

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

**Approved December 2011**  
**Amended May 8, 2018**



# Table of Contents

<b>STP ORGANIZATIONAL CHART (MAY 2018)</b> .....	<b>5</b>
<b>OVERVIEW</b> .....	<b>6</b>
<b>EXECUTIVE COMMITTEE: OPERATING PROCEDURES</b> .....	<b>7</b>
MEETINGS .....	7
<i>Announcing Meetings</i> .....	7
<i>Meeting Minutes/Reports</i> .....	7
<i>Annual Reports</i> .....	7
<i>Setting Meeting Agendas</i> .....	8
Bi-Annual (Face-to-Face) EC meetings .....	8
Teleconferences.....	9
Society Business Meeting .....	9
ELECTRONIC DISCUSSIONS.....	9
<i>EC Discussion Group (STPEXEC Listserv)</i> .....	9
Membership on the STPEXEC Listserv (Executive Committee Members).....	9
<i>Extended EC Discussion Group (DIV2LEADERSHIP Listserv)</i> .....	10
Membership on the DIV2LEADERSHIP Listserv .....	10
Introducing Topics for Discussion on DIV2LEADERSHIP .....	10
VOTING.....	10
<i>Establishing a Majority</i> .....	11
<b>ELECTION AND APPOINTMENT OF OFFICERS</b> .....	<b>12</b>
ELECTED OFFICERS .....	12
Training of Newly Elected Officers of the Executive Committee .....	12
Contingencies if Division 2 Gains or Loses Seats on APA Council .....	13
APPOINTMENTS .....	13
<i>Selection of Editors and Directors</i> .....	13
<i>Selection of Associate Editors and Associate Directors</i> .....	14
<i>Selection of Committee Chairs and Committee Members</i> .....	14
<i>Directors and Coordinators of STP Programming</i> .....	15
<i>Liaisons</i> .....	15
UNEXPECTED VACANCIES .....	15
REMOVAL FROM OFFICE .....	16
<b>TASK FORCES AND WORKING GROUPS</b> .....	<b>17</b>
CONSTITUTING TASK FORCES AND WORKING GROUPS .....	17
SPECIAL MEMBERSHIP SURVEY TASK FORCE .....	17
<b>ENDORSEMENTS AND NOMINATIONS</b> .....	<b>18</b>
ENDORSEMENT PROCEDURES FOR APA PRESIDENTIAL CANDIDATES.....	18
PROCEDURES FOR NOMINATING PEOPLE TO APA BOARDS AND COMMITTEES .....	18
<b>SPECIAL RECOGNITIONS</b> .....	<b>20</b>
NAMING EXISTING STP AWARDS .....	20
PRESIDENTIAL CITATIONS.....	20
PRESIDENTIAL RECOGNITION .....	20
<b>OFFICERS WHO REPORT TO THE EXECUTIVE COMMITTEE</b> .....	<b>21</b>
DIVISION TWO (STP) REPRESENTATIVE(S) TO APA COUNCIL.....	21
STANDING COMMITTEE CHAIR, ELECTIONS AND APPOINTMENTS COMMITTEE.....	24
ARCHIVIST/HISTORIAN .....	24
LEGAL COUNSEL.....	26

CHAIR, FUND FOR EXCELLENCE .....	26
<i>Executive Secretary of the Fund for Excellence</i> .....	27
<i>Relationship between the Fund for Excellence and the EC</i> .....	27
<b>BUDGET</b> .....	<b>28</b>
ANNUAL BUDGET.....	28
STIPENDS AND COURSE BUYOUTS.....	28
<i>Stipends</i> .....	28
<i>Course Buyouts/Stipends</i> .....	28
TRAVEL SUPPORT .....	29
<i>Executive Committee Meetings</i> .....	29
<i>APA Council and APA Consolidated Meetings</i> .....	29
<i>Travel During Training Year</i> .....	29
<i>Travel to Conferences</i> .....	29
<b>EXECUTIVE DIRECTOR</b> .....	<b>31</b>
STP MAILING LIST.....	32
<b>PRESIDENT</b> .....	<b>33</b>
<b>PAST PRESIDENT</b> .....	<b>35</b>
<b>PRESIDENT-ELECT</b> .....	<b>36</b>
<b>SECRETARY</b> .....	<b>37</b>
<b>TREASURER</b> .....	<b>39</b>
<b>VICE PRESIDENT OF DIVERSITY AND INTERNATIONAL RELATIONS</b> .....	<b>41</b>
STANDING COMMITTEE CHAIR, DIVERSITY COMMITTEE .....	42
<i>Diversity-Teach Listserv</i> .....	42
STANDING COMMITTEE CHAIR, INTERNATIONAL RELATIONS COMMITTEE.....	42
<b>VICE PRESIDENT, MEMBERSHIP</b> .....	<b>44</b>
STANDING COMMITTEE CHAIR, MEMBERSHIP COMMITTEE .....	44
STANDING COMMITTEE CHAIR, EARLY CAREER PSYCHOLOGIST COMMITTEE .....	44
<i>ECP Listserv (DIV2ECP@LISTS.APA.ORG)</i> .....	45
CHAIR, GRADUATE STUDENT TEACHING ASSOCIATION.....	45
<i>Selection of the GSTA Host Institution</i> .....	46
<i>Faculty Advisor, Graduate Student Teaching Association</i> .....	47
<i>GSTA Associate Chair</i> .....	47
<i>GSTA Website</i> .....	47
CHAIR, MEMBER COMMUNICATION COMMITTEE .....	47
<i>PsychTeacher (DIV2PSYCHTEACHER@LISTS.APA.ORG)</i> .....	48
<i>PsychTeacher Moderators (DIV2STPMODERATORS@LISTS.APA.ORG)</i> .....	48
EDITOR(S), "THIS IS HOW I TEACH" BLOG .....	48
<b>VICE PRESIDENT, PROGRAMMING</b> .....	<b>49</b>
<i>PTOP Listserv (PTOP@LISTS.APA.ORG)</i> .....	49
STP PROGRAMMING .....	50
<i>Director, Annual Conference on Teaching</i> .....	50
STP AFFILIATED CONFERENCES.....	57
<i>Director, STP Programming at APA</i> .....	57
<i>Director, STP Programming at APS</i> .....	60
<i>Director, STP Programming at Regional Conferences</i> .....	61
<i>Director, STP Programming at SPSP</i> .....	62
<i>Coordinator, STP Programming at NITOP</i> .....	63
<i>Chair, G. Stanley Hall/Harry Kirke Wolfe Lecture Committee</i> .....	63
<i>Director, STP Programming at International Conferences</i> .....	65

<b>VICE PRESIDENT, RECOGNITIONS AND AWARDS .....</b>	<b>66</b>
<i>Special Policies for the Fellows and Committee on Teaching Awards .....</i>	<i>67</i>
STANDING COMMITTEE CHAIR, FELLOWS COMMITTEE .....	67
STANDING COMMITTEE CHAIR, COMMITTEE ON TEACHING AWARDS.....	69
RESPONSIBILITIES AND DUTIES FOR CHAIRS OF GRANT COMMITTEES .....	70
Sample call for committee members .....	72
Awards and Grants Policies.....	73
<i>Chair, Small Partnership Grants Committee .....</i>	<i>73</i>
<i>Chair, Early Career Psychologists Travel Grant Committee .....</i>	<i>73</i>
<i>Chair, Instructional Resource Awards Committee .....</i>	<i>74</i>
<i>Chair, Scholarship of Teaching and Learning Research Grant Committee .....</i>	<i>74</i>
<i>Director, SoTL Writing Workshop .....</i>	<i>74</i>
<i>Chair, Conference Speaker Grant Committee .....</i>	<i>76</i>
<i>Chair, SAGE Teaching Innovations and Professional Development Award Committee .....</i>	<i>77</i>
<b>VICE PRESIDENT, RESOURCES .....</b>	<b>78</b>
DIRECTOR OF TEACHING RESOURCES.....	78
<i>Editor, Best Practices in Teaching and Learning.....</i>	<i>79</i>
<i>Editor, Project Syllabus.....</i>	<i>80</i>
<i>Editor, Teaching of Psychology Idea eXchange (ToPIX).....</i>	<i>80</i>
<i>Editor, "Today in the History of Psychology" .....</i>	<i>80</i>
<i>Editor, Psychology in Communities Wiki .....</i>	<i>81</i>
DIRECTOR OF PUBLICATIONS .....	81
<i>Editor, Teaching of Psychology.....</i>	<i>82</i>
Associate Editors.....	82
Section Editors .....	83
<i>Editor, E-Books .....</i>	<i>83</i>
<i>Editor(s), E-xcellence in Teaching .....</i>	<i>83</i>
<i>Editor, STP Book Notes .....</i>	<i>84</i>
DIRECTOR, DEPARTMENT CONSULTING SERVICES .....	84
DIRECTOR, PROFESSIONAL DEVELOPMENT MENTORING NETWORK.....	85
INTERNET EDITOR.....	85
Other Resources on the STP Website .....	86
<i>Associate Internet Editor .....</i>	<i>86</i>
<b>DIVERSITY STATEMENTS.....</b>	<b>87</b>
CALLS FOR APPLICATIONS .....	87
INSTRUCTIONS TO REVIEW COMMITTEES .....	87
<b>STP TRANSLATION POLICY .....</b>	<b>88</b>
<b>INVESTMENT POLICY STATEMENT .....</b>	<b>91</b>
<b>COPYRIGHT, PRIVACY, AND LEGAL NOTICES AND DISCLAIMERS FOR THE TEACHPSYCH.ORG DOMAIN .....</b>	<b>96</b>
COPYRIGHT POLICY .....	96
PRIVACY POLICY .....	96
DISCLAIMER OF WARRANTIES .....	97
THIRD PARTY LINKS .....	97
NOTICE REGARDING MATERIALS POSTED HERE AND THE AMERICAN PSYCHOLOGICAL ASSOCIATION .....	97
SITE HOSTING.....	97
<b>DIV2TEACHPSYCH LISTSERV CONTENT GUIDELINES AND RULES .....</b>	<b>98</b>
<b>FACEBOOK GROUP GUIDELINES .....</b>	<b>101</b>
<b>OBITUARY POLICY .....</b>	<b>103</b>



