

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

Approved December, 2011
Amended January 2015



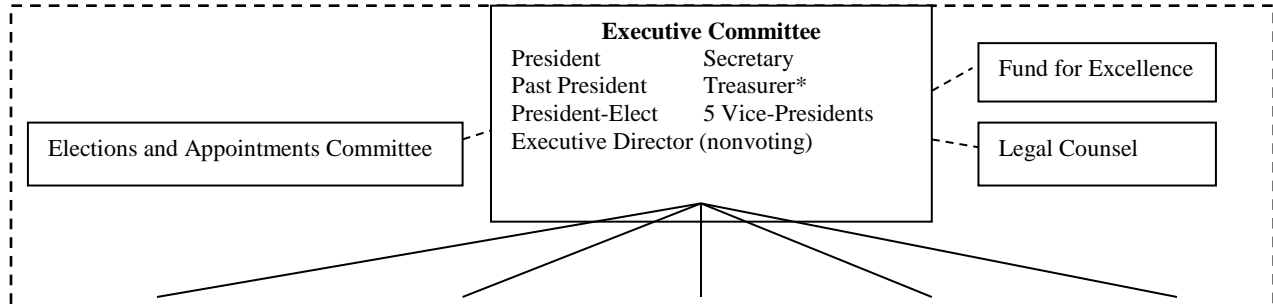
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STP Organizational Chart (Updated January 2015)



<p><u>VICE-PRESIDENT, RESOURCES</u> Director, Office of Teaching Resources in Psychology (OTRP) Associate Director, Project Syllabus Assistant Director, ToPIX Director, Department Consulting Services Director, Professional Development Mentoring Network Internet Editor Associate Internet Editor Editor, <i>Teaching of Psychology</i> Associate Editors Section Editors: Methods and Techniques Editor The Generalist's Corner Editor News Editor Editor, E-books Editor(s), E-xcellence in Teaching Editor(s), "This Is How I Teach" Blog Standing Committees</p>	<p><u>VICE-PRESIDENT, PROGRAMMING</u> Director, Best Practices Programming Director, e-Workshops Director, Regional Conference Programming Director, STP Program at APA Convention Director, STP Program at APS Convention Chair, G. Stanley Hall Lecture Committee STP Program at SPSP Convention Coordinator NITOP Coordinator Chair, SoTL Workshop Coordinator Standing Committees</p>	<p><u>VICE-PRESIDENT, MEMBERSHIP</u> APA Council Representatives Chair, Graduate Student Teaching Association (GSTA) Standing Committee Chair, Early Career Psychologists Standing Committee Chair, Membership Social Media Group Committee Chair, Membership Standing Committees</p>	<p><u>VICE-PRESIDENT, RECOGNITION & AWARDS</u> Standing Committee Chair, Fellows Committee Associate Chair Standing Committee Chair, Teaching Awards Committee Associate Chair Standing Committee Chair, Small Partnerships Grants Standing Committee Chair, STP Early Career Travel Grant Program Standing Committee Chair, SoTL Awards Committee Chair, Instructional Resource Awards Chair, Conference Speaker Grant Program Standing Committees</p>	<p><u>VICE-PRESIDENT, DIVERSITY & INTERNATIONAL RELATIONS</u> Standing Committee Chair, Diversity Committee Standing Committee Chair, International Relations Committee Standing Committees</p>
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*Appointed by the Executive Committee.

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

The initial iteration of the Policies and Procedures manual is a comprehensive corpus of policies and procedures that have evolved over the course of Society's existence. Because positions evolve over time, and budgetary allocations may also change, the STP President-Elect will update the manual as required (at least annually). The President-Elect should incorporate any EC approvals from the prior year, including changes in approved budget and should note the date and vote number when applicable. Directors, Editors, and Officers should update their position descriptions each year.

Approved December 2011
Amended January 2015

Executive Committee Meetings

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

Announcing Meetings

The 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 the meetings to STP members on the STP Website, in PsychTeacher, and in TOPNEWS-Online. The President will also make the agendas available on the STP Website in advance of the meetings.

Meeting Minutes/Reports

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

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

Setting Meeting Agendas

Bi-Annual EC meetings

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

For the Winter Meeting:

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

In the past, additional reports were also included in the agenda book. With the new

structure of the Society, annual reports will be solicited by the respective VP and included in the agenda book as part of that VP's report.

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

For the Summer Meeting:

- Daily agenda for the meeting
- List of the Executive Committee Members
- Interim reports submitted in June prior to the meeting:
 - Past President (Division Annual Report)
 - Executive Director
 - APA Council Representatives
 - Elections and Appointments Committee
 - Fund for Excellence
 - Secretary
 - Treasurer
 - Vice Presidents (N = 5)

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

Society Business Meeting

The Business Meeting is held annually as an open forum for STP members, but any interested party is invited to attend the meeting, held either in person or electronically. 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 in *Teaching of Psychology* and on the Society's web site. Proposed Bylaws changes may also be voted on during this meeting (Bylaws).

Electronic Discussions

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

Electronic discussions concerning Society business may be conducted on the TOPEC listserv, or by other electronic means. It is important that discussions be archived so that information can be retrieved. Issues often recur and having access to previous discussion(s) about a topic is essential. An exception is discussion of candidates for leadership positions, a topic considered under the Election of Officers section of this document.

Membership on the TOPEC Listserv

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

Membership on the TOPEC Listserv

Executive Committee Members.....

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

Extended Committee
(Nonvoting).....

The TOPEC 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, NITOP, SPSP, BEA, Psi Beta, Psi Chi, PT@CC, TOPSS, APS
- Regional Coordinators
- Presidential invitations (set time period)

Sites of Interest to STP Members

Throughout the remainder of this document, sites of interest to STP members references the numerous locations where STP members may retrieve information. This includes, but is not limited to the STP PSYCHTEACHER listserv, Society website (teachpsych.org), Teaching of Psychology, ToPNEWS, and newsletter.

Introducing Topics for Discussion on TOPEC

The role of TOPEC is to act in an advisory capacity to the EC. TOPEC provides a forum for members to both gain information and seek advice from the collective wisdom of the group. Note that the list is also used as a communication system or for announcements. For example, the Executive Director requests input for TOPNEWS-Online and the News Editor for ToP requests information for the journal.

The purpose of the Teaching of Psychology Extended Committee (TOPEC) listserv is to share information and solicit input from those responsible for STP operations. The listserv is an opportunity for TOPEC list members to comment on issues relevant to STP's operations, policies and practices. The President ought to seek the advice and input of TOPEC members on significant items to be considered by the Executive Committee. The Executive Committee does not contact TOPEC regarding issues that require confidential discussions among Executive Committee members. TOPEC is the primary vehicle by which an extended list of those responsible for STP's operations have a voice in the discussion. [Approved by EC, 3, 4, 2013]

Voting

EC voting may occur via EC listserv, in person, or through other means (e.g., conference call, video chat, web conferencing). For electronic voting, the President shall establish when the voting is open and closed, including the exact date and time for both (e.g., May 15, 5:00 PM

EST). The President calls for the vote, and votes are sent directly to the Secretary. The Secretary compiles the vote and reports the outcome of the vote to the STP President. The President is responsible for reporting the outcome of the vote.

Establishing a Majority

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

Election of Officers

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. [EC vote, approved, September 14, 2012]

The Elections and Appointments Committee shall issue a call for nominations on sites of interest to the membership for the offices of President-Elect, Vice President(s), Secretary, and Treasurer in those years when a term of office expires, and for the offices of APA Council Representatives according to the time-line specified by APA. The Elections and Appointments Committee shall consider the nominations for advisory purposes; a nomination does not guarantee that a candidate’s name will go forward. The committee constructs the slate of candidates to be voted on by the requisite body.

