



# SOCIETY FOR THE TEACHING OF PSYCHOLOGY

## **Policies and Procedures Manual**

**First Approved December 2011**

**Amended March 25, 2023**

### **History and Overview**

The Society for the Teaching of Psychology's (STP's) 2010 President Dana Dunn charged the Task Force on Policies and Procedures with creating a manual that contained 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. Whenever possible, this group relied on STP's bylaws, voting records, executive committee meeting minutes, and/or the secretary's annual report to identify the policies and procedures for this manual. When a record could not be located, the Task Force recommended procedures based on past practices and/or reports from other STP task forces.

Policies and procedures are like bylaws in that they guide the governance of the Society. However, unlike Bylaws changes, changes to the Policies and Procedures require only the approval of the Executive Committee and not the membership.

The initial publication of the Policies and Procedures manual was a comprehensive corpus of policies and procedures that have evolved over the course of STP's existence. Because positions evolve over time, the STP Executive Committee updates the manual at least annually. The Executive Director prepares a draft revision that incorporates any Executive Committee approvals from the prior year; members of the Executive Committee are responsible each year for updating the position descriptions in their purview and should consult the Bylaws, the official records of votes, and action items prior to making substantive changes. Changes in these Policies and Procedures require a vote of the Executive Committee.

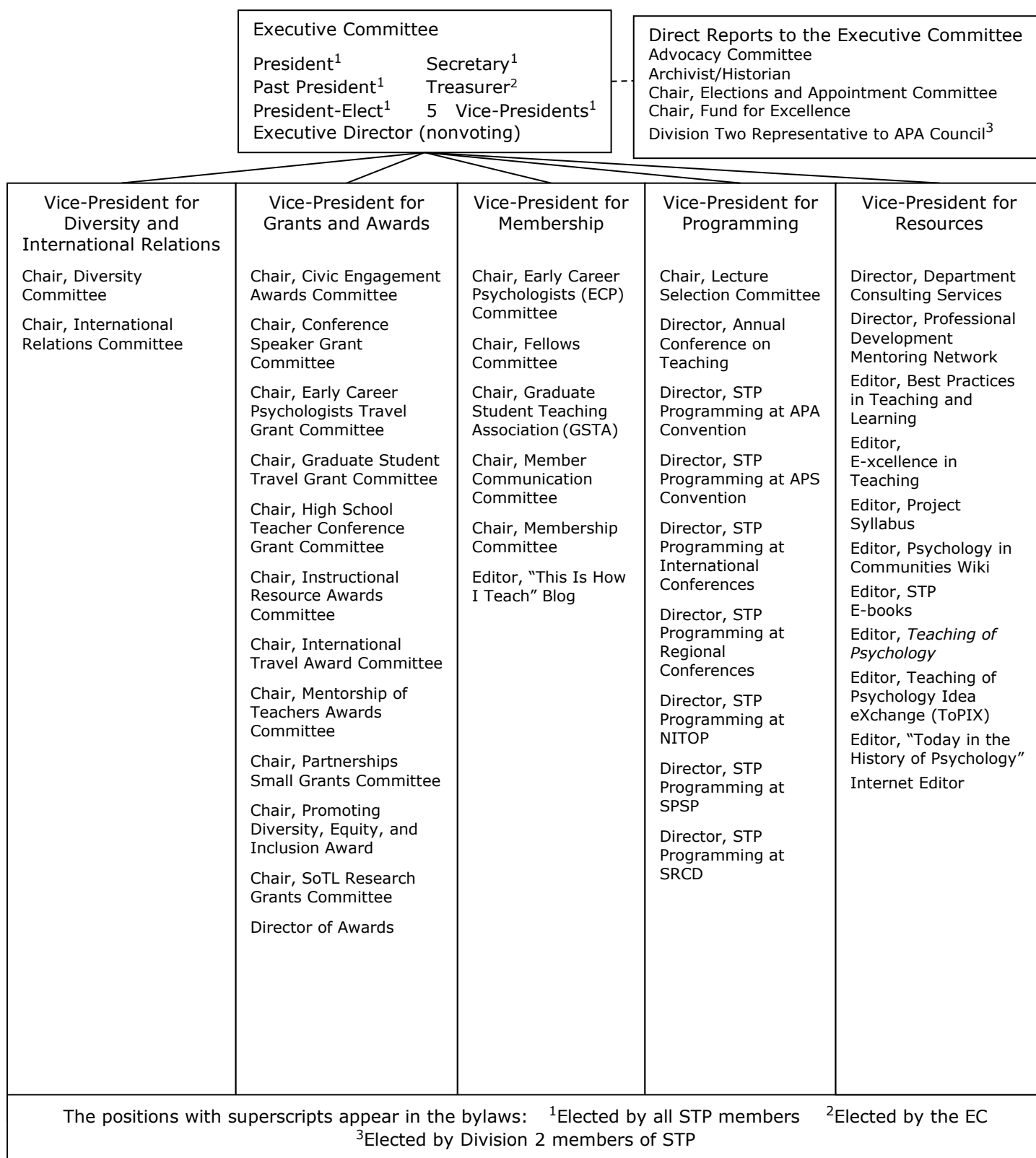
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# STP Organizational Chart (2023)



# BYLAWS OF THE SOCIETY FOR THE TEACHING OF PSYCHOLOGY

Amended March 9, 2022

## ARTICLE I—NAME AND MISSION

1. The name of this organization shall be the Society for the Teaching of Psychology (hereinafter the "Society").
2. The Society for the Teaching of Psychology promotes excellence in the teaching and learning of psychology. The Society provides resources and services, access to a global collaborative community, and opportunities for professional development. It endeavors to promote equity and social justice for teachers and students of psychology with marginalized, racially minoritized, and intersecting identities. The Society also strives to advance the scholarship of teaching and learning; advocate for the needs of teachers of psychology; promote diversity, equity, and inclusion initiatives within the teaching and learning of psychology; foster partnerships across academic settings; and increase recognition of the value of the teaching profession.
3. The Society functions as Division Two of the American Psychological Association (APA).

## ARTICLE II—MEMBERSHIP

1. The Society shall consist of two classes of membership: Members and Fellows.
2. Members shall be any persons interested in the teaching of psychology who are current in their payments of dues to the Society.
3. Fellows of APA in the Society shall be persons who qualify for Fellow status according to the bylaws of the APA.
4. On matters calling for a vote by the membership of the Society, each Fellow and Member shall have one vote; no voting by proxy shall be allowed.

## ARTICLE III—ELECTED OFFICERS AND EXECUTIVE COMMITTEE

1. The elected officers of the Society shall be a President, a President-Elect, a Past President, five Vice-Presidents, a Secretary, a Treasurer, and one or more Representatives to the APA Council of Representatives, as provided for in the bylaws of the APA.
2. The President, President-Elect, Past President, five Vice Presidents, Secretary, and Treasurer constitute the voting members of the Executive Committee. The Executive Director of the Society shall serve as a nonvoting member of the Executive Committee. The Executive Committee shall supervise the affairs of the Society subject to the provisions of these bylaws. The President shall preside at all meetings of the Executive Committee and oversee all other discussions, deliberations, and votes of the Executive Committee. The Executive Committee shall make decisions by majority vote during face-to-face meetings or teleconferences and by unanimous consent when voting via email. The Executive Committee may send formal invitations to other individuals in appointed positions within the Society (e.g., Editors, Directors, and Chairs) and liaisons from other organizations that promote the teaching of psychology to attend its meetings or contribute to discussions as nonvoting participants.
3. The President-Elect shall be elected by the voting members of the Society. The term of office for President-Elect shall be one year starting on January 1 in the year following the election and ending on December 31. It shall be the responsibility of the President-Elect to perform the duties of the President in the event of the absence or incapacity of the latter. The President-Elect shall become President upon the expiration of the President's term. The President-Elect shall not simultaneously hold any other elected office or appointed position as Editor, Director, or Chair in the Society.
4. The term of office for President shall be one year starting on January 1 in the year immediately following that individual's term as President-Elect and ending on December 31. The President shall not simultaneously hold another elected office or appointed position as Editor, Director, or Chair in the Society.
5. The term of office for Past President shall be one year starting on January 1 in the year immediately following that individual's term as President and ending on December 31. The Past President shall serve as a member of the Elections and Appointments Committee and shall write the annual report of the Society's activities during his or her Presidential year to be submitted to APA. The Past President shall not simultaneously hold any other elected office or appointed position as Editor, Director, or Chair in the Society with the exception of Chair of the Elections and Appointments Committee. Past Presidents of the Society shall be prohibited from future candidacy for any office whose incumbent is a voting member of the Executive Committee, but they may be considered for future candidacy for any other elected office or appointed position in the Society.
6. Each of the five Vice Presidents shall be elected by the voting members of the Society to represent one of the Society's five functional areas: Diversity & International Relations, Grants & Awards, Membership, Programming, and Resources. The term of office for each Vice President shall be three years starting on January 1 in the year following the election



and ending on December 31. Elections for Vice Presidents shall be staggered so that Vice Presidents for no more than two functional areas shall be elected in any calendar year. No Vice President shall simultaneously hold another elected office or appointed position as Editor, Director, or Chair in the Society. An individual is limited to serving a total of two three-year terms as Vice President and shall be prohibited from future candidacy for Vice President in any functional area, but this individual may be considered for future candidacy for any other elected office or appointed position in the Society.

7. The Secretary shall be elected by the voting members of the Society and shall not simultaneously hold another elected office or appointed position as Editor, Director, or Chair in the Society. The term of office for Secretary shall be three years starting on January 1 in the year following the election and ending on December 31. An individual is limited to serving a total of two three-year terms as Secretary.
8. The Treasurer shall be elected by the voting members of the Executive Committee of the Society and shall not simultaneously hold elected office or appointed position as Editor, Director, or Chair in the Society. The term of office for Treasurer shall be three years starting on January 1 in the year following the election and ending on December 31. An individual is limited to serving a total of two three-year terms as Treasurer.
9. Candidates for the Society's Representatives to the APA Council of Representatives shall be Fellows or Members of the APA. Representatives to APA Council shall be elected only by those Society members who are eligible to vote in APA elections. Representatives to APA Council shall not simultaneously hold another elected office or appointed position within the Society.
10. Should an elected officer, other than the President or President-Elect, leave office for any reason, the Executive Committee shall vote to elect a successor to complete the remainder of the unexpired term. Should a candidate receiving the most votes decline to serve after the balloting but before the outcome of the election has been announced, the Elections and Appointments Committee shall declare elected the candidate receiving the next largest number of votes for that office. Should the President leave office for any reason, the President-Elect shall complete the current President's term. Should the President-Elect leave office for any reason, the candidate receiving the next largest number of votes in the election for that office shall complete the President-Elect's term.
11. In cases where an elected officer, other than the President, fails to perform the specified duties of that office as evaluated by the President, the President shall notify the officer in writing stating the concerns and expectations for remedying the situation. If the officer 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 from office. The Past President shall then contact the officer 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 confidential meeting of the Executive Committee, excluding the President and the officer in question. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee, excluding the President and the officer in question, shall be required for removal from office.
12. In cases where the President fails to perform the specified duties of the office as evaluated by a member of the Executive Committee, that member shall notify the President in writing stating the concerns and expectations for remedying the situation. If the President continues to fail in the performance of duty, the member shall then submit to the Past President a written statement and documentation concerning the failure of performance with a recommendation for removal of office. The Past President shall then contact the President requesting a written response to this recommendation within thirty days. Upon receipt of this response or after a period of thirty days, the Past President shall convene a confidential meeting of the Executive Committee, excluding the President and the member who made the initial charge, to review the documentation. A majority vote of the Executive Committee, excluding the President and the member who made the initial charge, shall be required for removal from office.

#### **ARTICLE IV—APPOINTED LEADERSHIP POSITIONS**

1. Members of the Executive Committee may propose the establishment of leadership positions (e.g., Editors, Directors, and Chairs of committees or task forces) to support the Society's mission. The Executive Committee must vote to establish a leadership position, to authorize or adjust a budget for the position, and to dissolve the position.
2. Each leadership position will report to a designated member of the Executive Committee.
3. In cases where an appointed leader fails to perform the specified duties of that position as evaluated by the member of the Executive Committee who supervises the position, the supervisor shall notify the appointed leader in writing stating the concerns and expectations for remedying the situation. If an appointed leader continues to fail in the performance of duty, the supervisor 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 appointed leader 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 confidential meeting of the Executive Committee. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee shall be required for removal from the position.

#### **ARTICLE V—NOMINATIONS AND ELECTIONS**

1. The 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.
2. 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.
3. 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.
4. 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 seat with the approval of the Executive Committee.

#### **ARTICLE VI—MEETINGS**

1. The annual meeting of the Society shall take place at a site and time determined at the previous annual meeting and announced to the membership at least three months prior to the meeting. The annual meeting serves for the transaction of business, the presentation of scientific papers, and discussions of professional matters in the field of the Society's interests.

#### **ARTICLE VII—DUES**

1. Annual dues and assessments of any special dues shall be determined by the Executive Committee to cover expenses to the Society and the subscription to *Teaching of Psychology*.

#### **ARTICLE VIII--FUND FOR EXCELLENCE**

1. The Fund for Excellence in the Teaching of Psychology is an endowment fund. The income from the Fund is to be used each year to provide a monetary award to the winners of the Society Teaching Awards. Other activities that promote good teaching may be supported after providing for the awards and the expenses of the Fund.
2. There shall be a Board to administer the Fund.
3. The Board shall consist of four persons, at least three of whom are Members of the Society, appointed by the Society's Executive Committee. In addition, the Society's Treasurer shall be an ex officio, nonvoting member of the Board.
4. Each Board member shall serve a term of four years. Terms shall be staggered so that one new member is appointed every year. A member shall serve no more than two consecutive terms.
5. The Treasurer of the Society shall serve as Treasurer of the Fund. It shall be the duty of the Treasurer to review and approve the monthly deposits and expenses and the annual report of the Fund.
6. 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.

#### **ARTICLE IX—AMENDMENTS AND CHANGES TO THE OPERATING PROCEDURES OF THE SOCIETY**

1. The Society, at any annual meeting by a vote of two-thirds of the members present, or by a majority of the members of the Society voting on a mail or electronic ballot, may adopt such amendments to these bylaws as have been (a) presented and read at the preceding annual meeting, or (b) emailed to each member, or (c) published as a ballot in an appropriate Society publication two months before the count.
2. The Executive Committee, by a two-thirds majority, may vote to alter or suspend a portion of a bylaw for a temporary period of time when a need exists to respond to a legitimate and pressing concern to preserve or enhance the welfare of the Society if the membership incurs no additional financial liability. Should the bylaw alteration or suspension be deemed appropriate to stand, the change shall be submitted to the membership of the Society using the mechanisms for bylaw amendment as spelled out in this section.
3. The Executive Committee, by a majority vote, may establish and amend the operating procedures of the Society. These operating procedures are maintained in the Policies and Procedures Manual of the Society.



# Executive Committee: Operating Procedures

## Meetings

The Executive Committee (EC) supervises Society affairs and is the decision-making body of the Society.<sup>1</sup> The Society conducts business in four forums: biannual EC face-to-face meetings (one that occurs concurrently with the Annual Conference on Teaching), EC teleconferences, and ongoing discussion via electronic Listserv. The President presides over all these forums.

## EC Meetings and Teleconferences

The EC meets face-to-face twice a year and by teleconference approximately once a month when not meeting face-to-face<sup>2</sup>. The President may invite individuals to participate in any EC teleconference whenever the individual(s) may contribute to substantive discussions of an agenda item.<sup>3</sup> At the start of any teleconference that includes participants who are not EC members, the President will welcome and introduce the individuals to the EC, will thank them for their participation, will invite them to make substantive contributions to the discussion of any appropriate agenda item, and will notify them to leave the teleconference if the EC enters an executive session.

## Meeting Minutes/Reports

Meeting minutes should include a record of who attended the meeting, a summary of substantive discussions on the STPEXEC Listserv that preceded the meeting, a summary of substantive discussions during the meeting, and a record of votes taken during the meeting or by electronic vote prior to the meeting.

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

## Requesting Reports

Prior to the first face-to-face EC meeting each year, the President will request annual reports from all STP leaders covering January 1 through December 31 of the previous year. The President will also request reports from task forces or ad hoc committees as appropriate. The due dates for reports are determined by the President.

Each annual report should include the following:

- Title of STP leadership position
- Name of STP leader, with start and end dates for the position (please note if this is a 1st or 2nd term)
- Date of report
- (If appropriate) Names of all committee members or associate/assistant leaders, with starting and ending dates for each leader's position (please note if this is a first or second term)
- Summary of the major work accomplished
  - For grants and awards committees: Include a list of the number of applications received from the previous call for proposals and the number of grants/awards funded. This should include the funding percentage (how many awards were funded from the total requested) and the funding rate (average % of requested proposals that were funded).
  - For grants and awards committees: Include a list of those who received the award this past year, the recipient's affiliation, the title of the project/presentation (if applicable).
- (If appropriate) Requests, recommendations, or action items for EC deliberation

<sup>1</sup> 2022 Bylaws, Article III Paragraph 2

<sup>2</sup> The COVID-19 pandemic prevented the Executive Committee from conducting face-to-face meetings. During the pandemic, the Executive Committee scheduled extended teleconferences in lieu of meeting face-to-face.

<sup>3</sup> 2022 Bylaws, Article III, Paragraph 2

## Setting Meeting Agendas

### Biannual (Face-to-Face) EC meetings

For these meetings, the President drafts the agenda.

In advance of each meeting, the Secretary and Executive Director will prepare an agenda book that typically includes the following items:

For the First Biannual EC Meeting of the Year:

- List of EC Members
- Daily agenda for the meeting (with date, time, and location of the meeting)
- Minutes from the most recent EC teleconference
- Review of STP's Mission Statement and Diversity Statements
- Annual Reports (Jan 1 through Dec 31)
  - Past President (Division Annual Report)
  - Executive Director (including Open Action Items and direct reports to the EC)
    - APA Council Representatives
    - Elections and Appointments Committee
    - Archivist/Historian
    - Fund for Excellence
  - Secretary (List of EC Votes from the previous year and current year)
  - Treasurer
  - Vice Presidents ( $N = 5$ )
- Task Force and Working Group Reports
- Review of Policies and Procedures Manual (to include revisions pertaining to votes during the meeting)

For the Second Biannual EC Meeting of the Year:

- List of EC Members
- Daily agenda for the meeting (with date, time, and location of the meeting)
- Minutes from the most recent EC teleconference
- Suggested order of discussion:
  - Past President (Updates on Task Forces, if appropriate)
  - President-Elect (list and rationale for possible task forces and working groups, if appropriate)
  - Executive Director (including Open Action Items and direct reports to the EC)
    - APA Council Representatives
    - Elections and Appointments Committee
    - Archivist/Historian
    - Fund for Excellence
  - Secretary (List of EC Votes from the current year)
  - Treasurer
  - Vice Presidents ( $N = 5$ )
- Task Force and Working Group Reports

### Teleconferences

During each month when there is no face-to-face (biannual) meeting scheduled, EC members will participate in a teleconference to conduct discussions and to vote on motions in compliance with Title 29 Chapter 4 (Nonprofit Corporations) Subchapter VI (Directors, Officers, and Employees) Part B (Meetings and Actions of the Board) of the District of Columbia Official Code.<sup>4</sup> The President will set the agenda for each teleconference and may cancel a teleconference if there is no business to conduct.

### Annual Conference on Teaching

The Annual Conference on Teaching serves as the Society's annual business meeting. The President provides an update of Society initiatives to those in attendance.

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<sup>4</sup> <https://code.dccouncil.us/us/dc/council/code/titles/29/chapters/4/subchapters/VI/parts/B/>

## Electronic Discussions

Two Listservs are maintained for conducting STP business: the EC Discussion Group (DIV2STPEC) and the Extended EC Discussion Group (DIV2LEADERSHIP).

Electronic discussions concerning Society business may be conducted on the DIV2STPEC Listserv, DIV2LEADERSHIP Listserv, or by other electronic means. It is important that discussions be archived so that information can be retrieved. Issues often recur and having access to previous discussion(s) about a topic is essential. An exception is discussion of candidates for leadership positions, a topic considered under the [Elected Officers and Appointments](#) section of this document.

### EC Discussion Group (DIV2STPEC Listserv)

The role of the EC Listserv is for EC members to share information, discuss ongoing business, and develop agenda items for scheduled meetings or teleconferences. For issues that need a vote, a voting EC member may make a motion via the DIV2STPEC Listserv. The President will then ask if there is a second. If the motion receives a second, electronic discussion may continue. The President may then decide whether to call for an electronic vote (refer to [Voting](#)) or to postpone further discussion and vote until the next EC meeting or teleconference. The Executive Director, Secretary, Internet Editor, and Archivist/Historian are listowners.

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

- President
- Past-President
- President-Elect
- Secretary
- Treasurer
- VP for Diversity and International Relations
- The following nonmembers of the Executive Committee are also included as members of the Listserv
  - Incoming Officers (added in September prior to the year of assuming office)
  - Assistant Executive Director
- VP for Membership
- VP for Programming
- VP for Grants and Awards
- VP for Resources
- Executive Director (nonvoting)

### Extended EC Discussion Group (DIV2LEADERSHIP Listserv)

The DIV2LEADERSHIP<sup>5</sup> membership list (see below) consists of voting EC members, non-voting extended committee members, directors, editors, associate directors, associate editors, committee chairs, current task force chairs, coordinators, and liaisons. The Executive Director, in consultation with the President, shall update the membership list annually. Individuals whose term have expired or whose work has been completed should be removed. Newly elected officers or new appointments shall be added. The STP President shall have discretion to invite/retain individuals who are not on the list but who possess relevant expertise or perspective that might inform EC deliberations. The Executive Director, Secretary, Internet Editor, and Archivist/Historian are listowners.

#### Membership on the DIV2LEADERSHIP Listserv

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

- Incoming President-Elect
- Incoming President-Elect-Elect (after election results are announced)
- Past Presidents (for as long as they wish)
- Past STP EC members for one year beyond their term expiration
- Assistant Executive Director
- Formal STP Liaisons, BEA, Psi Beta, Psi Chi, CABA, CIRP, TOPSS, APS
- Coordinators of STP Programming at regional conferences
- Presidential invitations

<sup>5</sup> Prior to 2017, this listserv was named TOPEC. The name was changed when the listserv was moved to APA.

## Introducing Topics for Discussion on DIV2LEADERSHIP

The purpose of the DIV2LEADERSHIP Listserv is to share information and solicit input from those responsible for STP operations. The Listserv is an opportunity for DIV2LEADERSHIP list members to comment on issues relevant to STP's operations, policies and practices. The President may seek the advice and input of DIV2LEADERSHIP members on significant items to be considered by the EC. DIV2LEADERSHIP is the primary vehicle by which an extended list of those responsible for STP's operations have a voice in the discussion. The list is also used as a communication system and for announcements. For example, the Executive Director requests items for the monthly newsletter.

## Voting

The Executive Committee shall make decisions by majority vote during face-to-face meetings or teleconferences and by unanimous consent when voting via email.<sup>6</sup>

## Establishing a Majority

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

The President may request the Secretary to initiate an electronic vote before a meeting or teleconference. In compliance with Title 29 Chapter 4 (Nonprofit Corporations) of the District of Columbia Official Code,<sup>7</sup> the President will set a date and time for EC members to email their votes to the Secretary. An affirmative vote by email requires unanimous consent of all voting EC members (10 yes votes).

## Maintaining Records for the Archives

To maintain archives of our records, the STP Archivist/Historian recommends archiving all committee materials per the Center for the History of Psychology (CHP) guidelines for organization materials accepted and maintained by the CHP. The Archivist will designate personnel and award committee documents as restricted to the public for 50 years both internally and when deposited at the CHP. As indicated in the CHP deposit guide for organization, the following materials accepted and maintained by the CHP are:

- newsletters of the organization
- publications pertinent to the organization
- letters to the organization
- administrative correspondence
- organizational/administrative records
- special event materials
- committee materials

If there is a question about a specific document, the VP or other EC member can send it to the STP Archivist for evaluation. NOTE: Many of these materials are posted on the STP Website. Periodically, the Archivist examines these materials and receives downloads of Website content from the Internet Editor.

