

CHAPTER FOUR
MEMBERSHIP SERVICES

I. MEMBERSHIP CATEGORIES

A. MEMBERSHIP AND LIBRARY SUBSCRIPTION BENEFITS

<u>CATEGORY</u>	<u>RECEIVE DECISION SCIENCES and DSJIE</u>	<u>RECEIVE DECISION LINE</u>	<u>RECEIVE SPECIAL ANNOUNCEMENTS</u>	<u>RECEIVE NATIONAL AND REGIONAL CALLS FOR PAPERS</u>	<u>RECEIVE PROCEEDINGS</u>	<u>ANNUAL DUES</u>
Regular						
U.S.	X	X	X	X		\$125 (06-4)
International	X	X	X	X		\$125 (06-4)
Student						
U.S.	X	X	X	X		\$25 (04-4)
International	X	X	X	X		\$25 (04-4)
Emeritus						
U.S.	X	X	X	X		\$35 (06-4)
International	X	X	X	X		\$37 (98-4)
Library						
U.S.	X					\$255*
International	X					\$275*
Institutional						
U.S.	X	X	X	X		\$125 (06-4)
International	X	X	X	X		\$125 (06-4)

* Effective in 2003, Blackwell Publishing, Inc., publishers of the Institute's Decision Sciences Journal and Decision Sciences Journal of Innovative Education, charged the Institute's Library subscribers \$234 in the U.S. and \$252 in the Rest of the World (ROW), \$255 U.S. and \$275 ROW in 2004, \$277 U.S. and \$298 ROW in 2005, and \$320/\$291 U.S., \$373 ROW in 2006 and \$349/\$317 U.S. and €261/237 in 2007.

B. MEMBERSHIP AND SUBSCRIPTION TERMS

The regular, student, emeritus and institutional membership year is July 1 through June 30. The library subscription year is January 1 through December 31. (78-1)

Consideration of changes in the membership year should involve the Member Services Committee. [Member Services Committee's recommendation accepted by the Board of Directors. (82-1)]

The Institute's current calendar was reaffirmed, not to be changed at this time. (97-1)

C. OTHER POLICIES

1. Membership drives should not be pursued without examination of how the increased membership will impact, both positively and negatively, on those characteristics which serve to differentiate the Institute from other professional societies. [Ad hoc Goals Development Committee's recommendation accepted by the Board of Directors. (80-11)]
2. To the extent that the Institute seeks to emphasize integration among disciplines, rather than attempting to compete with other established professional societies in deepening methodological advance, it should recognize that several sectors of the decision science community are underrepresented in its membership; therefore, any attempt at broadening the membership should focus on overcoming a fundamental lack of familiarity among many of the very individuals it must hope to attract in an effort to emphasize decision science integration. [Ad hoc Goals Development Committee's recommendation accepted by the Board of Directors. (80-11)]
3. The Board of Directors approved publication of a membership directory in 1983 to be provided to the membership at no charge. (82-4) A membership directory, funded by the Institute's Regional subdivisions, was published in 1987. A hard copy membership directory was published in 1992.

The Institute's membership directory currently is published on the World Wide Web, as a searchable and not downloadable directory. The online directory includes the name, affiliation, telephone number, and e-mail addresses of the membership. The members will be given the option of not being included in the directory. (98-1)

4. Efforts should be made to continue to support the internationalization of the Institute as a high priority. [Recommendation from the Ad hoc Committee on Strategic Planning for the Internationalization of the Institute accepted by the Board of Directors. (85-1)]
5. An Emeritus member category was established in 1992.

Emeritus member is any person, retired from full time employment, interested in furthering the goals of the Institute whose current dues are not in arrears.*

Eligibility for this category would be by member declaration, with no prior membership requirement.

Benefits of the Emeritus category will be a reduced membership rate, reduced conference registration rate, and voting privileges. Emeritus members are not eligible to hold nationally-elected office.

Emeritus membership dues (\$35) and conference registration fees (\$25) will be established on a marginal cost recovery basis and reviewed annually by the Board. There is to be an automatic review of the category if its membership becomes equal to or greater than 10% of the total membership. (91-4)

6. A relationship with other professional organizations is **not desirable at this time**, with the exception of local or regional affiliations. The mission and identity of the Institute could become obscured if a strong relationship with other organizations was realized, and our members are not strongly interested in any specific relationships. [Development Committee's recommendation accepted by the Board of Directors. (95-1)]
7. A web-based member survey was adopted and implemented in 1998 as a follow-up to the 1997 Member Survey. It was promoted through e-mail and in Decision Line. (98-4) This survey was conducted again in 2002 and in 2005. (02-1)
8. Promotion of the Institute to regional members should be made by including a line on each region's conference registration form (with the time period of the membership year clearly indicated) to make it easy for regional members to join and/or obtain information about the Institute. (02-1) and (02-4)
9. The Institute's Annual Meeting registration/membership form and/or the Institute's membership application form should require that a regional affiliation be checked off (with perhaps an "at-large" option for those who choose it). This information, as well as the Institute and regional databases, should be shared between and among the Institute and the respective region(s). (02-1)
10. Dues renewal reminder notices should be sent to non-current Institute members on a monthly basis. This is to be coordinated and implemented by the Home Office's Accounting/Member Services Supervisor and the Information Technology Systems Manager/Webmaster. (04-3)

II. THE ANNUAL MEETING

A. SITE SELECTION

The following are the criteria and procedures for Annual Meeting site selection:

1. Suggestions of possible sites are made by the Executive Director for review by the Board of Directors.
2. The Executive Director solicits proposals from several key hotels within each city.
3. A visit to the site is made prior to drawing up a formal proposal.
4. Proposals are reviewed carefully and checked for the following items:
 - a) Available meeting dates in October or November and possible conflicting meetings.
 - b) Space and facilities for sleeping and meeting rooms.
 - c) Rate discounts.
 - d) Location within city.
 - e) Special concessions -- (Complimentary one-hour reception for 1,000 people, complimentary coffee breaks, complimentary meeting rooms and exhibit space, discounts for wireless access, etc.)
5. Several hotel proposals are presented to the Board of Directors for a final decision. (76-1)
6. Registrants are to be encouraged to lodge at and register with the conference hotel directly with the intent of meeting the Institute's contracted guest room block. (04-1)

B. FUTURE MEETING SITES

2006	San Antonio, Texas The San Antonio Rivercenter and Riverwalk Marriotts November 18-21	2007	Phoenix, Arizona The Marriott Desert Ridge Resort and Spa November 17-20
2008	Baltimore, Maryland Baltimore Marriott Waterfront Hotel November 22-25	2009	New Orleans, Louisiana Hyatt Regency New Orleans November 21-24
2010	San Diego, California San Diego Marriott Hotel and Marina November 20-23	2011	Boston, Massachusetts Boston Marriott Copley Place Hotel November 19-22

C. THE PROGRAM OF THE ANNUAL MEETING

1. The Program Chair Appointment

a) Appointment

The Program Chair for the Annual Meeting will be recommended by the President-Elect and approved by the Board of Directors. The Program Chair shall be appointed at least two years prior to the Annual Meeting for which he or she will serve as Program Chair. (79-1)

The individual selected for the position of Program Chair shall be given a copy of the duties and responsibilities of the Program Chair at the time the individual is asked to serve, and the individual will be asked to agree to perform the duties and responsibilities as stated. (88-1)

The Program Chair may designate Associate Program Chairs for assistance in carrying out the duties and responsibilities of this position. (79-1)

b) General Qualifications

The Program Chair should be an individual respected in his or her field and who knows and has immediate access to others who are knowledgeable in a number of disciplines. The Program Chair must also possess a strong sense of responsibility for fulfilling obligations and meeting deadlines. Prior experience as a track or program Chair is desirable. (79-5)

2. Duties and Responsibilities of the Program Chair

a) Reports

At the time of the appointment of a Program Chair, the President-Elect will request that the Program Chair submit a written report on the highlights and activities of the Annual Meeting after it takes place. The report should summarize:

- the major positive features/successes of the Annual Meeting,
- the major negative features/problems of the Annual Meeting, and
- suggestions for improving future Annual Meetings.