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

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

When an APA Council seat is lost on an apportionment ballot, the seat shall be vacated by the most recently elected Council Representative or the Council Representative who received the fewest votes when more than one Representative was elected in that year. When an APA Council seat is gained on an apportionment ballot, the Council Representative candidate who received the

next highest number of votes in the most recent election shall occupy the seat until an election can be held. If no candidate from the most recent election is available to serve, the President shall appoint someone to fill the Council seat with the approval of the Executive Committee.

Selection of Editors and Directors

For Editor and Director positions with terms of office greater than three years, the following procedure shall be followed. The President, in consultation with the EC, shall appoint an *ad hoc* Search Committee. (Note that for the Executive Director, the search committee is set by the Bylaws.) This committee shall establish selection criteria and a deadline for applications and shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members. For all appointments in this category, the ad hoc Search Committee shall develop a short list of candidates for consideration. The chair of the search committee will ask the persons on the short list to submit three professional references. If requested, the EC may vote by secret ballot.

For Editor and Director positions with terms of office of three years or fewer, the following procedure shall be followed. The Vice President responsible for the program shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members. After a candidate is selected for consideration, the responsible VP may request that the candidate provide three professional references for the position. The responsible VP brings forth candidate(s) for approval by the EC. If requested the EC may vote by secret ballot.

Associate Directors and Associate Editors

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

Internet Editor

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

Office of Teaching Resources in Psychology (OTRP)

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

Teaching of Psychology

The Editor of *Teaching of Psychology* shall appoint Associate and Section Editors and other members of an editorial staff to assist in editing and producing the journal. The Editor, in consultation with the VP for Resources, brings forth a candidate for approval by the EC (see selection procedures above). Consulting editors of *Teaching of Psychology* must be current members of STP (Vote 2014-08-27-01).

Selection of Committee Chairs and Associate Chairs

A list of Committee chairs and committee members is maintained by the Society's Executive Director and is published on the STP Website by the STP Internet Editor. With the exception of the Elections and Appointments Committee (chaired by the past, Past-President), committee chairs are selected by the responsible VP and approved by a vote of the EC. When there is a vacancy for committee chairs, the VP responsible for the committee shall issue an open call for nominations, including self-nominations. Announcements shall be placed on sites of interest to STP members. It is recommended that the awards and grants review committees consist of five members, including a chair. 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 Chair and Committee Appointments for Teaching Awards and Fellows committees.*"

According to the Bylaws, committee chairs assume their duties on September 1 following their appointment. 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 in 2014, the 2013 STP VP should appoint a replacement and obtain EC approval for that recommendation before December 31, 2013. This gives the incoming chair the opportunity to work with the outgoing chair in preparation for assuming the role.

Note: 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.) [EC approved, 8, 2013]

Special Policies for Chair and Committee Appointments for Teaching Awards and Fellows Committees

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

When there is a vacancy for Associate Chair of the Teaching Awards Committee, the VP for Recognition and Awards will issue an open call for nominations, including self-nominations by June 1 of the year before the term of the current committee chair expires. Announcements shall be placed on 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.

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

The Associate Chair of the Fellows and Teaching Awards committees ordinarily succeeds the Chair as Committee Chair. However, EC approval for the incoming chair is still required. The EC also voted (2011) to create a 'start-up' course release fund whereby the Teaching Awards committee chair is eligible for a course release during his/her first term in the position.

Selection of Committee Members

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

Important notes about specific committees:

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

Committee	Chair Appointed by Relevant Vice President/ Approved by EC (Bylaws, December 2014)	# Years Chair Serves	Associate Chair?	# of Members	Staggered Terms?	Members Appointed by?
Diversity	Y	3	N	at least 3	unspecified	Committee Chair/ Vice President of Diversity & International Relations
International Relations	Y	3	N	at least 3	unspecified	Committee Chair/ Vice President of Diversity & International Relations
Elections & Appointments	N	1	N	3	Y	Bylaws
Fellows	Y	2	Y during the Chair's final year	3	Y	Committee Chair/ Vice President for Recognition & Awards
Membership	Y	3	N	at least 3	unspecified	Committee Chair/VP for Membership ; includes ED
Teaching Awards	Y	3	Y	2	unspecified	Chair/Vice President for Recognition & Awards
Early Career Psychologist Committee	Y	3	Y	At least 3	Y	Chair/Vice President for Membership

Unexpected Vacancies

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

Removal from Office

In cases where an appointed editor or director fails to perform the specified duties of that position as evaluated by the Executive Committee (Bylaws, Dec 2014, Article IV, #5), 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 requesting a written response to this recommendation within thirty days. Upon receipt of this response or, if no response is received after thirty days, the Past President shall ask 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 (Bylaws).

In cases where an appointed Chair of a Standing Committee fails to perform the specified duties of that position as evaluated by the Vice President of that respective area, the President shall notify the Standing Committee Chair in writing stating the concerns and expectations for remedying the situation. If a Standing Committee Chair continues to fail in the performance of duty, the President may choose to submit to the Past President a written statement and documentation concerning the failure of performance with a recommendation for removal. The Past President shall then contact the Standing Committee Chair in question requesting a written response to this recommendation within thirty days. Upon receipt of this response or, if no response is received after thirty days, the Past President shall convene a meeting of the Executive Committee, excluding the President and the Standing Committee Chair. 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.

Task Forces and Working Groups

Constituting Task Forces and Working Groups

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

Following the second biannual STP Executive Committee meetings, 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 consider, among their appointments, individuals who have not yet been active in STP governance and who adequately represent STP's diverse constituency (e.g., demographic, geographic region, type of institution).

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

vote in a timely manner.

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

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

Special Membership Survey Task Force

On a five-year cycle (next cycle, 2018), the President may appoint a task force to develop and distribute a membership survey to evaluate the quality and usefulness of our membership resources and service. The task force may consult with the editors, directors, and chairs of standing committees to develop specific content of the survey related to their areas. A procedure shall be established for obtaining feedback from editors, directors, and chairs of standing committees concerning how data from the membership survey has or will be used to improve the quality of membership resources and services (EC 2003 Vote #2).

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

Endorsements and Nominations

Endorsement Procedures for APA Presidential Candidates

The Past President and 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 best represents that mission. Based on this advice, the EC shall determine which candidate, if any, to endorse for APA President.

Procedures for Nominating People to APA Boards and Committees

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

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

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

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

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

Budget

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

Stipends and Course Buyouts

Stipends

Some roles within the Society are funded by stipends, which are distinguished from course releases and intended to be used as a form of payment for services rendered. These are the

Executive Director (annual stipend of \$25,000; EC Vote August 2006) and Editor, *Teaching of Psychology* (annual stipend of \$10,000; EC Vote 2011).

Course Buyouts/Stipends (EC Vote January, 2012)

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 (EC, March 2009). Buyouts should be budgeted at an average of \$4,000 each, although some may be less and others more. If the buyout amount exceeds \$4000, the EC shall approve any additional amount on a case-by-case basis (EC, March 2009).

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

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

Positions receiving one course buyout per year are: President-elect (EC, September 2008); Treasurer (EC March, 2009); the Associate Treasurer (i.e., Treasurer-elect), but only for one transition semester), Director of the Annual Conference on Teaching Programming (Winter, 2011) The EC also voted (2011) to create a 'start-up' course release fund whereby someone starting a major position for the first time would get a course release (Director of Regional Programming, APA Program Director, APS Program Director, Director of e-Workshops, OTRP Director, Internet Editor, Chair of Teaching Awards).

As an alternative to a course buyout, an individual may elect to take a \$4000 stipend for each course buyout.

Travel support

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

Executive Committee Meetings

Effective the 2013 budget each voting EC member and the Executive Director receives reasonable and appropriate travel expenses (e.g., economy class travel, hotel cost reimbursement, per diem rate for meals; conference registration) to and from both bi-annual meetings. The amount for meeting expenses (e.g., hotel, group meals, taxi expenses) for the winter/spring and summer meetings will appear as a separate line in the STP annual budget and will be based on the expected expenses associated with this meeting. The same reimbursement policy applies to the Division APA Council Representatives, and the APA Convention Program Director for their

travel expenses associated with attendance at the annual APA convention. (EC vote, approved, August 31, 2012; elimination of travel support for Chair of Teaching Excellence Awards committee: Vote 2014-01-17-03.)