## 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 May 2018**

# 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 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. The President will notify non-members of the Executive Committee to leave a meeting if and when the Executive Committee enters an executive session (e.g., to discuss personnel issues).

The President may invite one or more individuals to participate in any Executive Committee teleconference whenever the individual(s) may contribute to substantive discussions of an agenda item. At the start of any teleconference that includes participants who are not members of the Executive Committee, the President will welcome and introduce the individuals to the Executive Committee, will thank them for their participation, will invite them to make substantive contributions to the discussion of any appropriate agenda item, and will notify them to leave the teleconference if and when the Executive Committee enters an executive session.

## **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.

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<sup>1</sup> 2017 Bylaws 2017 Bylaws, Article III Section 2

## Setting Meeting Agendas

### Bi-Annual (Face-to-Face) EC meetings

For these meetings, the President drafts the agenda.

In advance of each meeting, the Secretary and Executive Director will post an agenda book online under the STP Members-only publication tab that typically includes the following items:

For the First Bi-Annual EC Meeting of the Year:

- List of the Executive Committee Members
- Daily agenda for the meeting (with date, time, and location of the meeting)
- Minutes from the most recent EC teleconference
- Annual Reports (January 1 through December 31)
  - Past President (Division Annual Report)
  - Executive Director (including Open Action Items and direct reports to the EC)
    - APA Council Representatives
    - Elections and Appointments Committee
    - Archivist/Historian
    - Fund for Excellence
  - Secretary (List of EC Votes from the previous year and current year)
  - Treasurer
  - Vice Presidents ( $N = 5$ )
- Task Force and Working Group Reports
- Appendices
  - Current STP Mission Statement (for annual review and revision, if appropriate)
  - Current [Diversity Statements](#) (for annual review and revision, if appropriate)
  - Current Policies and Procedures Manual with suggested revisions
  - Bylaws of the Society

For the Second Bi-Annual EC Meeting of the Year:

- List of the Executive Committee Members
- Daily agenda for the meeting (with date, time, and location of the meeting)
- Minutes from the most recent EC teleconference
- Items for Discussion:
  - Past President (Division Annual Report)
  - Executive Director (including Open Action Items and direct reports to the EC)
    - APA Council Representatives
    - Elections and Appointments Committee
    - Archivist/Historian
    - Fund for Excellence
  - Secretary (List of EC Votes from the current year)
  - Treasurer
  - Vice Presidents ( $N = 5$ )
- Task Force and Working Group Reports
- Appendices
  - [Investment Policy Statement](#) (for annual review and revision)
  - Bylaws of the Society



## Teleconferences

During each month when there is no face-to-face (bi-annual) meeting scheduled, members of the Executive Committee will participate in a teleconference 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.

## 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 listerv, 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)

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

<sup>3</sup> 2017 Bylaws 2017 Bylaws, Article XI Section 1

## 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 Executive Director, in consultation with the 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.

### 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.

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 (bi-annual) 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.

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

## Establishing a Majority

The EC shall make decisions during face-to-face (bi-annual) meetings and teleconferences 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.

The President may request the Secretary to initiate an electronic vote before a meeting or teleconference. In compliance with Title 29 Chapter 4 (Nonprofit Corporations) of the District of Columbia Official Code,<sup>6</sup> the President will set a date and time for Executive Committee members to email their votes to the Secretary. An affirmative vote by email requires unanimous consent of all voting Executive Committee members (10 yes votes).

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<sup>5</sup> 2017 Bylaws2017 Bylaws, Article III Section 2

<sup>6</sup> <https://beta.code.dccouncil.us/dc/council/code/titles/29/chapters/4/>

# 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 applications 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>7</sup> When soliciting or considering potential applicants whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. The Elections and Appointments Committee shall consider the applications for advisory purposes; an application 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>8</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>9</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>10</sup> The election of Treasurer is conducted by the EC<sup>11</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>12</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.

## **Training of Newly Elected Officers of the Executive Committee**

The Executive Committee recommends that newly elected officers of the Executive Committee prepare for their positions in the following ways:

- When election results are public, the current office holder should contact the newly elected officer to review the responsibilities of the position and to answer questions.

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<sup>7</sup> 2017 Bylaws Article VII Section 2

<sup>8</sup> 2017 Bylaws Article VII Section 3

<sup>9</sup> 2017 Bylaws Article VII Section 4

<sup>10</sup> 2017 Bylaws Article VII Section 4

<sup>11</sup> 2017 Bylaws Article III Section 8

<sup>12</sup> 2017 Bylaws Article VII Section 5

- Each newly elected officer should read the current Bylaws<sup>13</sup> and the current Policies and Procedures Manual,<sup>14</sup> paying particular attention to sections that pertain to the office.
- Each newly elected officer should review several months of recent minutes, votes, and action items of the Executive Committee; these materials are available on the STP website.<sup>15</sup>
- The Executive Director should add the newly elected officers to the DIV2STPEC listserv by September 1.
- The President should invite newly elected officers, if available, to join as guests during Executive Committee teleconferences in September through December of the year prior to assuming the office.
- The President should invite newly elected officers who plan to attend the Annual Conference on Teaching to join as guests during the second bi-annual meeting of the Executive Committee.

### **Contingencies if Division 2 Gains or Loses Seats on APA Council**

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>16</sup>

### **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 on sites of interest to STP members. All calls for applications should include the approved diversity statement. (LINK). When considering potential nominees whose contributions are having a broad impact, the committee members should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

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 committee chairs, editors, and directors and 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

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<sup>13</sup> <http://teachpsych.org/page-1545588>

<sup>14</sup> [http://teachpsych.org/resources/Documents/publications/2017\\_STP\\_Policies\\_and\\_Procedures\\_Manual.pdf](http://teachpsych.org/resources/Documents/publications/2017_STP_Policies_and_Procedures_Manual.pdf)

<sup>15</sup> <https://teachpsych.org/page-1599546> (This site is password-protected and requires logging in to gain access.)

<sup>16</sup> 2017 Bylaws Article VII Sections 6 and 7

Bylaws.)<sup>17</sup> This committee shall establish selection criteria and a deadline for applications and shall issue an open call for applications. When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. 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 applications. When considering potential nominees whose contributions are having a broad impact, the Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. 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 on sites of interest to STP members. When considering potential nominees whose contributions are having a broad impact, the Editor, Director, and Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. 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>18</sup>. For other committees, the committee chair will issue an open call for applications for committee membership 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. When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

Committee chairs assume their duties on January 1 following their appointment.<sup>19</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.

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<sup>17</sup> 2017 Bylaws, Article IV Section 4

<sup>18</sup> 2017 Bylaws, Article V Sections 3 and 5

<sup>19</sup> 2017 Bylaws, Article V Section 1

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. When considering potential nominees whose contributions are having a broad impact, the Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. 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 (this is the Executive Director)
- Psi Beta
- Psi Chi
- APA Committee on Associate and Baccalaureate Education
- APA’s Teachers of Psychology in Secondary Schools

When considering potential nominees whose contributions are having a broad impact, the President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

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>20</sup> Appointment of liaisons should be revenue neutral.