The report should focus upon the content and format of the Annual Meeting. The report should not deal - except to the extent that they affected the program content or format - with the financial or arrangements aspects of the Annual Meeting.

The Program Chair should also compile and report the following statistics:

- Number of Regular Research Papers submitted and accepted for Regular Session presentation,
- Number of Regular Research Papers submitted and accepted for Topic Table presentation,
- Number of Abstracts submitted and accepted for Regular Session presentation, and
- Number of Abstracts submitted and accepted for Topic Table presentation.
- Number of invited sessions. (85-11)

The report should be submitted within one month after the Annual Meeting takes place. The report will be distributed to the Board of Directors for information and kept on file at the Home Office and transmitted by the Executive Director to incoming and future Program Chairs. (80-5)

All miniconference and special program coordinators should be asked to provide the current Program Chair with a one-page evaluation of his/her event with specific information on attendance and recommendations as to the event's future. The Program Chair shall communicate this information to the next year's Program Chair and include important issues for Board review and consideration in the Program Chair's report to the Board. (00-1)

The Annual Meeting Program Chairs are to update the Annual Meeting Program Committee Planning Manual so that program planning procedures and changes to these procedures are documented for the benefit of future Program Chairs. (04-4) and (05-1) The Manual should be placed on the Institute's website with password protection so that it can be easily transferred between Program Chairs. (04-4) The revised "Guidelines for Presenters" and for "Session Facilitators" are to be included in the Manual. (04-4)

b) Web Coordinator

The Program Chair is to appoint a Web Coordinator. (98-1) The Web Coordinator will work with the Institute's Webmaster, and its Publications Coordinator to design, maintain, and update the Institute's Annual Meeting Web page. (99-1)

The Web Coordinator's position is to become a regular part of the Annual Meeting Program Committee so that activities related to the maintenance of the Institute's Annual Meeting website is the responsibility of the Program Committee. (98-1)

c) Proceedings

(See Proceedings of the Annual Meeting, Section IV, Chapter Four.)

d) Local Arrangements

(1) Appointment

The Executive Director shall be responsible for all Annual Meeting arrangements other than the program itself, and may appoint a Local Arrangements Coordinator in consultation with the Program Chair. The Executive Director is also responsible for production of any Proceedings and may appoint a Proceedings Coordinator in consultation with the Program Chair and the Local Arrangements Coordinator. (79-5)

(2) General Qualifications

(3) Procedures

Local arrangements and Proceedings plans will be coordinated with the Program Chair and finalized at least 12 months prior to the Annual Meeting. (79-1)

The Local Arrangements Coordinator shall ask his/her institution to sponsor a coffee break during the Annual Meeting.

e) Professional Development Programs

The Institute should move towards the development and administration of professional development programs in accordance with the objectives of the Institute. The programs should be of one

to five days duration, and oriented to individuals who fill teaching, research or administrative roles in institutes of higher learning. (80-11)

Effective in 1987, professional development seminars were established for the Institute's Members. The professional seminars would appeal to a wide segment of the membership in contrast to workshops which are discipline-specific and of narrow focus. (86-1)

Consideration should be given to charging fees, limiting attendance, and inviting the very best, known leaders/presenters. (88-1)

Beginning with the 1990 Annual Meeting, the Institute implemented a Graduate Student Workshop with a coordinator that was separate from the Doctoral Consortium Coordinator. (89-1) After 1992, the Graduate Student Workshop was discontinued at the national level. All regions were encouraged to hold this workshop in conjunction with the regional annual meetings. (92-1)

Beginning with the 1990 Annual Meeting, a New Faculty Development Consortium is to be held for people in their first several years of teaching, at least six hours in length. (89-1) A workshop on guidelines for session presentations could be incorporated into this seminar. (90-1) No separate fee will be charged for this consortium. (91-1)

The position of Professional Development Program Director was established in 2003. (03-4)

The Program Chair and the Professional Development Program Director are to coordinate with the current and future Professional Development Program Coordinators (03-4) to insure that there is a sufficient number and variety of professional development programs that would be of interest to the membership. (98-1 and 06-1)

Present and future Coordinators of the Doctoral Student Consortium, and New Faculty Development Consortium should meet during the Annual Meeting each year to assist in providing continuity and avoiding undesirable program content overlap. (91-1)

A presentation (no longer than five to ten minutes) about the Institute's regions, and Alpha Iota Delta and distribution of appropriate materials should be made at the New Faculty Development Consortium, and Doctoral Student Consortium.

These activities are to be initiated and implemented by the regions and Alpha Iota Delta. (91-1)

All miniconference and special program coordinators should be asked to provide the current Program Chair with a one-page evaluation of his/her event with specific information on attendance and recommendations as to the event's future. The Program Chair shall communicate this information to the next year's Program Chair and include important issues for Board review and consideration in the Program Chair's report to the Board. (00-1)

f) Memorial/Honor Sessions

- (1) Memorial/honor sessions will be an occasional portion of the Annual Meeting.
- (2) The individual to be honored by the memorial/honor session shall be a significant contributor to the decision sciences. Contributions could be in the areas of research, teaching, cases, text or other writing, practice or service to the discipline.
- (3) Individuals will be proposed for the memorial/honor sessions either after they have died or upon achieving a significant milestone in their career (such as retirement).
- (4) Any Member of the Institute shall be allowed to propose a memorial/honor session.
- (5) Petitioners will present their case to the Programs and Meetings Committee along with appropriate evidence of why a memorial/honor session is appropriate for the individual. The Programs and Meetings Committee would either approve or not approve the proposal. The main criteria for evaluating the proposal would be the significance of contribution of the individual to the decision sciences.
- (6) The Programs and Meetings Committee will work with the Program Chair to create a time slot in the Annual Meeting for an approved memorial/honor session.
- (7) When a memorial/honor session is held an appropriate statement will be read at the session to outline the contributions of the individual to the decision sciences.
- (8) The Institute will present an appropriate remembrance of the session to the individual or the family of the individual and to the individual's institution. (80-2)

g) Guest Speakers

- (1) (While no general policy has been formulated for Annual Meeting speakers, since 1977 the President has served as luncheon speaker and a special guest served as (the discontinued) plenary session/breakfast speaker. In 1980, the Presidential address was scheduled in conjunction with the annual business meeting.)
- (2) The Institute does not provide honorariums for guest speakers at the Annual Meeting. When exceptions are necessary, honorariums will generally be given to speakers who are not Members of the Institute. [Executive Committee. (79-1)]
- (3) The Institute's annual budget specifically does not include an allocation to pay expenses for a guest speaker at the Annual Meeting. This expense would be covered by the discretionary fund of \$3,000 allocated to the Program Chair for meeting related expenses. (06-1) The Board of Directors could consider a specific request by the Program Chair for such funding outside the normal budgetary process. The Board does not encourage such requests, and in such cases where additional funding is needed, the Program Chair is requested to seek alternative sources of funds prior to approaching the Board. In the event it is necessary to make a request of the Board of Directors, the funding proposal should convey the merit of the request and include as much detail regarding actual final expenses as possible. Proposals will be subjected to a rigorous review by the Board and approval will be the exception rather than the rule. (89-11)
- (4) First class airfare is not to be purchased for guest speakers. [Executive Committee. (88-3)]
- (5) In addition to the Annual Meeting presentation, international guest speakers should have other speaking engagements to help defray travel costs. (89-1)

h) Policy Statement and Procedures Regarding Simultaneous Paper Submissions and No-shows