APA Convention

Presidential Citation recipients receive up to \$1000 in travel funding to attend APA to receive their citation (EC vote 8/2011)

Travel during Training Year

Several persons typically receive \$1,000 support in training year prior to taking office (EC Mid-winter Meeting, 2/26/2010, Vote #2). These include:

- Director, APA Program. This travel should be to APA.
- Executive Director. This travel should be to meet with an Executive Director who is leaving the position.
- Treasurer. This travel should be to meet with a Treasurer who is leaving the position.
- Incoming Editor of *Teaching of Psychology*. This travel should be to meet with an editor who is leaving the position.

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

APA Consolidated Meetings

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

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

Liaisons

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

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

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

STP Mailing List

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

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

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

These requirements shall be posted on the STP website.

STP will not grant requests for membership contact information for any research or commercial purposes (EC vote 2012).

Special Recognitions

Naming Existing STP Awards

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

The EC will then develop a short list of nominees for consideration. Because of the importance of this decision, the EC shall solicit input about these nominees anonymously.

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

Presidential Citations

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. [EC vote, approved, November 6, 2012]

Presidential Citation recipients receive up to \$1000 in travel funding to attend an annual meeting to receive their citation. (EC vote 8/2011)

Presidential Recognition

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

APA Receptions and Recognitions

Each year, the President should consult with the STP members to determine if there any teachers retiring. Information about the retirement reception will be published. This informal reception will be held for retirees attending an annual meeting.

Each year at an annual meeting, the STP President may elect to host a Past Presidents' reception. The budget for this reception is \$500 (EC 2005 Vote #9A).

STP Program/Leadership Descriptions

Executive Director

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

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

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

Description:

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

- Managing and coordinating membership activities
 - Maintaining a database of Society members. Non-renewing members should be removed from the database 15 months after their membership expires (VOTE 2014-08-07-04).
 - The STP EC approved a contract from APA Division Services to handle division membership services and directed the STP Treasurer to adjust the STP 2013 budget to reflect the one-time cost to transition to these new services (with the understanding that the annual cost of these new services will be funded through the ED budget). THE ED will oversee this change and work with APA Division Services to ensure the new process is working well. [EC approved 3/23/2013].
 - Check on APA membership processing and uploads to the online membership directory.
 - The STP EC approved a contract from APA Division Services to handle division membership services and directed the STP Treasurer to adjust the STP 2013 budget to reflect the one-time cost to transition to these new services (with the understanding that the annual cost of these new services will be funded through the ED budget). THE ED will oversee this change and work with APA Division Services to ensure the new process is working well. [EC approved 3/23/2013].

- 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 in print and for the Society's Web site
 - Communicating with members and potential members (e.g., handling inquiries from members and nonmembers; coordinating the distribution of newsletters electronically. Preparing welcome packets for new members, which typically include a letter from the President, a letter from the Membership Chair (the most recent STP newsletter, and STP brochures (e.g., OTRP pamphlet and order form)
 - Distributing mailing lists and or email lists when appropriate to STP officers (e.g., letter from the President for the APA apportionment ballot) and others (e.g., coordinators of teaching conferences)
 - Maintaining and updating subscriptions to the TOPEC and EC listserv
 - Assisting the Secretary in collecting items for the STP newsletter and TOPNEWS-Online each month.
 - Alerting APA and other organizations of newsworthy items about STP
 - Distributing timely reminders via TOPNEWS-Online and/or direct mail concerning upcoming events (e.g., reminding members about the apportionment ballot, soliciting nominees for committees and recognition awards, informing members about conference dates, conference submission deadlines, etc.)
 - Updating the Psychology Conferences page on the website on a monthly basis.
- Facilitating activities at the APA convention
 - Collaborating with conference coordinators (e.g., announcing conferences to STP members, providing outreach materials to the conferences)
- Preparing periodic (e.g., quarterly) reports of activities for the Executive Committee
 - Collaborating with the Membership Chair to report on membership records
 - Reporting on public relations activities of the Society (e.g., identifying where newsworthy items concerning the Society have been distributed)
- Maintaining the Society's archives
 - Requesting and receiving archival materials (from officers, committees, task forces, etc.) and shipping these materials to the Archives of the History of American Psychology.
 - Collaborating with the WWW coordinator to maintain and update the Society's WWW site
- Collaborate with the Internet Editor and Director of Best Practices Programming to set up registration and on website and collect payments through PayPal account. Transfer payments to BoA account as needed and forward payments to APA Accounting.

- Collaborate with the Internet Editor and Director of the e-Workshop to set up registration on the website and payments through PayPal account. Transfer payments to BoA account as needed and forward payments to APA Accounting.

Timeline/Duties:

Quarterly: Send financial expense report to APA Accounting.

Monthly: Publish ToPNEWS-Online (20th of month: Request news items for next issue via TOPEC list. 10th of month: Distribute final version to subscribers).

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

President

Description: The President is responsible for general oversight of the functioning of the Society for the

<p>JANUARY Confer with emailing or mass mailing of 2nd renewal notices to non-APA members (mailing includes renewal notice, President’s letter, and return envelope).</p>	<p>FEBRUARY Review APA mailing for elections ballot.</p>	<p>MARCH Proofread the Spring Newsletter upon receipt from Secretary. email notice through Wild Apricot that the letter is available online.</p>
<p>APRIL Confer with APA regarding non-renewing members by mail or email (3rd renewal notice).</p>	<p>MAY Prepare annual report for distribution at Executive Committee meeting. Send APA materials for distribution at APA Division Services booth.</p>	<p>JUNE Order STP plaque for outgoing President (charged to President-elect’s budget).</p>
<p>JULY Ask incoming President for an electronic signature (for mass mailings) and a welcome letter for new members. Ask outgoing President to draft a letter to current non-APA members for renewing with STP and to APA members on the apportionment ballot. With Internet Editor, update STP Membership Directory, upload new version to STP Web site, and announce the update.</p>	<p>AUGUST Prepare & order new letterhead, application forms, and envelopes, if needed. Prepare updated OTRP brochures (charged to OTRP budget). Attend APA meeting (STP Executive Committee Provide complete list of new members to ToP News Editor.</p>	<p>SEPTEMBER Distribute letterhead to STP offices and distribute application forms to conference coordinators, if needed. Confer with APA on email and mass mailing of 1st renewal notices to non-APA members (mailing includes renewal notice, President’s letter, and return envelope).</p>
<p>OCTOBER Prepare mass mailing of apportionment ballot mailing to APA members (enclosures: President’s letter) Mail Fall Newsletter</p>	<p>NOVEMBER</p>	<p>DECEMBER Process ToP label request.¹</p>

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.

Timeline/Duties:

January

- Confer with the Director of Programming regarding STP's program hours at the annual convention of the American Psychological Association.
 - Prepare title of your Presidential Address by early January.
 - Set the day/time for the Past President's Reception.
- Expect requests for the Spring Newsletter Column (due around 2/1)
- Work with Executive Director (ED) and Vice Presidents to update list of officers, standing committee chairs and members, STP liaisons, etc. Update listserv members on Extended Executive Committee (EEC).
- Check with committee and task force chairs about their work.
- Begin planning agenda for midwinter EC meeting.
- Post notice on TOPEC and on website when agenda books are available.
- Set up regular communications, as needed, with Past President and President-elect.
- Check with Director of Best Practices Programming about plans for coming year's Best Practices Conference
- Collect money from EC and EEC for the "Flower Fund" (if needed); ask Past President to forward remaining funds from previous year. These funds are used to honor colleagues who have significant life events (e.g., celebrations of births, recognitions of loved ones' deaths).

