a list of the committee membership, their institutional affiliation, and the year in which their term ends.

### **Sample call for committee members**

#### **CALL FOR NOMINATIONS: SAGE Teaching Innovations & Professional Development Award Selection Committee**

This award is designed to defray costs for graduate students and early career faculty (within first 5 years of teaching) who wish to attend the Division 2 programming at the 2012 meeting of the American Psychological Association. One graduate student and one untenured faculty member will each receive a \$1250 travel grant. STP is seeking nominations (including self-nominations) for an individual to serve on a committee that will: a) solicit applications, b) evaluate applications, c) select and notify the recipient(s), d) liaison with SAGE and with the STP programming director for APA, and e) provide feedback to the VP of Recognitions and Awards regarding the selection process. All current members of STP are eligible for these positions.

Committee members serve for a three-year term. To apply, please send a brief letter stating your interest and experience related to the position, and a current CV. The applications are due by "X" date and should be sent to: Your Name, Chair, "X" Grant Committee a youremail@school.edu.

### **Awards and Grants Policies**

- Only STP members are eligible to receive STP awards and grants.
- New applicants to a grant program are given priority over those who have previously received funds from that grant program.
- During their term, members of the Executive Committee will be ineligible to apply for an STP grant.

- During their terms, members of the Award Evaluation committees are ineligible to apply for awards from these programs for which they are members of the evaluation committee.
- Within a calendar year of receiving funds, all grant recipients need to submit a final report that details how funds were spent and briefly describes the outcomes of activities funded.
- Funding of indirect costs is prohibited.
- A description of the dimensions on which applications will be evaluated must be made publically available (e.g., included in the call for applications).
- Requests for proposals must include historical funding rates. Published funding rates should include a notation that reads: “Average funding rate since tracking began in 2012”. Additionally, if applicable, a statement noting that some proposals received were partially funded.

### **Chair, Small Partnership Grants Committee**

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.

### **Chair, Early Career Psychologists Travel Grant Committee**

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 7 years of full-time teaching experience. Approximately 10-12 grants are funded annually, with a maximum award of \$500 per grant.

### **Chair, Instructional Resource Awards Committee**

The purpose of the Instructional Resource Awards is twofold: (1) to stimulate the development of teaching resource materials that can be subsequently duplicated and distributed to interested teachers of psychology by the Society’s Office of Teaching Resources in Psychology, and (2) to encourage instructional research relevant to the teaching of psychology at the university, college, community college, or high school level that can be distributed through the Society’s Office of Teaching Resources for Psychology. The chair of this committee must work closely with the director of OTRP to ensure that grants are not duplicating existing resources.

### **Chair, Scholarship of Teaching and Learning Research Grant Committee**

Research projects in any phase of development are eligible for funding (e.g., materials design, data collection, manuscript writing). However, the proposed project must have a high probability of producing a product that will be presented and/or published in a peer-reviewed outlet in a timely manner. Annually, the EC will provide a list of preferred project themes based on STP’s current needs (e.g., topics related to diversity/international issues, course-specific projects,

projects that target specific student populations). At the discretion of the members of the grant review panel, these monies can be distributed across qualified applicants in varying amounts, across qualified applicants in equal amounts, or to a single, especially worthy project (however, the committee must obtain STP's EC approval for this decision)

The proposals will be evaluated on:

- Degree to which proposal fits STP's description of the SoTL in Psychology as evidenced by
  - clearly articulated research question/hypothesis
  - literature-based inquiry
  - appropriate and sound method of inquiry
  - likelihood of generating a peer-reviewed product
- Degree to which proposal addresses diversity/international issues or at least one of the following Executive Committee preferred themes
- Degree to which proposal supports STP's mission
- Innovativeness of project
- Potential impact/reach of product
- Strength and clarity of project narrative
- Feasibility of completing the project within proposed timeline
- Appropriateness of budget

## Director, SoTL Writing Workshop

*Currently held in conjunction with the ACT conference (October)*

### Selection of Director and Mentors

The Director and Mentors for the SoTL Workshops were appointed by the VP for the first three-year trial period of the workshop and three year terms were established. The next Director and set of Mentors will be selected by issuing a general call to STP membership consistent with procedures for filling other vacancies. A member of a committee may serve 2 three-year terms and then move up, if selected, to serve as Director for one additional term.