- (1) The submission of a competitive paper for review means the author certifies the manuscript is not copyrighted, has not been accepted for publication in a journal, has not been presented or accepted for presentation at a professional meeting and currently is not under review for presentation at another professional meeting. (Material printed in its entirety in any conference Proceedings is considered published.) Further, the author certifies his/her intention to register for and attend the meeting to present the paper if it is accepted.

The copyrights for all forms of presentation at the Institute's Annual Meeting shall remain with the authors. (01-1)

(The above policy statement should appear in the national and regional Call for Papers.)

- (2) Once a paper is reviewed and accepted for presentation, the Program Chair's standard letter of acceptance should include the same submission policy statement of the Institute.
- (3) When the paper is assigned to a session, the designated session Chair should send a follow-up letter about the session organization. In this letter the author should be requested to notify the session Chair immediately if there is a change of plans, but the notification should be at least two months prior to the Annual Meeting if at all possible.
- (4) If an author did not participate in a session without any prior notification, the session Chair should send the report to the Program Chair immediately after the Annual Meeting.
- (5) The Program Chair should send a letter of regret to the author expressing disappointment and request an explanation. The "no-shows" list will be kept at the Home Office and available to future Program Chairs.
- (6) If a person appears on the "no shows" list consistently without any written explanations, the Programs and Meetings Committee will discuss appropriate actions to be taken against the person. (84-4)

i) Core Tracks

The following is a list of core tracks for the Annual Meeting:

Accounting: Theory, Applications and Practice

Case Studies (92-4)

DSS/AI/Expert Systems (91-1)

E-Business (03-1)

Finance/Financial Management

Information Systems (02-4)

Innovative Education

International Business (98-4)

Manufacturing Management (02-4)

Marketing: Theory, Models and Applications

MS/OR: Techniques, Models and Applications

Organizational Behavior/Organizational Theory

Quality (03-1)

Service Management (02-4)

Statistics and Decision Analysis

Strategy and Policy

Supply Chain Management (03-1)

The Program Chair can propose with strong justification the deletion of a core track for approval by the Board. (91-1)

Board members are to identify an area of the Annual Meeting program, usually a specific track, for which they will volunteer to organize or deliver a high-visibility session. (96-1)

The President and Program Chair shall be responsible for developing high visibility/profile sessions for the Annual Meeting. [Executive Committee's recommendation. (97-1)]

D. OTHER POLICIES

1. Non-members can attend and participate in the Annual Meetings. (79-1)
(See Registration Fees, Section III, Chapter Three.)
2. Conference sessions (competitive sessions featuring refereed software reviews) and the Proceedings should become a more prominent outlet for software review, with awards for excellence being provided. (90-1)
3. The Innovative Education Committee Chair shall perform coordinative efforts with the Annual Meeting Program Chair to insure that innovative education topics are included in the program in some aspect that works best with each individual year's program strategy and in such a way as not to infringe on the prerogative of the Program Chair in the development of the program committee. (84-1)
4. All student attendees will receive a student ribbon. (04-1).
5. The student paper track was eliminated, effective with the 1986 Annual Meeting. (85-1)
6. The Program Chair shall give consideration to not having the winner of the Instructional Innovation Award present his/her technique at the Annual Meeting one year after winning the Award, but rather replacing this session with the presentations of the semi-finalists in the award competition for the current year (those who were not selected as the three finalists). (85-1)
7. The Program Chair shall give consideration to involving the Fellows and other officials of the Institute in organizing several invited sessions at the Annual Meeting to be presented by renowned scholars or practitioners. The sessions could deal with key contemporary issues in the decision sciences and "state of the art" technology and concepts. (85-1)

A provision for a session consisting of invited papers from Fellows that could exceed the six-page restriction and without going through the refereed process was approved. This is at the discretion of the Program Chair. (05-1)

Fellows and other officials of the Institute might also recommend topics and develop one or more competitive sessions in evolving interest areas. These sessions could be developed from competitive papers submitted with a prize awarded for best paper, or through invited papers from well known scholars. (85-1)

Fellows could form or serve on advisory committees for several key

tracks. (92-1)

The Home Office is to compile information on each Fellow's area of interest/expertise to be given to the Program Chair. The Program Chair should share this information with the appropriate Track Chairs along with the suggestion that they solicit Fellow participation. The Program Chair also should contact Fellows inviting them to organize sessions. (99-1)

8. The schedule for a Sunday morning non-denominational session is to be included in the Annual Meeting printed program. Any religious group may request a room for worship services. (03-1)
9. Special efforts should be made to organize international business-related sessions at the national and/or regional Annual Meetings.
[Recommendation from the Ad hoc Committee on Strategic Planning for the Internationalization of the Institute accepted by the Board of Directors. (85-1)]
10. Special programs and workshops of high quality should be developed to appeal to the larger special interest groups of the Institute. (90-1)
11. A list of new members can be provided to the Program Chair and Track Chairs to enable them to invite new members to participate in the Annual Meeting. Participation in the Annual Meeting program is considered to be an incentive for new members to renew their membership. (86-4)
12. Each year, the President, Program Chair and Local Arrangements Coordinator shall ask their universities to sponsor a coffee break during the Annual Meeting. (87-4)
13. The Program Chair can provide input to the Doctoral Student Affairs Committee regarding the development of recommendations for Coordinators of the Doctoral Dissertation Award Competition, and the Doctoral Student Consortium. (90-4) The Board will approve a set of acceptable names recommended by the Doctoral Student Affairs Committee from which the Program Chair will make the final appointments. (87-4)

The Board may provide a review in a Likert Scale format of the lists of recommended candidates for coordinators of the Doctoral Dissertation Competition, Doctoral Student Consortium, New Faculty Development Consortium, and other similar lists, to be forwarded along with each person's Member Activity Listing to the Program Chair. (This review by the Board shall not be binding, but to be used for information only.) (97-1)