February

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

March/April

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

May

- Update list of Past Presidents in preparation for mailing invitation to their reception
 - Make plans to order food for reception.
- 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

June

- Organize the agenda for the Executive Committee meeting. Send agenda book electronically to members of the Executive Committee
- Post notice on TOPEC and on website that agenda books are available in the Members Only section of STP website under Publications.
- Ask members of EC to serve as greeters for STP sponsored APA events
- Order or arrange gifts for EC members
- Prepare certificates for outgoing officers, committee chairs, etc.
- Appoint STP representative for Education Leadership Conference (Educational Directorate will ask for this person’s name). We have one ‘paid’ slot, although STP members are often also invited for an at-large slot.

August

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

September-December

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

Past-President

Description:

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

Timeline/Duties:

February

- Attend the 2-day midwinter (first biannual) meeting of the Executive Committee.

August

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

November (and into the year following term expiration):

- Serve as chair of the Elections and Appointments Committee. This committee includes “the immediate Past President, the Past President and the President, with the senior member serving as chair. Responsibilities of this position involve formulating slates of candidates for STP elections, including President (yearly), APA Council Representatives, and other elected officers as needed. Although the official term of office begins January 1 of the year following service as Past-President, the process for identifying potential candidates should begin late in the individual’s term as Past-President (i.e., early November).

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.

President-Elect

Description:

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

Timeline/Duties:

January

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

February

- Prepare “presidential vision” statement for first biannual (midwinter) Executive Committee Meeting
- Attend the 2-day first biannual meeting of the Executive Committee.

July/August

- Offer to supply help and support, if needed, to the President for the upcoming second biannual meeting.

- Develop list of possible taskforces and working groups for presidential year.
- Present presidential vision and proposed taskforces at both the EC meetings and the Business meeting

October

- Submit list of taskforces and working groups, including a complete description of their charges to the EC and the TOPEC 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. The work assigned to these groups will begin officially the following January.

November/December

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

Secretary

Description:

The STP Secretary keeps a record of all STP votes (Executive Committee and Membership votes) for all STP issues that have occurred throughout the year, takes minutes and attendance at all EC meetings (one set for each meeting), takes minutes at the annual STP Business meeting and submits these for publication in *ToP*, prepares a report for the summer EC meeting, and develops and disseminates the STP newsletter to all STP members twice a year, spring and fall. The newsletter is delivered to members electronically via email and posted on the STP website. [EC approved, 2/8/2013]

Timeline/Duties:

January/February

- Attend and take minutes of the 2-day midwinter meeting of the Executive Committee, which usually takes place in late January through early March.
- Send final version of EC meeting minutes to President of STP for final review and vote.
- Send approved meeting minutes to TOPEC and post on STP website.
- Send out a call for items for the spring STP newsletter.
- Arrange for printing of the newsletter with a printer.
- Develop the spring newsletter.

March

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

April

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

June/July

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

August

- Take minutes of the EC meetings and Business Meeting at the APA annual meeting.
- Send final version of EC meeting minutes to President of STP for final review and vote.
- Send approved meeting minutes to TOPEC and post on STP website.
- Arrange for printing of the newsletter with a printer.
- Develop the fall newsletter.

September

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

October

- Fall newsletter should arrive in member mailboxes by October 15.
- Send approximately 300 copies of the newsletter to STP Executive Director.
- Send copies of the newsletter to APA Division Services, and to APA Archives and Library Services.

Ongoing

- Keep record of EC votes conducted online (all online votes are sent to the Secretary)
- Keep record of membership votes conducted via mail or electronically.

Treasurer

Description:

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

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
 - When CDs or other investments approach due-dates, determine whether to renew or invest elsewhere.
 - Invest excess cash held by APA in short-term instruments.
- Verify monthly, quarterly, or yearly reports
 - Log membership and interest income from APA reports.
 - Verify expenses have been paid from the proper accounts [move from encumbered to actual].
- Tax preparation
 - When APA sends IRS forms, verify their input and add requested information
 - Note that if new by-laws were passed at the annual meeting, they need to be sent to APA with the proper forms
- Create new budget projections for discussion at the annual meeting
- File year-end report for annual meeting
 - APA continues to attribute expenses against the previous fiscal year for expenses incurred before 12/31 even if the invoice was not submitted until after, so this filing cannot be done reliably until 6/1.
 - Membership income, which actually arrives at APA from Oct onward, is held in reserve until after 1/1, and it may not show up on reports until March or May.
- Upon leaving office, pass records to the incoming Treasurer.

Special Notes Regarding the Treasurer’s Duties:

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

OR

 - Get business to agree to bill the Division/STP. Send bill to Treasurer; Business will receive payment in 6-8 weeks.

OR

 - Request an Advance from the Treasurer 6-8 weeks before money is needed.
 - E-mail or write Treasurer, saying for what purposes the money will be used.

- After expense has been paid, send ORIGINAL receipt to APA to clear the Advance. If money is left over, return the excess; if bill is larger than the Advance, send original of receipt to the Treasurer instead of directly to APA and request additional funds to cover.

Special Notes Regarding Considerations for APA Convention Programming Expenses:

- The APA Program Chair’s budget line should be used for expenses related to putting together the program: mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs, and administrative help (e.g., hourly clerical or paying convention registration fees of students in lieu of hourly stipend).
- The “Hospitality and Social” budget line should be used for expenses incurred at the hotels: hospitality suite costs (room, food), EC breakfasts, and Social Hour food
- The Program Chair’s budget line for travel should not be co-mingled with any of the expenses above.

Vice President, Resources

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

Director, Office of Teaching Resources in Psychology (OTRP)

Associate Director, Project Syllabus

Assistant Director, Teaching of Psychology Idea eXchange (ToPIX)

Director, Department Consulting Services

Director, Professional Development Mentoring Network

Internet Editor

Associate Internet Editor

Editor, *Teaching of Psychology*

Associate Editors

Section Editors

Methods and Techniques Editor

The Generalist’s Corner Editor

News Editor

Editor, E-books

Editor(s), E-xcellence in Teaching

Editor(s), “This Is How I Teach” Blog

Director, Office of Teaching Resources in Psychology

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

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

Description:

The Director of the Office of Teaching Resources in Psychology (OTRP) has primary responsibility to oversee all OTRP operations, including the development and distribution of document-based resources and course syllabi (through Project Syllabus) and web-based resources (through the Teaching of Psychology Idea eXchange).

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

The Director has primary responsibility for publicizing OTRP resources (documents and services). As such, the Director works with the Executive Director to update the OTRP brochure, as well as to announce new resources, OTRP news, announcements, and other business through the Society's newsletter (normally, the Director writes a column for each edition), ToPNEWS-Online, the PSYCHTEACHER listserv, conference presentations, and other venues.

Timeline/Duties:

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

- Receive communications and participate in deliberations on the STP EC (TOPEC) electronic discussion list (ongoing).

- Annual report to VP for Resources (May)

Associate Director (Editor), Project Syllabus

Description:

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

Timeline/Duties:

- Solicitation of excellent syllabi in various forums, including the PsychTeacher listserv and the ToP newsletter (ongoing).
- Receipt and review of syllabi (ongoing).
- Education about excellent syllabi in various forums, including the PsychTeacher listserv, APA, APS, and the ToP newsletter (ongoing).
- Receive communications and participate in deliberations on the STP EC (TOPEC) electronic discussion list (ongoing).
- Annual report to OTRP director (May)

Assistant Director (Editor), Teaching of Psychology Idea eXchange (ToPIX)

Description:

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

Timeline/Duties:

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

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 STP EC (TOPEC) electronic discussion list (ongoing).
- Annual report to VP for Resources (May)

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 STP EC (TOPEC) electronic discussion list (ongoing).
- Annual report to VP for Resources (May)

Internet Editor

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 Director on January 1.