The STP SoTL Writing Workshops help teacher-scholars publish their research on teaching and learning. The Director organizes mentors, attendees, and other aspects of the Workshop.

### How

Attendees complete an online application to help the Director and/or mentors assess where applicants are in the research process. Based on this information, attendees are placed in teams of 3-4 people, with one mentor to help them through the research/publication process. The mentor sets up an initial email contact with the group prior to a physical meeting for the workshop; this allows the group to begin to think of themselves as a cohesive team. At the workshop, teams convene for 5 hours to make progress toward submitting a SoTL manuscript. Participants should bring the following:

- (1) A laptop, if at all possible
- (2) Digital or hard copies of relevant research in the area of interest
- (3) Their data file, if data have been collected (data entry may be discussed with the mentor prior to the workshop)

It is also helpful for attendees to have SPSS on their laptop, but we recognize that might not be possible for everyone.

## **Who**

Open to STP members who are teacher-scholars at any stage of the research process, from initial idea to writing up a completed project.

## **Where/When**

The workshop is linked with the STP Annual Conference on Teaching (ACT). This conference is the only stand-alone physical conference offered by STP, and as such, STP maintains complete control of all programming.

The ACT program runs from a Friday morning at 8am to Saturday at noon. The Friday morning program consists of early-bird workshops. One workshop houses the SoTL Writing Workshop. This allows a 2-hour first physical meeting for the writing teams (including mentors). The 2-hour meeting offers an opening talk to the entire group by a well-published SoTL author who outlines how SoTL publishing works.

After the opening talk, teams begin to work on their projects using their laptops, including writing and data analysis, where relevant. Teams meet again at noon Saturday for lunch, after the end of the ACT conference. The meeting lasts for 3 hours, allowing team members to make additional progress on their projects. This session should open with a talk with tips on how to publish in a SoTL journals and what the process includes.

## **Mentors**

Workshop mentors are volunteers from STP who have published SoTL research and are therefore familiar with the process. In addition, workshops may include teachers who are competent with statistical analyses as well as editors or consulting editors for teaching journals (we anticipate that *ToP* consulting editors would be interested in helping). The bulk of mentoring would be on a volunteer basis; however, at a minimum, mentors should receive complimentary registration to the ACT conference and travel funds up to \$1200.

Mentors bring laptops with SPSS and know how to use it. In addition, the writing workshop should include an SPSS/stats expert as a go-to person.

## **Follow-up**

Mentors should virtually meet with their team members after the writing workshop to offer additional help toward publication. Perhaps the best situation would be for the entire team to meet together to report their progress, help each other with questions, and offer encouragement to continue with the project. The team should virtually meet at regular intervals (approximately 1-2 weeks) until projects are completed. The number of meetings will in part be dictated by the point at which the team began (e.g., with an idea or a complete data set).

## **Notes**

Only teacher-scholars who commit to the entire 5-hour workshop (which includes 2 days) are admitted into the workshop.

The writing workshop is limited to 3-4 teams/mentors.

Applications are completed on the STP website and submitted there. The 3- to 4-person mentor team then receives applications electronically and emails as a group about which attendees are selected and to whom they are assigned.

The deadline for applying must be at least a month prior to the conference so mentors can organize their team members and prepare. One way to do this is to send out a call for writing workshop applications with the general program call for the conference.

### **Chair, Conference Speaker Grant Committee**

The program provides support to small teaching conferences to fund travel costs for a keynote speaker. The grant program is open to any gathering of psychology teachers from 4-year colleges and universities, 2-year colleges, and high schools, as long as the submitter is a member of STP.

The program has a total of \$6000 to award in the amount of \$1200 per speaker. This money will provide transportation and lodging for the speaker, and the conference will be expected to fund his/her registration.

The committee will begin the process of application review and assignment of speakers on January 1 and continue to accept applications until all funds have been awarded.