14. Beginning in 2003, rooms will be allocated and blocks of time scheduled for the regions to hold receptions immediately after the sessions end on Sunday. (03-1) The time slot will be from 5:30pm to 6:30pm on Sunday. The regions are responsible for providing their own entertainment, food, drink, etc. (03-1)
15. Beginning in 1997, the Annual Meeting will be publicized and promoted as a four day meeting. (96-1)
16. The Program Chair is to schedule no more than three presentations per 90 minute given session rather than four or five. (03-1) and (04-1) Miniconferences and workshops could begin on Saturday morning. (02-1)
17. Track Chairs are encouraged to set up industry panels within each track. (92-1) Program Chairs are to consider scheduling more teaching-related sessions. (03-1)
18. Program Chairs are to consider having a technical session within the Annual Meeting where winners and honorable mentions of the Doctoral Dissertation Competition share their dissertation experiences. Topics to be considered in the technical session might include identifying a dissertation topic, selecting a dissertation advisor, and the challenges of the dissertation process. (93-1)
19. Procedures for organizing international meetings and regions are outlined in the following pages. (90-1) The policy of the Institute is to try and hold an international meeting every two years in varying locations, and to actively encourage the formation of international regions. (93-1)
20. First-time member registration fees were set at \$40 above those of members for the Sixth International Meeting in Chihuahua, Mexico, July 8-11, 2001, the Seventh International Meeting in Shanghai, China, July 4-8, 2003, and the Eighth International Meeting in Barcelona, Spain, July 3-6, 2005. Included in this first-time member registration fee will be a one year Institute membership. The \$40 fee for first-time member registration above that of members will be returned to the Institute to defray the cost of providing the one year of DSI membership benefits to first-time member registrants. (00-1) and (02-1) This fee will be determined on the basis of covering the variable cost of membership for one year. (00-1)
21. Session chairs should contact all authors in their sessions one month prior to the Annual Meeting and ask them to send updated copies of their papers or relevant information which would then be distributed to all presenters. (04-1) The session chair should not serve as a presenter. (04-1)

22. The paper submission deadline date for the Annual Meeting was March 1st. Effective in 2003, April 1st is the submission deadline date for full research papers; May 1st is the submission deadline date for abstracts; and August 15th is the submission deadline date for the *Proceedings*. Acceptance letters will be sent by June 15th and paper reviews will be submitted by May 23rd. (02-4)
23. More emphasis should be placed on instruction, including pedagogical research, and cross-functional topics at conferences. (95-1)
24. The Program Chair should be given the latitude to split large tracks into two tracks, if necessary. (95-1)
25. CPE for Accounting faculty should be maintained. Program Chairs are to disseminate information on this to interested members. (95-1)
26. Continue to give direct feedback to authors, using the same (or very similar) form as that used for the 1994 Annual Meeting. (95-1) Review comments about the disposition of the paper should not be made and sent to authors. (97-1)
27. Encourage reviewers to give handwritten/typed comments on Likert Scale evaluations so their thoughts can be more clearly articulated to authors. (95-1)
28. Encourage track chairs to select reviewers more carefully to ensure a "match" between paper and reviewer expertise, perhaps by distributing "interest and expertise" sheets well before the papers are sent for review. (95-1)
29. The current year's Program Chair and the Program Chair for the Annual Meeting one year hence should involve the next year's track chairs as track chair-designates in a supportive role with the corresponding current year's track chairs for the purpose of learning from the current year's track experience, and to be able to build upon successes and organization for the next year's program. [Executive Committee's recommendation. (95-3)]
30. The current year's Program Chair and the Program Chairs for the preceding and following years will be invited to attend the January Board meeting in an ex-officio capacity. (03-1)
31. The Academic Administrators' Program became a formal part of the Annual Meeting program in 1996 (96-1) and was discontinued in 2001. (01-1)

32. Degree-focused Curricular Issues workshops/programs at the Ph.D., M.B.A. and Undergraduate levels will be made an ongoing part of the Institute's Annual Meetings. (96-1) Program tracks that are relevant to Curricular Issues can be co-listed as Curricular Issues Sessions. (05-1)
33. The Annual Meeting Program Chair shall hold a "visionary" meeting during the current year's Annual Meeting two years prior to the Annual Meeting that he or she will chair. The President and President-Elect shall be invited to attend, as well as the current Chair of the Programs and Meetings Committee, and members of the current program committee, (96-1), the Director of Professional Development Programs and the Director of Development and Corporate Relations. (04-4)

Purposes:

The primary purposes of this meeting are to:

- (1) discuss the Program Committee's initiatives
- (2) obtain insight and guidance from recent program chairs and members of the current program committee
- (3) discuss the Annual Meeting's proposed program structure
- (4) present an overview of the major activities and the estimated time line to assure a successful Annual Meeting
- (5) present an overview of the duties and responsibilities of the Track Chairs and Coordinators (in particular, address key issues they need to know)
- (6) collect information from prospective Track Chairs and Coordinators

Invited Attendees:

The following officers and appointed positions shall be invited to attend the Visionary Meeting:

- President
- President-Elect
- Chair of the Programs and Meetings Committee
- Director of Professional Development Programs
- Director of Development and Corporate Relations
- Two most recent Annual Meeting Program Chairs
- Members of the current program committee
- Prospective Track Chairs and Coordinators

Activities Prior to Visionary Meeting:

Significant activities prior to the Visionary Meeting might include:

- contacting the Institute's Board of Directors, regional officers, and "selected others" to solicit names of prospective Track Chairs and

- Coordinators, if necessary
- inviting prospective Track Chairs and Coordinators to the Visionary Meeting
 - inviting people who hold key positions in the Institute to the Visionary Meeting

Suggested Annual Meeting Program Committee Visionary Meeting Agenda

- I. Welcome and Introductions
 - II. Remarks by President (and/or President-Elect)
 - III. Remarks by Recent Program Chairs and Current Program Committee
 - IV. Annual Meeting Theme
 - V. Program Committee's Initiatives
 - VI. Annual Meeting's Proposed Program Structure
 - VII. Major Activities and Estimated Time Line
 - VIII. Duties and Responsibilities of Track Chairs and Coordinators
34. The Annual Meeting Program Chair holds the authority to appoint co-Chairs to handle the larger tracks. (96-1)
 35. The President and Program Chair shall be responsible for developing high visibility/profile sessions for the Annual Meeting. [Executive Committee's recommendation. (97-1)]
 36. The number of competitive paper submissions will be limited to three for any individual submitting for the Annual Meeting program. This would not include workshops, invited papers or tutorials. It does include topic tables. (97-1)
 37. Future Program Chairs will receive a copy of the current report from the Programs and Meetings Committee. (98-1)
 38. The Program Chair is to appoint a Web Coordinator. (98-1) The Web Coordinator will work with the Institute's Webmaster (03-4) and its Publications Coordinator to design, maintain, and update the Institute's Annual Meeting Web page. (99-1)
- The Web Coordinator's position is to become a regular part of the Annual Meeting Program Committee so that activities related to the maintenance of the Institute's Annual Meeting website is the responsibility of the Program Committee. (98-1)
39. Poster sessions, introduced at the 1997 Annual Meeting, were discontinued in 1998. (98-1)
 40. The Program Chair should attempt to target someone in Information

Systems to create a Saturday mini-conference on Information Systems during the Annual Meeting, with efforts to obtain a sponsor with a strong interest in this area. (01-1)