The Executive Director maintains shared Dropbox folders for each Chair, Director, Editor, and EC member, all of which are also shared with the Archivist/Historian. Each STP leader is encouraged to upload documents to the shared Dropbox folder so that the Archivist/Historian may transfer relevant documents to the archives.

## Legal Counsel

The Executive Committee refers issues requiring legal opinions to the APA Office of General Counsel. This includes contracts (e.g., with hotels for STP programming) and Memoranda of Understanding (MOUs) with other organizations. Please send any legal documents or questions to the STP Executive Director, who will then forward them to APA's Office of General Counsel.

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<sup>6</sup> 2022 Bylaws, Article III Paragraph 2

<sup>7</sup> <https://code.dccouncil.us/dc/council/code/titles/29/chapters/4/subchapters/VI/parts/B/>

# Elected Officers and Appointments

## *Open Calls for Elected Officers and Appointments*

All calls for elected officers and appointments shall be open to all eligible STP members and shall be published on the STP website and via STP's social media outlets. Each call should begin with a two-sentence first paragraph, with the title of the position identified in the first sentence and with the approved **diversity statement** as the second sentence. The second paragraph should include a description of the job responsibilities and any required/recommended qualifications for the position, and a third paragraph should provide instructions for applications and a deadline. When considering potential nominees whose contributions are having a broad impact, the selection committee members should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

## *Elected Officers*

Elected officers of the Society shall be determined by a vote of Members and Fellows of the Society, voting on a mail or electronic ballot, except for (a) Representatives to APA Council, for whom only APA members may vote, and (b) the Treasurer, for whom only EC members may vote.

The Elections and Appointments Committee shall issue a call for applications on sites of interest to the membership for the offices of President-Elect, Vice President(s), Secretary, and Treasurer in those years when a term of office expires, and for the offices of APA Council Representatives according to the time-line specified by APA. When soliciting or considering potential applicants whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. The Elections and Appointments Committee shall consider the applications for advisory purposes; an application does not guarantee that a candidate's name will go forward. The committee constructs the slate of candidates to be voted on by the requisite body.

Except for the office of Treasurer, the ballot shall list at least two applicants for each vacancy in each elected office. If a candidate withdraws from the election before ballots are distributed, the Elections and Appointments Committee shall issue a call for a replacement candidate if time permits; otherwise, the membership shall be notified of the candidate's withdrawal from the election.

The candidate receiving the largest number of votes for each Society office shall be declared elected. If there are two open positions for representatives to APA Council, the two candidates who receive the highest vote totals via ranked-choice voting. 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. The election of Treasurer is conducted by the EC<sup>8</sup> and that body shall have the option of considering only one candidate for that position.

## **Duties of Elected Officers**

It shall be the duty of the President to preside at all meetings of the Society, to serve as Chair of the Executive Committee of the Society, to supervise the affairs of the Society with the approval of the Executive Committee.

It shall be the duty of the Secretary to maintain the official non-financial records of the organization, to take minutes at all Executive Committee meetings and business meetings of the Society membership, to record and prepare an annual summary of major Executive Committee decisions for review and approval at the Executive Committee meeting, to serve as editor of the Society's newsletter, and to perform other duties related to organizational needs as they arise.

It shall be the duty of the Treasurer to oversee the timely collection of dues from members; to monitor the funds and investments of the Society; to maintain custody of the financial records of the Society; to work with the officers of the Society on major financial matters; to maintain records of receipts and expenditures of the Society; to deposit receipts in a timely fashion; to make timely disbursements as authorized by the Executive Committee; to prepare a proposed annual budget for approval at the Executive Committee

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<sup>8</sup> 2022 Bylaws Article III Paragraph 8

Meeting; to prepare an annual financial statement for the Executive Committee Meeting; to notify the APA's Office of Membership Services of any changes in dues assessments at the prescribed time; to function as the Treasurer of the Fund for Excellence; and to perform other general duties of a treasurer as needed.

It shall be the duty of each Vice President to coordinate communication among the Editors, Directors, and Committee Chairs in that officer's assigned functional area, to seek input from them, and to represent their interests to the Executive Committee.

Representatives to APA Council shall serve the terms, perform the duties, and accept the responsibilities specified in the bylaws of the APA and shall bring issues to the attention of the Executive Committee.

Officers shall assume office on January 1 of the year following their election and shall hold office until their elected successors assume office in their stead.<sup>9</sup> In the event that a candidate cannot assume the office, the person receiving the next highest number of votes shall be offered the position. If no candidate from the most recent election is available to serve, the President, with EC approval, shall appoint someone to fill the position for the remainder of the term.

## Training of Newly Elected Officers of the Executive Committee

The EC recommends that the President contact the outgoing officers and the newly elected EC officers to request that the newly elected officers prepare for their positions in the following ways:

- When election results are public, the current office holder should contact the newly elected officer to review the responsibilities of the position and to answer questions.
- Each newly elected officer should read the current Bylaws and the current Policies and Procedures Manual,<sup>10</sup> paying attention to sections that pertain to the office.
- Each newly elected officer should review several months of recent minutes, votes, and EC action items; these materials are available on the STP website.<sup>11</sup>
- The Executive Director should add newly elected officers to the DIV2STPEC Listserv by September 1.
- The President should invite newly elected officers, if available, to join as guests during EC teleconferences in September through December of the year prior to assuming the office.
- The President should invite newly elected officers who plan to attend the Annual Conference on Teaching to join as guests during the second biannual EC meeting.

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

When an APA Council seat is lost on an apportionment ballot, the seat shall be vacated by the most recently elected Council Representative or the Council Representative who received the fewest votes when more than one Representative was elected in that year. When an APA Council seat is gained on an apportionment ballot, the Council Representative candidate who received the next highest number of votes in the most recent election shall occupy the seat until an election can be held. If no candidate from the most recent election is available to serve, the President shall appoint someone to fill the Council seat with EC approval.<sup>12</sup>

## Appointments

Members of the Executive Committee may propose establishing leadership positions (e.g., Editors, Directors, and Chairs of committees or task forces) to support the Society's mission. The Executive Committee must vote to establish a leadership position, to authorize or adjust a budget for the position, and to dissolve the position.<sup>13</sup> Each leadership position will report to a designated member of the Executive Committee.<sup>14</sup>

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<sup>9</sup> 2022 Bylaws Article V Paragraph 2

<sup>10</sup> These documents are available at <http://teachpsych.org/about>

<sup>11</sup> <http://teachpsych.org/ReportsDocuments>

<sup>12</sup> 2022 Bylaws Article V Paragraphs 3 and 4

<sup>13</sup> 2022 Bylaws Article IV Paragraph 1

<sup>14</sup> 2022 Bylaws Article IV Paragraph 2



For all appointments to positions with the titles of Editor, Director, Chair, Associate Editor/ Director/Chair, Moderator, Coordinator, and Liaison, the EC member responsible for oversight of the position will issue an **open call for candidates** on sites of interest to STP members. Refer to the following sections of this manual for procedures for appointing the **Executive Director**, **Editor of *Teaching of Psychology***, and **Internet Editor**.

The responsible EC member brings forth candidate(s) for EC discussion and consultation prior to the final selection. The EC must vote on any position that includes a course release, stipend, or start-up funding. All EC discussions of personnel must be conducted confidentially.

To facilitate smooth transitions within a leadership position, the Vice President responsible for the position should consult with the outgoing leader to schedule the open call early enough for the outgoing leader to provide necessary training for the incoming leader. Some positions (e.g., Director of the Annual Conference on Teaching) may require the incoming leader to shadow the outgoing leader of a year and may involve designating the incoming leader as an Associate Director/Chair/Editor for the training year.

The Executive Director maintains a list of committee chairs, editors, and directors and publishes this list on the STP website.

### **Restriction on Number of Concurrent Appointments Held by One STP Member**

An STP member may hold at most one leadership position (Chair, Director, Editor, Coordinator, APA Council Representative, Archivist/Historian), unless the Executive Committee votes to allow the member to hold more than one position. This does not preclude serving as an associate chair/director/editor or member of multiple committees.<sup>15</sup>

### **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. This committee shall establish selection criteria and a deadline for applications and shall issue an open call for applications. When considering potential applicants whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. Announcements shall be placed on sites of interest to STP members. For all appointments in this category, the *ad hoc* Search Committee shall develop a short list of candidates for consideration. The chair of the search committee may ask the persons on the short list to submit three professional references.

For Editor and Director positions with terms of office of three years or fewer, the following procedure shall be followed. The Vice President responsible for the program shall issue an open call for applications. When considering potential applicants whose contributions are having a broad impact, the Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. Announcements shall be placed on sites of interest to STP members. The responsible VP brings forth candidate(s) for EC discussion prior to selecting the officer.

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

For appointments to positions with the title of Associate Editor and Associate Director, the Editor or Director will consult with the EC member responsible for oversight of the position to issue an open call for candidates on sites of interest to STP members. When considering potential applicants whose contributions are having a broad impact, the Editor or Director and the Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. The responsible EC member brings forth candidate(s) for EC discussion and consultation prior to the final selection. As is the expectation for all STP officers, consulting, obituary, and associate editors of *Teaching of Psychology* must be current members of STP.

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

The composition of the Elections and Appointments Committee is described later in this manual. For other committees, the Vice President who oversees the committee will issue an open call for applications for committee chair on sites of interest to STP members. Committee members (not specified by the Bylaws) are then appointed by the committee Chair in consultation with the Vice President who oversees the

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<sup>15</sup> EC Vote 2020-11-09-E1

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

Committee chairs assume their duties on January 1 following their appointment.

The first year a committee is established, two of the members should have 2-year terms and three members (including the chair) should have 3-year terms. Thereafter, terms for all members shall be 3-year terms. For exceptions to this policy see section titled *Special Policies for the Fellows Committee and the Committee on Teaching Awards*.

A committee member who serves the allowable 2 terms of 3 years each will be eligible to apply as a candidate for the Chair position for the committee. If appointed, the incoming 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.)

## Special Policies for Associate Chair for the Fellows Committee and the Associate Director for Awards

- The Fellows Committee has an Associate Chair and the Committee on Teaching Awards has an Associate Director, each of whom will likely move into the leadership role.
- 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 Membership, will recommend to the EC one of the Fellows currently on the Committee who has not previously served as Chair for this position. The EC will act on this recommendation by September 1.
- When there is a vacancy for Associate Director of Awards, the VP for Grants and Awards will issue an open call for applications by June 1 of the year before the term of the current Director expires. Announcements shall be placed on the Society website and other places of interest to STP members, such as *STP News*, social media, the PsychTeacher Listserv, or other venues. When considering potential applicants whose contributions are having a broad impact, the Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. The Director, in consultation with the VP, recommends an Associate Director for approval by the EC by August 1. The EC will act on the recommendation prior to September 1. The EC also voted<sup>16</sup> to create a 'start-up' course release fund whereby the Director of Awards is eligible for a course release during his/her first term in the position.

## Directors and Coordinators of STP Programming

In accordance with the policies described in the first paragraph under Appointments, the Vice President for Programming appoints Directors and Coordinators for STP programming. When considering potential applicants whose contributions are having a broad impact, the Vice President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. Ordinarily, Directors facilitate programming at international or national conferences and Coordinators facilitate programming at regional conferences. The Director of Regional Programming consults with the governing boards of each regional conference to identify regional coordinators to facilitate STP programming for that conference.

## Training for Appointed Chairs, Editors, and Directors

The Vice President responsible for a newly elected chair, editor or director should provide training:

- Refer the newly appointed leader to sections of the current Bylaws<sup>17</sup> and the current Policies and Procedures Manual relevant to the position.
- Refer the newly appointed leader to the *Resources for STP Leaders* for instructions on email accounts, Dropbox folders, web pages, Google forms, and other resources that the leader should use for communication and maintaining records pertaining to their leadership roles.

<sup>16</sup> EC Vote 2011-10-00-21

<sup>17</sup> <http://teachpsych.org/about>

- Ask the current leader to contact the newly elected leader to review the responsibilities of the position and to answer questions.

The VP should also provide training for a newly appointed associate chair, associate editor, or associate director relevant to the position (e.g., referring the associate to relevant sections of the current Policies and Procedures manual; asking the chair, editor, or director to discuss responsibilities with the new associate).

## Reappointment of Editors, Directors, and Chairs

Vice Presidents have the authority to reappoint an editor, director, or chair for a second term. The Executive Committee must vote to reappoint any leader who receives a course buyout or stipend during the second term or whose term exceeds three years.

## Liaisons

The President or designee, in consultation with the EC, may appoint liaisons to the following organizations; if the President chooses not to appoint a liaison, the default liaison is the EC member noted in parentheses:

- American Psychological Association's Board of Education Affairs (President, President-Elect, or designee)
- American Psychological Association's Committee on International Relations in Psychology (Vice President for Diversity and International Relations or designee)
- Association for Psychological Science (Past President or designee)
- Psi Beta (Past President or designee)
- Psi Chi (Past President or designee)
- APA Committee on Associate and Baccalaureate Education (Past President or designee)
- APA's Teachers of Psychology in Secondary Schools (Past President or designee)
- The President may appoint liaisons to other organizations relevant to initiatives of the Society.

The EC appoints liaisons or designees initially for a term ending December 31 of the current calendar year. In consultation with the EC, the President or designee may invite liaisons or designees annually to renew their commitments. When considering potential applicants whose contributions are having a broad impact, the President should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.

The EC may send formal invitations to liaisons from other organizations that promote the teaching of psychology to attend its meetings or contribute to discussions as nonvoting participants.<sup>18</sup> Appointment of liaisons should be revenue neutral.

## Unexpected Vacancies

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

## Removal from an Appointed Position

In cases where an appointed leader fails to perform the specified duties of that position as evaluated by the member of the Executive Committee who supervises the position, the supervisor shall notify the appointed leader in writing stating the concerns and expectations for remedying the situation. If an appointed leader continues to fail in the performance of duty, the supervisor 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 appointed leader 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 confidential meeting of the Executive Committee. The Executive Committee shall then review the documentation. A majority vote of the Executive Committee shall be required for removal from the position.<sup>19</sup>

<sup>18</sup> 2022 Bylaws, Article III Paragraph 2

<sup>19</sup> 2022 Bylaws, Article IV Paragraph 3

# Task Forces and Working Groups

## *Constituting Task Forces and Working Groups*

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

Following the second biannual STP EC meeting, the President-Elect may begin to organize task forces that will operate during that individual's Presidential term. The President-Elect should consider the following when appointing individuals to task forces, committees, and other governance positions: 1) As a priority, the President-Elect should appoint individuals with expertise that can support the charge of the task force, committee, or office. 2) The President-Elect should also consider, among their appointments, individuals who have not yet been active in STP governance and who adequately represent STP's diverse constituency (e.g., demographic, geographic region, type of institution).

The President-Elect may approach the President to discuss with the EC potential task forces. The President shall bring the discussion to the EC in a timely manner.

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

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

Archives of the charge, outcomes, and work products of presidential initiatives and task forces are available at <http://teachpsych.org/ReportsDocuments>. Presidents are encouraged to collaborate with the Executive Director to maintain currency of these archives.

## *Special Membership Survey Task Force*

The Vice President for Membership, in consultation with the Executive Committee, may appoint an ad hoc committee to develop and distribute a membership survey to evaluate the quality and usefulness of membership resources and services. The ad hoc committee may consult with the editors, directors, and chairs of committees to develop specific content of the survey related to their areas. A procedure shall be established for obtaining feedback from editors, directors, and chairs of committees concerning how data from the membership survey has or will be used to improve the quality of membership resources and services. A summary of results shall be shared with STP membership through sites of interest and archived on the STP website. STP Officers, Directors, Editors, and Committee Chairs should receive results relevant to their positions.

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<sup>20</sup> 2022 Bylaws, Article IV Paragraph 1

# Endorsements, Nominations, Policy Statements

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

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

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

The Elections and Appointments Committee shall then solicit names of members who are interested in being nominated for APA boards and committees through notices in venues such as the STP Newsletter (STP News), social media, and PsychTeacher. When considering potential nominees whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. In consultation with STP's APA Council Representatives, the committee shall discuss potential nominees, and send their recommendations to APA by February 1. 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 EC so that others may recommend the same individuals (for example, if they are members of other divisions, they could encourage that division to recommend STP's nominee).

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

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

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

## ***Restriction on Nominations and Endorsements for STP Awards and Grants***

To avoid potential conflicts of interest, Executive Committee members are prohibited from nominating or endorsing (e.g., writing letters of recommendation) for any individual seeking an STP award or grant.

## ***Public Policy and Position Statements***

APA Association Rule 100-1.4<sup>21</sup> requires that the division's executive committee approve any public policy or position statement proposed by any division leader, including leaders who are interested in signing a statement from an outside organization as a representative of the division. The executive committee is required to consult with APA's Division Engagement Office and APA's Office of General Counsel, who will review the statement for compliance with APA bylaws, rules, and association policies and who will indicate whether the statement must include a disclaimer that the division's statement does not represent the position of APA or any of its other divisions or subunits.

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<sup>21</sup> <https://www.apa.org/about/governance/bylaws/rules-100>; see also <https://www.apa.org/about/division/digest/leader-resources/take-stand>



# Member Communication, Privacy, and Civility

## **General Data Protection Regulations**

APA's Member Service Center maintains the official records of members of STP (APA Division 2). Under new **General Data Protection Regulations** (GDPR) for data security, APA may not share the list of division members without authorization. Any STP leader seeking mailing/email lists should send a formal request to the STP Executive Director. Include the following information:

- Purpose of the request for member information, along with all pertinent details.
- An example of what will be distributed to members using this information.

The Executive Director will submit the request to APA's Division Engagement Office, who will coordinate a formal review by the APA CEO. The CEO will then consider all information presented and make a final decision in consideration of the GDPR. Divisions are permitted to distribute information about professional benefits, such as discounts to conferences, etc., to their members via mail and email, under certain provisions. Membership lists cannot be used to advertise products and services, and this can be hard to distinguish. APA will assist divisions in navigating the development of MOUs/Agreements, so sharing these documents with APA and more importantly the messaging you wish to communicate will ensure they meet the necessary requirements and protect the division.

## **Email Communications to Members via STP's Website**

APA maintains the official records of STP members, which the Executive Director uploads to STP's website.

In accordance with GDPR (see above), the Executive Director is permitted to communicate with STP members via email for the following purposes, among others:

- Sending a welcome letter to new members.
- Sending reminders to members to renew their memberships.
- Conducting votes on bylaws revisions.
- Announcing new resources that are available on the STP website.
- Announcing STP's Programming (e.g., calls for proposals and registration for STP's Annual Conference on Teaching, STP programming at APA, and STP programming at other organizations).
- Notifying members of upcoming deadlines for STP grants and awards.
- Contacting APA members who are not Fellows of APA Division 2 to encourage them to apply for fellowship.
- Sending requests to complete membership surveys.
- Contacting members who did not provide APA with a mailing address to request a mailing address if they would prefer to receive print issues of the journal.

To reduce the number of emails that members receive, the Executive Director will combine announcements into a single email and will distribute no more than two emails per month.

In each email, members have the option to Unsubscribe from receiving future emails.

## **Surveys of STP Members**

STP Leaders may seek input from STP Members to guide their work and improve their services. Any STP Leader who plans to survey STP Members or those who subscribe to STP resources (*STP News*, Facebook, Twitter) should first contact STP's Executive Director who will assist in coordinating the survey.

- To ensure that future STP leaders will have access to archival records of surveys and their data, STP Leaders should create the survey using Google Forms/Sheets associated with their teachpsych.org Gmail account. The Executive Director can assist in creating the Google Form for the survey and the Google Sheet to collect data. STP Leaders who create their own surveys should include the Executive Director and Internet Editor as an Editors of the Google Form and Google Sheet.

- All STP-sponsored surveys should appear on a page on the STP website. The Executive Director or Internet Editor can assist in uploading the survey to the STP website.
- STP Leaders may restrict access to the survey to STP members only or may open the survey to anyone interested. The Executive Director or Internet Editor can assist in setting the access to the survey (e.g., requiring login by STP members before completing the survey).
- If the STP Leader prefers to restrict a survey to STP members, the Executive Director can use the built-in email system on STP's website to send an email blast to members only. The Executive Director may combine multiple requests for member surveys into one email blast to reduce the number of messages that members receive.
- STP Leaders may announce surveys via PsychTeacher, Facebook, Twitter, and *STP News*. The STP Leader should indicate in the announcement whether the survey is for "STP members only."

## **Member Directory**

STP members have access to a member directory in a password-protected page of the website. STP members have access to each other member's Name, City, State, and Country and may search for members using any of these fields. STP members do not have access to view the mailing addresses or email addresses of other members, but they may send an email to another member through the website.

Members who would like to have their information removed from the Member Directory may do so by contacting the Executive Director for assistance: [stp@teachpsych.org](mailto:stp@teachpsych.org).

## **Maintaining Professional and Respectful Conduct<sup>22</sup>**

The Society for the Teaching of Psychology (STP) is committed to diversity, equity, professional exchange of ideas, and respectful treatment of all persons and peoples. As educators in psychology, we strive to create and maintain a comfortable, safe and professional environment. For this reason, we expect all members of STP to exhibit professional and respectful conduct in all situations. Incivility and harassment are contrary to STP's values and mission.

Such expected behavior includes, but is not limited to:

- Professional and constructive communication, in-person and on-line; using welcoming and inclusive language; courtesy and civility in handling dissent or disagreement; respect when providing feedback; and openness to alternate points of view.
- Responsible and respectful sharing of information about the organization or any attendees via social media and public communication channels.
- Being proactive to help mitigate or avoid harassment or harm to other people.

While we believe most members of STP do behave in appropriate ways, there can be occasions when an issue needs to be addressed. This statement will operationally define some uncivil and harassing behaviors as well as delineate ways in which a member can report such behavior.

STP will not tolerate discrimination or harassment on any basis. Such behaviors may be based on individuals' gender, gender identity, gender expression, race, ethnicity, national origin, religion, citizenship status, age, sexual orientation, disability, physical appearance, body size, socioeconomic status, criminal record, veteran status, or their intersections, or any other attribute or strongly held belief.

Examples of such behaviors include (but are not limited to):

- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.

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<sup>22</sup> These policies were adapted from the following sources (all of which were available online during May 2022):  
[American Psychological Association \(APA\) Civility Statement and Operational Definitions](#) (Approved August 2017)  
[Division of Rehabilitation Psychology \(Division 22\) Anti-Harassment Policy](#) (Approved August 8, 2019)  
[Draft Terms and Policies for the 2022 Annual Conference on Teaching](#) (no date)  
[National Institute for the Teaching of Psychology \(NITOP\) Terms and Policies](#) (no date)  
[Society for Personality and Social Psychology \(SPSP\) Code of Conduct](#) (Revised 2020)

- Persistent and unwelcome solicitation of emotional or physical intimacy, including but not limited to that which is accompanied by real or implied threat of professional harm.
- Verbal or physical behavior that has the effect of harming, humiliating, or shaming others.
- Physical or verbal intimidation (including shouting or angry outbursts directed toward others or directing profanity toward others).
- Harassment or intimidation based on race/ethnicity, gender identity, sexual orientation, disability status, or any other characteristic.
- Other unprofessional behavior, such as “mobbing” (i.e., bullying of an individual by a group. Also referred to as adult bullying, this type of bullying has been described as ‘ganging up’ by colleagues, supervisors, mentees, supervisees, or students).
- Sustained disruption of talks or other events
- Retaliation against persons who raise concerns about problematic behavior
- Advocating for, or encouraging, any of the above behaviors.

Inappropriate conduct is not limited to face-to-face interactions; it can happen in written, electronic, online, and telephone communication. STP members are expected to observe these guidelines in all Division activities, including online venues and social events.