#### **TIMELINE/DUTIES:**

- The Chair of the program will oversee all aspects of the program, including organizing reviews and informing grant recipients; a committee will work with the Chair
- The Chair will provide reports to the VP for Recognition and Awards prior to the face-to-face EC meetings

#### **Criteria & Procedure for Proposal Submission:**

1. Proposals should not be longer than 2 single-spaced pages and should include the following sections:
  - a. applicants' names and contact information (e-mail address and telephone number)
  - b. title and dates of the conference
  - c. history of conference (number of years it has been in existence, attendance rate over the past 3 years (if that information is available), and expected impact on the community)
  - d. total conference budget including funding sources
  - e. description of what the conference director(s) are seeking in a speaker (topic, names and affiliations of potential speakers, expertise, etc.)
  - f. justification to the committee for selection of the conference
2. The Program Committee will review proposals according to the following criteria:
  - a. number of people potentially served
  - b. history of past support of the conference by the program
  - c. extent to which the conference supports the mission of STP

### **Chair, SAGE Teaching Innovations and Professional Development Award Committee**

SAGE Publications and the Society for the Teaching of Psychology partnered to create a SAGE-sponsored travel award. This award is designed to defray costs for graduate students and early career faculty (within ten years post-doctorate or within ten years of beginning full-time college teaching, whichever comes first) who wish to attend the Division 2 programming at the annual meeting of the American Psychological Association. One graduate student and one untenured faculty member will each receive a \$1250 travel grant. To be eligible for funding, applicants must be a member of the Society for the Teaching of Psychology (STP).

## Vice President, Resources

The Vice President for Resources is responsible for overseeing the development, maintenance, and functioning of the society's print and online resources as well as support services for the benefit of members. Current areas of responsibility are listed below, followed by descriptions of each program and its leadership duties. The term of office of the Vice President for Resources is three years.

- Director, Office of Teaching Resources in Psychology (OTRP)
  - Associate Director, Project Syllabus
  - Associate Director, Teaching of Psychology Idea eXchange (ToPIX)
- Director, Department Consulting Services
- Director, Professional Development Mentoring Network
- Internet Editor
  - Associate Internet Editor
- Editor, *Teaching of Psychology*
  - Associate Editors
  - Section Editors
    - Methods and Techniques Editor
    - The Generalist's Corner Editor
  - News Editor
- Editor, E-books
- Editor(s), E-xcellence in Teaching
- Editor(s), "This Is How I Teach" Blog

### ***Director, Office of Teaching Resources in Psychology***<sup>44</sup>

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 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 OTRP Director will begin the term of office on January 1.

#### **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) and web-based resources (through the Teaching of Psychology Idea eXchange).

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<sup>44</sup> 2014 Bylaws, Article IV Section 3



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. OTRP resources (documents and syllabi) are peer-reviewed.

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.

#### **TIMELINE/DUTIES:**

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.

- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December)

#### **Associate Director (Editor), 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).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to OTRP director (December)

#### **Associate Director (Editor), Teaching of Psychology Idea eXchange (ToPIX)**

##### **DESCRIPTION:**

The OTRP Associate Director for ToPIX is responsible for soliciting new material for posting, publicizing the site, working with a small editorial board, answering inquiries, and helping instructors post their materials.

**TIMELINE/DUTIES:**

- Publicizing the site, including making others aware of new content via the STP blog and in other forums, such as the PsychTeacher listserv (ongoing).
- Solicitation of new material relevant to the teaching of psychology in various forums, including the PsychTeacher listserv (ongoing).
- Publishing material or assisting others with publishing their material (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to OTRP director (December)

***Director, Department Consulting Services*****DESCRIPTION:**

The Director for Department Consulting Services provides recommendations of consultants to Psychology departments for curriculum (evaluation, development, designing/improving special programs or courses, fieldwork or honors); faculty (writing grant proposals, developing funding sources, writing for publication, promoting professional development, enhancing/evaluating teacher effectiveness); advising (student advising for career planning, graduate school preparation, changing enrollments, minority recruitment and retention); research facilities (designing psychology labs, designing teaching facilities, computer applications for courses, labs, or administration); and departmental program evaluation (self-assessments, program evaluation, department evaluation. The Director is also responsible for advertising services by posting to email lists, STP blog, and other publications; reviewing applications for new consultants and submitting nominated individuals to the APA Board of Educational Affairs for approval; maintaining a database of approved consultants; reviewing consultant evaluation forms submitted by departments; and submitting an annual report to the Vice President for Resources.

**TIMELINE/DUTIES:**

- Responding to departmental requests for consultants (ongoing).
- Receipt and recommendation of new consultants to BEA (October & February).
- Recruitment of new consultants in areas under-represented (ongoing).
- Advertising DCS services (ongoing)
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December)

***Director, Professional Development Mentoring Network*****DESCRIPTION:**

The Director for the Professional Development Mentoring Network is responsible for coordinating the mentoring network through recruitment of mentors, selection of mentees, matching mentees with mentors, monitoring network activities, updating program materials based on a yearly review of program activities.