## 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

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<sup>20</sup> 2017 Bylaws, Article III Section 2

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>21</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>22</sup>

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<sup>21</sup> 2017 Bylaws, Article IV Section 5

<sup>22</sup> 2017 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>23</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>24</sup> Task forces are established by vote of the Executive Committee.<sup>25</sup>

Following the second bi-annual 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 bi-annual 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 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 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>23</sup> 2017 Bylaws, Article III Section 4

<sup>24</sup> 2017 Bylaws, Article V Section 10

<sup>25</sup> 2017 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. When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. In consultation with STP's APA Council Representatives, the committee shall discuss potential nominees, and send their recommendations to APA by February 1.<sup>26</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

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<sup>26</sup> 2017 Bylaws, Article V Section 5

members of the APA Council of Representatives to seek their votes. APA makes the ballots available to Council Representatives on October 31 for a balloting period of 30 days.

# 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 applications. 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. When considering potential nominees whose contributions are having a broad impact, the EC should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. 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 reasonable 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.

## Officers who Report to the Executive Committee

### ***Division Two (STP) Representative(s) to APA Council<sup>27</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>28</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>27</sup> Refer to 2017 Bylaws, Article III Sections 1, 5, and 9 and Article VII Sections 1, 2, 6, and 7

<sup>28</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 bi-annual 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.

##### **August**

- Attend APA Council meeting held at APA convention.

##### **September**

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

##### **December**

- Write annual report and send to the Executive Director.

## **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>29</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 application process for elected positions via PsychTeacher, TOPNEWS-Online, and through other means, as appropriate.
- Using information obtained from the call for applications and such other information as the committee may gather from potential nominees, begin identifying and contacting candidates for elected positions. When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

#### **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*

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<sup>29</sup> Refer to the 2017 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



*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 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.
- on leaving office, contact the Cummings Center for the History of Psychology, sending them the name and contact information for the new Archivist/Historian, sending any remaining inactive records, and forward active records to the Archivist's/Historian's successor.

### Research Services

- upon request by STP Leadership, Committee and Task Force Chairs, and Members, provide research, answer archival inquires, 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**

The Executive Director refers issues requiring legal opinions to the APA Office of General Counsel.

### **Chair, Fund for Excellence<sup>30</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

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<sup>30</sup> Refer to the 2017 Bylaws, Article X

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 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 and Editor, *Teaching of Psychology*. Prior to the start of the term of office for the Editor, *Teaching of Psychology*, the Executive Committee should negotiate a fixed annual stipend at a level commensurate with the practice of the Editor's institution if applicable. The Executive Committee should review the stipend for the Executive Director as part of that officer's annual review.

### **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. When approving each year's budget, the Executive Committee should review and approve a dollar amount for buyouts. 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 stipend.

Positions receiving one course buyout per year are: President-elect; Treasurer,<sup>31</sup> 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, Director of Teaching Resources, 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.

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<sup>31</sup> EC Vote 2009-03-00-02

- 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>32</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 dissemination 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. 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,<sup>33</sup> 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.
  - Checking on APA membership processing and uploads to the online membership directory.
  - Assisting the Membership Chair with recruiting campaigns (e.g., distributing application forms via direct mail campaigns and to relevant psychology conferences, creating and placing advertisements, developing and distributing promotional materials such as Society buttons and brochures)
- Facilitating communication of the Society both internally and externally
  - Preparing, ordering, and distributing STP stationery, if needed.
  - Preparing an annual directory of the EC and STP committees 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.

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<sup>32</sup> 2017 Bylaws, Article IV Section 4

<sup>33</sup> 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).

- Distributing mailing lists and or email lists when appropriate to STP officers (e.g., letter from the President for 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 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.
  - Working with the President-Elect to revise the Policies and Procedures Manual to reflect all changes approved by the EC during the calendar year. Present these changes for discussion and vote during the first bi-annual Executive Committee meeting during that officer's term as President.
- 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 sending these materials to the Archivist/Historian.
    - Collaborating with the Internet Editor to maintain and update the Society's website
  - Collaborate with the Internet Editor and Director of Best Practices Programming to set up registration on the Society website and collect payments through PayPal account.
  - Establish and maintain a checking account for electronic transfer of membership payments from APS; electronic transfer of conference registrations from PayPal; electronic deposits to APA Accounting; and incidental expenses (e.g., plaques for Presidential citations, office supplies).
  - Arrange for a translator (from the American Translator Association) as necessary for the disclaimer statement in the STP Translation Policy.

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

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

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

**Approximately every two weeks:** Review applications and renewal notices processed by APS and APA.

#### ***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>34</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:**

#### **Periodic**

- Write a letter to STP members, to appear on the STP website and the newsletter.

#### **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.
- 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 DIV2LEADERSHIP listserv.
- Check with committee and task force chairs about their work.
- 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 Elections and Appointments to be sure STP members are recommended for appropriate APA committees and to be sure slate for upcoming elections is being established.
- 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 (or send a designee) to attend the meeting of the Board of Educational Affairs, to meet with APA staff in the Education Directorate, and to attend sessions for CABE and TOPSS.
- Begin planning agenda for first bi-annual EC meeting.
- Post notice on DIV2LEADERSHIP and on website when agenda books are available.

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

- Notify committee chairs that they need to write their reports for presentation at the second bi-annual 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 August/September (as needed).

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<sup>34</sup> 2017 Bylaws, Article III Section 4

**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'
- If possible, attend APS meeting on behalf of STP

**July/August**

- Ask members of EC funded to attend APA to serve as greeters for STP-sponsored APA events
- Attend APA convention and provide a leadership presence at key functions
  - Present a presidential session at APA

**September-October**

- 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.
- Prepare certificates for outgoing officers, committee chairs, etc.
- Assemble task force final reports

**November/December**

- Prepare the divisional annual report form for APA for completion in February of the year as Past President.

# Past President<sup>35</sup>

## DESCRIPTION:

The Past President serves largely as a consultant to the President and being involved in STP activities as outlined in its Bylaws. 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 on August 15 during that person's term as Past President.<sup>36</sup> The Past President's term of office is one year.

## TIMELINE/DUTIES:

### January/February

- Complete divisional annual report form for APA

### March/April

- Attend the first bi-annual meeting of the Executive Committee.

### August (and into the year following term expiration):

- Serve as chair of the Elections and Appointments Committee. This committee includes the past 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. The official term of office begins August 15 of the year of 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).

### October

- Attend the second bi-annual Executive Committee meetings and the Society's annual Business Meeting, which take place during the Annual Conference on Teaching.

### 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.
- In accordance with the Obituary Policy, monitor whether there is a need for preparing an obituary of a past president of STP for publication in *Teaching of Psychology*.

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<sup>35</sup> 2017 Bylaws, Article III Section 5

<sup>36</sup> 2017 Bylaws, Article V Section 1

# President-Elect<sup>37</sup>

## **DESCRIPTION:**

The President-Elect's primary focus is to begin preparing for the duties of the office as described above by reviewing STP Bylaws, 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/April**

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

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

- Offer to supply help and support, if needed, to the President for the upcoming second bi-annual 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
- Expect request from ToP editor for "Greetings from the President" for January issue.
- 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**

- Prepare welcome message for STP website (to go live on January 1).
- Work with the Executive Director to revise the Policies and Procedures Manual to reflect all changes approved by the EC during the calendar year. Present these changes for discussion and vote during the first bi-annual Executive Committee meeting during the term as President.

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<sup>37</sup> 2017 Bylaws, Article III Section 3

# Secretary<sup>38</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 bi-annual 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.
- Share 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/April**

- Prepare a Secretary's report for the first bi-annual 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 bi-annual EC meeting (typically March or April). 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.

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<sup>38</sup> 2017 Bylaws, Article III Section 7

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

- Prepare a Secretary's report for the second bi-annual 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 bi-annual 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.

# Treasurer<sup>39</sup>

## DESCRIPTION:

The primary duties of the treasurer are to oversee all 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, including an annual review of amounts in short-term and long-term accounts soon after the second biennial EC meeting, or when accounts are expected to be at their lowest amounts annually.
  - Coordinator EC review of performance of any investment manager/agent hired by STP.
  - Bring the IPS and report of long-term investment performance 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 Bylaws 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 arrives at APA from October 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.

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<sup>39</sup> 2017 Bylaws, Article III Section 8

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

- Options for Committee Chairs and EC members to obtaining funding.
  - If necessary, verify with Treasurer how much money is left in the appropriate budget line.
  - Spend personal funds and seek reimbursement from the Treasurer.
  - MUST submit ORIGINAL bill or invoice. Photocopies are unacceptable to APA (sound accounting practices call for originals, so that a person cannot submit the same bill to two funding sources and get paid more than the expense).
  - Expect 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 Program Chair's budget line for travel should be separate from the expenses above.



# Vice President of Diversity and International Relations<sup>40</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.

The Vice President oversees the following positions:

- Chair, Diversity Committee
- Chair, 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/March**

- Consult with the Diversity Committee to review the [Diversity Statements](#) for discussion at the first bi-annual EC meeting.
- Request reports for the first bi-annual Executive Committee meeting from committee Chairs.