STP calls on all members who observe inappropriate conduct to step in and ask that the behavior be stopped immediately. Due to the power differential between trainees/early career psychologists and senior leadership, we especially hope that more senior members will accept this responsibility.

In the event that an incident is not resolved informally, a formal complaint should be made to the STP Past President who serves as ombuds.<sup>23</sup> The Past President may consult with one or more members of the Executive Committee who will participate in the investigation and resolution of the complaint. If any member of the Executive Committee is accused in a complaint or has a conflict of interest in the matter of the complaint, that member will be recused from the Executive Committee with regard to the investigation and resolution of that complaint. Due process will be followed throughout the investigation and resolution of the complaint. To that end, the accused will have the opportunity to respond to the complaint.

STP strongly respects an individual's interest in confidentiality and will handle all reports with sensitivity. Information related to a report will only be disclosed to those with no conflict of interest, strictly on a need-to-know basis, for the purposes of investigation. would be only to those with no conflict of interest. Sanctions may include, but are not limited to a verbal warning, removal from an event without refund, restriction on attending future events, removal from membership, and forfeiture of previous awards or honors. In addition to any other sanctions, a majority vote of the Executive Committee (excluding any members of the Executive Committee who may have been recused) may lead to termination of STP membership. All decisions by the Executive Committee will be final.

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<sup>23</sup> If the complaint concerns the behavior of the Past President, please consult with the President and/or Executive Director for advice.

# Special Recognitions

## ***Naming Existing STP Initiatives***

If the EC decides to name an existing initiative (e.g., a grant, an award, a program, or a resource), the EC should begin the process with an open call for applications. The President shall place an announcement on sites of interest to STP members.

The EC will then develop a short list of nominees for consideration. When considering potential nominees whose contributions are having a broad impact, the EC should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences. Because of the importance of this decision, the EC shall solicit input about these nominees anonymously.

## ***Presidential Citations***

Each year, the President awards a maximum of two presidential citations. Nominations for this honor are discussed by the President, Past President, and President-Elect, but the final decision rests with the President. Plaques are purchased by the ED. Citations are conferred during the STP Business meeting or other venue (e.g., a social hour at the APA Convention). The ED announces the names of recipients and venue to STP members and others well in advance of the convention dates so that interested friends and colleagues may plan to attend the ceremony.

Presidential Citation recipients receive reasonable travel funding to receive their citation.

Each year, the President will provide written documentation of those receiving Presidential Citations for the STP archives.<sup>24</sup>

## ***Presidential Recognition***

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

Each year at an annual meeting, the STP President may elect to hold other special recognitions during the Business Meeting.

## ***Appreciation of Service***

Vice Presidents are encouraged to send thank you notes to STP leaders and committee members. VPs may also solicit the signature of the President if they choose.

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<sup>24</sup> Presidential citations are available at <http://teachpsych.org/members/citations/index.php>

# Budget

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

## **Annual Budget**

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

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

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

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

## **Stipends and Course Buyouts**

### **Stipends**

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

- Executive Director
- Editor, *Teaching of Psychology*.

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

## Course Buyouts/Stipends<sup>25</sup>

A course buyout (course release) or stipend may be used to reduce teaching course load or to otherwise allow time for responsibilities associated with a Society position. A course buyout should be funded at a level commensurate with the practice of the institution of the recipient and should be paid directly to the institution. In lieu of a course buyout, the recipient may opt to receive a stipend paid directly to the recipient. Positions requiring approximately 20 hours of work per week should receive a two-course-per-year buyout or two stipends.

When approving each year's budget, the EC should review and approve a dollar amount for stipends. The EC shall approve course buyouts at the time of the leader's appointment; as an aid to EC budgeting, the intended recipient should provide information about the per-course buyout cost at the recipient's home institution.

Annual stipends of \$1,000 or less will be disbursed in a single installment between May 1 and June 30. Annual stipends greater than \$1,000 will be disbursed in two equal installments—the first occurring between May 1 and June 30, and the second occurring between November 1 and December 31. Course release funds will be disbursed based on negotiation with the receiving institution. Exceptions must be approved by the division president.

Some positions receive two course buyouts per year. These are:

- President
- Editor, *Teaching of Psychology* (see section on Stipends above)

Positions receiving one course buyout per year are:

- |                                 |  |
|---------------------------------|--|
| • President-elect               | • Archivist/Historian                                  |
| • Past President <sup>26</sup>  | • Internet Editor <sup>30</sup>                        |
| • Treasurer <sup>27</sup>       | • Director of the Annual Conference on Teaching.       |
| • Secretary <sup>28</sup>       | • Director, Professional Development Mentoring Network |
| • Vice Presidents <sup>29</sup> |  |

The EC also voted to create a 'start-up' course release fund whereby a single course buyout is offered to someone starting a major position:

- Director of STP Programming at APA
- Director of STP Programming at APS
- Director of Regional Programming
- Director of STP Programming at SPSP<sup>31</sup>
- Director of Teaching Resources
- Chair of the Committee on Teaching Awards

STP allows some flexibility on timing of the course buyout. Although the course buyout ideally occurs within the first year of a new position, scheduling difficulties may necessitate taking the course buyout later during a three-year term.

If an individual does not serve the entire year during which the individual expects to receive a stipend, the Treasurer will prorate the stipend based on the time served.

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<sup>25</sup> EC Vote 2012-12

<sup>26</sup> EC Vote 2022-10-20-01.

<sup>27</sup> EC Vote 2009-03-00-02. This vote was to provide a one-course release during the training year, but the Executive Committee revised this to provide a one-course release per year due to the Treasurer's substantial workload.

<sup>28</sup> EC Vote 2021-04-23-04. Effective starting 2021.

<sup>29</sup> EC Vote 2021-08-20-02 Effective starting 2022.

<sup>30</sup> EC Vote 2021-04-23-02. Effective starting 2022.

<sup>31</sup> EC Vote 2019-03-30-03.



## **Purchases<sup>32</sup>**

Some STP leadership positions are provided a budget for purchases such as printing, mailing, and supplies. Before making any purchasing decisions, the STP leader must consult with the leader's Vice President who will decide whether to approve the purchase. STP leaders who are not provided a budget may make a request to the leader's Vice President who will share the request with the Executive Committee for discussion and vote to approve or deny the request. Any request for reimbursement without prior approval from the leader's Vice President will require review by the Executive Committee and may be denied in whole or part.

Purchases made by members of the Executive Committee beyond existing budgeted expenses must be brought to the EC for approval.

STP leaders may request reimbursement for approved purchases by submitting receipts to the STP Treasurer. When possible, leaders are encouraged to submit invoices to the Treasurer for direct payment to the vendor.

All STP leaders should practice fiscal responsibility in making purchasing decisions. Please remember that STP is a non-profit organization. We encourage STP leaders to keep expenses to a minimum.

## **Travel support**

STP provides reimbursement for reasonable expenses for those who travel for the purposes described below. Refer to the [STP Travel Reimbursement Guidelines<sup>33</sup>](#) for more information. Travelers may arrange their own flights and hotel accommodations or may contact the STP Treasurer if they prefer to use APA's travel service for these arrangements.

### **Executive Committee Meetings**

Each EC member receives reasonable and appropriate travel expenses (e.g., economy class travel, hotel cost reimbursement, meals; conference registration) to and from both biannual meetings. For meetings held in conjunction with the Annual Conference on Teaching, the Director of ACT will make hotel reservations for all EC members and will provide them a code for a waiver when registering for the ACT; each EC member will be responsible for arranging other travel expenses for attendance at this meeting and the ACT. The amount for meeting expenses (e.g., hotel, group meals, taxi expenses) for the two in-person EC meetings will appear as a separate line in the STP annual budget and will be based on the expected expenses associated with the meetings.

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

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

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

The President-elect receives reasonable travel funds to attend APA's Division Leadership Conference.

### **Travel During Training Year**

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

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

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<sup>32</sup> EC Vote 2022-02-01-E1.

<sup>33</sup> EC Vote 2018-11-09-E1. The Executive Committee revised language in the Travel Reimbursement Guidelines when updating this manual.

## Travel to Conferences

STP provides reasonable travel reimbursement for:

- The President, President-Elect, Past President, and Executive Director to attend the APA Convention.
- The President and Past President<sup>34</sup> as allotted by the budget to attend or present at meetings or conferences.
- Conference speakers for the Conference Speaker Grant Program to attend their conferences.
- One speaker for each of the seven regional conferences to attend their respective conferences.
- Directors of STP Programming at APA and SPSP to attend their respective conferences.
- Director of the Annual Conference on Teaching to visit future conference sites and to attend the ACT.<sup>35</sup>
- Coordinator of STP Programming at NITOP to attend NITOP.
- Director of International Programming to attend one international conference per year.
- Director of Regional Conference Programming to attend regional conferences.
- Recipients of Teaching Awards to receive their awards (including waived registration at the Annual Conference on Teaching).<sup>36</sup>
- Recipients of STP Presidential Citations to receive the citation (including waived registration at the Annual Conference on Teaching).<sup>37</sup>
- The Association for Psychological Sciences pays for the Director of STP Programming at APS to attend the annual APS Convention.

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<sup>34</sup> EC Vote 2018-12-19-02

<sup>35</sup> EC Vote 2018-03-05-01

<sup>36</sup> EC Vote 2019-04-03-E1

<sup>37</sup> EC Vote 2019-04-03-E1

# Direct Reports to the Executive Committee

## *Chair, Advocacy Committee<sup>38</sup>*

The Advocacy Committee shall be comprised of the Past President, Past-Past President, Vice President for Diversity and International Relations (or their designee), Council Members, and two or three members recruited via a broad call for involvement, one of whom will serve as Chair. The Advocacy Committee will be responsible for:

- Vetting requests for STP to sign various statements, and making a proposal to the EC about each statement
- Forwarding any public policy or position statement to the EC for approval; the EC will consult with APA on the statement's compliance with APA bylaws
- Suggesting issues on which STP might make a statement or engage in some action; bringing those issues to the EC; and developing the statement or proposal for action
- Monitoring statements we've made in the past, and proposing further action when appropriate
- Communicating with STP members through various channels (e.g., listserv, newsletter, social media) to determine when STP's advocacy might be needed
- Publicizing STP's advocacy efforts through the various channels listed above
- Developing relationships with appropriate APA personnel (e.g., APA legal) and with leaders in other relevant divisions to facilitate advocacy work
- Reviewing and recommending any changes to the policies on page 17-18 of the current P&P Manual.

## *Archivist/Historian*

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

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

### **DESCRIPTION:**

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

#### Collecting Archival Materials

- acquire and appraise new archival materials (i.e., any materials that represent the work and products of STP Leadership members and their related functions, including reports and publications of the Society, photographs, and other materials) through ongoing solicitation from current and past STP leadership;
- periodically review, download, and index materials from STP Listservs and the STP web site;

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<sup>38</sup> EC Vote 2021-10-14-01

- identify and acquire (or at least provide an electronic link to) materials published on STP activities in non-STP sources for archiving (e.g., articles in the APA Monitor and other similar publications);
- where necessary, convert paper documents to digital (currently searchable PDF format);
- arrange, describe, and index acquired records (this will include noting provenance and maintaining original order, where possible).

#### Maintaining Materials

- work with the STP Internet Editor to maintain all digital public materials on the STP Members only website;
- coordinate with the Center for the History of Psychology at the University of Akron to send them original paper documents and copies of electronic documents on a periodic basis;
- coordinate with the APA Office of General Counsel concerning the appropriate maintenance and storage of confidential documents;
- when necessary, coordinate with the Executive Director on procedures for obtaining copyright permission in order to post some documents on the Archive Website (e.g., addresses by STP Presidents);
- coordinate the development or modification of policies and procedures for the archives with the STP Executive Director and Archival Advisory Group;
- assist in the development of policies and procedures for the archives.
- on leaving office, contact the Cummings Center for the History of Psychology, sending them the name and contact information for the new Archivist/Historian, sending any remaining inactive records, and forward active records to the Archivist's/Historian's successor.

#### Research Services

- upon request by STP Leadership, Committee and Task Force Chairs, and Members, provide research, answer archival inquiries, and assist individuals with the interpretation of archival documents;
- assist with the planning, research, and organization of archival exhibitions or descriptions published in STP forums;
- Work with the *ToP* Obituary Editor and Past President to monitor whether there is a need for preparing an obituary for publication in *Teaching of Psychology* of a past president of STP or other individual who made substantive contributions to the teaching of psychology.

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

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

Quarterly: Send financial expense report to APA Accounting.

Annually: Update Archival Website with new materials.

### ***Chair, Elections and Appointments Committee***

The members of the Elections and Appointments Committee are the President, Past President, and the past, Past President, who will serve as the chair. No member of the Elections and Appointments Committee can be considered for STP elective office or appointment. However, they may be considered for APA Boards, Committees, or Task Forces.

#### **DESCRIPTION:**

The duties of the Chair of the Elections and Appointments Committee are to work with other committee members to ensure that a qualified slate of candidates is presenting to voting members of the Society each election cycle and to make recommendations for appointments of Society representatives as requested by other organizations.

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

September-October

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

#### November

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

#### November-December

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

#### March

- Remind candidates to send election-related materials to APA if they have not already done so.

### ***Chair, Fund for Excellence<sup>39</sup>***

The Board of the Fund for Excellence is comprised of the following individuals: Director of Awards (ex officio), Executive Director (ex officio), Secretary (ex officio), Treasurer (ex officio), and Vice President for Grants and Awards (ex officio). The Executive Committee may also appoint one or more at large members to the Board. The members of the Board select a Chair and Executive Secretary from among its members.

The Chair of the Fund for Excellence is charged with the responsibilities of authorizing the annual disbursement of Funds to support the Society's Awards program and seeking donations for the Fund as necessary to support the awards program. 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/DUTIES:**

##### January

- The Chair shares the Market Value of the Fund with the Board to discuss (a) the dollar amount to withdraw to support the year's awards program and (b) whether to conduct a capital campaign to increase the endowment of the Fund.

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

The Executive Secretary of the Fund for Excellence works in concert with the Chair of the Fund for Excellence to oversee the financial aspects of the Fund. 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, preparing a list of contributors to be shared with the Members of the Board, and depositing donations into the investment account.

Managing the Fund's investments involves an annual or semi-annual consultation with the investment firm (currently TIAA) and sharing information with the Board to decide if any adjustments should be made to the investment portfolio.

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

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<sup>39</sup> Refer to the 2022 Bylaws, Article VIII

## Relationship between the Fund for Excellence and the EC

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

## *Division Two Representative(s) to APA Council<sup>40</sup>*

STP members who are elected to represent the Society's interests on APA's Council of Representatives attend meetings of the Council, engage in discussion of issues, and vote on those issues. The STP Representative to the APA Council of Representatives is an elected officer of the Society. Only members of STP who members of APA are also 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 applications 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. Depending on the number of open positions during the election, the candidate(s) receiving the highest number of votes become(s) the Council Representative(s).

The number of STP Council Representatives is determined by the Bylaws of the APA. Based on the current APA Bylaws,<sup>41</sup> each Division is allocated one seat. Whether or not the Society has additional seats is determined by the outcome of the annual APA apportionment ballot that is conducted in November. The results are announced in January, and this determines the number of seats each APA Division will have the following year (the year after the announcement is made). For example, results of the apportionment ballot sent out last year are announced in January of the current year and determine the number of seats for next year. At present, STP has three seats on APA Council.

If the Division loses a seat on Council, the most recently elected representative will vacate his or her seat or if more than one representative was elected at the same time, the representative with the fewest votes will vacate his or her seat.

### **DESCRIPTION:**

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 enough 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

<sup>40</sup> Refer to 2022 Bylaws, Article III Paragraphs 1 and 9 and Article V Paragraphs 1, 3, and 4

<sup>41</sup> <http://www.apa.org/about/governance/bylaws/>



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

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

Within approximately 2 weeks following each APA Council meeting, Council Representatives write a report of the meeting to inform STP members about important issues that were discussed and actions that were taken by the Council. If there are two or more STP Representatives, they consult with one another and write a joint report and send their report to the President and Secretary.

Council Representatives write an annual report. If there are two or more STP Representatives, they consult with one another and write a joint report. They send their annual report to the President and Secretary for distribution to the STP EC prior to the EC's first biannual meeting.

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

Council Representatives:

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

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

January

- Service year begins.

February

- Read agenda book for upcoming Council meeting. APA sends electronic copies of the agenda book to Council Representatives. Hard copies of the book are available in advance by request or can be obtained at the meeting.
- Attend APA Council meeting held in Washington, DC.
- Write report of February Council meeting and send to the President and Secretary.

August

- Attend APA Council meeting held at APA convention.

September

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

December

- Write annual report and send it to the Executive Director.

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

Orientation Meetings

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

#### **Travel and Meeting Expenses**

For the February Council meeting in Washington DC, APA makes hotel reservations and encourages representatives to work through the APA travel office to make airline reservations. APA pays for travel expenses (airfare, transportation to and from airports, mileage, and parking) and provides almost all meals during the February Council meeting and reimburses Council Members for meals not provided directly by

APA. APA also pays for hotel room charges. For the August Council meeting at the annual convention, APA reimburses all Council members for the cost of two night's hotel stay, as it is assumed that Council Representatives will have access to other funds to defray convention expenses (STP will reimburse representatives for expenses not covered by APA, per the reimbursement policy applicable to EC members.)

### **Council Caucuses**

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

### **APA Elections**

During their first year on Council, Council representatives do not send in nominations for or vote in the elections held that year for the APA Board of Directors, for the APA Treasurer if that position is on the ballot, or for the APA Recording Secretary if that position is on the ballot. The APA Bylaws state that it is the previous year's Council representatives who vote in these elections. For example, for the 2016 Board of Directors election (nomination ballot sent out April 15, 2015, and election ballot sent out July 1, 2016), it is the STP Council representatives who served on Council in 2015 who voted in the 2016 election. New Council representatives for the STP should forward information about the elections and endorsements from each relevant caucus of Council to the previous year's Council representative. New Council representatives respond to the call for nominations for APA Boards and Committees (call sent out in December and due February 1) and vote in the elections for Boards and Committees (ballot sent out October 31.)

## Executive Director

The Executive Committee shall appoint an Executive Director of the Society for a term of five years. The Executive Director shall be eligible for reappointment upon review and recommendation of the Elections and Appointments Committee and the approval of the Executive Committee. In order to provide a smooth transition, the search for a new Director should be started a year prior to the current Executive Director's term ending date or immediately upon either the resignation or departure from office for any reason of a sitting Executive Director. The search will be conducted by the Elections and Appointments Committee and 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 Executive Director may appoint clerical staff. A new Executive Director will assume the position on January 1.

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

The Society's ED 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 EC approval. The procedures outlined under the heading *Selection of Editors and Directors*, shall be followed for the initial appointment. To provide a smooth transition, the search for a new Director should begin one year prior to the current Executive Director's term ending date, or immediately upon the resignation of a sitting Executive Director. The search will be conducted by the Elections and Appointments Committee and will include the current President-Elect, Secretary, and Treasurer as ad hoc members. Once selected, the Director-Elect should begin working with the current Director. The new Executive Director's term begins on January 1.

### DESCRIPTION:

The primary responsibilities of the ED include, in collaboration with APA Division Engagement Office,<sup>42</sup> managing and coordinating membership activities; facilitating all communication between STP and its constituents and outside entities; preparing reports of activities; and maintaining Society records. Each of these responsibilities is described in detail below.

Managing and coordinating membership activities.

- Maintain a database of Society members; non-renewing members should be set to "inactive" 1 month after the membership expires and removed from the database 1 year later.
- Coordinate membership processing with APA's Division Engagement Office and upload new and renewing members to the database on the STP website.
- Assist the Membership Chair with recruiting and retention campaigns.

Facilitating communication of the Society both internally and externally.

- Prepare an annual organizational chart and directory of current STP leaders.
- Maintain and update subscriptions to the DIV2LEADERSHIP and DIV2STPEC Listservs.
- Collaborate with the Internet Editor to update the *Get Involved* and *STP Leadership* page.
- Collaborate with the Secretary to prepare and disseminate the monthly electronic newsletter.
- Distribute timely news items via STP News, the Listservs, and (in collaboration with the Chair of the Member Communication Committee) STP's Facebook and Twitter accounts.
- Alert APA and other organizations of newsworthy items about STP.
- Handle inquiries from members, potential members, and others.

<sup>42</sup> The STP EC approved a contract from APA Division Engagement Office 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).

- Distribute mailing/email lists when appropriate to STP officers (e.g., letter from the President for APA apportionment ballot) and others (e.g., coordinators of teaching conferences).
- Prepare generic training materials and resources for STP leaders.
- Revise the Policies and Procedures Manual to reflect all changes approved by the EC during the calendar year for discussion and vote during the first biannual EC meeting.
- Collaborate with the Internet Editor and the Director of the Annual Conference on Teaching to set up registration on the Society website and collect payments online.
- Prepare, order, and distribute STP stationery.
- Arrange for a translator (from the American Translator Association) as necessary for the disclaimer statement in the STP Translation Policy.

Preparing periodic reports of activities for the EC.

- Collaborate with the Membership Chair to report on membership records.
- Establish and maintain a checking account for electronic transfer of membership payments from APS; electronic transfer of conference registrations; electronic deposits to APA Accounting; and incidental expenses (e.g., plaques for Presidential citations, office supplies).<sup>43</sup>
- Submit monthly bank statements (for the EC checking account) and receipts for expenses to the STP Treasurer and APA Accounting Office.
- Prepare reports for the EC's biannual meetings.

Maintaining Society's records

- Request and receive documents from STP leaders to send to the Archivist/Historian.
- Collaborate with the Internet Editor to maintain and update the Society's website.
- Collaborate with the Secretary to assemble, post, and archive agenda books and approved minutes of meetings for EC meetings, EC teleconferences and STP Business Meetings on the STP website.

### **TIMELINE/DUTIES:**

Monthly: Send financial expense report to APA Accounting.

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

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

### **Assistant Executive Director**

The responsibilities of the Assistant Executive Director are to:

- Collaborate with the Executive Director in developing an operational manual for all the procedures for the Executive Director position including articulation of an equitable distribution of job responsibilities between the Executive Director and Assistant Executive Director.
- Receive training on the major responsibilities of the Executive Director so that the Assistant Executive Director would be prepared to step in temporarily in case the Executive Director is unable to perform the responsibilities of the position.

### **ToPNEWS@LISTS.APA.ORG Listserv**

Subscribers to this Listserv receive notifications when the Executive Director publishes an issue of *STP News*. The Executive Director, Secretary, Internet Editor, and Archivist/Historian are the listowners.

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<sup>43</sup> EC Vote 2018-02-19-01

## President<sup>44</sup>

**DESCRIPTION:** The President is responsible for general oversight of the functioning of the Society for the Teaching of Psychology (STP). This work involves identifying critical issues for STP, creating taskforces, working groups and committees, and coordinating activity among the various STP components. The President also serves as the representative of STP to outside organizations and individuals, and to the other divisions of the American Psychological Association (APA). The functions described below relate to regular responsibilities of the President; other activity arises routinely. The President's term of office is one year.

### **TIMELINE/DUTIES:**

#### Periodic

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

#### January

- Confer with the Director of Programming regarding STP's program hours and the social hour at the annual convention of the American Psychological Association.
  - Plan an hour for the Presidential Address (or a panel of the President, Past President, and President-Elect).
  - (Optional) Plan one or more invited addresses/symposia. The President has a limited number of convention registration waivers that may be used for presenters and introduces the speakers.
  - Clarify who will introduce the APA Distinguished Scholar Lectures for Teaching and Harry Kirke Wolfe lecture; the speakers can choose who will introduce them, but they may ask for the STP President to do so.
- Work with Executive Director (ED) and Vice Presidents to update list of officers, committee chairs and members, STP liaisons, etc. Work with the Executive Director to update Listserv members on DIV2LEADERSHIP Listserv.
- Check with committee and task force chairs about their work.
- Set up regular communications, as needed, with Past President and President-elect.
- Check with Director of ACT Programming about plans for coming year's conference
- Prepare the title of your Presidential Address by early January.