41. The Program Chair is to consider scheduling a special Fellows symposium/session (and perhaps a social event). (01-1)
42. Effective in 2001, the Sunday Breakfast was eliminated from the Annual Meeting program and replaced by a light Sunday Buffet Networking lunch (consisting of fruit and sandwiches and with a minimal number of chairs but some tables). (01-1) Effective in 2006, the Sunday Buffet Networking lunch was replaced by a Fellows Appreciation Luncheon. (06-1) Induction of the newly named Fellows takes place at this event.
43. Effective in 2001, a cash bar “social event” with dry snacks will be held during the Annual Meeting on Saturday from 6:00 pm – 7:00 pm. (01-1)
44. The paper review process will continue but with a two-tiered approach: only refereed and invited papers will be published in the Proceedings and considered for paper awards; non refereed papers will be accepted but will appear only in the form of abstracts in the program. (01-1)

The two-tiered paper review process will be operationalized at the Program Chair’s discretion (to include the possibility of establishing a second deadline for submission of non-refereed papers with no option for ordering the Proceedings, etc.). (01-1)

45. Discussants were eliminated, effective with the 2001 Annual Meeting. (01-1)
46. Attraction of top scholars and/or business leaders should be made a priority. (01-1)
47. Possibilities for corporate sponsorship to generate funds for attracting top scholars/business leaders is to be explored. (01-1) The position of Director of Development and Corporate Relations was established. The Director is responsible for developing and maintaining major sponsorships for the support of the Annual Meeting. (03-4) One (or possibly more) dedicated time slot is to be incorporated into the Annual Meeting for a potential plenary speaker(s) associated with a high sponsorship level. (04-1)
48. Track Chairs should be asked to identify renowned scholars in their tracks, and invite them to develop special sessions that would generate interest within the track. (01-1)

49. A Regional Strategic Planning Workshop was scheduled in the Annual Meeting program from 2000 to 2004. (00-1) The content of the workshop is to provide an open forum for dialogue among the regions for discussing strategic issues, best practices and other matters of importance to the regions. (06-4)
50. An online electronic paper submission system for the Institute's Annual Meeting was implemented for the Institute's 2002 Annual Meeting. Papers are to be submitted in either Microsoft Word or pdf formats; final Proceedings papers are to be submitted via the website; limited hard copy submissions will be allowed. (01-1)
51. A new, reusable, web-enabled Conference Information System (CIS) for the Institute's Annual Meeting will be developed. The CIS will be made available to the regions once operational. (02-4) The CIS is to be maintained by the Institute's part-time Information Technology Systems Manager and Webmaster. (03-4)

The Program Chair will execute the program for the Annual Meeting using the official Conference Information System provided by the Institute. (03-4)

52. The Program Chair shall not receive funds in the name of the Decision Sciences Institute nor commit the Institute for expenditures/receipts. (03-4)
53. The Program Chair has the authority to spend up to \$3,000 on program – related expenses, and an additional \$1,000 for unusual items with the approval of the Executive Director. (06-1)
54. The Program Chair can spend up to \$6,000 for a social event to be held during the Annual Meeting (02-1)

E. REQUIRED INFORMATION TO BE SUBMITTED TO BOARD OF DIRECTORS PRIOR TO APPROVAL OF AN INSTITUTE MEETING HELD OUTSIDE OF THE UNITED STATES

PHILOSOPHY: The following guidelines are broad and general so that they provide enough flexibility to the organizers of such a meeting and yet detailed enough to specify the Institute's role and commitments.

1. STATEMENT OF THE GOALS AND OBJECTIVES OF THE MEETING. THIS SHOULD INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- a) purpose (such as, to promote mutual understanding among the participants from the various countries, international exchange of ideas, cross cultural contacts, increased channel of communications for professional opportunities in the various countries, to increase membership, to increase revenues, to educate members, to provide an additional service to members, etc.)
 - b) benefits to the international participants (such as, networking with the U.S. universities and scholars)
 - c) program theme or major topic
 - d) intended audience
 - e) anticipated attendance
 - f) duration of meeting
2. DURATION AND DATES (CHECKED TO ASSURE NO CONFLICTS WITH OTHER MEETINGS, HOLIDAYS, ETC.)
 3. LOCATION OF MEETING
 - a) description of city, country, weather/seasons, language
 - b) hotel facility
 - i) hotel contract(s), before signed (to include proposed guest and meeting room rates)
 - ii) information about hotel
 - c) travel arrangements (to include discount airfares, travel agencies, sightseeing, etc.)
 - d) customs requirements
 - e) shipping and transportation arrangements
 - f) printing facility
 4. CO-SPONSORING ORGANIZATION OTHER THAN AN INSTITUTE ENTITY, i.e., ANOTHER ORGANIZATION OR UNIVERSITY
 5. CONTACT PERSON(S)
 6. PROGRAM COMMITTEE/ORGANIZERS (TO INCLUDE SHORT BIOGRAPHICAL DATA AND LOCAL SUPPORT)

7. PROGRAM FORMAT (# OF TRACKS AND SPECIAL FEATURES, SUCH AS TIMELY SEMINARS AND WORKSHOPS, PLANT TOURS, ETC.)
8. INSTITUTE OR HOME OFFICE ASSISTANCE, IF ANY
9. DETAILED LINE ITEM BUDGET (to include funding from outside institutions)
10. PROMOTION AND PUBLICITY PLANS (PRESS RELEASES, MAILINGS, SPEAKERS, ADVERTISING, ETC.)
11. SCHEDULE OF ACTIVITIES WITH DEADLINE DATES AND RESPONSIBLE PARTIES (PROGRAM PLANNING DOCUMENT)
12. QUARTERLY OR SEMI-ANNUAL PROGRESS REPORTS, SUBMITTED TO BOARD OF DIRECTORS AND HOME OFFICE AFTER BOARD APPROVAL TO HOLD THE MEETING

The Institute may provide up to \$5,000 in “seed money”, if needed, for International Meetings with the expectation that these monies will be returned to the Institute through conference revenues (conference sponsorships and/or conference registrations). (01-1)

Non-Institute Member registrants for International Meetings will be charged an additional amount to cover the variable cost of membership for one year (The current amount is \$40). (00-1, 02-1 and 05-1) The registration form must indicate “First-Time Member” for non-Institute member registrants. (06-1)

In order to allow organizers of international meetings adequate time for planning and preparation, the Board of Directors should select the site for an international meeting no less than 18 months prior to the date of the meeting, and preferably at least 24 months prior.

To support this timing, the Strategic Planning for International Affairs Committee should be charged with making a final recommendation to the Board regarding site selection at the April Board Meeting two years before the date of the meeting. In no case should the final recommendation come later than the January Board Meeting one year prior to the year of the international meeting. (05-1)

- F. REQUIRED INFORMATION TO BE SUBMITTED TO BOARD OF DIRECTORS FOR APPROVAL OF ESTABLISHING A "REGIONAL" ORGANIZATION OUTSIDE OF THE UNITED STATES

1. DRAFT CONSTITUTION AND BYLAWS (MODELED AFTER AN EXISTING REGIONAL CONSTITUTION AND BYLAWS). THIS SHOULD INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:
 - a) goals and objectives
 - b) membership, membership dues
 - c) officers
 - d) committees
 - e) meetings
 - f) activities
2. INCORPORATION REQUIREMENTS/PROCEDURES
3. FORMATION GROUP CONTACTS
4. SCHEDULE OF EVENTS, RESPONSIBLE PARTIES, DEADLINE DATES, FOR FIRST TWO/THREE YEARS
5. PRELIMINARY BUDGET FOR FIRST TWO YEARS

For Information:

The Institute's first International Meeting was held in Brussels, Belgium in June of 1991, the second in Seoul, Korea in June of 1993, the third in Puebla, Mexico in June of 1995, the fourth in Sydney, Australia in July of 1997, the fifth in Athens, Greece in July of 1999, the sixth in Chihuahua, Mexico in July of 2001, the seventh in Shanghai, Peoples Republic of China in July of 2003 (in conjunction with and immediately followed by the 2003 meeting of the Asia-Pacific Region of the Institute), the eighth in Barcelona, Spain in July of 2005, the ninth in Bangkok, Thailand in July of 2007, and the tenth in Nancy, France in July of 2009.