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

- The IE serves as primary editorial consultant to OTRP Director for matters involving copyright and other technical standards. However, the Associate Internet Editor IE is normally included in conversations regarding matters which the OTRP Director brings to the IE (ongoing).
- Maintain and revise STP copyright and other technical standards as needed (ongoing).
- Direct and supervise AIE duties, including OTRP updates (ongoing)..
- Serve as a consultant to the EC for matters pertaining to the **teachpsych.org** domain, STP's portal on the Internet (ongoing).
- Serve as consultant/committee member, for E-publishing activities associated with STP (ongoing).
- Receive communications and participate in deliberations on the STP EC (TOPEC) 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 (May).

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 STP EC (TOPEC) 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 (May).

Editor, Teaching of Psychology

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 STP EC (TOPEC) electronic discussion list (ongoing).
- Annual report to VP for Resources (May).
- Annual budget to VP for Resources (November).

Associate Editors

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

Timeline/Duties:

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

Section Editors

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

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

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

Editor, E-Books

Description:

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

Timeline/Duties:

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

Editor(s), “This is How I Teach” Blog

Vice President, Programming

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.

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

STP Programs

- Director, Best Practices in Teaching national conference
- Director, Online Teaching Conference (E-Workshops)
- Chair, SoTL Writing Workshops

STP Affiliated Conferences

- Director, STP Programming at APA
- Director, STP Programming at APS
- Director, Regional Programming
- Coordinator, STP Programming at SPSP
- Coordinator, STP Programming at NITOP
- Chair, G. Stanley Hall Lecture Committee

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

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

STP Programming

Director, Best Practices Programming

Generally held in early/mid October of each year

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

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

Duties and Timeline¹:

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

October/November

- Determine topic
- Form a program committee.²
- Determine location, format, and dates of conference and make contractual arrangements with hotel or campus site.³
- Develop a budget which includes anticipated expenses and income sources.⁴
- Develop a marketing strategy.⁵
- Invite publishers to sponsor authors for keynotes (3 spots only).
- Invite publishers to co-sponsor conference at \$1500.

December/January

- Finalize and distribute Call for Programs.⁶
- Develop conference website with STP web editor.

February/March

- Proposal deadline. Program committee completes reviews, and director notifies submitters of acceptances and rejections.⁷

April/May

- Director and program committee finalize the program.
- Director advertises the conference (mail final conference brochure, revise conference website to reflect final program and registration information).⁸
- Remind publishers and keynote speakers of the dates and times of their talks.

August/September

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

October

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

Superscript legend:

1. This timeline is largely based on the assumption that there will be a call for proposals.
2. Program Committee
 - No more than 3-5 people in order to manage communication.

- Beyond the items listed on the timeline, other major responsibilities include:
 - Assist in developing call for proposals.
 - Review proposals.
 - Identify and recruit invited speakers. An excellent strategy is to contact publishers directly and ask them to sponsor a textbook author, which means the publishing company will pay travel costs. BP registration can be waived. In addition, request a \$1500 co-sponsorship of the conference from publishers; advertise by placing their logos on conference materials.
 - Assist in developing final program of sessions.
 - Attend the conference and assist in onsite hosting. Program Committee members are given free registration.

3. Location, format, and dates of conference

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

- Carefully read the penalty clauses associated with failing to meet room-night commitments and cancellation, and ask for changes as needed before signing.
 - Format—A 2-day program has worked very well in the past. The program should include three keynote addresses, 2-3 pre-conference workshops, concurrent sessions (usually no more than four per hour time slot), and a poster session (which can be combined with a social hour). Because many faculty attending conferences often prefer not to cancel class, starting on a Friday morning around 8:00 a.m. with the early bird workshops seems popular. End the conference mid-day on Saturday so people can travel home Saturday afternoon or evening.
 - Conference Dates—When selecting conference dates, carefully consider the following factors: potential conflicts with other professional meetings that our audience may attend, holidays and religious observances (e.g., religious holy days), likely campus break periods (scheduling during a spring break period should be avoided), and the beginning or ending weeks of a term. The conference is generally held in mid-October.
4. Conference budget preparation should take into account both income and expenses.
- Expenses
 - Printing costs (take into account printing a Call for Proposals, Program Brochure, and final onsite conference materials).
 - Purchase costs of mailing lists. We may be able to reduce this cost by getting an electronic version of the list and printing labels ourselves. We can also potentially eliminate this cost if we can convince the organization to be a conference co-sponsor with the expectation of sharing a free copy of their mailing list.
 - Bulk mailing costs for two mailings: the call and final program.
 - Speaker costs (i.e., travel). Whenever possible try to get a publisher to sponsor a speaker.
 - Supplies (e.g., conference folders and packet materials like pens and pads of paper, mailing labels if we print them ourselves, stickers for bulk mail folded material, name-tag holders).
 - Hotel costs (catering, equipment, etc.).
 - Revenues
 - Grants from foundations or professional organizations. These may not always be advertised.
 - Supporting funds from publishers for speakers or to sponsor a break or social hour.
 - Soliciting and charging vendors (e.g., publishers, software companies) to exhibit at the conference.
 - Participant registration fees.
5. Marketing strategies. Identify your target audience and how to contact them. Contact strategies include:
- a. Existing mailing lists from professional organizations. These are particularly useful when there is an organization or subgroup of an organization focused on teaching or areas related to our conference topic. Some professional organizations may require a copy of the program before releasing the mailing labels.
 - Advertising the conference on targeted online discussion lists. Obvious lists are disciplinary, but there are other non-discipline lists that can reach potential interested attendees (e.g., the POD Network discussion list that includes a large number of teaching-center and faculty-development professionals).

- Advertising in professional journal or magazines. Some professional publications list conferences at no charge.
6. Call for Programs
- a. The call should clearly indicate the type and focus of proposals you are soliciting. In the past, we have tended to focus on one-hour symposia and workshops as concurrent sessions and to invite poster presentations. Avoid paper-presentation sessions and accommodating papers in a poster-session format. Poster sessions have the advantage of allowing potential attendees to get travel money.
 - b. Allow up to 2-3 weeks for the call to be printed and prepared for bulk mailing. This suggestion assumes we already have the mailing labels (or your mailroom may have software that addresses and mails).
 - c. Clearly state the format and length for submission descriptions and abstracts.
 - d. Request a 3-5 sentence description of the session that can be used in the conference packet to help participants select sessions.
 - e. Include an informational cover sheet that requires the detailed information we will need for the program and planning purposes (presenter names, institutional affiliation, submission title, equipment requests, etc.). Getting this information after accepting a proposal can be problematic.
 - f. We may want to address items we will not provide (e.g., computers and other types of presentation equipment).
 - g. Mail the call such that it reaches potential submitters at least 60-90 days prior to the stated deadline for submissions.
7. Proposal review
- i) Use the program committee as peer-reviewers. When rejecting a proposal, you may want to provide in writing a brief rationale for the decision. Also, consider the possibility of recommending a shift from a symposium/workshop to poster presentation where appropriate.
8. Final program and advertising
- Programming session times—When designing the final schedule, try to arrange sessions so that there is a variety of choices at each concurrent session period. As much as possible, avoid scheduling two sessions at the same time that address the same topic. The goal should be to construct a schedule such that participants complain that there is too often multiple sessions at the same time that they want to attend, NOT that there is no session that interests them at a time.
 - Final Conference Brochure—We need to advertise again now that we have a program so that we can attract participants beyond our presenters. Again, allow up to 2-3 weeks for the brochure to be printed and prepared for bulk mailing. Important elements of a final conference brochure include:
 - Final conference program.
 - Travel information to the conference site.
 - Registration information and form. Consider giving reduced registration fees to select groups such as STP members, graduate students, high school teachers, and adjunct faculty. The registration form should also address any special accommodation requests for individuals who require assistance under the Americans with Disabilities Act for participation in this conference. Finally, be sure to include space for a special meal or dietary requests.