#### February

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

#### March/April

- Attend the Consolidated Meetings of the American Psychological Association (or send a designee) to attend the meeting of the Board of Educational Affairs, to meet with APA staff in the Education Directorate, and to attend sessions for CABE and TOPSS.
- Begin planning agenda for first biannual EC meeting.
- Post notice on DIV2LEADERSHIP and on website when agenda books are available.

#### June/July/August

- Contact newly-elected EC members to invite them to prepare for their roles; refer to "Training Newly Elected Officers of the Executive Committee"

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<sup>44</sup> 2022 Bylaws, Article III Paragraph 4

- Notify committee chairs that they need to write their reports for presentation at the second biannual STP EC meeting. Reports will be sent to the President for compilation.
  - When setting your due date, be sure to allow ample time for compilation, duplication, and mailing. Aim for receipt by EC members in August/September (as needed).

#### May

- Ensure that the Membership Committee and/or ED has materials for APA, including membership applications, materials for APA Member Services booth, buttons or other 'giveaways'
- If possible, attend APS meeting on behalf of STP

#### July/August

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

#### September-October

- Organize the agenda for the EC meeting.
- Post notice on DIV2LEADERSHIP and on website that agenda books are available in the Members Only section of STP website under Publications.
- Prepare certificates for outgoing officers, committee chairs, etc.
- Assemble task force final reports

#### November/December

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



## Past President<sup>45</sup>

### DESCRIPTION:

The Past President serves largely as a consultant to the President and being involved in STP activities as outlined in its Bylaws. This officer is a member, *ex officio*, of the Elections and Appointments committee and is responsible for serving as the Chair of the Elections and Appointments Committee on August 15 during that person's term as Past President.<sup>46</sup> The Past President's term of office is one year.

### TIMELINE/DUTIES:

January/February

- Complete divisional annual report form for APA

March/April

- Attend the first biannual EC meeting.

August (and into the year following term expiration):

- Serve as chair of the Elections and Appointments Committee. This committee includes the past Past President, the Past President and the President, with the senior member serving as chair. Responsibilities of this position involve formulating slates of candidates for STP elections, including President (yearly), APA Council Representatives, and other elected officers as needed. The official term of office begins August 15 of the year of service as Past President. The process for identifying potential candidates should begin late in the individual's term as Past President (i.e., early November).

October

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

On-going

- Participate in regular communications, as needed, with the President and President-Elect.
- On an informal basis, serve as a key member of the President's support network, offering advice and providing input on STP matters when needed.
- In consultation with the President, continue work as needed on any Presidential Task Forces or initiatives from Presidential year.
- Work with the *ToP* Obituary Editor and Archivist to monitor whether there is a need for preparing an obituary for publication in *Teaching of Psychology* of a past president of STP or other individual who made substantive contributions to the teaching of psychology. If there is a need, contact the Editor of *Teaching of Psychology*, who will then delegate the obituary to the Obituary Editor. The Obituary Editor will then work with the Past President on the obituary (e.g., recruiting an author).
- Serve as STP's liaison (or consult with the EC to appoint a designee) to the Association for Psychological Science (APS), Psi Beta, Psi Chi, APA Committee on Associate and Baccalaureate Education (CABE), and APA's Teachers of Psychology in Secondary Schools (TOPSS).
- Serve as an ombuds for resolving conflicts related to STP leadership positions.

<sup>45</sup> 2022 Bylaws, Article III Paragraph 5

<sup>46</sup> 2022 Bylaws, Article V Paragraph 1

## President-Elect<sup>47</sup>

### DESCRIPTION:

The President-Elect's primary focus is to begin preparing for the duties of the office as described above by reviewing STP Bylaws, regularly monitoring conversations on the DIV2LEADERSHIP Listserv, and staying in regular contact with the President regarding STP business. The President-Elect's term of office is one year.

### TIMELINE/DUTIES:

Beginning of the Year (when held)

- Attend Division Leadership virtual meetings held quarterly; review information posted for incoming officers
- Begin participating in regular communications, as needed, with the President and Past President

January/February/March/April

- Prepare "presidential vision" statement for first biannual EC Meeting
- Attend the first biannual EC meeting.

July/August/September/October

- Offer to supply help and support, if needed, to the President for the upcoming second biannual meeting.
- Attend the second EC 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
  - Expect request from ToP editor for "Greetings from the President" for January issue. (This comes in early August and is due shortly thereafter).
  - Submit list of taskforces and working groups, including a complete description of their charges to the EC and the DIV2LEADERSHIP Listserv. The President will then call for an EC vote regarding these task forces. Once taskforces and working groups have been approved by the EC, begin the process of identifying chairs and members.
  - Attend APA Annual Meeting (August) in person. Attend STP events for networking and visibility.
  - Work with APA Program Chair to include initiatives on Call for Programs (goes out late October). President can invite a speaker. However, there is no budget for those expenses, and it takes away one of STP's program slots.

November/December

- Prepare welcome message for STP website (to go live on January 1).

Work with the Executive Director to revise the Policies and Procedures Manual to reflect all changes approved by the EC during the calendar year. Present these changes for discussion and vote during the first biannual EC meeting during the term as President.

Meet with APA Program Chair (late December) to begin to talk about submissions, etc.

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<sup>47</sup> 2022 Bylaws, Article III Paragraph 3

# Secretary<sup>48</sup>

## DESCRIPTION:

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

## TIMELINE/DUTIES:

### Ongoing

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

### January/February/March/April

- Prepare a Secretary's report for the first biannual EC meeting that includes a list of EC votes, approved minutes of the fall EC meeting and the STP business meeting, and minutes of teleconferences that occurred after the fall EC meeting, and the status of action items assigned to EC members since the previous report.
- Attend and take minutes of the first biannual EC meeting (typically March or April). Include a summary of substantive electronic discussion that occurred prior to the EC meeting in the meeting minutes.
- Within three weeks after the EC meeting, distribute a draft of minutes to the EC Listserv for review.

### June/July/August/September/October

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

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<sup>48</sup> 2022 Bylaws, Article III Paragraph 7

## Treasurer<sup>49</sup>

### DESCRIPTION:

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

### TIMELINE/DUTIES:

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

Process payment requests

- Verify receipts match requests or that "advance" is justified in writing.
- Send receipts and invoices to APA Central Office.
- Log against budget available [encumber].
- Inform the EC if any spending exceeds 10% or \$100 over base budget in any budget line.

Process income

- Send check and "receipt form" to APA Central Office.
- Log as income.
- Investments
  - Monitor asset allocation (checking account, short-term reserve, long-term investment portfolio) to be consistent with STP [Investment Policy Statement \(IPS\)](#). Shift assets as necessary, including an annual review of amounts in short-term and long-term accounts soon after the second biannual EC meeting, or when accounts are expected to be at their lowest amounts annually.
  - Coordinator EC review of performance of any investment manager/agent hired by STP.
  - Bring the IPS and report of long-term investment performance forward for review by the EC on an annual basis.
- Verify monthly, quarterly, or yearly reports
  - Log membership and interest income from APA reports.
  - Verify expenses have been paid from the proper accounts [move from encumbered to actual].
- Tax preparation
  - When APA sends IRS forms, verify their input and add requested information
  - Note that if new Bylaws were passed at the annual meeting, they need to be sent to APA with the proper forms
- Create a proposed annual budget for consideration and approval by the EC.
- File year-end report for second annual EC meeting
  - APA continues to attribute expenses against the previous fiscal year for expenses incurred before 12/31 even if the invoice was not submitted until after, so this filing cannot be done reliably until 6/1.
  - Membership income, which arrives at APA from October onward, is held in reserve until after 1/1, and it may not show up on reports until March or May.

Upon leaving office, pass records to the incoming Treasurer.

Special Notes Regarding the Treasurer's Duties:

- Options for Committee Chairs and EC members to obtaining funding.

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<sup>49</sup> 2022 Bylaws, Article III Paragraph 8

- If necessary, verify with Treasurer how much money is left in the appropriate budget line.
- Spend personal funds and seek reimbursement from the Treasurer.
- MUST submit ORIGINAL bill or invoice. Photocopies are unacceptable to APA (sound accounting practices call for originals, so that a person cannot submit the same bill to two funding sources and get paid more than the expense).
- Expect 3- to 4-week time frame for reimbursement.

**OR**

- Arrange for vendor to send an invoice payable by Division2/STP. Send invoice to Treasurer; vendor will receive payment in 3-4 weeks.

**OR**

- Request an Advance from the Treasurer 3-4 weeks before money is needed. A completed W-9 form is needed for this option.
- E-mail or write Treasurer, saying for what purposes the money will be used.
- After expense has been paid, send ORIGINAL receipt to APA to clear the Advance. If money is left over, return the excess; if bill is larger than the Advance, send original of receipt to the Treasurer instead of directly to APA and request additional funds to cover.

Special Notes Regarding Considerations for APA Convention Programming Expenses:

- The APA Program Chair's budget line should be used for expenses related to putting together the program: mailing submissions to reviewers, mailing information to submitters, photocopying, printing of division programs, and administrative help (e.g., hourly clerical or paying convention registration fees of students in lieu of hourly stipend).
- The Program Chair's budget line for travel should be separate from the expenses above.

# Vice President for Diversity and International Relations<sup>50</sup>

## DESCRIPTION:

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

The Vice President oversees the following positions:

- Chair, Diversity Committee
- Chair, International Relations Committee

## TIMELINE/DUTIES:

### Ongoing

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

### January/March

- Consult with the Diversity Committee to review the **Diversity Statements** for discussion at the first biannual EC meeting.
- Request reports for the first biannual EC meeting from committee Chairs.

### March/April

- Attend first biannual EC meeting.

### August/September/October

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

### November/December

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

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<sup>50</sup> 2022 Bylaws, Article III Paragraph 6



## ***Chair, Diversity Committee***

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

### **TIMELINE/DUTIES:**

#### On-going

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

#### January

- Review the **Diversity Statements** and provide feedback to the VP on any suggested revisions.
- Prepare report for the first annual EC meeting and submit to the VP. The report should include a list of activities and goals completed and proposed future initiatives.

#### June/July/August

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

#### October/November

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

### **TIMELINE/DUTIES**

#### On-going

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

#### January

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

#### June/July/August

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

#### October/November

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

## Vice President for Grants and Awards<sup>51</sup>

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

- Chair, Conference Speaker Grants Committee
- Chair, Early Career Psychologists Travel Grant Committee
- Chair, Graduate Student Travel Grant Committee
- Chair, High School Teacher Travel Grants Committee
- Chair, Instructional Resource Grants Committee
- Chair, International Travel Awards Committee
- Chair, Partnerships Small Grants Committee
- Chair, SoTL Research Grants Committee
- Director of Awards
  - Chair, Civic Engagement Award Committee
  - Chair, Mentorship of Teachers Award Committee
  - Chair, Promoting Diversity, Equity and Inclusion Award Committee

### TIMELINE/DUTIES

#### Ongoing

- maintains an up-to-date inventory of STP grants and awards program
- monitors award/grant committee activities to ensure timely decisions
- acts as a liaison between the grant and award program committees and the EC
- acts as a resource and support for award and grant review committees
- recommends to the EC, 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 annual reports for the first biannual EC meeting from committee Chairs.

#### February/March/April

- Attend first biannual EC meeting.

#### September/October

- Request discussion items or action items from committee Chairs for STP EC meeting.
- Attend the second biannual STP EC meeting and give brief oral reports, including discussion items or action items suggested by the Chairs of each grants and awards committee.
- Attend STP Business meeting and, if necessary, give brief oral reports on behalf of committee chairs.
- Attend STP social hour at ACT.

#### November/December

- If there is a vacancy on the committee, including Chairs, issue an open call for applications.
- Select committee Chairs and obtain approval from the EC

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<sup>51</sup> 2022 Bylaws, Article III Paragraph 6

## Awards and Grants Policies

- Only STP members are eligible to receive STP awards and grants.
- STP members may apply for only one award annually and will be asked to verify in their application they are applying for no other awards in the given year. For some awards, applicants who are not selected for the award are invited to 'opt in' to be considered the following year. If they choose this option, they may not apply for other awards that year.
- When considering potential applicants whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.
- New applicants to a grant program are given priority over those who have previously received funds from that grant program.
- During their terms, EC members will be ineligible to apply for an STP grant or award.
- During their terms, committees members are ineligible to apply for the grant or award program for which they are members. 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.
- All unused funds should be sent back to the STP Treasurer.
- Funding of indirect costs is prohibited.
- A description of the dimensions on which applications will be evaluated must be made publicly available (e.g., included in the call for applications).
- Requests for proposals must include historical funding rates. Published funding rates should include a notation that reads: "Average funding rate since tracking began in 2012". Additionally, if applicable, a statement noting that some proposals received were partially funded.

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

It is recommended that awards and grants review committees consist of five members, including a chair. The one exception is the Committee on Teaching Awards, which consists of a Chair, review teams for each award, and an Associate Chair appointed during the Chair's final year of service.

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 for Grants 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 for Grants and Awards). When considering potential applicants whose contributions are having a broad impact, the committee should consider colleagues from underrepresented groups who may have diverse backgrounds and experiences.
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, Partnership Grants) 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 for Grants and Awards on this first email to your committee members.
  5. 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 will have access to their funds Jan. 1 (assuming funding decisions are made before January 1).
  6. Send the call for proposals to the Executive Director for dissemination in STP News, social media, and the PsychTeacher Listserv, and ask the VP for Grants and Awards to post in grants/awards section.
  7. 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.
  8. Run committee deliberations and select award recipients. Be sure to track funding rate information.
  9. Notify Vice President for Grants and Awards and the applicants about funding decision.  
 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).  
 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)
  10. Send the announcement of award winners that includes names, affiliations, and project titles to VP for Grants and Awards, the Executive Director for the next STP News, the secretary for the next Newsletter, and the VP for Grants and Awards for posting on the Web site (if applicable, also post abstracts for funded projects).
  11. 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 for Grants and Awards.
  12. Collect final reports from recipients (send out gentle reminders, if necessary).
  13. In early January, submit an annual report to the VP for Grants and Awards describing the committee's activities for the previous year. 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. This report will be distributed at the first biannual EC meeting.
  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), send the Executive Director an open call for applications for distribution on sites of interest to STP members, such as social media, STP News, the Extended EC Listserv, and the PsychTeacher Listserv (contact Listserv manager). Upon receipt of the applications, review them and make your recommendations to the VP for Grants and Awards for approval. Once committee membership is finalized, send the VP for Recognition a list of the committee membership, their institutional affiliation, and the year in which their term ends.

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

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

The funds for this committee will provide transportation and lodging for the speaker, and the conference will be expected to fund his/her registration.

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

### **TIMELINE/DUTIES:**

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

Criteria & Procedure for Proposal Submission:

- Proposals should not be longer than 2 single-spaced pages and should include the following sections:
  - applicants' names and contact information (e-mail address and telephone number)
  - title and dates of the conference
  - 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)
  - total conference budget including funding sources
  - description of what the conference director(s) are seeking in a speaker (topic, names and affiliations of potential speakers, expertise, etc.)
  - justification to the committee for selection of the conference
- The Program Committee will review proposals according to the following criteria:
  - number of people potentially served
  - history of past support of the conference by the program
  - extent to which the conference supports the mission of STP

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

The Early Career Travel Grants Committee disburses funds used to defray the costs of attending psychology teaching conferences, with regional conference attendance encouraged. STP defines an Early Career Psychologist as a member who is within ten years of beginning teaching of psychology while not a student.<sup>52</sup> Approximately 10-12 grants are funded annually, though this number varies based on number of applications. Award preference is given to applicants who are attending regional conferences and who have not previously received the award.

The Chair of the Early Career Psychologists Committee (or designee from that committee) will serve ex officio on the committee.

### **TIMELINE/DUTIES:**

January/February

- Submit annual report to the VP for Grants and Awards prior to the biannual Executive Committee meetings (by January 15).
- Place Call for Committee Members, if necessary
- Confirm accuracy of award information on STP website
- Edit Google Form document as necessary for applications

March/April

- Advertise May deadline in STP newsletter and on social media

May/June

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<sup>52</sup> EC Vote 2017-10-19-09, Revision April 2018

- Deadline for applications (May 1)
- Create database of applicants and application information
- Confirm receipt of applicant CVs via email
- Review applications
- Send notification to recipients and those who were not selected
- Send STP Travel Reimbursement Guidelines to award winners
- Send list of winners to STP Treasurer (include awardee name, conference name and dates, amount awarded)

#### September/October

- Advertise November deadline in STP newsletter and on social media

#### November

- Deadline for applications (Nov 1)
- Create database of applicants and application information
- Confirm receipt of applicant CVs via email
- Review applications

#### December

- Send notification to recipients and those who were not selected
- Send STP Travel Reimbursement Guidelines to award winners
- Send list of winners to STP Treasurer (include awardee name, conference name and dates, amount awarded)

### ***Chair, Graduate Student Travel Grant Committee***

These grants are designed for graduate students (at the time of application) to defray the costs of attending teaching conferences or conferences with an explicit teaching track. This grant program may fund approximately 10 grants annually, with a maximum award of \$1,000 per grant, for conference attendance between January 1 and December 31 of the upcoming year. The annual deadline for proposals is November 1st, and applicants receive notification of award decisions no later than early December of the current year. Committee members are responsible for evaluating applications and selecting grant recipients. Terms are 3 years and members are then eligible to serve for a second consecutive three-year term if they wish.

### ***Chair, High School Teacher Travel Grants***

High School Teacher Travel Grants will be used to defray the costs of travel to psychology teaching conferences or to more general psychology conferences that have a significant teaching of psychology component. Priority will be given to applicants who have submitted, or will be submitting, a teaching-related proposal to the conference they are seeking to attend, or attending a conference hosted by Teachers of Psychology in Secondary Schools (TOPSS<sup>53</sup>). Applications will be evaluated on the degree to which the applicant demonstrates that the proposed conference attendance will improve the applicant's teaching of psychology.

Applications are accepted in the Spring and the Fall to accommodate the cyclical nature of professional development opportunities. Applications are due annually on either April 1 or October 1.

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

- The Chair will assemble a committee of ideally 5 members, each serving a repeatable three-year term.
- The committee will review the grant's website<sup>54</sup> and make any necessary changes at least six weeks before an application deadline.
- The Chair will coordinate advertising of the grant four weeks before the application deadline.
- After a deadline has passed, the Chair will share the received applications and associated materials with the committee members for discussion and voting.
- Applicants must be notified of the committee's decision within one month of the application deadline.

<sup>53</sup> <https://www.apa.org/ed/precollege/topss/index.aspx>

<sup>54</sup> <http://teachpsych.org/hs-travel>



- Those awarded a grant must be given directions and materials for submitting reimbursements to the STP Treasurer.
- The Chair must also notify the STP Treasurer who has won the grants and therefore from whom to expect reimbursements.
- The Chair will provide an annual report to the VP for Grants and Awards prior to the biannual Executive Committee meetings.

## ***Chair, Instructional Resource Grants Committee***

The purpose of the Instructional Resource Grants is twofold: (1) to stimulate the development of teaching resource materials that can be subsequently duplicated and distributed to interested teachers of 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 website. The chair of this committee is responsible for assembling the five-member IRG committee and for completing the following duties according to the stated timelines.

### **TIMELINE/DUTIES:**

#### October/November

- If any IRG committee member's term will be expiring at the end of the year, place a call for a new committee member in the STP Newsletter and on PSYCHTEACHER by contacting the STP Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)). Also, send call to chair of the Member Communication Committee ([socialmedia@teachpsych.org](mailto:socialmedia@teachpsych.org)) to distribute via social media.
- Review applications for new member and send recommendation to the VP of Grants & Awards for approval.
- Welcome new member to the committee. Send regrets emails to applicants who were not selected for the committee.
- Verify that IRG website is accurate and up-to-date.

#### December/January

- Place a call for IRG proposals in the STP Newsletter and on PSYCHTEACHER by contacting the STP Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)). Also, send call to chair of the Member Communication Committee ([socialmedia@teachpsych.org](mailto:socialmedia@teachpsych.org)) to distribute via social media.
- If chair term is over, ensure that the information in the IRG Gmail account and Dropbox is organized and up-to-date for the next chair.
- Prepare annual report for VP of Grants & Awards.
- Send gentle reminders that previous year's IRG award recipients need to send final project reports to the IRG chair by December 31st.

#### February

- Deadline for IRG applications is February 1st.
- Ensure that submitted applications are complete and adhere to the IRG Proposal Guidelines.
- Create a folder in the Dropbox for applicants' submission materials.
- Ensure all applicants are members of STP by verifying their Google Forms and/or by contacting the STP Executive Director.
- Send out emails to IRG applicants confirming receipt of their proposals, including an approximate decision date.
- Distribute applications and rubrics to the rest of the IRG Committee for review and ranking.

#### March

- Committee should finish reviewing applications by mid-March.
- Chair summarizes rankings from all committee members, notifies committee of summed evaluations, and facilitates any necessary discussion among the members in the event of discrepancies and/or issues.
- Chair finalizes applicant rankings.
- Committee determines the number of awards that will be given (max of 5).
- Notify VP of Grants & Awards of the committee's award decisions.
- Notify award recipients by March 31st via email and include payment forms (i.e., payment Selection Form, W-9 form, and Authorization for ACH Deposit form).
- Announce IRG award recipients (including names, affiliations and project titles) on the IRG website. Also, announce recipients in the STP Newsletter and on PSYCHTEACHER by contacting the STP Executive

Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)) and send announcement to chair of the Member Communication Committee ([socialmedia@teachpsych.org](mailto:socialmedia@teachpsych.org)) to share on social media.

- Send regrets emails by March 31st to applicants who did not receive funding (can provide feedback if requested by applicant).
- As a committee, discuss what worked in the process, what did not work, and then propose any changes to VP of Grants & Awards.

#### April

- Send names of IRG award recipients to STP Treasurer to begin processing of payments.
- Track IRG funding rate information.
- Write thank you letters to IRB committee members for their service.

#### July

- Send reminders that IRG award recipients need to send mid-progress reports to the chair by July 15.

### ***Chair, International Travel Grants***

International Travel Grants are intended to defray the costs of international travel to psychology teaching conferences or to more general psychology conferences that have a significant teaching of psychology component.

Grants will be awarded for travel either from the US/Canada to a conference in a country outside of the US/Canada, or from a country outside of the US/Canada to the US/Canada. The conference must be a psychology teaching conference (e.g., STP's Annual Conference on Teaching or the European Psychology Learning and Teaching Conference) or have a significant psychology teaching component (e.g., the American Psychological Association Convention with the one-day add-on TOPSS workshop or the International Convention of Psychological Science with the pre-conference Teaching Institute).

Priority will be given to applicants who have submitted, or will be submitting, a teaching-related proposal to the conference they are seeking to attend. Funds will be divided among strong applications. Although the committee will strive to fund all strong applications in full, awardees may receive only a portion of the funds they request.

#### **TIMELINE/DUTIES (assumes a January 15 deadline for applications):**

##### August to September

- Ensure committee is filled; place call for needed committee members. Committee comprises six members STP members:
  - at least one international member (outside US/Canada)
  - at least one member from R1, four- or two-year college, and possibly high school
  - one member of International Relations Committee

##### October 1

- Ensure call for applications is distributed to all STP channels

##### Late December

- Contact committee members, remind them of responsibilities
- Submit an annual report to the Vice President for Grants and Awards

##### January 16

- Download applications from Google forms, ensure all applications are relevant and abide by criteria; organize applications, distribute applications and vitas to committee members, along with evaluation forms

##### February 10

- Collect evaluations from committee members, adjudicate any discrepancies in evaluations, notify committee of summed evaluations, facilitate and summarize discussion among committee

##### February 15

- Notify recipients (award winners) and non-recipients [see boilerplate acceptance and rejection email below]; notify the Vice President for Grants and Awards of recipients.