### **March/April**

- Attend first bi-annual Executive Committee meeting.

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

- Request reports from committee Chairs for STP Executive Committee meeting.
- 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 applications,.
- Select committee Chairs and/or members and obtain approval from the Executive Committee.

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<sup>40</sup> 2017 Bylaws, Article III Section 6

## ***Standing Committee Chair, Diversity Committee***<sup>41</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**

- Review the [Diversity Statements](#) and provide feedback to the VP on any suggested revisions.
- 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>42</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.

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<sup>41</sup> 2017 Bylaws, Article V Section 7

<sup>42</sup> 2017 Bylaws, Article V Section 8

- 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.

## Vice President, Membership<sup>43</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.

The Vice President oversees the following positions:

- 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>44</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:**

#### **December**

- Prepare annual report and submit to the VP for distribution to the EC.

### ***Standing Committee Chair, Early Career Psychologist Committee<sup>45</sup>***

STP defines an Early Career Psychologist as a member who is within ten years of beginning teaching of psychology while not a student.<sup>46</sup>

The Early Career Psychologist (ECP) Committee is 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 qualify as an ECP in accordance with the definition above. 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 starting teaching psychology while not a student. 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

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<sup>43</sup> 2017 Bylaws, Article III Section 6

<sup>44</sup> 2017 Bylaws, Article V Section 3

<sup>45</sup> 2017 Bylaws, Article V, Section 9

<sup>46</sup> EC Vote 2017-10-19-09; reworded for clarification April 2018

shall succeed the Chair. The Vice President of Membership will serve as ex-officio member. One member of the Committee will serve as the 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 (DIV2ECP@LISTS.APA.ORG)**

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>47</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 apprises 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>47</sup> 2017 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 (see guidelines [here](#)), Facebook (see guidelines [here](#)), Twitter and LinkedIn. The committee should accept new members and make sure that postings follow STP and APA policies, particularly regarding 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" always.

## **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 (DIV2PSYCHTEACHER@LISTS.APA.ORG)**

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. Refer to the guidelines for PsychTeacher [here](#).

## **PsychTeacher Moderators (DIV2STPMODERATORS@LISTS.APA.ORG)**

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. Refer to the guidelines for PsychTeacher [here](#).

Listserv moderators will be invited annually to renew their commitments.

## ***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 Membership (December).



## Vice President, Programming<sup>48</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.

The term for each of the programming offices listed below is three years (with start- and end-dates specified in parentheses), 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.

### **STP Programming**

- Director, Annual Conference on Teaching (start: November 1; end: October 31)

### **STP Affiliated Conferences**

- Director, STP Programming at APA (start January 1; end December 31)
- Director, STP Programming at APS (start June 1; end May 31)
- Director, Regional Conference Programming (start January 1; end December 31)
- Director, STP Programming at SPSP (start January 1; end December 31)
- Coordinator, STP Programming at NITOP (start February 1; end January 31)
- Chair, G. Stanley Hall/Harry Kirke Wolfe Lecture Committee (start January 1; end December 31)
- Director, STP Programming at International Conferences (start January 1; end December 31)

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 (PTOP@LISTS.APA.ORG)**

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. The VP should consult the List Administration/owner responsibilities.<sup>49</sup>

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<sup>48</sup> 2017 Bylaws, Article III Section 6

<sup>49</sup> <http://listserve.apa.org/infopages/APARules.html>

## **STP Programming**

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

Generally held in 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. The ACT Director receives a one-course buy-out or stipend as described in the Budget section of this Manual. Additionally, when a new ACT Director is selected, this person will serve one-year term from beginning in November, the year before assuming the Directorship. This one-year shadowing period will allow the new Director to become familiar with relevant duties from the existing Director.

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 ACT conference, including but not limited to program details, registration numbers, and budget details.

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

##### **October/November**

- Send previous year's "non-member" registrants to the STP Executive Director (they are new STP members).
- Determine format of conference.<sup>1</sup> (Read previous year's conference feedback for suggestions.)
- Form a Steering Committee.<sup>2</sup>
- Develop a budget which includes anticipated expenses and income sources.<sup>3</sup>
- Invite publishers to sponsor authors for keynotes (3 spots only, including 1 SoTL speaker).<sup>4</sup>
- Invite publishers and businesses to co-sponsor conference.<sup>5</sup>
- Develop a marketing strategy.<sup>6</sup>
- Update conference website with STP web editor and the relevant Steering Committee member(s), including registration form.<sup>7</sup>

##### **December/January**

- Distribute Call for Proposals.<sup>8</sup>
- Get keynote speaker photo, title, and bio by the end of January
- Invite/follow up with co-sponsor opportunities.

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

- Begin RFP for the next year's ACT (if ACT 2019 is coming up in October, then this means ACT 2020)—21 months in advance—working with the VP of Programming and STP Executive Director. Make contractual arrangements with hotel.<sup>9</sup>
- Invite/follow up with co-sponsor opportunities.
- Make hotel reservations for yourself and keynote speakers (all billed to master account).

## **April-June**

- Proposal deadline. Steering committee completes reviews, and director notifies submitters of acceptances and rejections.<sup>10</sup>
- Director and steering committee finalize the program (June).<sup>11</sup>
- Update the conference website.
- Director advertises the conference.
- By May 1, check with Executive Committee members for hotel room needs; book rooms.
- Remind publishers and keynote speakers of the dates and times of their talks.
- Complete RFP for ACT 2 years from now (if ACT 2019 is coming up in October, then this means ACT 2020).
- Invite/follow up with co-sponsor opportunities.

## **July/August**

- Finalize hotel arrangements.<sup>12</sup>
- Set automated emails on the website as reminders in the month before the conference.
- Monitor registration numbers and order 2-pocket folders and name tags.
- Prepare a September/October to-do list (including dinners out, and intros for keynote speakers).
- Prepare Director welcome/introduction remarks.
- Invite/follow up with co-sponsor opportunities.

## **September/October**

- Double-check all onsite arrangements (including co-sponsor exhibits).
- Send hotel final numbers. Confirm final food numbers (including vegan/vegetarian).<sup>13</sup>
- Print name tags (including 25 blank ones).
- Complete copying and organization of conference packet and registration materials.<sup>14</sup>
- Stuff conference packets and mail them to hotel or local steering committee member.

## ***Superscript legend:***

### **1. Format of conference**

- Format—A 2-day program has worked very well in the past. The program should include three keynote addresses, concurrent sessions (the format as of 2017 has included sessions that last 45-minutes as well as sessions lasting 20 minutes), and a poster session (which can be combined with a social hour), and a “live from” session during the Saturday lunch (the “live from” sessions may not continue in perpetuity). Additionally, the SoTL Workshop has run concurrently with ACT for at least the previous few years, and will continue to do so (they will also need a projector and screen—consult with the Workshop Director). Because many faculty members attending conferences often prefer not to cancel class, starting on a Friday morning around 8:00 a.m. seems popular. End the conference mid-day on Saturday so people can travel home Saturday afternoon or evening.
  - There is a goal to increase SoTL session at ACT. In order to do so, we have included a “SoTL Showcase” during the poster session with the previous year’s SoTL workshop members. Additionally, we are looking to have 1 invited speaker be a SoTL researcher.
  - Symposia can be either can be sole-author or multiple author presentations.

- Implement more events that could include student presenters.
- Friday “Lunch&Learn” sessions increase interaction opportunities early in the conference.
- Conference Dates—When selecting conference dates, carefully consider the following factors: potential conflicts with other professional meetings that our audience may attend (NECTOP is scheduled around the same time—continue working with the New England Psychological Association to avoid conflicts), holidays and religious observances (e.g., religious holy days), likely campus break periods (e.g., 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.

## 2. Steering Committee

- No more than 3-5 people in order to manage communication.
- Beginning with ACT 2017, the Steering Committee has a plan to be comprised of up to 2 Coordinators of Conference Site and Conference Materials, up to 2 Coordinators of Marketing and Recruitment, and a Coordinator of Audio/Video, Web Content, and IT
- Beyond the items listed on the timeline, other major responsibilities include:
  - Assist in developing call for proposals.
  - Review of 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. ACT registration can be waived. See the STP ACT Prospectus for co-sponsorship opportunities. Beginning in 2017, there is also a goal to have a prominent SoTL researcher be a keynote speaker.
  - Collect information from potential publishers and vendors who may attend ACT.
  - Assist in developing final program of sessions.
  - Attend the conference and assist in onsite hosting.
  - Introduce conference keynote speakers.

*Note: Steering Committee members are given free registration to ACT.*

## 3. Budget

The Director should discuss budgetary concerns with the VP of Programming and the Executive Director. You should take into account both expenses and income.

