



Society for the Teaching of Psychology (STP)

Call for Director of STP Programming at SPSP's Teaching Preconference

Applications are currently being accepted for the next Director of STP Programming at SPSP. We are seeking an organized, enthusiastic, and motivated individual to direct all planning and implementation of programming at the STP Teaching Preconference at the annual convention for the Society for Personality and Social Psychology.

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

RESPONSIBILITIES AND TIMELINE: The primary responsibility of the Director is to coordinate all aspects of the preconference, including submitting an annual application to SPSP to hold the preconference ; soliciting, obtaining and coordinating invited speakers and submissions for presentations from attendees; and organizing the event on the day of the preconference. The incoming coordinator will train for approximately one year (beginning in March 2020) under the mentorship of the current director (Neil Lutsky), then continue to serve the remainder of the 3-year term to expire at the end of the 2023 STP-SPSP Preconference.

Candidates must be able recruit conference speakers, must have good organizational skills so that important tasks are completed on time, must be comfortable speaking to large audiences when making conference announcements and introducing STP speakers, and must be willing to travel to each annual SPSP convention. (The 2021 STP Preconference take place on February 11 in Austin, TX; 2022 STP Preconference will be held on February 17 in San Francisco, CA, and the 2023 STP Preconference will take place on February 23 in Atlanta, GA) Candidates must also be members of STP. Nominations and self-nominations are welcome.

SUPPORT: The Director receives reasonable travel expenses to the SPSP conference annually and a one-time course release or stipend during the first 3-year term. If interested and in good standing, this position may be renewed for a 2nd 3-year term.

APPLICATION PROCESS: Those interested in serving as the next Director of STP Programming at SPSP should submit a letter of interest that specifically addresses any relevant experience and/or aptitude for conference programming, a current CV, and a list of three references who agree to be contacted to provide more information about the applicant. Please especially highlight any prior experience with the STP-SPSP Teaching Preconference (e.g., list how many times you have attended and/or presented). Please submit your application to the VP of Programming, Angela Legg, at alegg@pace.edu by March 3, 2020.

A set of duties and an annual timeline for the Director of ACT are listed on the next page.



Director, STP Programming at SPSP

The Society for Personality and Social Psychology's (SPSP) conference is generally held on a Thursday in the January-March period 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
- Request talk titles from keynote and invited speakers

October

- Send out reminder about talk/roundtable/blitz submissions (submissions usually due at end of month)
- Update website
- Could apply for Promoting Partnerships: STP Partnerships Small Grant Program (due November)

November

- Read over submissions and decide who to accept/reject (beginning of November)
- Email acceptances/rejections
- Draft and post schedule to website
- Send out email about registration, schedule on website, and invited speakers

December

- Send out reminder about early-bird registration deadline (usually around 12/9)
- Contact publishers about sponsorship (or can do as soon as speakers in place)

January-March before preconference

- Revise evaluation forms
- Make folders (with schedule, evaluation, notes) and nametags

January-March 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 any reimbursed costs to teaching keynote speaker
- Applications for APA BEA grant due end of January (for the next year's conference)
- Provide an interim report to the STP Executive Committee about the major activities of that year's preconference