##### End of February

- Submit report to the Vice President for Grants and Awards of recipients

## ***Chair, Partnerships Small Grants Committee***

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

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

Research projects in any phase of development are eligible for funding (e.g., materials design, data collection, manuscript writing). However, the proposed project must have a high probability of producing a product that will be presented and/or published in a peer-reviewed outlet in a timely manner. Annually, the EC will provide a list of preferred project themes based on STP's current needs (e.g., topics related to diversity/international issues, course-specific projects, projects that target specific student populations). At the discretion of the members of the grant review panel, these monies can be distributed across qualified applicants in varying amounts, across qualified applicants in equal amounts, or to a single, especially worthy project (however, the committee must obtain STP's EC approval for this decision)

The proposals will be evaluated on:

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

## ***Director of Awards<sup>55</sup>***

The Society gives six teaching awards, created to honor excellence in teaching in different settings or careers (adjunct, high school, community college, graduate student, early career, and four-year institution). The Committee on Teaching Awards selects winners of these awards. STP reserves the right not to select an award recipient if the committee believes no applicant is qualified. The Chair of the STP Awards Committee (or the VP for Grants and Awards) presents these awards at the Society's Annual Conference on Teaching.

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

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

### **DESCRIPTION:**

The Chair of the STP Committee on Teaching Awards is responsible for implementing the Society's annual awards program. These duties include (a) soliciting, receiving, and responding to applications, (b) organizing review panels for each of the six awards categories, (c) contacting applicants after a decision has been

<sup>55</sup> 2022 Bylaws, Article V Paragraph 6

reached, (d) writing the recipients' biographies for the October issue of *ToP*, and (e) when possible, presenting the awards at the Society's Annual Conference on Teaching.

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

### **TIMELINE/DUTIES:**

#### January

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

#### February

- Monitor progress of all review panels

#### March

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

#### April

- Prepare the next year's awards brochure/call for applications for distribution (throughout year)
- Write the award biographies for *ToP* and submit them (along with bios for other STP awards) to the Editor
- Send information of recipients of all awards to the Executive Director for ordering plaques and for announcements in *STP News*.

#### September

- Organize review panels for each award category

#### October-December

- Advertise awards in appropriate outlets

#### October

- Send announcements to STP newsletter and other print media sources
- Prepare flier for ACT presentation of awards
- Prepare ACT presentation (2-3 minutes per winner to read citation)

#### December

- Prepare annual report

### **Chair, Civic Engagement Award Committee**

Consistent with *APA's Citizen Psychologist initiative*, this award recognizes leadership and engagement in applying psychological science to make a difference in communities at the local, national, or global level. This could be done directly through community involvement or indirectly by incorporating civic-engagement pedagogies (e.g., service-learning) into teaching.

Applications will be reviewed by STP's Civic Engagement Award Committee. Each awardee will receive a plaque, a monetary award of US\$1,500, and up to US\$1,500 to attend STP's *Annual Conference on Teaching* if they do not have travel funds from other sources. The award is open only to STP members. Nominations and self-nominations are welcome. STP reserves the right not to select an award recipient if the committee believes no applicant is qualified.

The award recipient will be invited to receive the award during STP's Annual Conference on Teaching.

### **TIMELINE/DUTIES:**

#### August

- Call for committee members and introduction

September to October

- Develop criteria for the award. Prepare a call for applications

November

- Send out the call for applications (tentative deadline February 10).

December

- Discuss an evaluation/ranking rubric (may involve a video conference).

February

- Begin the process of review; Announce the award by March 31.

April

- Write the award biographies for *ToP* (Due by May 1); *Effort will be coordinated by Director of Awards. Proofread these carefully for names, spellings, and all details*

## **Chair, Mentorship of Teachers Award Committee**

The purpose of this award is to recognize various forms of mentoring of teachers, including sharing knowledge and expertise, providing support and encouragement, offering feedback on performance, helping to identify opportunities and resources, and serving as a professional role model. The mentorship award, which honors those who mentor teachers, is distinct from the Excellence in Teaching Awards, some of which recognize mentoring of student professional development. The award is not limited to mentoring teachers of psychology but may include mentoring of teachers in other disciplines. The award is for STP members, and STP encourages applications from colleagues who are from underrepresented groups and have diverse backgrounds and experiences. The recipient will receive \$1,500, a plaque, and up to \$1,500 to attend ACT, if they do not have travel fund from other sources.

The Chair of the STP Mentorship Award Committee is responsible for implementing the Society's annual awards program. This includes (a) soliciting, receiving, and responding to applications, (b) contacting applicants after a decision has been reached, (d) writing the recipients' biographies for the October issue of *ToP*, and (e) presenting the award at the Society's annual social hour at ACT. STP reserves the right not to select an award recipient if the committee believes no applicant is qualified.

### **TIMELINE/DUTIES:**

August

- Call for Applications for the Mentorship Award Committee (if there are vacancies)

September

- Organize review panel
  - When possible, we ask two people to serve for 2 years as committee members and ask two people to serve for 3 years as committee members for their first term. They are eligible for serving the second term.
  - Both self-nominations and re-nominations are acceptable.
  - The mentorship award committee will review all applications. However, it is often possible that some members feel reluctant to serve or decline if COI is the issue. If such a case happens, the chair recommends him or her not to serve the review committee.

October-December

- Advertise next year's award. Send short call to the following:
  - International Audience: International Program and Database Manager, Office of International Affairs at American Psychological Association ([international@apa.org](mailto:international@apa.org))
  - TOPSS ([PreCollegeEducation@apa.org](mailto:PreCollegeEducation@apa.org))
  - Division 2: Executive Director (Society for the Teaching of Psychology [stp@teachpsych.org](mailto:stp@teachpsych.org))
  - Association of Heads of Departments of Psychology – AHDP (<https://www.facebook.com/headsofdeptsofpsychology/> )

- Council of Graduate Departments of Psychology -- COGDOP (<https://www.cogdop.org/contact-us/>)
- Regional Psychology Associations (<http://www.apa.org/about/apa/organizations/regionals.aspx>)
  - EPA: [epaexecofficer@gmail.com](mailto:epaexecofficer@gmail.com)
  - NEPA: [NEPsychological@Gmail.com](mailto:NEPsychological@Gmail.com)
  - SWPA: [jmbondsraacke@fhsu.edu](mailto:jmbondsraacke@fhsu.edu)
  - SEPA: [sepa@citadel.edu](mailto:sepa@citadel.edu)
  - RMPA: [rockymountainpsych@gmail.com](mailto:rockymountainpsych@gmail.com)
  - WPA: [jsmio.wpa@gmail.com](mailto:jsmio.wpa@gmail.com)
  - MPA: [mpa@kent.edu](mailto:mpa@kent.edu)
- Contact all previous year's applicants to determine whether they want their materials to be considered in current year. Add that they can add new material(s) if necessary.

#### January-February

- Receive applications
  - Make sure that you have all existing electronic materials for holdover applicants.
  - Label each application by year (holdover or new)
- All applicants must be STP members.
  - All applicants must log in to submit their application materials. If needed (e.g., carrying over the applications to the next year), the chair will send all applicants' names to the executive director (currently Tom Pusateri) for the STP membership verification.
  - If people are not STP members, contact them and invite them to join STP (it is cheap and easy to do). Hopefully, applicants will just do this.
- Create data base of applicants and nominators email addresses via Dropbox
  - This needs to be complete for long-term records.
  - Send email of receipt to nominators or candidates if they are updating material(s)
  - Give Dropbox access to the VP for Grants and Awards and the Executive Director
    - Include an award criteria sheet in the Dropbox files and reviewer instructions.

#### February-March

- Monitor progress of review panels
- Only one awardee will be selected.

#### April

- Notify the recipient who receive \$1500 for the award and up to \$1500 for attend ACT if he or she does not receive support from other sources.
- Send notification to non-winners and nominators
- Keep lists or rankings of all applicants.
- Request photos of recipient
- Send news releases as requested by the recipient
- Prepare the next year's awards brochure/call for nominations for distribution (throughout year)
- Write the award biographies for *ToP* (*Due by May 1*); *Effort will be coordinated by Chair of Committee on Teaching Awards. Proofread these carefully for names, spellings, and all details*

#### May-June

- Prepare annual report

#### July

- Send announcements to newsletters

#### August

- Order a plaque for ACT Conference in October 2020:
- Order from J. Kevin Kennedy ([info@trophyhouseonline.com](mailto:info@trophyhouseonline.com)) with the request that billing be sent to the STP Treasurer.

#### September

- Re-release news reports to the recipient's university outlets to gain greater publicity when schools are in session.
- Send a photo of the recipient to the school for benefit of the recipient and greater publicity.



October

- The recipient will be recognized at ACT.

### **Chair, Promoting Diversity, Equity, and Inclusion Award Committee**

This award recognizes “diversity” as inclusive of perspectives and experiences that are not traditionally highlighted in psychology curricula, in a reflection of broader societal power structures. These perspectives and experiences may derive from minoritized identities that include, but are not limited to: sexual orientation, gender identity, (dis)ability status, social class, race/ethnicity, religion, and immigration status. The goal of this award is to recognize instructors of psychology who promote social justice, broadly construed, through their teaching via a variety of educational and academic activities.

A member of STP’s Diversity Committee will serve as a voting member of the award committee. The chairs of the two committees (the Diversity Committee and the Award committee) will coordinate this.

## Vice President for Membership<sup>56</sup>

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

- Chair, Early Career Psychologists Committee
- Chair, Fellows Committee
- Chair, Graduate Student Teaching Association
- Chair, Member Communication Committee
- Chair, Membership Committee
- Editor(s), "This is How I Teach" Blog

### Swag

The Vice President for Membership oversees the selection, ordering, and distribution of swag. The Vice President may consult with the Executive Director and Chairs of the Membership Committee, Early Career Psychologist Committee, and Graduate Student Teaching Association to assist in these activities.

The American Psychological Association maintains [policies and guidelines](#) for divisions interested in selling swag, which STP leaders would need to review before making any arrangements to sell swag.

### *Chair, Early Career Psychologists Committee*

STP defines an Early Career Psychologist as a member who is within ten years of beginning teaching of psychology while not a student.<sup>57</sup>

The Early Career Psychologists (ECP) Committee is comprised of at least three members who are engaged in establishing their professional careers. The Committee is charged with spearheading activities and opportunities to aid Early Career Professionals through education, training and networking, as well as representing ECP interests in division matters. Committee members must be members of STP and qualify as an ECP for at least the first year of their 3-year term in accordance with the definition above. Terms will run January 1 - December 31. Members will serve 3-year terms which will be staggered. Committee members will be appointed by the Vice President for Membership with EC approval. Committee members may serve a second term however applications must be submitted no later than six years after starting teaching psychology while not a student.

The Committee shall have both a Chair and an Associate Chair who oversee the activities of the Council. The Chair will serve a 1-year term starting January 1. Ordinarily, the Associate Chair shall succeed the Chair. The Vice President for Membership will serve as ex-officio member.

The Committee chair (or designee from the committee) will serve ex officio on the Early Career Travel Grant Committee and on the SAGE Teaching Innovations & Professional Development Award Committee. 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 EC for review and approval.

### **ECP Listserv (DIV2ECP@LISTS.APA.ORG)**

Psychologists who are in the early stages of their careers can join the STP-ECP Listserv to discuss and post questions regarding the relevant issues. The Executive Director, Chair of the Membership Communication Committee, Chair of the Early Career Psychologist Committee, Internet Editor, and Archivist/Historian are the listowners.

<sup>56</sup> 2022 Bylaws, Article III Paragraph 6

<sup>57</sup> EC Vote 2017-10-19-09; reworded for clarification April 2018

## Chair, Fellows Committee

Members of the Fellows Committee must be STP Fellows. The Vice President for Membership shall appoint a Chair of the committee for a three-year term. During the year prior to the expiration of the Chair's term, the Vice President shall appoint an Associate Chair for a one-year term. The Associate Chair shall succeed the Chair. Terms of service on the Committee shall be three years with terms staggered.

### DESCRIPTION:

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

### TIMELINE/DUTIES:

#### August/September

- Deliver a report on activities to the Vice President for Grants and Awards; monitor the approval decisions about the STP's applicants 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 application forms for the upcoming review cycle. The new Fellows Chair assumes responsibility after the APA convention. The Fellows Committee should consider how best to reach all eligible and potential applicants for Fellow, making efforts to reach colleagues from underrepresented groups who may have diverse backgrounds and experiences.

#### September

- Update the STP Web site with newly approved Fellows, submits articles to PsychTeacher, STP NEWS, and *Teaching of Psychology* announcing the new Fellows, and informs applicants of the criteria for Fellow status in the Society, the procedures for nominations, and the due date for nominations.

#### Fall semester

- Organize incoming materials, work with applicants to optimize the quality of their support materials, notify applicants when file is complete, and, one month before the December 31 deadline, notify applicants of the status of their file if incomplete.

#### December 31

- Deadline for Fellow applications and receipt of materials. After the deadline, the Chair organizes the materials for applicants 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 applicant(s) about which parts of the file are incomplete. Incomplete files as of December 31 are held over for consideration in the following year.

#### January

- Prepare a call for applications for the new review cycle, which appears on the STP Web site, on the PsychTeacher Listserv, and in *Teaching of Psychology*; works with committee members to identify which applicants 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 applicant for initial Fellow status approved by the Fellows Committee. For applicants who are already Fellows, the Chair notifies the APA membership committee of the Fellows Committee's decisions. The Chair also writes to the applicants, 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 applicants of their status.

The Vice President for Membership should be familiar with the section *Special Policies for the Fellows and the Committee on Teaching Awards* described elsewhere in this document.

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

The Graduate Student Teaching Association (GSTA) is charged with educational and development activities for future psychology teachers. GSTA is led by a Steering Committee comprised of a Chair, an Associate Chair, a Faculty Advisor, and at least four at large members appointed by the President with EC approval. 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 GSTA Chair submits an annual report to the Vice President for Membership and a budget to the EC for review and approval. Additional policies and procedures are listed on the STP Web site (GSTA Policies and Procedures).

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

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

The STP EC 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 EC for review and approval.

### **TIMELINE/DUTIES:**

#### January

- Write a report to the Vice-President for Membership. This report should include a brief statement of the purpose of the GSTA, a list of activities completed to date, and a list of proposed initiatives for the committee to review.

#### May-June

- Write a report to the EC (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 EC.

#### 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 the VP for Membership or designee approved by the EC for a term specified in the EC vote. The Faculty Advisor is responsible for ensuring that the GSTA and GSTA Chair has the 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; and (d) helping to ensure that the GSTA Chair keeps all needed deadlines with respect to Society requirements, reports, and other responsibilities.

### **GSTA Associate Chair**

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

### **GSTA Website**

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

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

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

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

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

For specific tasks - ongoing is sharing STP announcements

May-June

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

December

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

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

This moderated Listserv is open to instructors of psychology at the high school, community college, and four-year colleges/universities. It is a fairly active group that offers up daily messages. Refer to the guidelines for PsychTeacher [here](#). The Executive Director, Chair of the Member Communication Committee, Internet Editor, and Archivist/Historian are the listowners.

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

This Listserv provides a means for moderators of the PsychTeacher Listserv to consult with each other about submissions, discussion threads, and other issues related to maintenance of the PsychTeacher Listserv. Refer to the guidelines for PsychTeacher [here](#). The Executive Director, Chair of the Member Communication Committee, Internet Editor, and Archivist/Historian are the listowners.

Listsrv moderators will be invited annually to renew their commitments.

### ***Chair, Membership Committee***

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.

**TIMELINE/DUTIES:**

December

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

***Editor(s), "This is How I Teach" Blog*****DESCRIPTION:**

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

**TIMELINE/DUTIES:**

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



## Vice President for Programming<sup>58</sup>

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

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

The term for each of the programming offices listed below is three years (with start- and end-dates specified in parentheses), with a potential for a one-term renewal based on a recommendation by the VP for Programming. Training of an incoming officer should overlap with the current officer by one year.

- Chair, Lecture Selection Committee (start January 1; end December 31)  
STP Programming
- Director, Annual Conference on Teaching (start: November 1; end: October 31)  
STP Affiliated Conferences
- Director, STP Programming at APA (start January 1; end December 31)
- Director, STP Programming at APS (start June 1; end May 31)
- Director, STP Programming at International Conferences (start January 1; end December 31)
- Director, STP Programming at NITOP (start February 1; end January 31)
- Director, STP Programming at Regional Conferences (start January 1; end December 31)
- Director, STP Programming at SPSP (start January 1; end December 31)
- Director, STP Programming at SRCD (start January 1; end December 31)

Each chair and director listed above should form necessary committees as needed and in consultation with the VP for Programming.

### ***Chair, Lecture Selection Committee***

The Chair is responsible for coordinating the Committee's efforts toward recruiting three prominent teacher-scholars (two APA Distinguished Scholar Lectures for Teaching and one Harry Kirke Wolfe Lecture) 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 Director of STP Programming at Regional Conferences). In concert with the APA Education Directorate, the STP President, the Lecture Committee, and the STP Director of STP Programming at APA, the Chair solicits speakers and obtains necessary materials from them. Additionally, the Chair writes columns about the lecture series as well as brief reports for the STP EC.

### **COMMITTEE**

The committee shall be composed of 10 members:

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

### **TIMELINE/DUTIES:**

August/September

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

<sup>58</sup> 2022 Bylaws, Article III Paragraph 6

## 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 three 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 three 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 main 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 Lecture Committee are invited to serve as session chairs for the 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 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 should collaborate with the APA Education Directorate's Office of Precollege and Undergraduate Education to announce the speakers in appropriate venues (e.g., the *Monitor in Psychology*, the *PTN Newsletter*, the CABEEDUCATORS Listserv).
- The Chair communicates the names of the lecturers to the Director of STP Programming at Regional Conferences so that the Director may ask each lecturer's preference for regional conference in which to present the talk. This should be done as soon as possible so that coordinators at the regional conference may include the lecture in the schedule for the conference.

## May/June

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

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

### **(Formerly Best Practices)**

*Generally held in October of each year*

The Director of the Annual Conference on Teaching (ACT) organizes two-day full days of conference programming for STP, with a welcome reception the evening before the full conference proceedings begin. Responsibilities are outlined below and include organizing speakers (both invited and submitted), negotiating with a hotel for lodging, presentation rooms, and catering, arranging for audio/visual assistance with either the hotel or a company off-site, executing the conference on-site, assessing the conference, and incorporating assessment data into potential changes in the conference for subsequent years. The Director consults with the Vice-President for Programming and STP Executive Director on conference-related issues. The Director typically opts to have a Steering Committee assist with conference planning, review of submissions, co-sponsor recruitment, attendee recruitment, and staffing the registration table during the conference. Members of the Steering Committee receive waived registration to ACT.

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

The ACT Director provides reports to the VP of programming twice annually, on a schedule determined by the VP of Programming or relevant members of the STP Executive Committee (currently in the months of October and February). Reports include any issues related to the ACT conference, including but not limited to program information, registration numbers, and budget details. As of February of 2019, many aspects of these reports were reoriented in order to chronicle aspects of ACT from year to year, including submission and attendance numbers, etc.

#### October/November

- Determine format of conference.<sup>1</sup> (Read previous year's conference feedback for suggestions.)
- Form a Steering Committee.<sup>2</sup>
- Examine previous years' spending to develop a budget which includes anticipated expenses and income sources.<sup>3</sup>
- Seek out keynotes, including publisher-supported ones (3 spots only, 1 is president of STP, seek out 1 SoTL speaker,).<sup>4</sup>

#### December/January

- Develop a marketing strategy, including a plan for local recruitment of participants and co-sponsors.<sup>5</sup>
- Invite publishers and businesses to co-sponsor conference.<sup>6</sup>
- Update conference website with STP web editor and the relevant Steering Committee member(s), including registration form.<sup>7</sup>
- Get keynote speaker photo, title, and bio by the end of January.
- Begin RFP for the next year's ACT (if ACT 2022 is coming up in October, then this means ACT 2024)—33 months in advance—working with the VP of Programming and STP Executive Director. (January).<sup>8</sup>

#### February/March

- Invite/follow up with co-sponsor opportunities.
- Begin and continue discussion of contract with hotels for RFP for ACT 2 years from now.
- Distribute Call for Proposals after website has been updated (beginning of February).<sup>9</sup> Advertise in the APA Division Digest with the assistance of the STP Executive Director.
- Begin localized recruitment with the relevant member of the ACT Steering Committee.
- For yourself, keynote speakers, and members of the STP Executive Committee, send waived conference registration code and make room reservations in the conference hotel (all billed to master account) (end of February).

#### April-June

- Invite/follow up with co-sponsor opportunities.
- Complete RFP for ACT 2 years from now, sign contract (if ACT 2022 is coming up in October, then this means ACT 2024).

- Proposal deadline. Steering committee completes reviews, and director notifies submitters of acceptances and rejections.<sup>10</sup>
- Check with executive committee in order to provide waived registration for teaching award winners, presidential citation recipients (April)
- Update the conference website.
- Director advertises the conference.
- Remind publishers and keynote speakers of the dates and times of their talks.
- Draft ACT program (June).
- Finalize hotel arrangements (space, equipment, basic schedule requirements) (June).<sup>11</sup>

#### July/August

- Invite/follow up with co-sponsor opportunities.
- Director and steering committee finalize the program (July).<sup>12</sup>
- Check into poster mounting boards for poster session (July, after poster plans are finalized).
- Post conference schedule on ACT website (August).
- Send a final email for local attendee recruitment with the relevant member of the ACT Steering Committee.
- Check in with keynote speakers to see if they need anything or wish to know anything (August).
- Set automated emails on the website as reminders in the month before the conference.
- Monitor registration numbers and order 2-pocket folders and nametags or adjust based on a scheduling app's use.
- Prepare a September/October to-do list (including dinners out, and intros for keynote speakers).
- Prepare Director welcome/introduction remarks, recruit members of the Steering Committee to introduce other keynotes.

#### September/October

- Double-check all onsite arrangements (including co-sponsor exhibits).
- Send hotel final numbers. Confirm final food numbers (including vegan/vegetarian).<sup>13</sup>
- Print nametags (including 40 blank ones).
- Complete copying and organization of conference packet and registration materials, in addition to scheduling app.<sup>14</sup>
- Stuff conference packets and mail them to hotel or local steering committee member.

#### *Superscript legend:*

##### 1. Format of conference

- Format—As of ACT 2019 in Denver, the conference has included a welcome reception on Thursday evening, as well as two full days of programming on Friday and Saturday. Our assessment of ACT 2019 indicated that participants overwhelmingly thought the conference was “just the right duration.” At ACT 2019, the welcome reception was attended by about 50% of conference attendees and they seemed to enjoy the opportunity to connect early in the conference. The program should include three keynote addresses, concurrent sessions (the format as of 2017 has included sessions that last 45-minutes as well as sessions lasting 25 minutes), workshops, a poster session (which can be combined with a social hour), “lunch and learn” tables, and a “live from” session during the Saturday lunch (the “live from” sessions may not continue in perpetuity). Additionally, the SoTL Workshop has run concurrently with ACT for at least the previous few years and will continue to do so (they will also need a projector and screen—consult with the Workshop Director).
- Conference Dates—When selecting conference dates, carefully consider the following factors: aiming to schedule during October for annual consistency, potential conflicts with other professional meetings that our audience may attend (NECTOP is scheduled around the same time, but generally not as far in advance—continue working with the New England Psychological Association to avoid conflicts), holidays and religious observances (e.g., religious holy days), likely campus break periods (e.g., scheduling during a spring break period should be avoided), and the beginning or ending weeks of a term.

##### 2. Steering Committee

- Currently no more than 3-5 people, in order to manage communication.