- Expenses
  - Hotel costs (food, A/V equipment, etc.).
  - Cost for renting poster display boards (most hotels do not provide these boards so you’ll need to find an independent vendor).
  - Keynote speakers’ travel expenses. Whenever possible, try to get a publisher to sponsor a speaker.
  - Costs for printing materials (e.g., final onsite conference materials). Many materials can now be distributed electronically (e.g., the call for proposals).
  - Name tag holders and SWAG.
  - Shipping costs (for shipping conference materials to hotel).
- Income
  - Exhibit fee/funds from publishers, software companies and other vendors.
  - Participant registration fees.
  - Grants from foundations or professional organizations.

#### **4. Keynote speakers**

ACT typically has three keynote speakers (two on Friday and one on Saturday). If possible, try to recruit keynote speakers who are well-known (e.g., authors of introductory psychology textbooks, leaders in the Society for the Teaching of Psychology), but not overexposed at STP events. Publishers are often willing to cover the travel expenses of their authors so be sure to ask them. Additionally, as of 2017, we should attempt to get at least one prominent SoTL researcher.

Keynote speakers who are not sponsored by publishers should book and pay for their own airfare (and any other travel arrangements). After the conference, keynotes should complete a Travel Reimbursement Form and mail it, along with original receipts, to the STP Treasurer. You should reserve speakers' hotel rooms for them; these rooms will be billed to the master account.

As soon as you've identified the keynote speakers, ask each of them for a photo, bio, and title (get this by the end of January). Post all of this information on the website as soon as it's available.

Travel budget applies for the Conference Director, as well as invited speakers. This is for travel: flight, hotel, food, and transportation to and from airport (or mileage to conference). Also, according to Aaron "typically not registration—but can be."

#### **5. Co-Sponsorships (see also the STP ACT Prospectus, saved in the Dropbox folder)**

Publishers (or other organizations such as software companies) can co-sponsor the conference, sponsor an event such as a coffee break, and/or display their products. The STP ACT Prospectus in the Dropbox folder has full details. Full Co-sponsors should be listed on the conference website and in the conference packet, and thanked publicly at the beginning of the conference. You should also ask if they want to include any brochures or other materials in the conference packet. To keep things organized, the current ACT Director, Jordan Troisi, is working to determine the best way to track payment, registration, meals, nametags, and other information for conference co-sponsors (this will be updated soon).

One of the cheapest ways for publishers to participate in the conference is to exhibit books or other products. Publishing reps who attend the conference should register for the conference and choose the *exhibitor* registration category. You should ask the hotel for one 6-foot table and a power strip for each exhibitor.

The ACT Director should set in place policies for what to allow co-sponsors. Because co-sponsors are often for-profit entities, they may request additional considerations beyond what is allowed in the ACT Prospectus. It would behoove the ACT Director to establish policies then stick by them. For example, co-sponsors often want to contact the participants before the conference. However, I (Jordan Troisi) would recommend that all email messages go through the ACT Director, so that no badgering of the conference participants occurs.

#### **6. 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 (e.g., Div2PsychTeacher, TIPS, TOPSS, and PTATCC). 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.
- Contact nearby regional APA directors to announce/recruit.
- Contact nearby colleges and high schools to announce/recruit.
- Info sent to conference registrants (and STP members?) through Wild Apricot.
- Info sent to past ACT participants.
- Postcards in ToP announcing ACT.
- Email publishers and vendors (Coordinator of Marketing and Recruitment, Conference Director), especially those with speakers at ACT.
- Noba, Cog Lab, Research Software.

## 7. Website

Shortly after one conference ends, you should update the conference website with the dates and location of the next year's conference – and a statement about when the Call for Proposals will be sent out.

The website should include information on each of the following:

- Keynote speakers (photos, bios, title for talks)
- Call for proposals
- Registration information – you will also need to create a registration form in Wild Apricot that includes detailed information about each registrant. You can copy the registration form for the previous year and edit as needed. The registration form should also address any special accommodation requests for individuals who require assistance under the Americans with Disabilities Act for participation in this conference. Finally, be sure to include space for special dietary requests.
- Final program/conference schedule, symposium abstracts, and list of posters.
- Hotel information. Be sure to include the room rate, deadline for making reservations, and link to website.
- Travel information. Include a few suggestions for travel from the airport to the conference hotel. Also include information about when conference-goers should fly in and fly out, so that they don't miss components of the conference.
- Director's contact information.

## 8. Call for Proposals

The Call for Proposals should clearly indicate the type and focus of proposals you are soliciting. Recently, the conference program has included symposia (45-minutes, 20-minutes), poster presentations (including a new initiative in 2017 to have a “SoTL Showcase” portion of the poster session), and “Live from <site of conference>” presentations (i.e., 5-minute presentations that showcase a favorite teaching demonstration or activity by one author). Symposia can be sole-author, or multiple authors (as can all other presentation types). The call should be made public at least 90 days before the stated deadline for submissions.

- The call should clearly indicate the type and focus of proposals you are soliciting. Poster sessions have the advantage of allowing potential attendees to get travel money.

- Clearly state the format and length for proposals. In the recent past, we have asked for a 350-word summary of the proposed presentation and, for symposium submissions, a 100-word abstract. The short abstracts of accepted symposia should be included in the conference packet to help participants decide which sessions to attend.
- Currently, participants to submit proposals electronically (e.g., through Qualtrics). Be sure to ask for detailed information you will need for planning purposes (presenter names, institutional affiliations, submission title, etc.). Also, set an automated email follow up when people submit for the conference.
- You may want to address items you will not provide (e.g., computers and other types of presentation equipment).
- You should distribute it electronically – on the website, on electronic discussions lists (e.g., Div2PsychTeacher), and to email lists.
- The call from ACT 2016 and ACT 2017 are available in the conference Dropbox folder.

### **9. Location and dates of conference**

STP's Executive Committee (EC) recently decided to move the conference around the country. Lorraine Grogan ([lorraine.grogan@conferencedirect.com](mailto:lorraine.grogan@conferencedirect.com)) can help develop an RFP, distribute it to sites, and negotiate with hotels. She works for an external service, comes highly recommended from many psychology conferences, and earns a commission from the hotel site (not STP). Paula Aviles ([paviles@apa.org](mailto:paviles@apa.org)) from APA's Division Services Office should be able to assist with legal clearance for an RFP.

Selecting a conference site requires many steps (requiring about 3-4 months), and in the process, the ACT Director will provide status reports to the VP of Programming and Executive Director at important points in the process (e.g., when the RFP is sent out to potential sites, when the Director and the Steering Committee plans to make their recommendation). The VP of programming will relay these reports to the Executive Committee. Follow these steps to determine a conference site:

1. The ACT Director should work with Lorraine Grogan to construct an RFP for potential sites in the regions of interest in February (see previous RFPs in Dropbox).
2. Once the RFP is constructed, APA Legal should review it to be sure that it is acceptable. (Current contact at APA: Paula Aviles, [paviles@apa.org](mailto:paviles@apa.org))
3. Once the RFP has been approved by APA Legal, Lorraine Grogan will send it to hotels and to the Central Visitors Bureaus (CVBs) of 2-3 candidate sites discussed by the Executive Committee, the Executive Director, the Vice President of Programming, and the ACT Director.
4. Lorraine will create a comparison of all the site offers. Then the ACT Director and/or ACT Steering Committee will pick their top 2 sites, and Lorraine will negotiate with these sites to find the best deals they can offer.
5. The ACT Director and/or ACT Steering committee will make a recommendation with rankings of the two sites to the Vice President of Programing and the Executive Director.
6. The Vice President of Programing and the Executive Director will review the recommendations and bring them to the Executive Committee for feedback on the final decision. The Vice President of Programing will inform the Director and Steering Committee of the Executive Committee's decision.
7. The ACT Director should solicit a specific contract with the hotel, with the assistance of Lorraine Grogan.

8. Once the contract is received from the hotel, discuss it with the Vice President of Programming.
9. Negotiate any changes needed to the contract.
10. Once a satisfactory contract is constructed by the hotel, submit the contract to review from APA Legal.
11. Once APA Legal has approved the contract, have the contract signed by the STP Executive Director or Treasurer.

When negotiating with hotels, keep the following in mind:

- Hotels want our business. We are doing them a favor and should take advantage of this and ask for perks (complimentary rooms, free hospitality suite, free drinks at the social hour, etc.).
- Check on AV costs, and the option of having poster boards for the poster session provided by the hotel.
- 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. With sales of rooms and catering, the hotel generally offers meeting space for free. (Note, in recent years ACT has had no trouble at all filling the room night requirement. We have often had to extend the room block to meet our conference attendee requests.)
- 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.
  - 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.
- Carefully read the penalty clauses associated with failing to meet room-night commitments, food and beverage minimum, and cancellation, and ask for changes as needed before signing

## **10. Proposal review**

The Director and steering committee members should use a rubric to evaluate all proposals. A past rubric is available in the conference Dropbox folder. 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 to poster presentation where appropriate.