G. POLICY AND PROCEDURES FOR THE DECISION SCIENCES INSTITUTE'S CO-SPONSORSHIP OF RESEARCH CONFERENCES

INTRODUCTION

During the first two decades of the existence of the Decision Sciences Institute, the Institute sponsored only two types of meetings: its own annual meetings, and the annual meetings of its regional affiliates. This was an appropriate and prudent stance for the Institute in its formative years. By the early 1990s, however, the Institute entered into a period which might be termed "early

maturity" in which this stance of sponsoring only these two types of meetings needs to be reassessed. In fact, the Institute sponsored its first international meeting in Brussels in 1991, a second international meeting in 1993, a third in 1995, a fourth in 1997, a fifth in 1999, a sixth in 2001, a seventh in 2003, an eighth in 2005, a ninth in 2007 and a tenth in 2009. The present document deals with co-sponsorship of yet another type of meeting, state-of-the-art research conferences.

At its meeting in November, 1991, the Board of Directors agreed to be the co-sponsor of a one-time research conference on Group Support Systems: New Perspectives, May 15-17, 1992, in Bloomington, Indiana. The conference was jointly sponsored by the Decision Science Institute, the Indiana University School of Business, the Institute for Research on the Management of Information Systems (IRMIS) at Indiana University, and Macmillan Publishing Company. In approving this co-sponsorship, the Board expressed its desire to develop a policy and suitable procedures for dealing with this type of co-sponsorship request in the future. This document presents the policy and procedures for co-sponsorship of research conferences by the Decision Sciences Institute.

PURPOSE

The Decision Sciences Institute is open to the co-sponsorship of research conferences which fall within the broadly defined decision sciences under the policies and procedures described below. The purpose of such co-sponsorship is two-fold: (1) to promote and encourage both theoretical and applied research in the broadly defined decision sciences through co-sponsorship of focussed research conferences, and (2) to position the Decision Sciences Institute as a leading supporter of research in the broadly defined decision sciences.

POLICY

The Decision Sciences Institute is open to the co-sponsorship of research conferences which fall within the broadly defined decision sciences. Appropriate topics include, but are not limited to, research in quantitative techniques and methodology, production/operations management, and management information systems/decision support systems.

Requests for co-sponsorship shall be submitted in writing to the Decision Sciences Institute Executive Director, and will be acted upon by the Board of Directors as soon as practicable. It is envisioned that most such research conferences will be one-time conferences, but support of ongoing annual research conferences will be considered. However, a separate proposal must be submitted each year for an ongoing annual research conference. The Institute does not have a line item in its budget for co-sponsorship of research conferences; instead, co-sponsorship of research conferences will be considered as an off-budget item.

The Decision Sciences Institute will not serve as primary sponsor / organizer / manager for these research conferences, nor will it approve co-sponsorship of conferences which it believes will compete too directly with its annual meetings, regional meetings, or international meetings. For those research conferences for which the Institute agrees to be a co-sponsor, the Institute will provide a cash grant and appropriate publicity in Decision Line and will permit the use of the Decision Sciences Institute mailing list. Further, for approved co-sponsored research conferences, the Institute name and logo shall be prominently displayed on pre-conference publicity and the conference program, as well as on other conference-related publications where appropriate. However, the Institute will accept no managerial or financial responsibility for the success of the research conferences. The Institute does expect a final report, including a copy of the program, attendance data, and financial data, within a reasonable period after the conclusion of a co-sponsored research conference.

PROCEDURES

1. The primary sponsor / organizer / manager of a proposed research conference shall submit a complete written proposal to the Executive Director of the Decision Sciences Institute as soon as possible, but no later than six months prior to the proposed conference.
2. The proposal shall include the following information:
 - a. a complete prospectus on the conference (purpose, detailed description of the topic, potential attendees, format, etc.)
 - b. a preliminary program, or at least an indication of the organization of the program
 - c. a tentative budget, including both revenues and expenses
 - d. the proposed dates and location of the conference
 - e. a complete listing of other sponsors of the conference, including the primary sponsor, and a complete listing of other organizations who are being asked to sponsor the conference
 - f. the specific request being made of the Decision Sciences Institute
 - g. the specific benefits to the Decision Sciences Institute and its members through co-sponsorship of the research conference.
3. The Board of Directors of the Institute will approve or disapprove requests for the Institute to co-sponsor research conferences, subject to the guidelines given below and the principle of fiscal restraint. Requests must be received so that they may be considered in a timely manner at the

regularly scheduled meetings of the Board of Directors (January, April, and November).

4. If, in the judgement of the Executive Director and the President, the timing of a request for co-sponsorship permits seeking advice from the Institute's Development Committee for Excellence in the Decision Sciences, then the request will be distributed by mail to the Development Committee for their consideration and advice. The Chair of the Development Committee will collect the opinions of the Development Committee members (by telephone, fax, mail, and/or e-mail) and will provide a summary of these opinions to the Board of Directors. The final decision, however, rests with the Board of Directors. The Development Committee will be kept informed of requests for co-sponsorship and of the Board's actions taken on requests for co-sponsored programs.
5. The Board of Directors shall carefully consider the timing and location of a proposed research conference. In general, co-sponsorship of research conferences will be considered for funding only if
 - a. the conference dates do not compete with any annual, regional, or international Decision Sciences Institute meeting or any previously-approved co-sponsored research conference, or
 - b. the conference dates are directly before or directly following an annual, regional, or international Decision Sciences Institute meeting and the conference is being proposed for the same city and the same (or nearby) meeting site.
6. Before it approves co-sponsorship of a research conference, the Board of Directors must be convinced of the quality of the management of the proposed conference and of the relevance of the proposed conference to a significant segment of the Decision Sciences Institute membership.
7. The maximum grant which may be awarded to a research conference is \$2,000. It is expected that the most common grant size will be \$1,000. There will be no restrictions made on the use of the grant provided by the Decision Sciences Institute. Moreover, the financial liability of the Decision Sciences Institute is strictly limited to the grant provided by the Institute.
8. For approved co-sponsored research conferences, the Decision Sciences Institute will provide as much publicity as practicable in Decision Line at no charge. This publicity may include a news article, an advertisement-style announcement, or both. The Decision Sciences Institute will also make available its mailing list to the primary sponsor of the research conference, with the understanding that the mailing list may be used only for the specific co-sponsored conference.