- Beginning with ACT 2017, the Steering Committee has a plan to be comprised of up to 2 Coordinators of Conference Site and Conference Materials, up to 2 Coordinators of Marketing and Recruitment, and a Coordinator of Audio/Video, Web Content, and IT. This structure is flexible at the discretion of the Director. Currently there are 3 Steering Committee members, 1 in each of these 3 position types.
- In case you find it useful for working with the Steering Committee, or for other reasons, STP has access to a Zoom account that can be used for virtual meetings of groups up to 100 individuals. If you are interested in using the Zoom account, email the STP Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)) at least 1 week in advance of the desired meeting, provide a brief description of the purpose of the meeting, include your preferred date and time and backup options (including time zone), and include the email addresses of the individuals you would like to join the meeting.
- Beyond the items listed on the timeline, other major responsibilities include:
  - Assist in developing call for proposals.
  - Review of proposals.
  - Identify and recruit invited speakers. An excellent strategy is to contact publishers directly and ask them to sponsor a textbook author, which means the publishing company will pay travel costs. ACT registration can be waived. See the STP ACT Prospectus document for co-sponsorship opportunities. Beginning in 2017, there is also a goal to have a prominent SoTL researcher be a keynote speaker.
  - Collect information from potential publishers and vendors who may attend ACT.
  - Collect information of nearby schools that may send attendees to ACT.
  - Assist in developing final program of sessions.
  - Attend the conference and assist in onsite hosting.
  - Introduce conference keynote speakers.
  - Provide perspective and feedback to the ACT Director about ACT programming and content.

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

### 3. Budget

The Director should discuss budgetary concerns with the VP of Programming and the STP Executive Director. You should consider both expenses and income.

- Expenses
  - Hotel costs (food, etc.).
  - A/V equipment (from the hotel or from an outside business)
  - Cost for renting poster display boards (hotels typically do not provide these boards, so you'll need to find an independent vendor. Work with the Convention and Visitors Bureau in the city to find vendors.)
  - Keynote speakers' travel expenses. Whenever possible, try to get a publisher to sponsor a speaker.
  - Costs for printing materials (e.g., final onsite conference materials) and app use. Many materials can now be distributed electronically (e.g., the call for proposals).
  - Name tag holders, candy for the registration table, and SWAG (SWAG is typically provided by STP's VP of Membership).
  - Shipping costs to and from the conference hotel or local Steering Committee member.
- Income
  - Co-sponsor fee/funds from publishers, software companies, and other vendors.
  - Participant registration fees.

- Grants from foundations or professional organizations.

#### 4. Keynote speakers

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

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

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

According to Aaron Richmond (past Vice President for Programming) as of February 2017: Travel budget of \$1,500 applies for the Conference Director, as well as invited speakers. This is for travel: flight, hotel, food, conference registration (which is waived), and transportation to and from airport (or mileage to conference).

#### 5. Marketing strategies. Identify your target audience and how to contact them. Contact strategies include:

- Existing mailing lists from professional organizations. These are particularly useful when:
- There is an organization or subgroup of an organization focused on teaching or areas related to our conference topic. Some professional organizations may require a copy of the program before releasing the mailing labels.
- Advertising the conference on targeted online discussion lists (e.g., Div2PsychTeacher, TIPS, TOPSS, and PTATCC). Obvious lists are disciplinary, but there are other non-discipline lists that can reach potential interested attendees (e.g., the POD Network discussion list that includes many teaching-center and faculty-development professionals).
- Advertising in professional journals or magazines. Some professional publications list conferences at no charge.
- Contact nearby regional APA directors to announce/recruit.
- Contact nearby colleges and high schools to announce/recruit (with assistance from a Steering Committee member who is local).
- Info sent to conference registrants (and STP members?) through Wild Apricot.
- Info sent to past ACT participants.
- Postcards in ToP announcing ACT.
- Email publishers and vendors (Coordinator of Marketing and Recruitment, Conference Director), especially those with speakers at ACT.

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

Publishers (or other organizations, such as software companies) can co-sponsor the conference, sponsor an event such as a coffee break, and/or display their products. The STP ACT Prospectus in the Dropbox folder has full details. Full Co-sponsors should be listed on the conference website and in the conference packet and thanked publicly at the beginning of the conference. You should also ask if they want to include any brochures or other materials in the conference packet. To keep things organized you should also reach out to the Full Co-sponsors to get the names of the exhibitors they will send to the conference.

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



(Note: as of February 2020, co-sponsorship policies and fees are being revisited by the ACT Director and the relevant Steering Committee member.)

The ACT Director should set in place policies for what to allow co-sponsors. Co-sponsoring organizations may request additional considerations beyond what is allowed in the ACT Prospectus. It would behoove the ACT Director to establish policies then stick by them. For example, co-sponsors often want to contact the participants before the conference. However, I (Jordan Troisi) would recommend that all email messages go through the ACT Director, so that no badgering of the conference participants occurs, or so that they are not added to a permanent email list without their consent.

There are also frequent requests from co-sponsors to host focus groups at ACT. It is at the ACT Director's discretion to allow these or not, and to determine what degree she/he wishes to engage in the planning of these events (e.g., arrangements with the hotel, communication about them). At this point in time, some degree of consideration should be given to the frequent desire of conference co-sponsors to host focus groups at ACT. The prospectus now includes language about focus groups, but the ACT Director should examine it and determine if it makes sense to alter it.

## 7. Website

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

The website should include information on each of the following, as they are ready for display:

- Keynote speakers (photos, bios, title for talks)
- Call for proposals
- Registration information – you will also need to create a registration form in Wild Apricot that includes detailed information about each registrant. You can copy the registration form for the previous year and edit as needed. The registration form should also address any special accommodation requests for individuals who require assistance under the Americans with Disabilities Act for participation in this conference. Finally, be sure to include space for special dietary requests.
- NOTE: as of 2018, a small but not insignificant number of attendees have requested to pay for their registration for ACT through a purchase order. This tendency seems most common among high school instructors. At this point in time, we are unable to accept payment through purchase order. Should a request to pay for ACT registration through purchase order be made, reply with the following information: "Unfortunately we are unable to accept payment via purchase order, but we are happy to provide an invoice and/or W9 form if those would be helpful."
- Final program/conference schedule, symposium abstracts, and list of posters.
- Hotel information. Be sure to include the room rate, deadline for making reservations, and link to website.
- Travel information. Include a few suggestions for travel from the airport to the conference hotel. Also include information about when conference-goers should fly in and fly out, so that they don't miss components of the conference.
- Director's contact information.

## 8. Location and dates of conference

Beginning in 2017, STP's Executive Committee (EC) decided to move the conference around the country. Lorraine Grogan ([lorraine.grogan@conferencedirect.com](mailto:lorraine.grogan@conferencedirect.com)) can help develop an RFP, distribute it to city sites, and negotiate with hotels. She works for an external service, comes highly recommended from many psychology conferences, and earns a commission from the hotel site (not STP). Paula Aviles ([paviles@apa.org](mailto:paviles@apa.org)) from APA's Division Engagement Office should be able to assist with legal clearance for an RFP.

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

plans to make their recommendation). The VP of Programming will relay these reports to the Executive Committee. Follow these steps to determine a conference site:

- The ACT Director should work with Lorraine Grogan to construct an RFP for potential sites in the regions of interest in February (see previous RFPs in Dropbox). This should be shared with the VP of Programming for STP, who can also share information with the STP Executive Committee.
- Once the RFP is constructed, APA Legal should review it to be sure that it is acceptable. (Current contact at APA: Paula Aviles, [paviles@apa.org](mailto:paviles@apa.org))
- Once the RFP has been approved by APA Legal, Lorraine Grogan will send it to hotels and to the Central Visitors Bureaus (CVBs) of 2-3 candidate sites.
- Lorraine will create a comparison of all the site offers. Then the ACT Director and/or ACT Steering Committee will pick their top 2 sites, and Lorraine will negotiate with these sites to find the best deals they can offer.
- The ACT Director can take, if needed and desired, a trip to visit one of the potential conference sites. As of 12/13/2019, the STP Executive Committee approved \$2,000 for the ACT Director (and incoming ACT Director individual) to visit a conference site and examine hotel options in person. Because the budget for this travel is \$2,000, it is recommended that the ACT Director attempt to visit a series of hotels in one or two city destinations. It is also noteworthy that hotels may make better offers to Directors if they visit the hotel site (because it communicates that these hotels were "choice" locations).
- The ACT Director and/or ACT Steering committee will make a recommendation with rankings of the sites and specific hotels to the Vice President of Programming and the Executive Director.
- The Vice President of Programming and the Executive Director will review the recommendations and bring them to the Executive Committee for feedback on the final decision. The Vice President of Programming will inform the Director and Steering Committee of the Executive Committee's decision.
- The ACT Director should sign a specific contract with the hotel, with the assistance of Lorraine Grogan.
- Once the contract is received from the hotel, discuss it with the Vice President of Programming.
- Negotiate any changes needed to the contract.
- Once a satisfactory contract is constructed by the hotel, submit the contract to review from APA Legal.
- Once APA Legal has approved the contract, have the contract signed by the STP Executive Director or Treasurer.

When negotiating with hotels, keep the following in mind:

- Hotels want our business. We are doing them a favor and should take advantage of this and ask for concessions (complimentary rooms, room upgrades, free hospitality suite, free drinks at the social hour, etc.). Lorraine Grogan can assist with this.
- Food menus can be negotiated for a lower fee. Hotels often have expensive catering menus with standardized options. You can tell hotels that you are interested in "Option A," but that you really only want to spend \$30 instead of \$40, and would they be able to make that work, including vegan and vegetarian options?
- Not all attendees will attend all meals and events. Give the hotels estimates of the numbers of people who will attend meals that are lower than the total participant count. Attendance numbers at meals generally get lower as the conference goes on.
- Check on AV costs. It may be possible for the hotel to provide AV materials, but you may need to investigate outside sources (either if these things are unavailable, or too expensive). Consider, if using an outside AV provider, having multiyear contracts that could provide a discount on services.
- 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 (this is called “attrition”). Hotels are unlikely to reduce the room-night commitment as the conference gets closer but are often willing to increase it. With sales of rooms and catering, the hotel generally offers meeting space for free. (Note, in recent years ACT has had no trouble at all filling the room night requirement. We have often had to extend the room block to meet our conference attendee requests.)

- Be attentive to high as well as hidden costs in hotel contracts. Some examples: equipment rental fees including charges for a power bar and extension cord; set up and catering service charges (catering service charges can be up to 20% of the food costs); additional fees for a bartender or cashier. These expenses may be required but know they will increase costs.
- Carefully read the penalty clauses associated with failing to meet room-night commitments, food and beverage minimum, and cancellation, and ask for changes as needed before signing

## 9. Call for Proposals

The Call for Proposals should clearly indicate the type and focus of proposals you are soliciting. Recently, the conference program has included symposia (45-minutes, 25-minutes), workshops, poster presentations (including a new initiative in 2017 to have a “SoTL Showcase” portion of the poster session), “lunch and learn” tables, and “Live from <site of conference>” presentations (i.e., 5-minute presentations that showcase a favorite teaching demonstration or activity by one author). Symposia and workshops can be sole-author, or multiple authors (as can all other presentation types). The call should be made public at least 90 days before the stated deadline for submissions.

- The call should clearly indicate the type and focus of proposals you are soliciting. Poster sessions have the advantage of allowing potential attendees to get travel money to attend the conference.
- Clearly state the format and length for proposals. In the recent past, we have asked for a 300-word summary of the proposed presentation and, for symposium submissions, a 100-word abstract. The short abstracts of accepted symposia should be included in the conference packet or app to help participants decide which sessions to attend.
- Participants submit proposals electronically (currently through Qualtrics). Be sure to ask for detailed information you will need for planning purposes (presenter names, institutional affiliations, submission title, etc.). Also, set an automated email from Qualtrics to follow up when people submit for the conference. Otherwise many submitters will not have record of their submission and will request that information.
- You may want to address items you will not provide at the conference, as needed.
- You should distribute the call electronically – on the website, on electronic discussions lists (e.g., Div2PsychTeacher), social media, and on email lists.
- The calls from recent ACTs are available in the conference Dropbox folder.

## 10. Proposal review

The Director and steering committee members should use a rubric to evaluate all proposals. A past rubric is available in the conference Dropbox folder. As of 2020, submissions will be evaluated based on their “importance,” “novelty,” and “interest-value” of conference attendees. Submitters might request a rationale for a rejected submission. Also, consider the possibility of recommending an author shift from a symposium to poster presentation where appropriate.

Additionally, in recent years, there has been a desire to offer panel for the STP annual teaching award winners, who are awarded their plaque at ACT. Consider this option and work with relevant members of the STP Executive Committee on such a task.

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

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

## 12. Final program and advertising

Programming session times—When designing the final schedule, try to arrange sessions so that there are a variety of choices at each concurrent session period. As much as possible, avoid scheduling two sessions at the same time that address the same topic. The goal should be to construct a schedule such that participants might complain that there are too often multiple sessions at the same time that they want to attend, NOT that there is no session that interests them at the same time.

## 13. Final numbers

About one week before the conference, the hotel will expect your final head count. Some hotels will allow you to give a different count for each meal, which can save money because some individuals will leave the conference earlier than its ending time. It is extremely unlikely that everyone who registered for the conference will attend all meals, so it's OK to give final counts that are lower than the number of people who registered for the conference (though be sure there are enough chairs in the rooms of interest, even if there are somewhat fewer meals numbers than the full number of conference registrants). There will be fewer participants as the conference draws closer to a close, and this can affect catering numbers.

## 14. Conference Packet and Materials

Hopefully the use of an app will cut down on paper copies.

However, whatever amount is printed, 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:

- Call for nominations of subsequent year STP Teaching Awards (speak with the relevant STP coordinator for this information)
- Final schedule with locations
- Map of hotel, especially if meeting rooms are not clustered together
- Session summaries/abstracts
- List of posters to be presented
- "Lunch and Learn" table tents
- Name tags and holders (bring at least 30 blanks)
- Letters acknowledging conference attendance (about 15)

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

APA is generally held in August of each year

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

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

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

### **TIMELINE/DUTIES:**

June

- Submit contact information for the Director, as well as any information about presidential programming themes or special STP requirements for APA submissions to the APA convention office by the provided due date. This information is included in the official Call for Programs that comes out in the September

APA Monitor. The request for the information is typically sent by the convention office to the Division Secretary or President and then forwarded to the Director.

#### August/September

- Submit call for papers to PsychTeacher Listserv, STP News, and other outlets after consultation with the VP for 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 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 for 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 divisions about co-sponsoring and co-hosting sessions and events.
- Communicate with the appropriate APA Liaison about scheduling the APA Distinguished Scholar Lectures for Teaching and Harry Kirke Wolfe invited presentations.
- Communicate with the appropriate APA Liaison about scheduling the Teaching Award invited presentation.
- Communicate with the appropriate Psi Chi, GSTA, and Psi Beta Liaison about scheduling invited presentations.

#### February-April

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

### **Director, STP Programming at APS**

This conference is generally held in late May each year, typically on Memorial Day weekend.

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 Wednesday evening before the Thursday one-day, stand-alone Teaching Institute that includes invited speakers, concurrent sessions/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 typically occur on the Saturday of the convention. The Director works closely with the APS Convention Coordinator and participates

in conference calls with the APS Program Committee; the Director also attends pre- and post-convention APS Program Committee planning meetings. The Director consults with STP's VP for Programming in all matters related to STP-APS programming.

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

APS funds travel for the Director and waives registration to both the Teaching Institute and APS for the Director and invited speakers. STP also reimburses reasonable travel funding for the invited keynote speakers at APS. Three keynote addresses occur during the teaching institute; three occur during the APS convention. APS waives registration to both the Teaching Institute and APS for concurrent speakers; however, no travel support is provided to concurrent speakers.

### **TIMELINE/DUTIES:**

#### June/July

- 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 for 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
- Invite current and former STP EC members to introduce STP speakers during the Teaching Institute and APS Convention; keep list of names
- Participate in APS Convention conference call(s) as needed
- Review poster submissions on a rolling basis

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

- Review and select on-line poster submissions for the poster session at the Teaching Institute
- Review other submissions as needed
- Provide a report to the VP for 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 (especially concurrent 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-convention and planning for next year

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

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



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

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

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

### ***Director, STP Programming at NITOP***

NITOP is held in January of each year

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

Selection of the Director occurs between October and November so that the newly selected individual may work with the outgoing Director to learn about their role. The NITOP Planning Committee generally meets sometime between January and March to finalize plans for the following year's NITOP program.

The Budget includes reasonable travel costs for the preconference speaker. STP is billed separately for AV costs. Additionally, the STP Director receives travel reimbursement to NITOP. Travel funding should be in accordance with current STP reimbursement practices each year.

The role of the STP Programming Director at NITOP is to choose the STP-sponsored speaker for NITOP for approval by the Chair of the NITOP organizing committee. When the sponsored speaker choice is agreed upon, the Director contacts the speaker with the invitation. If accepted, the speaker is provided with details of the task and the links to past NITOP programs for programmatic understanding. The speaker is given a deadline to decide on a topic for the presentation and asked to develop a title and abstract for the talk. This is forwarded to and coordinated with the NITOP Chair. This task is usually started in February/March prior to the next year's NITOP.

In the months after January's NITOP, the next phase of the Director's tasks is the gathering and processing of submissions of the prior NITOP's speakers/Posters/and other presentations for the STP e-book. This phase occurs over many months as submissions occur.

Toward the end of the calendar year (usually October) the Director communicates and coordinates the invited speaker's registration for NITOP along with NITOP's conference coordinator. Both the Director and speaker should register and make all hotel and travel arrangements in this time period.

No later than November, the Director should inventory all materials to be used at NITOP such as table cover, banner, give-a-ways (swag/bling), lanyards, brochures, letters for e-book submissions, and other materials (Mentoring and Consulting services). Once a determination is made as to what is needed, the Director contacts the VP of Programming and the Vice President for Membership to order materials. Once all materials are received and packed along with the remaining materials from the prior NITOP, the Director should ship these to themselves at the conference hotel around mid-December.

### **DUTIES AT NITOP**

The conference coordinator and hotel will set up tables for exhibitors, and the mailroom delivers all packages to the exhibit area. On the morning of the first day of the conference, the Director (and any STP volunteers) sets up the table with the cover, hangs the banner, and distributes all the materials for a great visual presentation on the table. Additionally, the Director may bring a laptop or tablet that continuously runs the STP Power point (built by Bill Altman and David Berg) showing all the STP resources.

Once the conference begins, there are several specific sessions each day for Posters and Participant Idea Exchanges when most of the attendees are present and that the Director, staffing the STP table, meets, greets, discusses STP, and encourages them to either join or renew their memberships. Everyone is given STP materials, and those who are STP members are given an attachment to their conference badge signifying that they are an STP member. There are at least 400 attendees, and we distribute as much of the materials as possible to all. During the poster sessions, each presenter is given a letter requesting submission of their work to the Director for participation in the eventual e-book "publication." A variant of the letter is also given to NITOP conference speakers and those presenting in special sessions. Also, during the conference, usually at the second day lunch, the Director is given an opportunity to address the attendees to make a pitch/plug for membership in STP. The Director should both attend the sponsored speaker's presentation and take pictures to be made available for the STP newsletter. At the end of the conference, the Director will inventory the remaining materials, pack them for shipping, and either ship them home or bring them home in their luggage, whichever is most cost-effective and convenient.

### **TIMELINE/DUTIES**

#### January

- Attending NITOP and accomplishing all duties listed above
- Submission of expenses
- Writing and submitting a piece for the STP February newsletter

#### February

- Contacting the NITOP chair and selecting the STP sponsored speaker
- Invitation to the sponsored speaker
- Preparing a report for the EC meeting

#### March

- Submitting the Director's report for the Mid-winter EC meeting
- April thru the end of the year
- Over the next many months, gathering and processing the e-book submissions

#### October

- Preparing and submitting a report for the Fall EC meeting
- Coordinating the registration and hotel arrangements of both the Director and sponsored speaker for NITOP

#### November

- Inventory and order materials for NITOP

#### December

- Shipping STP materials around the middle of the month per instructions of the NITOP conference coordinator.

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

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

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

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

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

- This position is linked with seven regional “research” conferences; therefore, one specific date is not available
- The Director creates relationships with regional research conferences and identifies one person to serve as a liaison at each regional conference
- The Director coordinates with the Chair of the Lecture Selection Committee to identify each lecturer’s preference for the regional conference in which to present the talk and communicates that information to the coordinator of the selected regional conference. This should be done as soon as possible so that coordinators may include the lecture in the schedule for the 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 for Programming

#### Regional Research Conferences:

- NEPA: New England Psychological Association
- EPA: Eastern Psychological Association
- RMPA: Rocky Mountain Psychological Association
- MPA: Midwestern Psychological Association
- WPA: Western Psychological Association
- SWPA: Southwestern Psychological Association
- SEPA: Southeastern Psychological Association

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

### ***Director, STP Programming at SPSP***

SPSP is generally held on a Thursday in the January-March period of each year

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

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

##### June

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

##### July

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

##### August

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

##### September

- Receive preconference confirmation/information about on-site contacts from SPSP
- Answer questions about preconference
- Request talk titles from keynote and invited speakers

#### October

- Send out reminder about talk/roundtable/blitz submissions (submissions usually due at end of month)
- Update website

#### November

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

#### December

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

#### January-March before preconference

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

#### January-March after preconference

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

### ***Director, STP Programming at SRCD<sup>59</sup>***

The Biennial Meeting of the Society for Research in Child Development takes place in March, April, or May of odd numbered years. STP helps sponsor a one-day, preconference Developmental Science Teaching Institute. Primary financial sponsorship and logistical assistance are provided by SRCD, and participants' registration fees defray some of the costs.

The Director of STP Programming at SRCD is responsible for collaborating with the SRCD Teaching Committee to organize the Teaching Institute. The Director may be a member of this Committee, which is appointed by SRCD following each Biennial Meeting. Two to three Teaching Committee members volunteer to serve as Program Co-Chairs. Other members help generate program ideas and review submissions.

The program includes submitted and invited presentations. Invited speakers typically give keynote addresses or workshops. Submitted presentations typically include workshops, roundtable discussions, and posters, but other formats may be developed.

The Director of STP Programming at SRCD receives reasonable travel reimbursement to attend the convention.

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

##### March/April (odd numbered years)

- Developmental Science Teaching Institute takes place the day before the regular Biennial Meeting of SRCD

##### Month following TI (odd numbered years)

- The STP Treasurer arranges for SRCD to receive sponsorship funds.
- Provide final TI program and abstracts to SRCD to upload to TI archive

##### April (odd numbered years)

- SRCD Teaching Committee chair submits final report on TI to SRCD Governing Council that includes funding request for next TI

##### May (odd numbered years)

- SRCD Teaching Committee discusses feedback from TI participants and generates ideas for next TI

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<sup>59</sup> EC Vote 2018-05-08-03

#### Summer (odd numbered years)

- Chair of SRCD Teaching Committee secures potential Program Co-Chairs for next TI

#### October (odd numbered years)

- SRCD Teaching Committee discusses ideas for possible TI themes, invited speakers, and formats

#### March (even numbered years)

- Send report to STP VP for Programming

#### April (even numbered years)

- Confirm amount of funding for TI from STP and SRCD and any constraints on its use (e.g., speakers, travel grants)

#### May (even numbered years)

- SRCD Teaching Committee finalizes TI theme (if any) and formats

#### August (even numbered years)

- SRCD Teaching Committee finalizes call for submissions and for travel grant applications and sends to SRCD [note that in some years the submission deadline was January, not November]
- TI Program Co-Chairs compose invitation to Teaching Mentorship participants to submit and sends it to SRCD
- Solicit more ideas for invited speakers from Teaching Committee

#### September (even numbered years)

- TI Program Co-Chairs invite speakers with specific honorarium offers

#### October (even numbered years)

- Finalize request for number of rooms, room configuration, Wi-Fi, refreshments, and lunch with SRCD
- Have SRCD send submission reminder
- Determine how submissions will be reviewed by committee members

#### November (even numbered years)

- Compose blurb on invited speakers and TI format for TI registration site
- Submission deadline for presentations and travel awards [in some years the submission deadline was January]

#### December (even numbered years)

- Complete submission reviews
- Develop program given invited presenters and accepted submissions. Solicit presentations from Teaching Committee members if needed.
- Notify submitters of review outcome
- Optional: After approval from SRCD's Teaching Committee Chair and SRCD's Director for Science Affairs, send report to STP VP for Programming, upload report to Dropbox.