## **11. Final program and advertising**

Programming session times—When designing the final schedule, try to arrange sessions so that there are 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.

## **12. Finalizing hotel arrangements (space and equipment and prepare final to-do list)**



About 90 days before the conference, contact the hotel's conference manager and go over, in detail, the conference arrangements. Make sure that the rooms designated on the hotel contract will accommodate your needs. Sometimes, you'll discover that you need to add or change rooms. Also discuss your A/V needs and make menu selections (including for those with dietary restrictions). Some hotels don't require you to make menu selections until 30 days prior.

### **13. Final numbers**

About one week before the conference, the hotel will expect your final head count. Some hotels will allow you give a different count for each meal. It is extremely unlikely that everyone who registered for the conference will attend all meals, so it's OK to give final counts that are lower than the number of people who registered for the conference (though be sure there are enough chairs in the rooms of interest, even if there are somewhat fewer meals numbers than the full number of conference registrants).

### **14. 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
  - Call for nominations of subsequent year STP Teaching Awards
  - Final schedule with locations
  - Map of hotel, especially if meeting rooms are not clustered together
  - Session summaries/abstracts
  - List of posters to be presented
  - "Live from <site of conference>" descriptions
  - Lunch&Learn table tents
  - Name tags and holders (bring at least 20 blanks)
  - Save the date cards for the next year's ACT
  - Letters acknowledging conference attendance (about 10)

## **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 reasonable travel reimbursement to attend the convention. 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.

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 reimburses reasonable travel funding for the 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 reasonable travel costs for the preconference speaker. STP is billed separately for AV costs.

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>50</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 reports on behalf of Chairs of Diversity and/or International Relations Committees.

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<sup>50</sup> 2017 Bylaws, Article III Section 6

- 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 applications.
- 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 applications 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>51</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 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

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<sup>51</sup> 2017 Bylaws, Article V Section 4

APA Membership Committee, and receive the application forms for the upcoming review cycle. The new Fellows Chair assumes responsibility after the APA convention. When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

### **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 applications.

### **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 applications 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>52</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.

When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

### **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

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<sup>52</sup> 2017 Bylaws, Article V Section 6

## **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
- 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 applications 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) When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.
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 applications 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 APPLICATIONS: 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 reasonable travel grant. STP is seeking applications 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.
- When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.
- 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. STP defines an Early Career Psychologist as a member who is within ten years of beginning teaching of psychology while not a student.<sup>53</sup> Approximately 10-12 grants are funded annually.

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<sup>53</sup> EC Vote 2017-10-19-09, Revision April 2018

## 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 reasonable travel funds.

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 funds for this committee 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 bi-annual 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 for reasonable travel costs. To be eligible for funding, applicants must be a member of the Society for the Teaching of Psychology (STP).

## Vice President, Resources<sup>54</sup>

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 of Teaching Resources
  - Editor, Best Practices in Teaching and Learning
  - Editor, Project Syllabus
  - Editor, Teaching of Psychology Idea eXchange (ToPIX)
  - Editor, "Today in the History of Psychology"
  - Editor, Psychology in Communities Wiki
- Director of Publications
  - Editor, *Teaching of Psychology*
    - Associate Editors
    - Section Editors
      - Methods and Techniques Editor
      - The Generalist's Corner Editor
  - Editor, E-books
  - Editor(s), E-xcellence in Teaching
  - Editor, STP Book Notes
- Director, Department Consulting Services
- Director, Professional Development Mentoring Network
- Internet Editor
  - Associate Internet Editor

### ***Director of Teaching Resources<sup>55</sup>***

The Director of Teaching Resources oversees the Society's teaching materials, resources, and services. The 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 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 Director will begin the term of office on January 1.

#### **DESCRIPTION:**

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<sup>54</sup> The Executive Committee voted to restructure this unit: EC Vote 2017-10-19-03

<sup>55</sup> 2017 Bylaws, Article IV Section 3. The Executive Committee voted to suspend the bylaws and rename this office: EC Vote 2017-10-19-02. A first reading of the bylaws change occurred at the 2017 Business Meeting; a second reading and vote is scheduled for the 2018 Business Meeting.

The Director of Teaching Resources has the primary responsibility to oversee all teaching resources divisions and their respective editors:

- Editor, Best Practices in Teaching and Learning
- Editor, Project Syllabus
- Editor, Teaching of Psychology Idea eXchange (ToPIX)
- Editor, “Today in the History of Psychology”
- Editor, Psychology in Communities Wiki

The Director’s responsibilities include assisting the VP for Resources in selecting Editors for these areas, and assisting the Editors in fulfilling their responsibilities. The Director of Teaching Resources will also collect mid-term and annual reports from the Editors, and include them in their annual and mid-term reports for this area to the VP for Resources.

The Director may also provide updates about each area (e.g., announcing new materials, posting position announcements, etc.) through the Society’s newsletter (normally, the Director writes a column for each edition), ToPNEWS-Online, the PSYCHTEACHER listserv, conference presentations, and other venues, as appropriate.

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

- Oversee the five teaching resources areas
  - Best Practices in Teaching and Learning;
  - Project Syllabus;
  - Teaching of Psychology Idea eXchange – ToPIX;
  - Today in the History of Psychology; and
  - Psychology in Communities.
- Assist in the selection of Editors for the five teaching resources areas;
- Assist Editors in learning and fulfilling their responsibilities;
- Provide updates on the teaching resources areas to the membership through the usual channels, as appropriate;
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list, Facebook group, and Twitter discussions (ongoing).
- Annual and mid-year reports to VP for Resources (December)

#### **Editor, Best Practices in Teaching and Learning**

##### **DESCRIPTION:**

The Editor has primary responsibility for the development and publicizing of Best Practices 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. Best Practices resources are peer-reviewed.

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 Editor 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.

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

- Solicitation of appropriate materials related to various aspects of the teaching of psychology in various forums, including the PsychTeacher listserv and the ToP newsletter (ongoing).
- Receipt and coordination of the review of materials.
- Solicitation and coordination of an appropriate panel of peer reviewers.
- Education about the available materials 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).
- Midyear and annual report to the Director of Teaching Resources (December)

## **Editor, Project Syllabus**

### **DESCRIPTION:**

The Editor 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 the Director of Teaching Resources (December)

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

### **DESCRIPTION:**

The Editor 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 the Director of Teaching 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.” The Editor serves a three-year, renewable term. 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.

### **Editor, Psychology in Communities Wiki**

The Psychology in Communities Wiki is a collection of materials designed to encourage and assist psychological science instructors in sharing psychological science with the media, colleagues in other fields, members of various local and national organizations, and the general public. It was created in 2016, in order to fulfill the mission of then STP President Janie Wilson’s Task Force on Psychology in the Communities.

The Editor is responsible for updating the database of materials on the Wiki. Ongoing tasks include:

- Maintaining the Psychology in Communities wiki;
- Soliciting new materials for the wiki, as appropriate;
- Editing material on the wiki for timeliness, appropriateness, and placement;
- Publicizing the wiki and its contents to the membership using the usual and appropriate channels; and
- Annual and mid-year reports to VP for Resources (December)

**TIMELINE/DUTIES:**

- Seek out and respond to requests for additions, deletions, and corrections.
- 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.

### **Director of Publications**

The Director of Publications oversees the Society's main publishing efforts. The Director is chosen by the VP for Resources and appointed by the EC. The Director will serve for a term of five years and is eligible for reappointment upon the recommendation of the VP for Resources and the approval of the Executive Committee. Ordinarily the Director of Publications 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 Director of Publications will begin the term of office on January 1.

**DESCRIPTION:**

The Director of Publications has primary responsibility to oversee STP’s publications:

- The journal *Teaching of Psychology*;

- The *E-xcellence in Teaching* essay/blog/e-book series;
- STP e-book publications; and
- STP Book Notes.

The Director’s responsibilities include assisting the VP for Resources in selecting Editors for these areas, and assisting the Editors in fulfilling their responsibilities. The Director of Publications will also collect mid-term and annual reports from the Editors, and include them in their annual and mid-term reports for this area to the VP for Resources.

The Director may also provide updates about each area (e.g., announcing new publications, posting position announcements, etc.) through the Society’s newsletter (normally, the Director writes a column for each edition), ToPNEWS-Online, the PSYCHTEACHER listserv, conference presentations, and other venues, as appropriate.

**TIMELINE/DUTIES:**

- Assist in the selection of Editors for the four publication areas;
- Assist Editors in learning and fulfilling their responsibilities;
- Provide updates on the publication areas to the membership through the usual channels, as appropriate;
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing); and
- Annual and mid-year reports to VP for Resources (December)

**Editor, Teaching of Psychology<sup>56</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).
- 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).