- Hotel information. Be sure to include the room rate, deadline for making reservations, and phone number.
 - You may want to continue to include an option of soliciting additional poster presentations, with a new deadline. This brochure may reach someone who missed the first call.
9. Finalizing Space and Equipment
- ✓ Within about 90 days before the conference, contact the conference-site coordinator (campus or hotel) and go over in detail the conference arrangements and catering. Hotels will probably automatically generate a written description of all set-ups and catering. If doing it on campus, get them to do this so that there is no misunderstanding.
10. Conference Packet and Materials
- ✓ These materials can involve a time-consuming process to produce, copy, and collate the packet and materials. Some items we need to prepare or consider including are:
 - List of participants
 - List of supporting and/or exhibiting publishers or other vendors
 - Final schedule with locations
 - Session descriptions
 - Evaluation form
 - List of posters to be presented
 - Name tags and holders (bring at least 20 blanks)
 - Receipts for participant registration fee
 - Form to join STP

Online Teaching Conference (also called “e-Workshops”)

The Online Teaching Conferences (“e-conferences”) were eliminated in August 2014 (Vote 2014-08-07-03). At that time the EC also voted to make the archives of these conferences available to all STP members.

Chair, SoTL Writing Workshops

Currently held in conjunction with the BP conference (October)

Selection of Chair and Mentors

The Chair 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 Chair 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 chair for one additional term.

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

How

Attendees complete an application (completed online in 2011; STP website) to help the chair 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 teacher-scholars at any stage of the research process, from initial idea to writing up a completed project.

Where/When

The 2011 workshop was linked with the STP Best Practices conference in Atlanta, GA (held in October). This conference is the only stand-alone physical conference offered by STP, and as such, STP maintains complete control of all programming. (Linking with the BP in 2011 was successful, and the same format will be used in 2012.)

The BP 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 1pm Saturday, 1 hour after the end of the BP conference (allowing attendees to eat lunch). The meeting lasts for 3 hours, allowing team members to make additional progress on their projects. This session should open with a talk by the editor or consulting editor for a teaching journal. The talk offers 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 BP conference.

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 1 week 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.

STP Affiliated Conferences

Director, STP Programming at APA

APA is generally held in August of each year

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

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

The Director's budget line (\$7000) should be used for expenses related to putting together the program (e.g., mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs with help from the ED, and administrative help such as hourly clerical or paying

convention registration fees of students in lieu of an hourly stipend). The Hospitality and Social budget should be used for hotel expenses, including hospitality-suite reservations and catering of the STP Social Hour.

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

Duties and Timeline:

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 TOPEC listserv, as EC members will typically try to secure their own housing in the same hotel.
- APA will also let the Director know when it is time to arrange catering for the Social Hour if the hotel requires that APA take care of that (might not happen until June). If not, the Director might need to contact the hotel directly.
- Prepare several reports as requested (e.g., for the VP of programming to submit to the EC, *ToP* summary).

Director, STP Programming at APS

This conference is generally held in late May each year

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

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

APS funds travel for the Director and waives registration to both the Teaching Institute and APS for the Director and invited speakers. STP also refunds up to \$1000 for the six invited keynote speakers at APS. Three of these keynote addresses occur during the teaching institute; three occur during the APS convention.

Duties and Timeline:

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 15th

- 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, coordinate, and nurture regional liaisons.

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.

Duties and Timeline:

- 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. [EC vote, approved, August 31, 2012]

Coordinator, SPSP pre-conference workshop

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.

Duties and Timeline:

June

- Start inviting keynote and other invited speakers
- Prepare a final report on how the preconference went/budget update for inclusion in the 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, NITOP pre-conference workshop

NITOP is held in January of each year

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

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

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

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

[EC vote, approved August 23, 2012]

Chair, G. Stanley Hall/Harry Kirke Wolfe 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.

Duties and Timeline:

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).

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.

Vice President, Membership

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.

- STP Representatives to APA Council
- Membership Committee
- Early Career Psychologists Committee
- Graduate Student Teaching Association (GSTA)
- Social Media Liaisons

STP Representative(s) to APA Council

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 (Amended, January 2004), each Division is allocated one seat. Whether or not the Society has additional seats is determined by the outcome of the annual APA apportionment ballot that is conducted in November. The results are announced in January and this determines the number of seats each APA Division will have the following year (the year after the announcement is made). For example, results of the apportionment ballot sent out in November 2004 are announced in January 2005 and determine the number of seats for 2006. At present (February 2012), the STP has two seats on APA Council and will have two seats in 2013.

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

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

Prior to each APA Council meeting, Council Representatives should read the agenda book 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 News Editor of *ToP* and to the Editor of the STP Newsletter for publication in these outlets.

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

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 TOPEC listserv and, where appropriate, respond to requests for discussion, input on current issues, calls for votes, and so forth.

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

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

Timeline/Duties

January

- Service year begins.

February

- 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 *ToP* News Editor and STP Newsletter Editor.

June

- Write annual report and send to STP Vice President for Membership.

August

- Attend APA Council meeting held at APA convention.

September

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

Additional Information of Interest to Council Representatives

Orientation Meetings

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

Travel and Meeting Expenses

- For the February Council meeting in Washington DC, APA makes the hotel reservations and encourages representatives to work through the APA travel office to make airline reservations. APA

pays for travel expenses (airfare, transportation to and from airports, mileage, and parking) and provides almost all meals during the February Council meeting and reimburses Council Members for meals not provided directly by APA. APA also pays for hotel room charges. 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 2004 Board of Directors election (nomination ballot sent out April 15, 2005 and election ballot sent out July 1, 2004), it is the STP Council representatives who served on Council in 2003 who voted in the 2004 election. New Council representatives for the STP should forward information about the elections and endorsements from each relevant caucus of Council to the previous year's Council representative. New Council representatives respond to the call for nominations for APA Boards and Committees (call sent out in December and due February 1) and vote in the elections for Boards and Committees (ballot sent out October 31.)

Chair, Membership Committee

(The Public Relations Committee and Membership Committees were merged in 2015 following an approved change in the Bylaws during December 2014.)

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.

Timeline:

June

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

Chair, Early Career Psychologists Committee

There shall be an Early Career Psychologists (ECP) Committee, comprised of at least three members (Bylaws, Article V, #9, Dec 2014) who are engaged in establishing their professional careers. The Committee is charged with spearheading activities and opportunities to aid Early Career Professionals through education, training and networking, as well as representing ECP interests in division matters. Committee members must be members of STP and be within seven (7) years post-doctorate or within seven (7) years of beginning full-time college teaching, whichever comes first. Terms will run January 1 - December 31. Members will serve 3-year terms which will be staggered. Committee members will be appointed by the Vice President for Membership with the approval of the EC. Committee members may serve a second term however applications must be submitted no later than six years after completing a doctoral degree. The Committee shall have both a Chair and an Associate Chair who oversee the activities of the Council. The Chair will serve a 3-year terms starting January 1. Ordinarily, the Associate Chair shall succeed the Chair. The Vice President of Membership will serve as ex-officio member. One member of the Committee will serve as the 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. (Bylaws, Article V, #9, December 2014).

Graduate Student Teaching Association (GSTA) [EC approved. 4, 25, 2013]

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).

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.

Chair, Graduate Student Teacher Association

The Chair of the Graduate Student Teaching Association is responsible for coordinating activities in which graduate student members of STP are involved. Note that these activities should be at regional and national conferences. The goal is to reach a large population of graduate students, beyond the host institution. The chair also appraises the Vice-President for Membership of relevant issues concerning graduate student members. The chair should contact the Executive Director of STP quarterly for membership listings and reports of new graduate students joining STP.

The Chair is responsible for increasing membership in the organization, developing and implementing services for those members, developing awareness of the organization through professional contacts (i.e., schools, universities, sympathetic organizations like APAGS, etc.), and generally acting as an advocate of graduate student teacher interests both within STP and without. The Chair should also work with the Executive Committee and regional liaisons to encourage submissions of programming for the APA convention through the regular submission process and for regional conferences.

Timeline:

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.

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).

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.

Social Media Liaisons

STP maintains a presence on Facebook (GSTA group and STP group), Twitter, and Google+. Appointees are responsible for monitoring activity and reporting any activity that violates APA policy. They are also responsible for posting announcements sent by the VPRR&PR.