**TIMELINE/DUTIES:**

- Preparation of mentee application and selection of mentees (Spring).

- Recruitment of mentors for the network (Spring).
- Match mentees and mentors (Summer).
- Check in with network members to ensure a successful experience (monthly).
- Serve as a resource for mentees and mentors (ongoing).
- Update program and application information (Winter).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December)

## ***Internet Editor***<sup>45</sup>

### **DESCRIPTION:**

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 Editor on January 1.

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.

- 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 (ongoing).
- Maintain and revise STP copyright and other technical standards as needed (ongoing).
- Direct and supervise AIE duties, including OTRP updates (ongoing).
- Serve as a consultant to the EC for matters pertaining to the **teachpsych.org** domain, STP's portal on the Internet (ongoing).
- Serve as consultant/committee member, for E-publishing activities associated with STP (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources on additions/changes to STP's Internet resources and usage by visitors to the site (December).

### ***Other Resources on the STP Website***

The following recommendations are for resources, documents, and links on the STP website that originated from task forces or ad hoc committees and do not fall under an STP director or editor. Traditionally, these resources have been linked from the web site menu category of *Other Resources*.

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<sup>45</sup> 2014 Bylaws, Article IV Section 2

- All such resources must be dated when they are posted on the STP website.
- Annually, a list of such resources shall be gathered by the Internet Editor for the VP of Resources who will bring the list to the attention of the Exec Committee.
- The EC decides if the resource should remain as is for a specified period of time, should be removed, or should be updated. If the resource is to be updated, a member of the EC is identified who will establish a committee to update the resource within the next year.
- External links will only be provided to those organizations with whom we have a formal relationship.

## Associate Internet Editor

### DESCRIPTION:

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

- Prepare and post of rtf & pdf resources (generally on the basis of MS Word "rich text formatted" master documents prepared by their authors) (ongoing).
- Liaison with the OTRP Assistant Director for Project Syllabus. Prepare and post syllabi from masters provided by authors (ongoing).
- Develop a general familiarity with and provide editorial supervision of materials posted on OTRP in accordance STP copyright and other technical standards (ongoing).
- 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 (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Assist in preparing the annual report to VP for Resources on additions/changes to STP's Internet resources and usage by visitors to the site (December).

## Editor, Teaching of Psychology<sup>46</sup>

### DESCRIPTION:

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.

### TIMELINE/DUTIES:

- Edit and produce the *Teaching of Psychology* journal (ongoing).

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<sup>46</sup> 2014 Bylaws, Article IV Section 1

- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December).
- Annual budget to VP for Resources (November).

### **Associate Editors**

The editor will appoint two individuals to serve as Associate Editors.

#### **TIMELINE/DUTIES:**

- Act as editor on submitted manuscripts on which the editor has a conflict of interest (as needed).
- Provide counsel to the editor on submissions that he or she wants input over and above that provided by the reviewers (ongoing).
- Consult with the editor regarding journal policies and guidelines (ongoing).
- Serve as editor in the event that the editor becomes incapacitated or meets with an untimely demise; in such circumstances, the DIV2LEADERSHIP will act as quickly as possible to find a new editor (as needed).

### **Section Editors**

There are three section editors – the Methods & Techniques Editor, the Generalist’s Corner Editor, and the News Editor. The Methods & Techniques Editor acts as editor for all submissions to this section of the journal, and forwards manuscripts that he or she accepts on the editor for inclusion in an issue of the journal.

The Generalist’s Corner (GC) Editor will solicit reputable scholars in the discipline to contribute literature reviews aimed at teachers of Introductory Psychology. The GC editor will finalize these literature reviews and forward them to the editor for inclusion in an issue of the journal.

The News Editor will solicit news items for inclusion in the STP Newsletter. Although News items previously appeared in the journal, they now appear only in the Newsletter.

### ***Editor, E-Books***

#### **DESCRIPTION:**

The Editor of E-Books shall appoint Associate Editors in staggered terms of 1 to 3 years to assist with editing the Society’s e-books. In order to provide a smooth editorial transition, the search for a new Editor should be started one year prior to the end date of the current Editor.