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

**Associate Editors**

**TIMELINE/DUTIES:**

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<sup>56</sup> 2017 Bylaws, Article IV Section 1

- 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.

### **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, STP Book Notes**

### **DESCRIPTION:**

The Editor is responsible for maintaining two resources:

- a list of books by STP members, and
- a set of reviews of books about the teaching of psychology.

The Editor is responsible for formatting and layout of accepted materials, and communication with the Internet Editor and/or Associate Internet Editor regarding posting resources. Because we are trying to encourage excellence in the teaching of psychology, we will only publish reviews of works that receive positive reviews.

### **TIMELINE/DUTIES:**

- Maintain a list of books published by STP members.
- Appoint and coordinate an appropriate panel of peer reviewers.
- Solicit, receive and coordinate reviews of books about the teaching of psychology from the panel of peer reviewers.
- Publicize the available lists and reviews 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).
- Midyear and annual reports to Publications Director

## **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>57</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.

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<sup>57</sup> 2017 Bylaws, Article IV Section 2

- The IE serves as primary editorial consultant to Director of Teaching Resources for matters involving copyright and other technical standards. However, the Associate Internet Editor IE is normally included in conversations regarding matters which the Director of Teaching Resources 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*.

- 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).

# Diversity Statements

Approved by the STP Executive Committee, October 19, 2017

## ***Calls for Applications***

All calls for applications for STP's open positions, grants, recognitions, awards, etc. shall include the following statement:

“STP encourages applications from colleagues who are from underrepresented groups and have diverse backgrounds and experiences.”

## ***Instructions to Review Committees***

Members of STP's review committees shall receive the following instructions:

“As you consider potential nominees whose contributions are having a broad impact, STP strongly encourages you to consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.”

# 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 on STP’s [Teaching Resources](#) or [Project Syllabus](#) websites, 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 on STP’s [Teaching Resources](#) and [Project Syllabus](#) websites (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).”

**Arabic:**

من الجمعية السيكولوجية الأمريكية. Deivision 2 تمت ترجمة المورد التالي من الأصل باللغة الإنجليزية إلى اللغة العربية بإذن من الجمعية السيكولوجية الأمريكية. Deivision 2 دقة الترجمة ولا تعتبر هذه الترجمة مطبوعة رسمية من Deivision 2 لا يضمن من الجمعية السيكولوجية الأمريكية يرجى إرسال بريد Deivision 2 للاستفسار بخصوص هذا المورد أو أي مطبوعات أخرى من [stp@teachpsych.org](mailto:stp@teachpsych.org) الإلكتروني إلى

**Dutch:**

De volgende, oorspronkelijk in het Engels opgestelde informatie is met toestemming van Divisie 2 van de American Psychological Association in het Nederlands vertaald. Divisie 2 biedt geen garantie omtrent de juistheid van de vertaling, en de vertaling is geen officiële publicatie van Divisie 2 van de American Psychological Association. Mocht u vragen hebben over deze informatie of andere publicaties van Divisie 2 van de American Psychological Association, stuur dan een e-mail naar [stp@teachpsych.org](mailto:stp@teachpsych.org).

**French:**

La ressource suivante a été traduite du texte original en anglais vers le français avec la permission de la Division 2 de l'Association américaine de psychologie. La Division 2 ne garantit pas l'exactitude de la traduction qui n'est pas un produit officiel de la Division 2 de l'Association américaine de psychologie. Pour tout renseignement concernant cette ressource ou toute autre publication de la Division 2 de l'Association américaine de psychologie, veuillez envoyer un courriel à [stp@teachpsych.org](mailto:stp@teachpsych.org).

**Spanish:**

La siguiente fuente de información ha sido traducida del inglés al español con el permiso de la División 2 de la Asociación Americana de Psicología. La División 2 no garantiza la exactitud de la traducción y la traducción no es un producto oficial de la División 2 de la Asociación Americana de Psicología. Para cualquier pregunta relacionada esta fuente de información o cualquier otra publicación de la División 2 de la Asociación Americana de Psicología, por favor envíe un correo electrónico a [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.

# Copyright, Privacy, and Legal Notices and Disclaimers for the teachpsych.org Domain<sup>58</sup>

## ***Copyright Policy***

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## ***Privacy Policy***

Some browsers may be concerned about how this site treats their privacy. The principles and policies below respond to these concerns:

1. Browsers should understand that every single transaction over the World Wide Web involves an exchange of information. What happens when you ask for a web page, any web page? Your computer's browser (Netscape, Microsoft Internet Explorer, etc.) sends notice to the remote server you are contacting about (1) the server it is using (its IP address) and (2) the type of browser which is making the contact including the version number, system (PC or Mac), ability to use Java or Javascript, and a few other obscure pieces of data. In a sense, every use of the WWW always communicates some information and no use of the WWW is utterly private.
2. This site gathers usage statistics for many pages on the teachpsych.org server. We do this in order to get a better sense of how we are serving teachers of psychology and to identify areas of particular interest by browsers.
3. The site analyzer software uses "cookies" to keep track of individual users who return to the site for renewed visits. A "cookie" is a small file which is put into the "cookie" folder of your browser. It usually contains both an identification number and an expiration date. It can be accessed only by the Internet site which placed it there. The identification number allows our site analyzer to recognize that your computer has accessed this site previously. It gives us summary statistics of total versus unique visitors to our pages. However, the site analyzer cannot learn anything else about your computer and its contents. Cookies are widely used by almost all commercial and other service organizations on the Net (e.g., the New York Times and the American Psychological Association use "cookies" to recognize returning registered users.). You may choose to reject a "cookie" and the Preferences menu of your browser permits you to reject and/or delete cookies permanently or on a case-by-case basis.

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<sup>58</sup> These policies appear on the STP website: <http://teachpsych.org/page-1588382>



4. The site analysis software does identify individual IP addresses. For most users on college, university, or commercial internet provider systems, IP addresses are dynamically changing all the time as the system allocates resources among users minute-by-minute. Hence, for almost all users, we are able to identify only the school or commercial internet service provider who contacted us, not the individual computer which made the contact.
5. Maintenance of this site is time consuming and there is absolutely no reason for us to be interested in which individuals may be accessing our resources. Hence, we maintain no records about even that small number of individual IP addresses which theoretically might identify individual users via the site analyzer.
6. Since we cannot (and do not wish to) maintain records of individual users of this site, it is also true that we have nothing to share with any other organization about who is visiting us. There are no lists of users to sell.
7. If you have any questions about your privacy on this site, please feel free to contact the STP Internet Editor.

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Inclusion of materials online at this web site does not thereby constitute an official endorsement of those materials by the American Psychological Association (APA) and should not be represented in any fashion whether direct or indirect which states or implies such an endorsement.

## **Site Hosting**

Support for site hosting is provided by the APA Education Directorate.

# DIV2TEACHPSYCH Listserv Content Guidelines and Rules<sup>59</sup>

DIV2PSYCHTEACHER is a moderated discussion list for teachers of psychology at all levels of education that is owned and operated by the Society for the Teaching of Psychology (the American Psychological Association hosts the list). All messages posted to the list are reviewed and approved by one of the Society's moderators prior to being distributed to the entire list membership. Like the editor of a newspaper or journal, moderators will have the prerogative to reject complete posts as being outside the scope of the list or ask posters to edit a message so that it fits the list's stated guidelines and rules. If the message is consistent with the list guidelines and rules (see below), it will immediately be forwarded to the list.

Several times during the academic year, an invited guest article on a topic related to the teaching of psychology will be posted to the list. List members are encouraged to respond to the article and the author is encouraged to post a summary of the responses.

Messages that are more general or personal in nature should be avoided. Some appropriate topics for the list may include: (a) requests for or suggested ideas for teaching specific course or content material (e.g., demos that work, resource material, answers to student questions, lecture ideas or resources, etc.); (b) discussion of general instructional issues that cross over different courses (e.g., handling academic dishonesty, make-up exams, using technology to teach, research using the WWW, etc.); (c) discussion of issues not directly related to classroom instruction, but closely tied to teaching in general (e.g., advising students on career options); (d) announcements of interest to the group and directly related to teaching (e.g., TV programs, teaching conferences or workshops); (e) specific requests for help or information to assist in teaching a course or topic (e.g., references on a topic, where you can find a video or equipment, etc.).

## General List Rules

If you break these rules, the moderator will not forward your post to the list members. Repeated violations may result in your being unsubscribed because the rules govern the very heart of our arrangements with our service provider --- or any other service provider for Internet.