#### 1-2 months prior to TI (odd numbered years)

- Prepare program handout and send to SRCD to have copies made and to upload to TI website
- Order swag and membership materials from STP VP for Membership
- Prepare TI evaluation sheet to be distributed to participants at the TI (or to be uploaded to SRCD website)
- Determine who will introduce invited presenters and how STP will be promoted at the TI
- Confirm that SRCD will have people at the registration table with name tags and programs. Get names and cell numbers in case problems arise.

## Vice President for Resources<sup>60</sup>

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

- Director, Department Consulting Services
- Director, Professional Development Mentoring Network
  - Associate Director, SoTL Mentoring Workshop
- Editor, Best Practices in Teaching and Learning
  - Associate Editor
- Editor, E-xcellence in Teaching
  - Associate Editor(s)
- Editor, Project Syllabus
- Editor, Psychology in Communities Wiki
- Editor, STP E-books
  - Associate Editor(s)
- Editor, Teaching of Psychology
  - Associate Editors
  - Obituary Editor
- Editor, Teaching of Psychology Idea eXchange (ToPIX)
- Editor, "Today in the History of Psychology" Wiki
- Internet Editor
  - Associate Internet Editor(s)

### ***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:**

- Respond to departmental requests for consultants (ongoing).
- Receive applications and recommend new consultants to BEA (October & February).
- Recruit new consultants in areas under-represented (ongoing).
- Advertise DCS services (ongoing)
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Produce an annual report for the VP for Resources (January).

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<sup>60</sup> The Executive Committee voted to restructure this unit: EC Vote 2017-10-19-03



## ***Director, Professional Development Mentoring Network***

### **DESCRIPTION:**

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

### **TIMELINE/DUTIES:**

- Preparation of mentee application and selection of mentees (Spring).
- Recruitment of mentors for the network (Spring).
- Match mentees and mentors (Summer).
- Check in with network members to ensure a successful experience (monthly).
- Serve as a resource for mentees and mentors (ongoing).
- Update program and application information (Winter).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Oversee the Associate Director, SoTL Workshop
- Produce an annual report for the VP for Resources (January).

## ***Associate Director, SoTL Mentoring Workshop***

### **DESCRIPTION:**

The Associate Director is responsible for organizing and directing the STP SoTL Mentoring Workshop, which helps teacher-scholars publish their research on teaching and learning.

### ***Running The SOTL Mentoring Workshop***

Directions for running the Workshop are contained in the SoTL Workshop Manual. The Manual resides in the SoTL Workshop Dropbox.

### **TIMELINE/DUTIES:**

- Organize SoTL Workshop with ACT Director (Ongoing)
- Update program and application information (By January)
- Prepare and post mentee application (February 1)
- Recruit opening speaker for SoTL Workshop (This may be a virtual speaker.)
- Recruit second session speaker for SoTL Workshop (This may be a virtual speaker.)
- Recruit mentors (January through March)
- Select mentors (early May).
- Work with mentors to select mentees and create mentoring teams.
- Serve as a resource for mentees and mentors (Ongoing).
- Check in with mentors and mentees the week after ACT to ensure a successful experience.
- Check in with network members at the end of the academic year.
- Produce an annual report for the Director of the Professional Development Mentoring Network (December).

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

### **DESCRIPTION:**

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

Ordinarily, manuscripts submitted for review are sent out for review within a week of receipt, with about a one-month turnaround requested. After receiving reviewers' feedback, the Editor corresponds with authors as soon as possible. The formatting function is highly variable as far as the time required because documents are of vastly different forms and lengths.

### **TIMELINE/DUTIES:**

- Solicitation of appropriate materials related to various aspects of the teaching of psychology in various forums, including the PsychTeacher Listserv and *STP News* (ongoing).
- Receipt and coordination of the review of materials.
- Solicitation and coordination of an appropriate panel of peer reviewers.
- Education about the available materials in various forums, including the PsychTeacher Listserv, STP social media outlets, APA, APS, and *STP News* (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Produce an annual report for the VP for Resources (January).

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

### **DESCRIPTION:**

The Associate Editor assists the Editor in developing and publicizing Best Practices resources, including editorial decisions and related correspondence with document authors, formatting and layout of accepted documents, communication with the Internet Editor and/or Associate Internet Editor regarding posting resources, and ensuring that permissions and copyrights are in order.

Best Practices resources are peer-reviewed. Ordinarily, manuscripts submitted for review are sent out for review within a week of receipt, with about a one-month turnaround requested. After receiving reviewers' feedback, the Associate Editor confers with the Editor and corresponds with authors as soon as possible.

### **TIMELINE/DUTIES:**

- Solicitation of appropriate materials related to various aspects of the teaching of psychology in various forums, including the PsychTeacher Listserv, STP social media outlets, and *STP News* (ongoing).
- Receipt and coordination of the review of materials.
- Assisting the Editor with the solicitation and coordination of an appropriate panel of peer reviewers.
- Education about the available materials in various forums, including the PsychTeacher Listserv, STP social media outlets, APA, APS, and *STP News* (ongoing).

## **Editor, E-xcellence in Teaching**

### **DESCRIPTION:**

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

### **TIMELINE/DUTIES:**

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

## **Associate Editors, E-xcellence in Teaching**

### **DESCRIPTION:**

Associate editors are appointed by the Vice President for Resources in consultation with the Editor of *E-xcellence in Teaching*, and may serve terms of 1 to 3 years, as appointed. Their duties include assisting the Editor with:

- Recruiting authors to contribute essays to *E-xcellence in Teaching*.
- Editing tasks related to the publication of monthly essays for *E-xcellence in Teaching*.

## ***Editor, Project Syllabus***

### **DESCRIPTION:**

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

### **TIMELINE/DUTIES:**

- Solicitation of excellent syllabi in various forums, including the PsychTeacher Listserv and *STP News* (ongoing).
- Receipt and review of syllabi (ongoing).
- Education about excellent syllabi in various forums, including the PsychTeacher Listserv, APA, APS, and *STP News* (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Produce an annual report for the VP for Resources (January).

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

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

The Editor is responsible for updating the database of materials on the Wiki.

### **TIMELINE/DUTIES:**

- Maintain the Psychology in Communities wiki (ongoing).
- Respond to all requests for membership on the wiki, including vetting and elevating users to writer or editor status (ongoing).
- Solicit new materials for the wiki, as appropriate (ongoing).
- Edit material on the wiki for timeliness, appropriateness, and placement (ongoing).
- Publicize the wiki and its contents to the membership using the usual and appropriate channels (ongoing).
- Seek out and respond to requests for additions, deletions, and corrections (ongoing).
- Work with the Internet Editor to present the content in an organized, aesthetic manner (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP list (ongoing).
- Produce an annual report for the VP for Resources (January).

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

### **DESCRIPTION:**

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

### **TIMELINE/DUTIES:**

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

## Associate Editors, STP E-Books

### DESCRIPTION:

Associate editors are appointed by the Vice President for Resources in consultation with the Editor of E-Books, and may serve terms of 1 to 3 years, as appointed. They are assigned two tasks.

- Develop and/or edit one or more e-books that advance the causes of the Society during their term as an associate editor. This can be done in one of two ways.
  - Take full responsibility for developing the topic, solicitation of authors, timeline, and final decisions regarding acceptability of manuscript for your e-book.
  - Edit an e-book suggested from an unsolicited proposal from colleagues.
- Serve as a reviewer for unsolicited proposals.

## Editor, *Teaching of Psychology*

The Executive Committee shall appoint an Editor of *Teaching of Psychology* for a term of six years. The President, upon approval by the Executive Committee, shall appoint an ad hoc search committee for the Editor. 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. 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. The Editor shall serve no more than two consecutive terms. The Editor shall appoint an editorial staff to assist in editing and producing the journal.

### 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 EC approval. 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, Associate Editors-Elect, and the Obituary 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 journal, *Teaching of Psychology* (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Submit an annual budget to the VP for Resources (November).
- Produce an annual report for the VP for Resources (January).

The editor will appoint an Obituary Editor and up to 3 individuals to serve as Associate Editors upon approval of the Executive Committee.

## 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 if the editor becomes incapacitated or meets with an untimely demise; in such circumstances, the Executive Committee will act as quickly as possible to find a new editor (as needed).
- The associate editor will work alongside the editor and the other associate editors. Manuscripts will be divided among the editor and the three (3) associate editors. As such, associate editors will serve as action editors for submitted manuscripts. This entails assisting the editor to assign reviewers, collating

reviews, making decisions on manuscripts, communicating with authors about these decisions, and following the manuscript through the process to publication or ultimate outcome.

- Work with the other associate editors and the editor of ToP to ensure high quality articles for publication.
- Work with editorial team at SAGE using the new ScholarOne online submission portal.
- Promote submissions to ToP
- Complete a 3-year term, with the possibility of renewal for a second term.
- Receive \$1000 stipend per year.

## Obituary Editor

### TIMELINE/DUTIES:

- Work alongside the Editor and the Archivist. When an obituary is needed<sup>61</sup>, as identified by the Past President and the Archivist, the Obituary Editor will solicit author(s) to write the obituary, edit the obituary, and see the obituary through the production process when an obituary is needed.
  - The current past-president will identify anyone on the list who dies.
  - The current past-president will recommend possible authors to the Obituary Editor.
- Work with STP's Archivist, Past President, and the Executive Director to create and maintain a list of STP Past Presidents and other appropriate members to contact to write obituary essays.
- Through the Archivist, request CVs from past presidents to have on file to help write obituaries.
- Write, update, and maintain a set of prepared obituaries for the individuals identified as qualifying for obituaries
- Work with editorial team at SAGE using the new ScholarOne online submission portal.
- Complete a 3-year term, with the possibility of renewal for a second term.

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

### DESCRIPTION:

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

### TIMELINE/DUTIES:

- Maintain the Teaching of Psychology Idea eXchange site (ongoing)
- Respond to all requests for membership on the wiki, including vetting and elevating users to writer or editor status (ongoing).
- Publicize the site, including making others aware of new content via the STP blog and in other forums, such as the PsychTeacher Listserv (ongoing).
- Solicit new material relevant to the teaching of psychology in various forums, including the PsychTeacher Listserv (ongoing).
- Publish material or assisting others with publishing their material (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Produce an annual report for the VP for Resources (January).

## Editor, "Today in the History of Psychology" Wiki

### DESCRIPTION:

The American Psychological Association Historical Database is a collection of dates and brief descriptions of over 3100 events in the history of psychology. The Editor is responsible for updating the database of dates and events for "Today in the History of Psychology." The Editor serves a three-year, renewable term. Ongoing tasks include:

### TIMELINE/DUTIES:

<sup>61</sup> The EC approved an Obituary Policy on August 17, 1991, which has been adapted and incorporated into the job responsibilities of the Obituary Editor.

- Maintain the "Today in the History of Psychology" wiki (ongoing)
- Respond to all requests for membership on the wiki, including vetting and elevating users to writer or editor status (ongoing).
- Seek out and respond to requests for additions, deletions, and corrections to the database.
- Work with the Internet Editor to present the content in an organized, aesthetic manner.
- Receive communications and participate in deliberations on the DIV2LEADERSHIP list.
- Produce an annual report for the VP for Resources (January).

## Internet Editor

The Executive Committee shall appoint an Internet Editor for a term of five years. The President, upon approval by the Executive Committee, shall appoint an ad hoc search committee for the Internet Editor. In order to provide a smooth editorial transition, the search for a new Editor should be started two years prior to the end date of the current Editor. Once selected, the Editor-Elect should begin working with the current Editor. The Internet Editor shall serve no more than two consecutive terms. The Internet Editor may appoint an editorial staff and managers of specific Internet resources of the Society. A new Internet Editor should assume the position on January 1.

### 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 EC for a term of five years and is eligible for reappointment upon the recommendation of the Elections and Appointments Committee and EC approval. Ordinarily the Internet Editor shall serve no more than two consecutive terms.

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

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

- The IE serves as primary editorial consultant for matters involving copyright and other technical standards. However, Associate Internet Editors are normally included in these conversations (ongoing).
- Maintain and revise STP copyright and other technical standards as needed (ongoing).
- Direct and supervise AIE duties, including updates to online resources (ongoing).
- Serve as a consultant to the EC for matters pertaining to the **teachpsych.org** domain, STP's portal on the Internet (ongoing).
- Serve as consultant/committee member, for E-publishing activities associated with STP (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Produce an annual report for the VP for Resources (January) on additions/changes to STP's Internet resources and usage by visitors to the site.

### Other Resources on the STP Website

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

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



## Associate Internet Editor

### DESCRIPTION:

The Associate Internet Editor's main responsibility is to maintain *an area of the STP Internet Properties assigned to him/her by the Internet Editor. Responsibilities may include:*

- Prepare and post of rtf & pdf resources (generally based on MS Word "rich text formatted" master documents prepared by their authors) (ongoing).
  - Prepare and post rtf & pdf eBooks and related eBook landing pages.
  - Oversee smaller STP Internet Properties (e.g., tagging project, official social media channels, Listservs)
  - Assist the Internet Editor in providing and managing user access to STP Internet Properties such as email, website, and wikis.
- Liaise with the Editor, 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 the website in accordance STP copyright and other technical standards (ongoing).
- Receive communications and participate in deliberations on the DIV2LEADERSHIP electronic discussion list (ongoing).
- Assist in preparing the annual report for the VP for Resources (when requested by the VP) on additions/changes to STP's Internet resources and usage by visitors to the site.

# Diversity Statements

Approved by the STP Executive Committee, April 23, 2021<sup>62</sup>

## Calls for Applications

All calls for applications for STP's open positions, grants, recognitions, awards, etc. shall include the following statement as the second sentence in a two-sentence opening paragraph (where the first sentence indicates the title of the open position, grant, or award):

"Consistent with our [Mission Statement](#) and the [Statement on Addressing Systemic Racism and Inequity in STP](#), we encourage applications from colleagues who are from underrepresented groups and have diverse backgrounds and experiences."

## Instructions to Review Committees

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

"As you consider potential applicants whose contributions are having a broad impact, we strongly encourage you to review STP's [Mission Statement](#) and the [Statement on Addressing Systemic Racism and Inequity in STP](#) and to consider colleagues from underrepresented groups who may have diverse backgrounds and experiences."

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<sup>62</sup> EC Vote 2021-04-23-03.

# Statement on Addressing Systemic Racism and Inequity in STP

Approved by the STP Executive Committee, August 19, 2020

The Executive Committee for the Society for the Teaching of Psychology (APA Division 2, known from here on out as “STP”) is making this statement in order to inform our membership about how we plan to address systemic and structural racial inequities. Racial inequities have long existed, including in the field of psychology and more specifically within STP. The Executive Committee acknowledges and recognizes that our organization has been complicit in perpetuating institutionalized and structural racial inequities. We have failed to fully and adequately lead and develop an organization that is equitable and inclusive. We recognize the negative impact our failure has had on representation in the field and throughout STP. We understand that we must disrupt the systemic centering of whiteness by making long-lasting, structural changes. Our goal in making this statement is to reimagine how to dismantle structural and institutionalized racism in STP and to advocate for social justice as well as antiracist policies for institutions, organizations, structures, and systems involved in the teaching of psychology across the United States, and internationally.

We recognize that faculty members and instructors of color (e.g., Black, Indigenous, and People of Color [BIPOC] in the US; Black, Asian, Minority Ethnic [BAME] in the UK) deal with a number of structural and systemic racial inequities, including (but not limited to) the following:

- Faculty members and instructors of color are often held to higher standards than their white counterparts, with implications for hiring, promotion, and tenure.
- Faculty members and instructors of color are often expected to refrain from speaking out about racism, also with implications for hiring, promotion, and tenure.
- The field of psychology tends to regard topics of race, ethnicity, and diversity as a special interest topic outside of mainstream psychology, with implications for presenting at conferences and publishing in academic journals.
- Racial inequity exists in psychological research regarding work about race and ethnicity. While generally such work is not published nearly as often as other topics, when it is published, the work of white authors is disproportionately published over that of BIPOC authors. Additionally, BIPOC authors who publish work about race and ethnicity are often not esteemed as highly as white authors who do work in this area.
- Research shows that students often rate equally qualified faculty members and instructors of color as less skilled and competent than their white peers. Nevertheless, these evaluations are utilized in faculty performance review processes as a means to judge teaching effectiveness.
- Within STP, systemic and structural inequities exist. For example, as of 2017 (the most recent division membership statistics available), 62% of STP members and 84% of STP Fellows identified as white<sup>63</sup>. Within our 75-year history, STP seems to have only had two Presidents who are persons of color. Furthermore, only 10.8% of candidates for STP’s Executive Committee were BIPOC members, and only 14.8% of elected members of the Executive Committee were BIPOC members. These inequities affect development and dissemination of resources, programming planning and speaking opportunities, receipt of awards and grants, leadership opportunities, and STP’s climate of inclusion.

We offer a sincere apology to faculty members and instructors of color – as well as current and former members of our organization - who have been negatively impacted by our disregard for these issues and failing to advocate for social justice in the field of psychology teaching and learning. Moving forward, we will be accountable to addressing these issues head on and offer more direct resources, support, and inclusivity for faculty members and instructors of color and STP members.

<sup>63</sup> Table 1: Demographic Characteristics of Division 2 Members by Membership Status, 2017, Retrieved from <https://www.apa.org/about/division/officers/services/div-2-2017.pdf>

To our white colleagues, STP should not replicate the inequities that are present outside the organization. We also have a responsibility to ensure that inequities are not replicated in our own departments and institutions. As members of search committees, promotion and tenure committees, grants and awards committees, conference planning committees, and editorial boards, we must resist and speak out against discrimination, bias, and racist practices. As allies, white colleagues should practice their vigilant self-awareness (as colleagues and teachers), witness the systematic inequality in your respective institutions and organizations, and speak up to challenge decisions or processes that continue to support white supremacy.

We recognize that dismantling systemic racism in our organization will take time and much effort. This statement is not exhaustive and the steps outlined below are only the beginning of a long-term process. We welcome input for next steps that add to or refine our priorities and commitments. We welcome such input from our member community and others interested in seeing STP be more inclusive and equitable. STP leadership understands throughout this process we are subject to being held accountable by our membership and interested individuals for valuing equity and inclusivity. We encourage you to call us out and hold us accountable as we move forward. Please feel free to email [president@teachpsych.org](mailto:president@teachpsych.org) with your feedback on diversity and accountability concerns.

We put forward several priorities and concrete steps toward institutional change to address systemic racism and structural inequity. Our priorities lie in four main areas: 1) Critical reflection and assessment, 2) Representation, 3) Equity, and 4) Inclusivity. Our goal is to implement changes so that our organization meets our own standards and so that it can serve as a positive example for faculty and students across the country. With that in mind, we express the following priorities and commitments in this process:

- 1) STP values critical reflection and assessment. We understand the importance of reflection and organizational self assessment in order to have a better sense of the specific ways in which structural inequities exist and are perpetuated within our organization. This is particularly relevant with regard to diversity, equity and inclusion in each VP area and overall within STP. To achieve these goals, we are making the following commitments:
  - a) We will develop a member survey assessing the needs of members from marginalized and racially minoritized communities.
  - b) We will engage in an immediate assessment of organizational gaps in how STP manages diversity, equity, and inclusion.
  - c) Each Vice President will document the diversity, equity, inclusion initiatives in their area in their annual reports.
- 2) STP values representation. STP wants to ensure institutional representation - increasing the number of faculty members and instructors of color - in all areas, including membership, leadership (including the Executive Committee), awards, resources, diversity and international relations, and programming. STP will work toward greater representation in the Society, including parity between membership and leadership, including the executive committee. To achieve these goals, we make the following commitments:
  - a) Recruitment and retention initiatives will promote greater representation among STP membership.
  - b) Recruitment initiatives will promote greater representation in leadership, particularly at the executive level and in APA Fellows and Council members.
- 3) STP values equity. We want the organization to be equally accessible to all STP members. STP wants to promote equity in the teaching of psychology for faculty members and instructors of color. To this end we will:
  - a) Establish a Presidential task force to examine leadership and executive committee structure to include discussion of adding an executive-level position for diversity, equity, and inclusion initiatives and accountability.
  - b) Promote social justice initiatives targeting outreach in the field and psychology departments to promote faculty equity for faculty of color .
  - c) Award research and scholarship of teaching and learning that promotes the study of race, ethnicity, systemic racism, and other structural and institutional inequities.

- d) Make changes in the editorial structure of STP's journal, *Teaching of Psychology*, in order to promote the inclusion of diverse perspectives and research/scholarship about race, ethnicity, systemic racism, and other structural inequities in the teaching of psychology.
- 4) STP values inclusivity. We aspire to be an inclusive organization where faculty members and instructors of color have an equally meaningful impact and voice within the organization. To this end we commit to:
  - a) Antiracist training that is ongoing for all current and new leaders in STP, including executive committee members.
  - b) A Presidential task force to explore changes in STP membership structure to provide more areas for diverse voices and perspectives to be impactful.
  - c) Implementation of outreach strategies to STP members from faculty members and instructors of color.

We would like to thank our colleagues who serve on the STP Diversity Committee who helped inform and inspire this document, in particular Teceta Tormala, Leslie Berntsen, and Dina Gohar. We also want to thank the scholars and activists in the field working toward equity and whose work on which these commitments are based.

Signed,

The Executive Committee of APA Division 2, Society for the Teaching of Psychology

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#### References

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# STP Translation Policy

Approved by the STP Executive Committee, May 23, 2016

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

- All requests to translate STP materials must be made through the STP Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)). The ED and the Vice Presidents relevant to the translated material will be responsible for the approval of requests. The ED will notify the [Vice President for Diversity and International Relations](#) and the [Chair of the International Relations Committee \(IRC\)](#) so that they can track newly translated materials to aid in international recruitment efforts and raise awareness of STP resources internationally. For translations of materials posted on STP's [Teaching Resources](#) or [Project Syllabus websites](#), the directors of these programs also will be notified.
- STP materials that may be translated, with permissions indicated in parentheses, under this policy include
  - [Teaching of Psychology](#) articles (permission must be received from Sage Publishers)
  - Materials posted on STP's [Teaching Resources](#) and [Project Syllabus](#) websites (permission must be received from STP)
  - [ToPIX](#) (no permissions necessary)
  - STP [e-books](#) (permission must be received from STP)
  - Pages of the STP Web site not otherwise listed above, including welcome message, policies, news, blogs, *How I Teach* essays, departmental consulting services description, SoTL consulting services description, Capstone resources, task force reports, etc. (permission must be received from STP)
- STP materials should be translated by a professional translator who understands the relevant terminology used in the targeted STP materials. A professional translator is someone who has had her or his competence as a translator between the languages of interest verified through an appropriate organization. For example, in the United States, an organization might hire a member of the American Translators Association (ATA) who has been accredited for the languages of interest or someone who has earned an appropriate degree, such as a Master's in translation, for the languages of interest. Certification and credentials of translators vary by country, and we recommend recruiting someone who meets the appropriate professional criteria for the relevant country. Ideally, the translator is comfortable using language related to psychology and the scholarship of teaching and learning and is translating into their dominant language.
- Organizations and individuals can recoup costs but may not profit financially from STP documents that have been translated.
- All translations must be identified as a translated document and must include a disclaimer statement indicating that STP does not guarantee the accuracy of the translation. The STP Executive Director will provide the disclaimer statement for the appropriate language. The **English version of the disclaimer statement is here:** "The following resource has been translated from the original [language] to [another language] with the permission of Division 2 of the American Psychological Association. Division 2 does not warrant the accuracy of the translation, and the translation is not an official product of Division 2 of the American Psychological Association. For questions regarding this resource or any other publication of Division 2 of the American Psychological Association, please email [stp@teachpsych.org](mailto:stp@teachpsych.org)."