#### **TIMELINE/DUTIES:**

- Manage the specific activities of Society’s e-book program, including the solicitation, development, editing, reviewing, final acceptance, and publication of new e-book projects (ongoing).
- Oversee, in conjunction with the Internet Editor, the maintenance of the published e-books on the Society’s Web site (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December).
- Annual budget to VP for Resources (November).

## **Editor(s), *E-xcellence in Teaching***

### **DESCRIPTION:**

The Society for the Teaching of Psychology's PsychTeacher listserv, launched in 1998, provides a forum for psychology teachers at all levels to share ideas, seek advice, and discuss issues related to the teaching of psychology. Since the spring of 2000, the essay series *E-xcellence in Teaching* has been a feature of the listserv. Authors are invited to contribute essays related to various aspects of teaching psychology. The essays are compiled into eBooks available on the STP website.

### **TIMELINE/DUTIES:**

- Recruit authors to contribute to the annual *E-xcellence in Teaching* volume.
- Perform editing tasks related to the publication of monthly essays for *E-xcellence in Teaching*.
- Work with other relevant STP individuals to publish *E-xcellence* essays on the PsychTeacher list and as an edited volume posted on the STP website.
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December).

## **Editor(s), “*This is How I Teach*” Blog**

### **DESCRIPTION:**

The Society for the Teaching of Psychology's “This is How I Teach” blog provides a forum for STP members to share how they teach and who they are. Authors are invited to submit essays in response to a set of questions developed by the editor and any assistant editors. Approximately two essays per month are posted to the blog.

### **TIMELINE/DUTIES:**

- Recruit authors to contribute to the essays.
- Perform editing tasks related to the publication of those essays.
- Work with assistant editors, if any, to revise questions posed to authors.
- Work with Internet Editor as needed to upload posts to the blog.
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Annual report to VP for Resources (December).

## **Editor, “*Today in the History of Psychology*”**

### **DESCRIPTION:**

The American Psychological Association Historical Database is a collection of dates and brief descriptions of over 3100 events in the history of psychology. The Editor is responsible for updating the database of dates and events for “Today in the History of Psychology.” Ongoing tasks include:

### **TIMELINE/DUTIES:**

- Seek out and respond to requests for additions, deletions, and corrections to the database.
- Work with the Internet Editor to present the content in an organized, aesthetic manner.
- Receive communications and participate in deliberations on the DIV2LEADERSHIP list.
- Submit an interim report in March and an annual report in December to the VP of Resources.

# STP Translation Policy

Approved by the STP Executive Committee, May 23, 2016

The Society for the Teaching of Psychology (STP) has developed policies, as well as guidelines for best practices, related to translation of STP materials. Policies are indicated by the verbs “must” or “will,” and guidelines are indicated by the verb “should.” These guidelines are relevant regardless of the language of the original STP document. This policy is posted in STP’s [Policies and Procedures Manual](#), as well as in the STP Web site’s “About” menu.

- All requests to translate STP materials must be made through the STP Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)). The ED and the Vice Presidents relevant to the translated material will be responsible for the approval of requests. The ED will notify the [Vice President for Diversity and International Relations](#) and the [Chair of the International Relations Committee](#) (IRC) so that they can track newly translated materials to aid in international recruitment efforts and raise awareness of STP resources internationally. For translations of materials posted by [OTRP](#) or [Project Syllabus](#), the directors of these programs also will be notified.
- STP materials that may be translated, with permissions indicated in parentheses, under this policy include
  - [Teaching of Psychology](#) articles (permission must be received from Sage Publishers)
  - Materials posted by the [Office of Teaching Resources in Psychology](#) (OTRP) and [Project Syllabus](#) (permission must be received from STP)
  - [ToPIX](#) (no permissions necessary)
  - STP [e-books](#) (permission must be received from STP)
  - Pages of the STP Web site not otherwise listed above, including welcome message, policies, news, blogs, *How I Teach* essays, departmental consulting services description, SoTL consulting services description, Capstone resources, task force reports, etc. (permission must be received from STP)
- STP materials should be translated by a professional translator who understands the relevant terminology used in the targeted STP materials.  
A professional translator is someone who has had her or his competence as a translator between the languages of interest verified through an appropriate organization. For example, in the United States, an organization might hire a member of the American Translators Association (ATA) who has been accredited for the languages of interest or someone who has earned an appropriate degree, such as a Master’s in translation, for the languages of interest. Certification and credentials of translators vary by country, and we recommend recruiting someone who meets the appropriate professional criteria for the relevant country. Ideally, the translator is comfortable using language related to psychology and the scholarship of teaching and learning and is translating into their dominant language.
- Organizations and individuals can recoup costs but may not profit financially from STP documents that have been translated.
- All translations must be identified as a translated document and must include a disclaimer statement indicating that STP does not guarantee the accuracy of the translation. The STP Executive Director will provide the disclaimer statement for the appropriate language. The