1. Do not use this discussion list for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws, fair use provisions of copyright law, or violation of criminal laws.
2. Do not intentionally interfere with or disrupt other list participants, network services, or network equipment. This includes distribution of unsolicited advertisements or chain letters, propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the discussion list.
3. Do not use the list for commercial purposes. "Commercial" as used for purposes of evaluating posted 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 list members to purchase products or services. Examples of messages that may

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<sup>59</sup> These guidelines and rules appear on the STP Website: <http://teachpsych.org/page-1565222>

be of benefit to list members include job listings or position openings, the discussion of professionally-related products or services where the list member posting the information is not in the business of selling the products or services, and announcements that provide useful professional information to list members but may also have some incidental commercial benefit to the sender (e.g., announcements of teaching conferences or workshops or 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).

4. "Spamming" is a network term invented to describe the act of cross-posting the same message to as many newsgroups and/or mailing lists as possible, whether or not the message is germane to the stated topic of the newsgroups or mailing lists that are being targeted. Spamming by list members is unacceptable. Perhaps the best policy an individual subscriber can adopt toward spammers is simply to ignore them and allow list owners and moderators to take care of the problem.

5. Do not use this forum for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office. The Federal law providing for the American Psychological Association's tax exempt status absolutely forbids the use of APA resources or facilities, including this forum, in any way that would even appear to support or oppose such a political candidate.

DIV2PSYCHTEACHER does not post messages or discussions dealing with elections or candidates for office in professional organizations such as APA, APS, STP, regional associations, etc.

6. Intentional insults and personal criticism directed at an individual (often referred to as "flaming") will not be tolerated. Rebuttals to another person's opinions or beliefs should always be made in a rational, logical and mature manner, whether they are made publicly or privately. What is a flame can range from the obvious (ranting and raving, abusive comments, etc.) to the not-so-obvious (e.g., comments about how many "newbies" seem to be on the list these days). Subscribers should refrain from abusive or derogatory language.

7. Because the Internet is international, it is important for list members to recognize and accept cultural and linguistic differences. Not all list members may understand and use English well. For example, the use of slang and idioms may be misunderstood.

8. All messages must have a subject line that is descriptive of the content. Please maintain the same subject line used by the original poster in your replies by responding to messages with the "Reply TO:" function of your email program unless the reply is intended to significantly change the direction of a discussion.

9. All messages should be signed with your name and email address in order to allow fellow list members to contact you privately.

10. If you wish to reply to a message that has been posted to the list, please be aware of where your reply is going before sending it. You may check this by looking at the address in the TO: line of your reply. The default "reply to" option for messages is to go back to the list itself. If you wish to make a personal or private reply to a message, be sure it is his or her address in the TO: line before sending it. Avoid sending a personal reply to the entire list!

11. List members should avoid sending attachments with a message. Because of the variability in email program capabilities, many subscribers are unable to access an attachment and feel left

out. In addition, many subscribers use the digest option, which does not process attachments. Whenever possible, include the content within a message or provide a link to the referenced content.

12. In order to avoid lengthy message threads, list members should delete all of the message to which they are replying including the bottom banner and just include relevant quotes to set context, if necessary.

13. Because people often respond to a message posted on the list directly to the person who originally posted the message on the list, other interested participants on DIV2PSYCHTEACHER do not get to see relevant responses. Therefore, the original poster is encouraged to share a summary of relevant messages with the entire list. The summary should include verbatim copies you received directly along with the name of the person who sent you the post in order to give appropriate credit. Because these individual emails may become public in a summary, the sender should request that it be kept confidential if he or she wishes this to be the case.

# Facebook Group Guidelines

Prepared by the Membership Communication Committee, March 7, 2018

**Contact Chair:** [socialmedia@teachpsych.org](mailto:socialmedia@teachpsych.org)

**APA Social Media Policy:** <http://www.apa.org/about/social-media-policy.aspx>

**APA Commercial Use Policy:** <http://www.apa.org/about/commercial-use.aspx>

**Division of Labor:** Current practice is to attend to tasks as they arise, with no specific shifts or responsibilities. If questions arise, confer with committee members over email or FB message before taking action. Notify committee members if you will be away from email for an extended amount of time.

## Tasks

- A. *Approve new members.*** Current practice is to approve all members.
- a. Investigate: Is there a way to weed out or minimize spam accounts?
  - b. Note: Previous practice was to evaluate join requests, but former moderators indicated it was difficult to make judgments about who “belongs.” Therefore, the group is public but individual posts undergo more scrutiny.
- B. *Approve or reject pending posts.***
- a. Appropriate posts (guidance)
    - i. General preference for posts relevant to teaching, teaching of psychology, or STP
      1. Use your best judgment
        - a. Evaluate quality of source
        - b. Framing matters - e.g., a link posted without context might be rejected, but a link posted with a description of why it might be useful to a specific teaching objective might be accepted
      2. Note: Approving a post does not imply endorsement by STP; it simply indicates that the rules have not been violated.
    - ii. Job openings
  - b. Inappropriate posts (guidance)
    - i. Irrelevance/inappropriateness of content, spammy source
    - ii. APA Social Media Policy (highlights)
      1. Recruitment for research participants
      2. Violation of intellectual property and copyrights (e.g., sharing copyrighted resources)
      3. Endorsements of candidates for elected positions for APA or other professional or governmental organizations
      4. Political statements affecting tax exemption
      5. Defamation or libel
    - iii. Commercial posts advertising products (e.g., books) with links to purchase (See APA Commercial Use Policy)
      1. One time announcement of available resource with no link to purchase is okay
      2. Personal blogs, videos, and articles are okay; concerns are limited to where financial gain is concerned
    - iv. Foreign language posts that cannot be translated

- v. Events/conferences/programs that are both international and tangential to the objectives of the group
- vi. Requests from students for advice or mentoring
- vii. If post is rejected, message poster with a note indicating why the post doesn't meet criteria.

1. **Sample Text:** Hello, I'm a moderator for the Society for Teaching of Psychology group. Thanks for your interest in our group! However, we're unable to approve your most recent post about \_\_\_\_\_, because it is \_\_\_\_\_. Posts to our group should be limited to topics of interest and/or relevance to psychology educators, typically about psychological research or teaching tips. Please consider these conditions before posting in the future. Thanks!

2. On second rejected post, you may include a warning such as "We appreciate your interest to our group, but we will remove you if you make one more post that does not meet the guidelines."

a. Potential action: Record these instances in a shared spreadsheet so we can track repeat offenders?

3. Block poster after stated number of rejected posts.

4. **Other sample messages for specific situations**

- a. **International events that are broadly about counseling or psychology, not APA-sponsored:** Hello, I am a moderator for the STP facebook group. As a North American-centric organization of high school and university psychology teachers, we do not typically approve posts of events that are both international and so tangential to the goals of the group, especially without additional comments from the author about why we may be interested. Thank you for your understanding and your interest in our group
- b. **Personal blogs or YouTube channels that are just general descriptions of psych concepts (often not from other psychology educators or reputable sources):** Hello, I am a moderator for the STP facebook group. We typically do not approve personal blogs without additional commentary, advice, or recommendations that would be relevant to teachers of psychology. Thank you for your understanding and your interest in the group.
- c. **Requests from students for mentoring/advice:** Hi, I am a moderator for the Society for Teaching Psychology FB group. I cannot allow your post requesting advising, because this is inconsistent with our topic rules (the goal of the group is to be a community of teachers, talking about the teaching of psychology). However, the other moderators and I considered your request, and our best advice is to set up an informational interview with someone (perhaps someone you know from university or from your job) who has the job you want, and ask them for advice on their path. You may discover that the PhD itself is not necessary for what you truly want to do - focus on the goal, then figure out the path. We also urge caution about looking for an "expedient" process - not much about the PhD process is expedient, with most taking 5-6 years (not counting internships), and rushing it is not good for anyone involved. We wish you the best of luck.

### **C. Monitor posts/comments**

- a. Comment with useful resources from teachpsych.org, when appropriate
- b. Monitor tone of heated discussions, with the option of turning off comments for a specific post

### **D. Post official STP/APA business (Admin responsibility)**

## Obituary Policy<sup>60</sup>

All past presidents of STP will qualify for an obituary citation in the journal, *Teaching of Psychology*. The Past President will be tasked with checking the roster of past presidents, identifying whether any are recently deceased, and recommending author(s) of the obituary. An obituary length of 800-1200 words is recommended.

The selection of other individuals for obituary citations is at the discretion of the Editor of *Teaching of Psychology* and the Division Two Executive Committee.

Individuals who do not qualify for an obituary citation in *Teaching of Psychology* may still be mentioned in the newsletter provided that the individuals are members of the Division at the time of their death. Members of STP should be encouraged to supply such information.

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<sup>60</sup> This policy was initially approved by the Executive Committee on August 17, 1991. The text was modified on May 8, 2018 to align the policy with current practices for publishing *Teaching of Psychology*.