Appointees are appointed for a 3 year term (Current terms end in 2014).

Vice President, Recognitions and Awards

The Vice President of Recognition 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.

- Partnership Small Grants
- Early Career Psychologist Travel Grants
- Fellows Committee
- Teaching Awards Committee
- Instructional Resource Awards
- SoTL Awards

Timeline/Duties:

On-going

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

November/December

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

Travel Grants

Early Career Psychologists Travel Grants (name changed from Faculty Development grants 1/2012)

These funds are used to defray the costs of attending psychology teaching conferences, with regional conference attendance encouraged. These grants are available only to STP members who are enrolled in a psychology PhD program or who are psychology faculty members with no more than 7 years of full-time teaching experience. Approximately 10-12 grants are funded annually, with a maximum award of \$500 per grant.

SAGE Teaching Innovations & Professional Development Award (established 2011)

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 seven (7) years post-doctorate or within seven (7) years of beginning full-time college teaching, whichever comes first) who wish to attend the Division 2 programming at the annual meeting of the American Psychological Association. One graduate student and one untenured faculty member will each receive a \$1250 travel grant. To be eligible for funding, applicants must be a member of the Society for the Teaching of Psychology (STP).

Special Projects/Research Grants

STP Partnership Small Grant Program

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.

Instructional Resource Awards

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, Conference Speaker Grant Program

(Formerly the Master Teacher Speakers Program. Changed in January 2014, and moved from Programming to Recognition and Awards; VOTE 2014-01-17-09; VOTE 2014-01-18-01.)

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

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

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

Duties and Timeline:

- 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 biannual EC meetings

Criteria & Procedure for Proposal Submission:

1. Proposals should not be longer than 2 single-space 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

Scholarship of Teaching and Learning Research Grant (EC approved program for probationary period beginning 2012 and running through 2014)

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

Psi Chi/STP Assessment Resource Grant (co-sponsored with Psi Chi and EC approved for the probationary period of 2011-2013)

The purpose of this grant is to further the goals of Psi Chi and the Society for the Teaching of Psychology (STP-Division Two of the American Psychological Association) by supporting projects to develop assessment tests/instruments/processes to demonstrate student acquisition of goals 2, 4, and 5 of the APA Guidelines for the Undergraduate Psychology Major (see http://www.apa.org/ed/psymajor_guideline.pdf for descriptions of these goals). Acceptable resources developed through this grant will be distributed by STP.

Responsibilities and Duties for Chairs of Grant Committees

- 1) Contact the previous chair to get information regarding the timeline of the decision process and solicit information regarding procedures that have been successful and those that have not. Also, ask for any documentation that might be relevant (e.g., grant/award recipient final report format, final reports from previous chair to VP of Recognition and Awards, scoring guidelines or rubrics, example “congratulations” and “regrets” letters).
- 2) Familiarize yourself with the Awards and Grants Policies (if you have questions, please ask the VP of Recognitions and Awards)
- 3) Review your request for proposals to be certain it includes:
 - a. The URL to the Awards and Grants Policies page
 - b. For grants/awards that fund more than travel (e.g., SoTL, IRA, Small Partnership Psi Chi/STP Assessment Resource Grant) A statement like the following: “Upon notification of funding, grant recipients must submit a brief abstract (no more than 200 words) describing the purpose, method, and expected outcomes of the funded project. These abstracts will be posted on the STP web site”.
 - c. A description of:
 - the dimensions on which the proposals will be rated
 - the submission process
 - the committee chair’s contact information
 - submission deadline
 - if possible, approximate decision date (e.g., early December)
 - historical funding rate
 - URL to abstracts of previously funded proposals
- 4) If you are a new committee chair, please send your committee members a welcome email, introduce yourself, give them a copy of the request for proposals, and the Awards and Grants policies. Let them know how you expect the decision making process to go (if you can come up with timelines, that'd be great so people can plan). Please cc the VP of Recognitions and Awards on this first email to your committee members.

a. Most of the grant programs solicit applications during the fall and notify recipients of decisions no later than by late January. Funding is given for a calendar year; for example, applicants who submit in fall 2013 will have access to their funds Jan. 1st, 2014 (assuming funding decisions are made before January 1st).

5) Post the request for proposals in Society Newsletter (contact STP secretary), ToPNews-online (contact STP Executive Director) and the PsychTeacher listserv (contact listserv manager), and ask the VP of Recognition and Awards to post in grants/awards section.

6) When applications/proposals are received send applicants an email letting them know you received their application, give them a general idea of when to expect a decision, and remind them that recipients will need to provide an abstract for STP to publish on the web site.

7) Run committee deliberations and select award recipients. Be sure to track funding rate information.

8) Notify Vice President of Recognitions and Awards and the applicants about funding decision.

a. Send 'congratulations' emails detailing the amount and purpose of the funding (and for grants/awards funding more than travel request an abstract describing the project). If the recipients are being partially funded you ought to be sure to tell recipients that information, along with formal letters (the Executive Director can send you official STP letterhead if you wish), the financial form explaining to recipients how to receive funding (contact STP treasurer for this), and the final report form to those who were funded (contact the previous committee chair for this).

b. Send 'regrets' emails to those whose proposals were not funded (if you feel comfortable you can give some feedback as to why the project was not funded)

9) Send the announcement of award winners that includes names, affiliations, and project titles to VP of Recognition and Awards, the Executive Director for the next ToPNews, the secretary for the next Newsletter, and the VP of Recognition and Awards for posting on the Web site (if applicable, also post abstracts for funded projects).

10) While the process is fresh, discuss among the committee what worked in the process, what didn't, proposed changes, etc. Feel free to discuss recommended changes in the process with VP of Recognition and Awards.

11) Collect final reports from recipients (send out gentle reminders, if necessary).

12) In early January, submit a brief progress report to the VP of Recognitions and Awards describing the committee's activities for the current grant/award cycle. Be sure to note any difficulties encountered. This report will be distributed at the annual mid-winter meeting of the Executive Committee.

13) Submit final committee report to VP of Recognition and Awards by early June so that information can be included in the Executive Committee meeting in August. The report should include: committee membership (names, affiliations, and term end date), the number of projects funded/how many applied, a list of recipients and their project titles, funding rate, what worked in the process, what didn't, proposed changes, etc.

14) Each year, write thank you letters to the members of your committee for their work (if they have been members of the committee for more than one year, be sure to comment on their cumulative performance). Ask the Executive Director for official STP letterhead. Ask the committee member if they would like you to send copies of the letter to their chair, dean, or anyone else.

15) If any of the members' three-year term has expired, recruit new members. To find replacement member(s), place an open call for nominations, including self-nominations on sites of interest to STP members, such as the Society Newsletter (contact STP secretary), ToPNews-online and the Extended Executive Committee listserv (contact STP Executive Director for both), and the PsychTeacher listserv (contact listserv manager), and ask the VP of Recognition and Awards to post the announcement on the "get involved" spot on the STP web site. Upon receipt of the applications, review them and make your recommendations to the VP of Recognition and Awards for approval. Once committee membership is finalized, send the VP of Recognition a list of the committee membership, their institutional affiliation, and the year in which their term ends.

Sample call for committee members:

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

This award is designed to defray costs for graduate students and early career faculty (within first 5 years of teaching) who wish to attend the Division 2 programming at the 2012 meeting of the American Psychological Association. One graduate student and one untenured faculty member will each receive a \$1250 travel grant. STP is seeking nominations (including self-nominations) for an individual to serve on a committee that will: a) solicit applications, b) evaluate applications, c) select and notify the recipient(s), d) liaison with SAGE and with the STP programming director for APA, and e) provide feedback to the VP of Recognitions and Awards regarding the selection process. All current members of STP are eligible for these positions. Committee members serve for a three-year term. To apply, please send a brief letter stating your interest and experience related to the position, and a current CV. The applications are due by "X" date and should be sent to: Your Name, Chair, "X" Grant Committee at youremail@school.edu

Awards and Grants Policies (policies approved by EC 8/2011 except where noted)

- Only STP members are eligible to receive STP awards and grants.