English version of the disclaimer statement is here:

“The following resource has been translated from the original [language] to [another language] with the permission of Division 2 of the American Psychological Association. Division 2 does not warrant the accuracy of the translation, and the translation is not an official product of Division 2 of the American Psychological Association. For questions regarding this resource or any other publication of Division 2 of the American Psychological Association, please email [stp@teachpsych.org](mailto:stp@teachpsych.org).”

- Any organization or individual who develops a translated version of an STP document must grant STP the right to include or link to that document on the STP website along with the original document as well as in a language-specific section that lists STP documents in languages other than English. In addition, those organizations or individuals should provide a link to the original STP document wherever they post their translation, including in print.
- All translated documents will be included in links from language buttons above the STP banner on the Web site. They will also be included as links on the STP Web page that includes the document in its original language.
  - Relevant STP calls-for-grants will include the following language regarding translations: “Proposals to translate existing STP resources into other languages should identify the probable size of the population target for that language (e.g., number of psychology faculty/students speaking that language and taking courses for which the original resource is relevant) as well as the qualifications and experience for the individual conducting the translation. STP values projects that can reach a broad audience; in your proposal, please highlight how your project would reach out to diverse teaching communities, including international and non-English audiences. Proposals should also include a communication from the copyright holder giving permission for the work to be translated. Click [here](#) for STP’s full translation policy.”

(URL for translation policy: <http://teachpsych.org/STP-Translation-Policy>)



# Investment Policy Statement

## for the Society for the Teaching of Psychology (APA Division 2)

Adopted: December 10, 2015

### I. Overview

The Society for the Teaching of Psychology (STP) is a division of the American Psychological Association, Inc. (APA) as defined in Article VI of the APA Bylaws as well as an independent professional organization. STP is dedicated to the support of teachers and teaching of psychology. STP advances understanding of the discipline by promoting excellence in the teaching and learning of psychology. STP provides resources and services, access to a collaborative community, and opportunities for professional development. STP also strives to advance the scholarship of teaching and learning, advocate for the needs of teachers of psychology, foster partnerships across academic settings, and increase recognition of the value of the teaching profession.

STP is managed by its Executive Committee (EC). The EC is composed of the President, Past-President, President-Elect, Treasurer, Secretary, Vice Presidents, and the Executive Director who is a non-voting member. The Executive Director is an appointed position and the Treasurer is elected by the EC; all other members are elected by the membership.

The EC has adopted this Investment Policy Statement (IPS) as a guide for managing STP's assets. The goal of the IPS is to establish investment policies, strategies, and guidelines for use in making decisions about short and long term investments. The IPS is designed to provide guidance to STP to assure that we make investment decisions that will help us meet the needs and achieve the objectives of STP.

### II. Responsibility for Financial Assets of STP

The IPS is intended to be consistent with the limited autonomy given to Divisions by APA Bylaws Article VI, Section 5, and the authority to administer funds allocated to the use of a Division granted by APA Bylaws Article VI, Section 8.

As the governing body of STP, in addition to its other responsibilities, the EC has responsibility for the stewardship of funds allocated to STP, and has the responsibility for:

- establishing a suitable structure for ownership and management of STP funds;
- selecting advisors, investment managers and other investment service providers;
- recommending overall investment strategy, including the mix of short term and long term
- investments and the allocation of invested funds among equities (common stock), fixed income securities (bonds), mutual funds, and other categories of investments;
- monitoring and periodically assessing the performance of the investments and the investment managers and
- providing direction and guidance to STP and APA staff in implementing the EC's strategy.