9. For approved co-sponsored research conferences, the Decision Sciences Institute will require the use of its logo and name in appropriate correspondence and publications relating to the conference. In particular, pre-conference publicity and the official conference program shall use both the name and the logo of the Institute displayed in a prominent position.
10. Research conference proposals will be reviewed on a first-come, first-served basis for a particular fiscal year. The Board of Directors has the final responsibility to approve or disapprove all proposals for co-sponsorship of research conferences. Because these co-sponsored research conferences will be considered as off-budget items, it is anticipated that no more than two such conferences will be funded in a given fiscal year.
11. Seed money of \$5,000 each to organize up to two min-conferences to be held independent of the Annual Meeting was approved. (06-4)

III. PLACEMENT OPERATIONS

A. BACKGROUND

With supervision and guidance provided by the Coordinator of Job Placement Services, the Institute offers job placement services for its membership. The placement services are most apparent at the Annual Meetings where organized placement activities occur. Many members have found their current positions through the Institute's placement services.

B. PROCEDURES

1. Placement activities begin in June of each year with the [electronic (05-4)] mailing of instructions for the job placement system. (00-4)

Listings for positions and applicants are posted on the Institute's website. (01-4)

2. The Institute's calendar for job placement openings was moved forward so that the site can be open and the placement database active by July 1st of each year. (00-4)
3. An online job placement system to include secure payment download was developed and placed on the Institute's website in 2001.

C. OTHER POLICIES

1. Job Placement display advertising is offered on the Institute's website. (01-4) Advertising options are also posted on the Institute's website. (03-4)

(See Section III, Fees, Chapter Three.)

2. All users of the placement service must be members of the Institute. Listings for student members are free of charge. The fee for non-student applicants is \$25. (92-4)
3. Institutions offering job positions are listed at \$250 per university listing. (03-4) The charge for confidential listings is \$100 per listing. (92-4) The Home Office is responsible for collecting delinquent fees. (86-4)
4. Registration at the Annual Meeting is required for use of the placement services on-scene. (78-5) This policy should be enforced by means of the following:
 - a) The placement area should be sealed off with limited access.

- b) A registration badge is to be required for gaining admission to the placement area.
 - c) Personnel should be provided for surveillance of the entrance to the placement area to insure that unauthorized persons are not admitted. (81-5)
5. All of the Institute's software programs, including placement, will be registered with the Copyright Office, U. S. Library of Congress. (85-1)
 6. Placement software programs can be made available to the regions for use at the regional meetings. The regions can also utilize the services of the Coordinator of Placement Services, based upon his/her availability, and if the regions are willing to subsidize his/her travel expenses. (85-1)
 7. The hard copy version of the Job Placement Directory was eliminated in 2001. (01-4)
 8. The Job Placement applications mailings will include a provision for registering for Interview Tables (\$200 each pre-conference, and \$250 on-site for the duration of meeting). Reserved tables will be offered on a first-come, first-served basis. (01-4)
 9. The Job Placement website will continue to be operated without password protection. (04-1)

IV. PUBLICATIONS

A. BACKGROUND

The Institute has four major publications: the Decision Sciences Journal of Innovative Education, the quarterly journal, Decision Sciences, the news publication, Decision Line, which is published five times per year, and the CD ROM Proceedings of the Annual Meeting.

Effective in 2003, and for a minimum period of five years, Blackwell Publishing, Inc. will produce and publish the Decision Sciences Journal and the Decision Sciences Journal of Innovative Education. (02-4)

Effective in 2004, the mailing of Decision Line and the Annual Meeting Proceedings was discontinued as part of the publications subscriptions for new or renewal libraries. (03-11)

B. PROCEDURES

1. Copyrights

- a) The Institute shall obtain the copyright for all journal articles except for those in the public domain. If an author refuses permission, the Institute will not publish his or her article.
- b) The Institute will not charge for reproduction rights of articles appearing in the journals, except for the cost of mechanical reproduction if such reproduction is requested.
- c) Permission to reproduce articles from the journals for non-commercial use is not required provided appropriate reference is made to the journals.
- d) The reproduction of the journal articles for commercial use is permissible. However, written permission must be obtained from the Home Office and appropriate reference to the journals must be made in the commercial publication.
- e) The Institute will continue its current policy of not copyrighting Decision Line.
- f) The Institute's copyright policy shall be published in the journals.
- g) The Proceedings of the Annual Meeting shall be copyrighted to the paper authors.

- h) Requests to the Home Office for copies of the papers published in the Proceedings of the Annual Meeting shall be forwarded to the author(s) of the papers for response. (84-4)

(The matter of copyright registration will be left up to the individual authors as they so choose. Authors who wish to register their papers should contact the Copyright Office, Library of Congress, Washington, D.C. 20559, (202) 707-3000.)

2. Editorial

a) Editors

- (1) The Publications Committee shall nominate and the Board of Directors shall appoint an Editor for the Institute's journal and for the official News Publication.*
- (2) Associate/Feature Editors/Editorial Review Board members are selected by and serve at the pleasure of the Editor. (81-11)
- (3) The role of the Board of Directors is to guide the long-term editorial direction of the journal through the choice of an Editor. (82-1)
- (4) The Publications Committee may review the editorship at any time, and shall review the editorship if so directed by the Board of Directors. When such a review is undertaken, the results shall be presented to the Board as soon as practicable. The Board shall have the authority to replace an Editor before his or her current appointment has been completed. (79-1)
- (5) Each Editor shall be responsible for the editorial content of the publication, subject to monitoring by the Publications Committee.*
- (6) A standard report format will be used by the Editors of each of the Institute's publications for use in making their annual reports. (04-1)

b) Terms

- (1) Each Editor shall serve at the pleasure of the Board of Directors for a four-year term and may be renominated and reappointed by the Board of Directors for a second two-year term. (04-4)

- (2) The Editorial year is from January 1 through December 31. (82-1)

c) Procedures for Selection of Editors

- (1) At least fifteen months prior to the end of the term of an Editor, the Publications Committee shall review the editorship of the respective publication. If the Editor is doing a satisfactory job and willing to serve a second term, and if the Publications Committee feels it desirable that an Editor should be reappointed, a recommendation for reappointment will be presented to the Board of Directors. (79-1)
- (2) If the Editor is unwilling to serve a second term or if for other reason the position of Editor becomes vacant, the editorial selection process described below shall take place:
 - (a) At the time the search process begins, a statement of the responsibilities and requirements of the editorship shall be published in the Decision Line news publication. The nominations process and an announcement of the editorship vacancy should be advertised to the membership at the Annual Meeting.
 - (b) Nominations for the Editor shall also be solicited by the Publications Committee from members (through Decision Line or by direct mail) as well as from members of the Board of Directors, regional officers, and previous Editors of the respective publication.
 - (c) The Publications Committee shall prepare a list of the most promising nominees, together with brief biographical sketches of the nominees and the reasons for their selection, for presentation to the Board of Directors who shall identify for further review those candidates as having the general necessary qualifications.
 - (d) The Chair of the Publications Committee shall write to the candidates selected for further review to describe in detail the requirements of the position, to request additional biographical information and to determine potential interest.