- New applicants to a grant program are given priority over those who have previously received funds from that grant program.
- During their term, members of the Executive Committee will be ineligible to apply for an STP grant.
- During their terms, members of the Award Evaluation committees are ineligible to apply for awards from these programs for which they are members of the evaluation committee.
- Within a calendar year of receiving funds, all grant recipients need to submit a final report that details how funds were spent and briefly describes the outcomes of activities funded.
- Funding of indirect costs is prohibited.
- A description of the dimensions on which applications will be evaluated must be made publically available (e.g., included in the call for applications).
- Requests for proposals must include historical funding rates (approved by EC 8/2012). 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.

Awards Programs

STP Excellence in Teaching Awards

The Society gives six teaching awards, created to honor excellence in teaching in different settings or careers (adjunct (EC vote 8/2011), high school, community college, graduate student, early career, and four-year institution). The Teaching Awards Committee selects winners of these awards. The Chair of the STP Awards Committee (or the VP for Recognitions and Awards) presents these awards during the STP social hour at the annual APA meeting.

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 Teaching Awards Committee. The award winners should be informed that they are expected to serve on the committee.

Chair, Teaching Awards Committee

Description:

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

Timeline:

August

- Get new stationary from the Executive Secretary, if needed

September

- Organize review panels for each award category

October-December

- Advertise awards in appropriate outlets

January

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

February

- Monitor progress of all review panels

March

- Send notification to recipients, those who were not selected as award winners, and nominators (both 1st and 2nd year applicants)
- Request photos of winners
- Send thank you letters to the members of each review panel.
- Send news releases as requested by winners
- Notify the *Monitor*

April

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

May

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

June

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

July

- Send announcements to STP newsletter and other print media sources
- Prepare flier for APA presentation of awards
- Request updates Fund for Excellence contributors for flier

- Prepare APA presentation (2-3 minutes per winner to read citation)

STP Fellows

The Fellows Committee invites nominations for APA Fellow status for members of STP who are also APA members. The Committee is committed to increasing the diversity of Fellow nominees. Self-nominations are welcome.

The Society's criteria for APA Fellow Status include the following:

1. Evidence of outstanding teaching
2. Evaluation by colleagues, students, and administrators as a teacher
3. Development of innovative curricula and courses
4. Teaching methods
5. Research on teaching
6. Training of teachers
7. Development of teaching materials
8. Administrative facilitation of teaching
9. Outstanding service to the Society for the Teaching of Psychology and other organizations to foster the teaching of psychology

Fellows must qualify for Fellow status according to the Bylaws of the APA, and must have been actively engaged in the teaching of psychology for a period of five years or more, not less than three of which shall have been spent in employment in the same institution. (Bylaws, Article II, number 3; adopted December 2014)

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

Chair, Fellows Committee

Description:

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

Timeline

August

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

September

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

October 1

- Deadline for Fellow nominations.

Fall semester

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

December 15

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

January

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

February 1

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

Mid-February

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

May

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

The VPRA should be familiar with the sections "Special Policies for Chair and Committee Appointments for Teaching Awards and Fellows" described elsewhere in this document.

Vice-President of Diversity and International Relations

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.

- Diversity Committee
- International Relations Committee

On-going

- 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.

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

November/December

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

Chair, Diversity Committee

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

On-going

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

January

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

June

- 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 at the APA convention.

August

- If possible, attend STP Business meeting held at APA convention and give a brief report.
- If possible, attend STP social hour at APA convention.
- If possible, attend STP dinner at APA convention.

September

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

Chair, International Relations Committee

The Chair of the International Relations Committee, serving a three-year term beginning on September 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.

On-going

- Serve, or nominate another committee member to serve, as STP Liaison on APA's International Committee.

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

January

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

June

- 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 at the APA convention.

August

- If possible, attend STP Business meeting held at APA convention and give a brief report.
- If possible, attend STP social hour at APA convention.
- If possible, attend STP dinner at APA convention.

September

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

Chair, Elections and Appointments Committee

Description:

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

Timeline:

September-October

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

November

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

November-December

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

March

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

Fund for Excellence

Mission/Purpose and Responsibilities

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

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

Membership

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

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

Membership Selection

When vacancies arise, appointments to the Fund Board are made by the current Society President who submits the appointment to the Executive Committee (EC) for approval. Besides the usual qualities one looks for in potential appointees, it helps if Board appointees have some knowledge of investments and finance and some willingness to participate in fund-raising efforts.

Historically, the President has consulted with the Chair and Executive Secretary of the Board about candidates, but the appointment is the President's to make. Historically, the Board's members have been seasoned veteran leaders of the society, including many past presidents.

However, this is not official policy and future Presidents could choose to select members based on other criteria.

Duties of the Officers of the Board

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

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

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

Relationship between the Fund for Excellence and the EC

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

Chair, Fund for Excellence

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

Timeline:

August

- The Board for the Fund for Excellence holds its meetings in conjunction with the annual APA convention. Traditionally, meetings have been held annually, but we decided to experiment with meeting every other year starting in 2003. The Chair confers with Board members and schedules the meeting for some time during the APA convention. During these meetings, the Chair reports on fund raising activities and results. The Secretary for the Board reports on investment decisions and

earnings, as well as disbursements. The full Board discusses possible strategies as they relate to both fund-raising and investments. The meetings typically require 30 to 60 minutes.

May and November

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

Executive Secretary, Fund for Excellence

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

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

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

Appendix A. GSTA Policies and Procedures

Society for the Teaching of Psychology

Graduate Student Teaching Association (GSTA)

Policies & Procedures

Drafted May 2006

Updated April 2013

Graduate Student Teaching Association

Mission Statement

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

Basic Operating Principles of the GSTA

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

ARTICLE VI—GRADUATE STUDENT TEACHING ASSOCIATION

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

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

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

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:

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.

Letter from the department chairperson endorsing the proposal.

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.

The availability of GSTA members from the host institution to fill GSTA leadership positions for the three-year period, including Chair and Associate Chair. In addition, host institution leaders are responsible for recruiting Regional Representatives and ensure that they promote the GSTA.

A statement of the plan for involving regional liaisons and also connecting with APAGs.

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.

Chair, Graduate Student Teacher Association

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 periodically contact the Executive Director of STP for membership listings and reports of new graduate students joining STP.

The Chair is responsible for increasing membership in the organization, developing and implementing services for those members, developing awareness of the organization through professional contacts (i.e., schools, universities, sympathetic organizations like APAGS, etc.), and generally acting as an advocate of graduate student teacher interests both within STP and without. The Chair should also work with the Executive Committee and regional liaisons to encourage submissions of programming for the APA convention through the regular submission process and for regional conferences.

Timeline:

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.

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).

GSTA Associate Chair

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

GSTA Regional Representatives

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

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

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.

Budget

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.

GSTA Website and Listserv

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

GSTA Facebook group:

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

GSTA Clearinghouse website:

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

GSTA Listserv:

STP-GSTA@list.kennesaw.edu

GSTA Host Institutions

2002 - 2004	Auburn University Faculty Advisor: Dr. William Buskist Chairs: Jason Sliorski/Jared Keeley
2004 - 2007	University of Akron Faculty Advisor: Dr. Loreto Prieto Chairs: David Wimer/Sara Rieder Bennett/Shannon Schmidt
2007-2010	University of New Hampshire Faculty Advisor: Dr. Victor Benassi Chairs: Rachel Rogers (2007-2008)/Bethany Fleck (2008-2009)/Jennifer Stiegler (2009-2010)
2011-2013	University of Georgia (2011-2013) Faculty Advisor: Dr. Rosemary Phelps Chair: Florin Selegea Associate Chairs: Cindy Joseph/Christine Sainvil
2014-2016	City University of New York—Graduate Center