### III. Fiduciary Standards—UPMIFA

Because it is a division of APA, which is incorporated in the District of Columbia, STP is guided by the District of Columbia's Uniform Prudent Management of Institutional Funds Act

(UPMIFA) and similar laws defining the fiduciary responsibilities of the governing boards of charitable institutions. The standard of care for members of the EC is as follows:

*“In addition to complying with the duty of loyalty imposed by law other than this chapter, each person responsible for managing and investing an institutional fund shall manage and invest the fund in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.”* Uniform Prudent Management of Institutional Funds Act, D. C. Code §44-1632 (b).

UPMIFA provides additional guidance:

In managing and investing funds held exclusively for charitable purposes, the institution [STP]:

- may incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the institution and the skills available to the institution; and
- shall make a reasonable effort to verify facts relevant to the management and investment of the fund;
- shall diversify the investments of an institutional fund, unless the institution reasonably determines that, because of special circumstances, the purposes of the fund are better served without diversification; and
- shall consider the following factors, if relevant:
  - a. general economic conditions;
  - b. inflation or deflation;
  - c. tax consequences, if any;
  - d. the role that each investment or course of action plays within the overall investment portfolio;
  - e. expected total return from income and appreciation of an investment;
  - f. other resources of the institution;
  - g. the needs of the institution for distributions and for preservation of capital.

See Uniform Prudent Management of Institutional Funds Act, D. C. Code §44-1632 (c) and (e). UPMIFA also contains mandates applicable to funds held by STP that are subject to binding donor restrictions.

### **III. Delegation of Authority**

The EC may select and delegate to one or more external agents the management and investment of the STP Portfolio, subject to any specific limitations set forth in any gift instruments or laws. In doing so, if the EC members act in good faith with the care that an ordinarily prudent person in a like position would exercise under similar circumstances, they should not be held liable for the actions of the agent.

The EC shall establish the scope and terms of the delegation to be consistent with the purposes of STP and the STP Portfolio. Agents should be required to accept a fiduciary standard of responsibility to STP.

The EC is responsible for selecting these agents. The agents are responsible for selecting the funds and instruments consistent with the EC’s risk tolerance and liquidity needs. The EC grants its agents discretion to select specific investments, subject to the general guidelines of this Investment Policy Statements and any other instructions or agreements given in writing by STP. The EC will review the agents’ reports to monitor performance and compliance with the scope and terms of the delegation.

#### **IV. Overall Investment Objective**

As an organization providing resources and support for teachers of psychology, the primary objective of the STP Portfolio is to assure to the best of the STP's ability adequate capital to continue its established programs, enhance or alter programs as judged appropriate to STP's mission, and provide capital for special programs that STP may determine would benefit psychology teaching and teachers. It is also an objective of this plan to minimize risks to the STP's capital while achieving the maximally feasible returns under such circumstances.

#### **V. Spending Policy**

Income from the STP Portfolio may be used annually to fund STP programs and/or support its operational needs. The EC approves a budget each year that is based on anticipated revenue for the year, including a portion of earnings from the STP Portfolio. Spending occurs throughout the calendar year.

The budget should address the following objectives:

- a. Provide consistent funding for budget items that support STP's mission.
- b. Provide additional funding for existing programs and for new programs that the EC has identified as further advancing STP's mission.
- c. Allow for sufficient reinvestment of income and gains to assure that STP's invested assets provide sufficient supplemental income to keep pace with growth in the budget.

#### **VI. Fund Description**

STP funds are derived from membership dues paid by its members, tax deductible contributions made to STP or other funds (primarily the Fund for Excellence, FFE), royalties derived from its journal and other publications, registration fees for conferences it conducts, and grants that it may receive.

These funds are divided into four types of accounts.

- a. Operating capital is held in an account held by the APA and is used as fully liquid funds to cover expenditures for the current year. The primary investment objective for these funds is liquidity and ease of access; investment returns are expected to be negligible in the current interest rate environment.
- b. Short-term investments should be approximately equivalent to the Society's operating budget for six months (currently \$168,000 and may be used to meet obligations for the current budget year should income for the year fall short of budgeted obligations. In addition, funds from these short-term investments may be used to seed new programs consistent with the mission of STP, to pay for unexpected costs or opportunities consistent with STP's purposes, and to supplement existing programs should the EC determine that it would be in the interest of the organization and its members to do so. The primary investment objective for the short term investments is preservation of capital and a positive real return after inflation. Income and investment gains from the short term investment account may be retained within the account. However, any surplus above the budgeted amount for short term investments should periodically be moved to STP's long term investment account.
- c. Long-term investments are intended to be a source of capital growth for STP, should be placed in diversified funds or investments, and should involve only moderate risk.
- d. The FFE is an endowment fund. The income from the Fund is to be used each year to provide a monetary award to the winners of the Society Teaching Awards. Other activities that

promote good teaching may be supported after providing for the awards and the expenses of the Fund. According to by-law, the FFE is overseen by a Board that is composed of the Treasurer and a Board of six individuals appointed by the EC.