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

# STP Travel Reimbursement Guidelines

Approved by Executive Committee vote on November 9, 2018. Updated July 12, 2021.

STP will reimburse reasonable travel expenses for approved travel necessary to attend an STP-endorsed event as an STP representative, award recipient, or travel grant recipient.

Please remember that STP is a non-profit organization. We encourage you to keep expenses to a minimum.

**Before travel.** Please use these guidelines as you plan your trip.

Reasonable travel expenses include:

- Air/Rail travel in economy or coach
- Personal vehicle travel to/from an airport/rail station or a destination if less than air/rail travel (reimbursed at the federal mileage rate)
- Economy/public parking at an airport, train station, or destination
- Public transportation (shuttle/taxi/Uber/Lyft/bus/subway/light rail)
- Conference registration (if applicable)
- Hotel rooms at conference rate or standard business rate
- Reasonably priced meals

If you choose a higher-priced option (e.g., first class airfare, rental car, valet parking, upgraded hotel rooms), you will be reimbursed at the rate of the reasonable travel expense option (e.g., economy/coach airfare, shuttle/taxi, self-parking, regular hotel room rate).

If you extend your trip beyond the dates required for STP-related business, you must cover the added costs.

Please direct any questions concerning reasonable travel expenses to the STP treasurer prior to travel.

## Submitting a reimbursement request

Within 45 days of completing travel, submit the following **as one pdf** to the STP treasurer via email. *Please do not submit a file format other than pdf.* Contact the STP treasurer if you require other options.

- a current Travel Reimbursement Form (available [online](#) or from the treasurer) with "Reason for Expenses" specified; if travel is supported by an STP award or grant, specify this on the form.
- receipts for all expenses; each receipt must clearly indicate the payment method (e.g., credit card, cash)
- documentation for mileage reimbursement (e.g., a google map showing the distance between locations)
- (optional, to receive reimbursement electronically) a Direct Deposit Form (available [online](#) or from the treasurer). If you do not submit this form, reimbursement will come in the form of a check from the American Psychological Association mailed to the address you gave on the travel expense form.

## After submitting a reimbursement request

Retain all original receipts and documentation until reimbursement is received (typically within 4-6 weeks).

## Requesting reimbursement for an event that is canceled or postponed<sup>64</sup>

1. We ask first that you request reimbursement directly from the airline, hotel, conference coordinator, or other vendor for which you had already paid.
2. Please obtain documentation from any vendor who refuses to provide a refund, or provides a partial refund, or provides a credit for future travel. STP will reimburse any travel expenses for which you can provide documentation that you were unable to recoup all or part of the expenses because an event was canceled. Complete the current Travel Reimbursement Form (see above), provide evidence that the event was canceled, and include documentation of expenses that you were unable to recoup and any travel credit. If your request for reimbursement is less than the amount of the grant or award, you can **not** apply the balance to future travel. *We ask that you make a good faith effort to use any travel credit towards future travel to an STP-sponsored event or conference on the teaching of psychology.*

*Please note:* Travel expenses for a canceled or postponed event cannot be deferred to a future event. Travel grant recipients may, however, submit an application for the same grant for the next offering of the same event, noting on the grant application that they had been awarded a grant but were unable to use the funds due to cancelation or postponement.

<sup>64</sup> The EC approved policies on canceled or postponed conferences in response to the COVID-19 pandemic (Original EC Vote 2020-03-17-E1; Revised by EC Vote 2021-07-12-01).

# Investment Policy Statement

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

Adopted: December 10, 2015

Amended: March 23, 2023

## I. Overview

The Society for the Teaching of Psychology (STP) is a division of the American Psychological Association, Inc. (APA) as defined in Article VI of the APA Bylaws as well as an independent professional organization. "The Society for the Teaching of Psychology promotes excellence in the teaching and learning of psychology. The Society provides resources and services, access to a global collaborative community, and opportunities for professional development. The Society also strives to advance the scholarship of teaching and learning, advocate for the needs of teachers of psychology, foster partnerships across academic settings, and increase recognition of the value of the teaching profession." (Mission statement approved April 7, 2018 by the STP Executive Committee)

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

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

## II. Responsibility for Financial Assets of STP

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

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

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

## III. Fiduciary Standards—UPMIFA

Because it is a division of APA, which is incorporated in the District of Columbia, STP is guided by the District of Columbia's Uniform Prudent Management of Institutional Funds Act (UPMIFA) and similar laws defining the fiduciary responsibilities of the governing boards of charitable institutions. The standard of care for members of the EC is as follows:

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

UPMIFA provides additional guidance:

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

- may incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the institution and the skills available to the institution; and
- shall make a reasonable effort to verify facts relevant to the management and investment of the fund.

- shall diversify the investments of an institutional fund, unless the institution reasonably determines that, because of special circumstances, the purposes of the fund are better served without diversification; and
- shall consider the following factors, if relevant:
  - a) general economic conditions;
  - b) inflation or deflation;
  - c) tax consequences, if any;
  - d) the role that each investment or course of action plays within the overall investment portfolio;
  - e) expected total return from income and appreciation of an investment;
  - f) other resources of the institution;
  - g) the needs of the institution for distributions and for preservation of capital.

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

### III. Delegation of Authority

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

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

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

### IV. Overall Investment Objective

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

### V. Spending Policy

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

The budget should address the following objectives:

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

### VI. Fund Description

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

These funds are divided into four types of accounts.

- a. Operating capital is held in an account held by the APA and is used as fully liquid funds to cover expenditures for the current year. The primary investment objective for these funds is liquidity and ease of access; investment returns are expected to be negligible in the current interest rate environment.

- b. Short-term investments should be approximately equivalent to the Society's operating budget for six months and may be used to meet obligations for the current budget year should income for the year fall short of budgeted obligations. In addition, funds from these short-term investments may be used to seed new programs consistent with the mission of STP, to pay for unexpected costs or opportunities consistent with STP's purposes, and to supplement existing programs should the EC determine that it would be in the interest of the organization and its members to do so. The primary investment objective for the short-term investments is preservation of capital and a positive real return after inflation. Income and investment gains from the short-term investment account may be retained within the account. However, any surplus above the budgeted amount for short term investments should periodically be moved to STP's long term investment account.
- c. Long-term investments are intended to be a source of capital growth for STP, should be placed in diversified funds or investments, and should involve only moderate risk.
- d. The FFE is an endowment fund. The income from the Fund is to be used each year to provide a monetary award to the winners of the Society Teaching Awards. Other activities that promote good teaching may be supported after providing for the awards and the expenses of the Fund. According to by-law, the FFE is overseen by a Board that is composed of the Treasurer and a Board appointed by the EC.

## VII. Risk Tolerances and Control

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

## VIII. Liquidity

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

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

## IX. Target Allocation and Ranges

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

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

### **TIAA Account: Society for the Teaching of Psychology (Division 2 of the American Psychological Association) Fund for Excellence I/M #882451901**

Asset Class	Target Allocation	Allocation Range
Cash Equivalents	1%	0-10%
Total Fixed Income	59%	50-70%
Total Equity	40%	30-50%
<b>TOTAL</b>		<b>100%</b>

**TIAA Account: Society for the Teaching of Psychology (Division 2 of the American Psychological Association) I/M #882452201**

Asset Class	Target Allocation	Allocation Range
Cash Equivalents	1%	0-10%
Total Fixed Income	39%	30-50%
Total Equity	60%	50-70%
<b>TOTAL</b>		<b>100%</b>

**X. Asset Allocation Rebalancing**

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

**XI. Performance Evaluation and Reporting**

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

**XII. Specific Prohibitions on Investments**

The STP Portfolio may not at any time:

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

**XIII. Policy Modification and Exceptions**

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

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

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



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The Society for the Teaching of Psychology may provide links to materials generated by other organizations. STP will only list cost-free resources which have been prepared to assist teachers of psychology at the graduate, undergraduate, and high school levels.

A resource link may qualify for posting on the STP website if it meets the following criteria:

- It must consist of WWW-accessible materials that are pedagogical in nature, that is, they contribute directly to professional development, classroom teaching, course development, or the functioning of departments and programs.
- Links may be to resources such as peer-reviewed collections of course syllabi, lesson plans, course lectures, etc.
- All linked resources must be cost-free, and should not contain any materials or levels that require payment (e.g., paid subscriptions or fees for greater access or more features)
- Peer-reviewed resources are preferred.
- Links do not generally include any materials developed by private, individual, or commercial providers of clinical services (e.g., private or group clinical practices).

All requests for posting a link, or for more information, should be forwarded to STP's Internet Editor at [ie@teachpsych.org](mailto:ie@teachpsych.org).

# DIV2TEACHPSYCH Listserv Content Guidelines and Rules

These guidelines and rules appear on the STP Website: <http://teachpsych.org/page-1862916>

DIV2PSYCHTEACHER is a moderated discussion list for teachers of psychology at all levels of education that is owned and operated by the Society for the Teaching of Psychology (APA Division 2). All messages posted to the list are reviewed and approved by a moderator prior to being distributed to subscribers. Moderators may reject submissions as being outside the scope of the list or ask posters to edit a message to fit the list's stated guidelines and rules (see below).

The STP Executive Director will also post announcements relevant to STP's mission, such as calls for applications for leadership positions in STP and affiliated organizations (e.g., APA); announcements of teaching conferences, resources, grants, and awards sponsored by STP or affiliated organizations; and general announcements relevant to STP's service as APA Division 2.

## LIST GUIDELINES AND RULES

APA hosts DIV2PSYCHTEACHER, moderators will review submissions for compliance with APA's Listserv Usage Rules (<https://lists.apa.org/archives/infopages/APARules.html>) and with the following rules specific to DIV2PSYCHTEACHER:

- All messages must be signed with your name. The moderators encourage you to include your email address in your signature line to allow fellow list members to contact you privately.
- Submissions must be relevant to the teaching of psychology, for example: (a) requests for or suggested ideas for teaching specific course or content material (e.g., demos that work, resource material, answers to student questions, lecture ideas or resources); (b) discussion of general instructional issues that cross over different courses (e.g., handling academic dishonesty, make-up exams, using technology to teach, research conducted online); (c) discussion of issues not directly related to classroom instruction but closely tied to teaching in general (e.g., advising students on career options); (d) announcements of interest to the group and directly related to teaching (e.g., TV programs, teaching conferences or workshops); (e) specific requests for help or information to assist in teaching a course or topic (e.g., references on a topic, where you can find a video or equipment).
- Requests for research participants will be accepted only if the research addresses issues relevant to the teaching of psychology. Researchers are advised to read APA's disclaimer regarding limits of this list as a research sample; this disclaimer appears near the end of this website: <https://lists.apa.org/archives/infopages/APARules.html>
- List members may include relevant attachments if those attachments do not violate applicable copyright laws and are no larger than 2MB. Please consider that many subscribers read DIV2PSYCHTEACHER in Digest form, which does not handle attachments. We recommend that you provide relevant contents or a link within your message rather than as an attachment.
- If you wish to reply to a message that has been posted to the list, please check the To: line of your reply before sending it. The default "reply to" option is for messages to go both to the individual who posted the message and to the entire list. If you wish to make a personal or private reply to a message, please delete the DIV2PSYCHTEACHER address in the To: line before sending it.
- Before submitting a reply to a post, please delete the bottom DIV2PSYCHTEACHER banner, which will otherwise be repeated when your message is posted. Moderators may ask list members to remove previous post(s) from a reply to avoid lengthy message threads which make it difficult for digest subscribers to locate relevant content.

The PsychTeacher™ List Operator is **STP Executive Director** Tom Pusateri. The moderators of the list include Rick Froman, Alicia Briganti, Stacy Bjorkman, Stephanie Robinson, Chris M. Hakala, and Tom Pusateri.

# Facebook Group Guidelines

Prepared by the Membership Communication Committee, March 7, 2018

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

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

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

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

## Tasks

A. *Approve new members.* Current practice is to approve all members.

- a. Investigate: Is there a way to weed out or minimize spam accounts?
- b. Note: Previous practice was to evaluate join requests, but former moderators indicated it was difficult to make judgments about who "belongs." Therefore, the group is public but individual posts undergo more scrutiny.

B. Approve or reject pending posts.

a. Appropriate posts (guidance)

i. General preference for posts relevant to teaching, teaching of psychology, or STP

1. Use your best judgment

a. Evaluate quality of source

b. Framing matters - e.g., a link posted without context might be rejected, but a link posted with a description of why it might be useful to a specific teaching objective might be accepted

2. Note: Approving a post does not imply endorsement by STP; it simply indicates that the rules have not been violated.

ii. Job openings

b. Inappropriate posts (guidance)

i. Irrelevance/inappropriateness of content, spammy source

ii. APA Social Media Policy (highlights)

1. Recruitment for research participants

2. Violation of intellectual property and copyrights (e.g., sharing copyrighted resources)

3. Endorsements of candidates for elected positions for APA or other professional or governmental organizations

4. Political statements affecting tax exemption

5. Defamation or libel

iii. Commercial posts advertising products (e.g., books) with links to purchase (See APA Commercial Use Policy)

1. One-time announcement of available resource with no link to purchase is okay

2. Personal blogs, videos, and articles are okay; concerns are limited to where financial gain is concerned

iv. Foreign language posts that cannot be translated

- v. Events/conferences/programs that are both international and tangential to the objectives of the group
  - vi. Requests from students for advice or mentoring
  - vii. If post is rejected, message poster with a note indicating why the post doesn't meet criteria.
    - 1. *Sample Text:* Hello, I'm a moderator for the Society for Teaching of Psychology group. Thanks for your interest in our group! However, we're unable to approve your most recent post about \_\_\_\_\_, because it is \_\_\_\_\_. Posts to our group should be limited to topics of interest and/or relevance to psychology educators, typically about psychological research or teaching tips. Please consider these conditions before posting in the future. Thanks!
    - 2. On second rejected post, you may include a warning such as "We appreciate your interest to our group, but we will remove you if you make one more post that does not meet the guidelines."
  - c. Potential action: Record these instances in a shared spreadsheet so we can track repeat offenders?
    - 3. Block poster after stated number of rejected posts.
    - 4. Other sample messages for specific situations
  - d. *International events that are broadly about counseling or psychology, not APA-sponsored:* Hello, I am a moderator for the STP Facebook group. As a North American-centric organization of high school and university psychology teachers, we do not typically approve posts of events that are both international and so tangential to the goals of the group, especially without additional comments from the author about why we may be interested. Thank you for your understanding and your interest in our group
  - e. Personal blogs or YouTube channels that are just general descriptions of psych concepts (often not from other psychology educators or reputable sources): Hello, I am a moderator for the STP Facebook group. We typically do not approve personal blogs without additional commentary, advice, or recommendations that would be relevant to teachers of psychology. Thank you for your understanding and your interest in the group.
  - f. *Requests from students for mentoring/advice:* Hi, I am a moderator for the Society for Teaching Psychology FB group. I cannot allow your post requesting advising, because this is inconsistent with our topic rules (the goal of the group is to be a community of teachers, talking about the teaching of psychology). However, the other moderators and I considered your request, and our best advice is to set up an informational interview with someone (perhaps someone you know from university or from your job) who has the job you want, and ask them for advice on their path. You may discover that the PhD itself is not necessary for what you truly want to do - focus on the goal, then figure out the path. We also urge caution about looking for an "expedient" process - not much about the PhD process is expedient, with most taking 5-6 years (not counting internships), and rushing it is not good for anyone involved. We wish you the best of luck.
- C. Monitor posts/comments
- a. Comment with useful resources from teachpsych.org, when appropriate
  - b. Monitor tone of heated discussions, with the option of turning off comments for a specific post
- D. Post official STP/APA business (Admin responsibility)



# **Policy on Photography at STP-Sponsored Events**

If Directors or Coordinators of STP-sponsored programs plan to have photographs taken during the event, they should include the following language in their registration materials and other places of interest to participants:

"Please note that a representative of the Society for the Teaching of Psychology may photograph sessions during the conference for newsletter, website, and archives. Participants will be notified via email when the photos are available for review and will have one week from the notification date to request any photo(s) in which they appear to be deleted."

## Sample Request for Annual Reports

Thank you for a successful year for STP! It's time for end of year business. Below are items to address:

1. **Annual reports** for activity in the 2022 calendar year are due to the Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)) and me no later than **Jan. 15th**. If your term as chair is ending, please submit your final report by Dec. 20th. This will be helpful, so incoming chairs are not tasked with writing reports for the previous year. At the end of this e-mail, I'll list info to include in annual reports.
2. **Review the P&P manual** and send any edits or updates (tracked changes) to Executive Director ([stp@teachpsych.org](mailto:stp@teachpsych.org)) by January 15th. In particular, make sure there is enough detail that incoming chairs will know what to do and have correct timelines for all activities. You can access and download the P&P manual here: <http://teachpsych.org/about>
3. **Review your committee's Dropbox folder** and ensure that all necessary files are included. It's important to have applications, e-mail templates (both for note funded/awarded and those not funded/awarded), call for applications/proposals, and rubric materials, as well as anything else you feel would be helpful to incoming chairs. (Imagine you were suddenly unable to serve - would someone be able to step in and have everything they need?)
4. **Review calls, submission forms, and evaluation rubrics to be sure they include material pertaining to diversity, equity, and inclusion.** A sample item (which can be adapted) is "*Please address how your Conference Speaker Grant application aligns with STP's [Mission Statement](#) and the [Statement on Addressing Systemic Racism and Inequity in STP](#).*" Chairs may consult with STP's Diversity Committee for guidance for incorporating and evaluating this information: [diversity@teachpsych.org](mailto:diversity@teachpsych.org)
5. **Ensure committees are full.** If you need to place a call for new committee members, please reach out to the Executive Director and copy me. The Executive Director can provide a sample call or you can view them on the Get Involved page: <http://teachpsych.org/getinvolved.php>
6. **Reminder to check the STP Gmail** account for your committee regularly. Instructions to have it forwarded to another e-mail address are available [here](#).

As always, if you have any questions I can assist with, please let me know. It's been a sincere pleasure serving STP and working with each of you!

### **Annual Reports should include the following:**

- Title of STP leadership position
- Name of STP leader, with start and end dates for the position (please note if this is a 1st or 2nd term)
- Date of report
- (If appropriate) Names of all committee members or associate/assistant leaders, with starting and ending dates for each leader's position (please note if this is a first or second term)
  - *For grants and awards committees:* Include list of the number of applications received from the previous call for proposals and the number of grants/awards funded. This should include the funding percentage (how many awards were funded from the total requested) and the funding rate (average % of requested proposal that was funded).
  - *For grants and awards committees:* Include a list of those who received the award this past year, the recipient's affiliation, the title of the project/presentation (if applicable).
- Summary of the major work accomplished
- (If appropriate) Requests, recommendations, or action items for EC deliberation.

## Sample Call for Applications

Each call for application should begin with a two-sentence paragraph, the first sentence of which briefly identifies the position and the term of office, and the second sentence of which is the current diversity statement.

The second and, if needed, third paragraph should describe the major responsibilities of the position, the language of which may be copied or adapted from relevant sections of the Policies and Procedures Manual. The paragraphs should be brief and may refer interested individuals to relevant pages of the Policies and Procedures Manual and/or to relevant pages of the STP website for further information.

The final paragraph should provide information on the materials to include in the application; the name, title and teachpsych.org email address where applicants should send the materials, and the deadline for receiving applications.

Here is a sample call that may be used as a template:

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

STP seeks a Director for STP Programming at International Conferences to serve January 1, 2023 through December 31 2025 with an option for renewal. Consistent with our [Mission Statement](#) and the [Statement on Addressing Systemic Racism and Inequity in STP](#), we encourage applications from colleagues who are from underrepresented groups and have diverse backgrounds and experiences.

The Director of STP Programming at International Conferences will foster teaching programming at international conferences that address the teaching of psychology. In order to offer teaching-related programming, the Director will identify, coordinate, and nurture international liaisons for each identified conference. The Director receives travel support to attend one international conference per year that focuses on the teaching of psychology. Additional information about this position is available on pages 71-72 of [STP's Policies and Procedures Manual](#).

To apply, send a letter of interest and curriculum vitae to Kristin Whitlock, Vice President for Programming, [vp-programming@teachpsych.org](mailto:vp-programming@teachpsych.org) by December 15, 2022.

## Glossary of Common Acronyms

This is a glossary of acronyms that are commonly used in communication among STP leaders. Where available, each acronym is linked to a website that provides additional descriptive information.

AHDP	Association of Heads of Departments of Psychology
APAGS	American Psychological Association of Graduate Students
APF	American Psychological Foundation; provides funding via grants and awards
APS	Association for Psychological Science
ATP	The Association for the Teaching of Psychology (United Kingdom; here is a link to the association's <a href="#">annual conference</a> )
APSSC	Association for Psychological Science Student Caucus
BEA	APA's Board of Educational Affairs (provides consultation and advice to APA's Education Directorate)
BISTOPS	Biennial International Seminar on the Teaching of Psychological Science (link to STP's International Conferences website; scroll down for more information)
CABE	APA's Committee on Associate and Baccalaureate Education (superseded APA's <a href="#">PT@CC</a> – Psychology Teachers at Community Colleges Committee)
CIRP	APA's Committee on International Relations in Psychology
CODAPAR	Committee on Division/APA Relations
COGDOP	Council of Graduate Departments of Psychology
CUR	Council on Undergraduate Research
DCS	STP's Departmental Consulting Services
ECP	Early Career Psychologist (links to STP's ECP Committee; refer also to APA's Early Career Psychologist Leadership Network ( <a href="#">ECPLN</a> ) and APA's Committee on Early Career Psychologists ( <a href="#">CECP</a> ))
EPA	Eastern Psychological Association
ESPLAT	European Society for Psychology Learning and Teaching
ETOP	Eastern Conference for the Teaching of Psychology
FFE	STP's Fund for Excellence
GDPR	General Data Protection Regulation
GSH/HKW	G. Stanley Hall Lecture Series and Harry Kirke Wolfe Lecture (GSH Lecture was renamed APA Distinguished Scholar Lecture for Teaching in 2022)
ISSOTL	International Society for the Scholarship of Teaching and Learning
MISTOP	Midwest Institute for Students and Teachers of Psychology
MPA	Midwestern Psychological Association
GSTA	STP's Graduate Student Teaching Association
ICoPE	International Conference on Psychology Education
ICPS	International Convention of Psychological Science
IRA	STP's Instructional Resource Awards
ITOP	Iowa Teachers of Psychology
MATOP	Mid-Atlantic Conference on the Teaching of Psychology

NCUR	National Conference on Undergraduate Research
NECTOP	Northeast Conference for Teachers of Psychology
NEPA	New England Psychological Association
NITOP	National Institute for the Teaching of Psychology
OTRP	formerly, STP's Office of Teaching Resources in Psychology; this office was reconfigured into the Director of Teaching Resources
PLAT	<i>Psychology Learning and Teaching</i> , a journal from SAGE Publishing
Psi Beta	Community College National Honor Society in Psychology
Psi Chi	The International Honor Society in Psychology
PT@CC	formerly, Psychology Teachers at Community Colleges Committee (superseded by CAGE, APA's Committee on Associate and Baccalaureate Education)
RMPA	Rocky Mountain Psychological Association
SEPA	Southeastern Psychological Association
SETOP	formerly, Southeastern Conference for the Teaching of Psychology
SoTL	Scholarship of Teaching and Learning (link to SoTL Research Grant; also visit <a href="#">SoTL Workshop</a> website)
SPSP	Society for Personality and Social Psychology
SRCD	Society for Research in Child Development
SWPA	Southwestern Psychological Association
TIP	Teaching Introductory Psychology Northwest
ToP	<i>Teaching of Psychology</i> , STP's journal
ToPNEWS	The former name for STP News, STP's monthly newsletter
ToPIX	STP's Teaching of Psychology Idea Exchange
TOPSS	APA's Teachers of Psychology in Secondary Schools Committee
VICTOP	Vancouver International Conference for the Teaching of Psychology
WPA	Western Psychological Association