## **VII. Risk Tolerances and Control**

Investment risk is defined as the expected standard deviation of return based on historical capital market data. Risk should be evaluated based on the total portfolio of investments. Risk should be minimized by diversifying across asset classes, economic sectors, industry groups, and individual securities as allowed by the target asset allocation of the portfolio. Other risks for STP include exposure to uninsured deposits, and financial institution risk. These risks may be mitigated by insurance and by establishing ratings criteria for financial institutions selected to hold STP funds.

## **VIII. Liquidity**

The target asset allocation and asset allocation rebalancing policies in Sections IX and X of this IPS have been established to assure funding for foreseeable needs for liquidity. Withdrawals for liquidity needs may come from capital appreciation and income, and from assets upon approval of the EC.

- a. Operating expenses must be fully liquid, held in a checking account through the APA.
- b. Short-term investments may be needed to supplement operating funds or for other use in a current year. These investments should be available within a period of three months. Short-term funds should be maintained in the amount of approximately six months' expenses. Funds in excess of the amounts needed for current operating expenses and short-term investments should be moved at least annually into long-term investments.
- c. Long-term investments may be placed in instruments having an eight to ten-year horizon.
- d. The FFE is an endowment fund, so there is no expectation of liquidity of FFE principle.

## **IX. Target Allocation and Ranges**

The time horizon for the long term investment portion of the STP Portfolio is eight to ten years. The target return for long-term investments is inflation as defined by CPI plus fund management expenses plus an additional three to five percent per year.

The overall strategic asset allocation of the portfolio is listed below. Exposure to each asset class will be measured on market value and is subject to rebalancing guidelines described in Section X.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Allocation Range</u>
Cash Equivalents	xx%	xx-xx%
Total Fixed Income	xx%	xx-xx%
Total Equity	xx%	xx-xx%
TOTAL	100%	

## **X. Asset Allocation Rebalancing**

The objective of rebalancing is to ensure that actual asset allocations are consistent with the target asset allocations. Rebalancing can also be used to enhance the risk-adjusted return by selling or purchasing asset classes at relative low/high valuations. Rebalancing will be done at least annually at the discretion of the external agent.

## **XI. Performance Evaluation and Reporting**

Investment return is to be measured in a manner consistent with the Global Investment Performance Standards (GIPS), or as directed in writing by the STP EC. The external agent will provide quarterly reports of Investment returns. The report will include the portfolio's total return as well as that of separate asset classes or funds that comprise the portfolio. Performance will be compared to all relevant benchmarks, as determined by the EC after consultation with the external agent. All asset classes should be compared to their relevant benchmarks and the benchmarks should remain consistent across reporting periods. To aid in the evaluation of portfolio trends, quarter, year to date, one year, three years, and since inception period ended returns will be reported.

## **XII. Specific Prohibitions on Investments**

The STP Portfolio may not at any time:

- a. Acquire any security subject to any restriction on the sale thereof, or subject to any investment representation.
- b. Acquire or sell any commodity or commodity contract.
- c. Acquire any security on margin, or otherwise utilize borrowed funds for the acquisition of any security including but not limited to the use of reverse repurchase agreements.
- d. Sell any security not part of portfolio.
- e. Make any investment for the purpose of exercising control of any corporation.

## **XIII. Policy Modification and Exceptions**

The EC will review the IPS annually. Under conditions of special or dramatic changes in financial markets, the EC may accelerate the conduct of this review.

The EC may make changes to the IPS after consultation with the external agent and/or others whom the EC may wish to consult. Upon review of the information and opinions provided by those consulted, a majority of the EC must vote in favor of proposed changes for those changes to go into effect. Any changes approved by the EC will be incorporated into the IPS.

The EC may recommend written exceptions to the IPS. Written notice of a policy exception should contain the date the exception is effective, the specific exception to be allowed, and the date the exception's effectiveness will terminate.