The additional information requested from the candidates should include but not be limited to the following:

- i) Current curriculum vita that includes information about education, academic and administrative positions, publications, honors and awards, professional affiliations and activities, and other relevant items.
 - ii) Description of editorial experience with scholarly journals or other publications.
 - iii) Statement of interest and availability to serve as Editor, including a description of anticipated academic and professional responsibilities for the next three years.
 - iv) Statement of editorial philosophy, including views on editorial policy, directions the publication should take, and composition of and approach to working with Associate/Feature Editors/Editorial Review Board members and reviewers.
 - v) Brief description of administrative, organizational and managerial experience.
 - vi) Description of institutional commitment for the support of the editorial office for the next four years. The commitment of support should include release time for the Editor, adequate local secretarial and editorial staff, sufficient funding for supplies, postage and telephone charges, and computing and other related expenses.
- (e) A list of candidates who responded positively shall constitute the Publications Committee's nominations to be presented to the Board of Directors (with current curriculum vita) for final appointment.
- (f) The appointment of the new Editor by the Board of Directors shall be finalized at least three months before the new term of editorship is to begin so as to allow the newly appointed Editor to work with the outgoing

Editor for familiarization with the editorial procedures and process and for the replacement of Associate/ Feature Editors/Editorial Review Board members. (82-1)

3. Advertising Exchange Agreements

(See Outside Activities, Section I, Chapter Seven.)

C. OTHER POLICIES

1. The name Decision Sciences Institute should not be used in a regional journal's name. (02-1) A region's journal should operate under its own autonomy. (02-1) Any use of the Institute's logo or a region's name must be approved by the Institute's Board of Directors. (02-1)

(See Publications Committee, Section II, Chapter Five.)

A journal published by a Region and/or Regions of the Decision Sciences Institute is an autonomous entity, not perceived as filling a strategic role within the Institute's portfolio of publications. The Board of Directors of the Institute does not have a position on regional journals, as long as they do not do any of the following without the approval of the Institute's Board of Directors:

- Use the Institute's logo
- Use "Decision Sciences Institute" in their title
- Request financial support from the Institute
- Seek to develop a package deal with the Institute's publisher

A regional journal should make it clear that it is a publication of the Region, not the Institute. In addition, a regional journal should not be in direct competition with any of the Institute's publications. The Institute's Publications Committee has no direct oversight of the content of regional journals. It monitors them to ensure that they do not violate any of the provisions listed above and that production quality is appropriate. (04-4)

For further information, please see section 5-11-A-1-a of the Institute's Policies and Procedures Manual.

2. The method by which the journals' key word lists and reviewer databases are updated is at the discretion of the editors, and if funding is required to undertake this project, the editors are to submit a proposal for Board review and approval. (03-1)

D. THE DECISION SCIENCES JOURNAL OF INNOVATIVE EDUCATION

1. Background

In 2000, the Institute established a new publication entitled Decision Sciences Journal of Innovative Education (DSJIE), dedicated to the dissemination of leading edge ideas of pedagogy in the decision sciences. (00-1)

Effective in 2003, publication by Blackwell Publishing, Inc. of the first two issues of volume one of DSJIE would be in January and July. (02-4)

2. Objectives

The purpose of the journal is to 1) serve as an information source and an outlet of high quality articles for faculty members interested in teaching and learning in the decision sciences, and 2) enhance the status of pedagogical scholarship in business-related fields. (00-4)

DSJIE's standards of rigor will require that authors demonstrate a general understanding of the literature on pedagogy, and that they apply existing theory or develop new theories based on these foundations. Papers exploring particular teaching methods must be based on sound empirical research. Such research may involve surveys, archival data, experiments, observational case studies, and other methods. Authors are encouraged to test their ideas in a rigorous fashion, gathering data over time and in multiple research sites, where possible. (00-4)

3. Editorial

The Editor serves four years and may be re-appointed to serve a second two-year term. (04-4) The basic responsibility of the *Decision Sciences Journal of Innovative Education* Editor is to produce one/two quality issues of the Journal potentially encompassing 20-30 articles that total approximately 400-500 pages. (The Institute planned initially to publish one issue per year, and expand to two issues per year as the number of accepted submissions warrants.) The one/two issues must appear on schedule. (00-4)

With respect to intellectual interests, the *Decision Sciences Journal of Innovative Education* Editor should have familiarity with virtually all areas of business teaching/education, as well as appropriate methodological areas. The editor should be an individual who has demonstrated excellence as a teacher and a researcher. The rigor and respect of the journal will initially be dependent on the general respect that the editor holds in academic circles. Equally important, the Editor must be willing to bend personal preferences in favor of the eclectic

interests represented by the members of the Institute. (00-4)

The Editor must also be able to work under constant time pressures resulting from the publication deadlines, anxious authors, and a steady flow of manuscripts. Acceptance of the Editor's position should be accompanied by a willingness to devote a considerable amount of personal time to its duties over the four to six-year period. Also, the Editor needs to identify and provide funds to support the Editor's journal-related travel, postage, telephone, computer expenses, and copying. (00-4)

Each individual who is considered a candidate for the Editor position will be asked to submit a budget showing the anticipated annual cost of the Editorship activities and the percentage of funding provided by her/his institution. (00-4)

4. Other Policies

The policy of the Institute regarding timing the appointment of an Editor is as follows. The appointment of the new Editor by the Board of Directors shall be finalized at least two months before the new term of editorship is to begin. To meet this objective, the due date for nominations/applications for the first Editor's position was March 1, 2001, with Board of Directors' approval made in April 2001 and with the new Editor's duties beginning immediately in April 2001. Given the startup tasks associated with a new journal additional time was allocated to the new Editor's first term. Therefore, the Editor's initial term continued through December 31, 2004. (00-4)

The editorial staff of the *Decision Sciences Journal of Innovative Education* shall have the ultimate editorial decision over publication or non-publication of the Instructional Innovation award-winning submission. (02-1)

(See Journal Awards, Section V., F., Chapter Five.)

E. THE DECISION SCIENCES JOURNAL

1. Background

In an effort to establish a medium for communicating research results, innovative teaching techniques and application of decision sciences methods, Decision Sciences was created.

The journal year is January 1 through December 31. There are currently four issues in each volume. The 2007 volume (#38) begins the thirty-eighth year of publication of the Decision Sciences journal.

Effective in 2003, publication by Blackwell Publishing, Inc. of Volume #34 of the Decision Sciences Journal was in February, May, August and November. (02-4)

The Board of Directors, upon recommendation by the Publications Committee, schedules special issues of Decision Sciences. (96-1)

2. Objectives

The objective of the journal is to further the Institute's mission. The journal is committed to serving faculty, students, and practicing professionals of management, administration, and related areas interested in developing, teaching, learning about, and applying decision sciences methods to managerial decision situations. (82-1)

3. Editorial

a) Term of Editor

(See Publications Procedures, Section IV, Chapter Four.)

b) Procedures for selection of editor

(See Publications Procedures, Section IV, Chapter Four.)

c) Editorial statements

Each issue of Decision Sciences shall contain a statement of Editorial Philosophy and a description of the Reviewing Process. (82-1)

d) Miscellaneous

The Editor shall submit a comprehensive annual report on the state of the journal to the Publications Committee prior to the Annual Meeting. The report shall include the Editor's statistical table and historical summary. This report, and the Decision Sciences "Editorial Statements", shall be published in the fall or winter issue of Decision Line. (82-1)

The report shall include such items as the number of submissions received, the percentage of submissions accepted for publication, the number of submissions waiting publication, estimated lead time between acceptance and publication, and other statistics deemed appropriate. (88-1)

A standard report format will be used by the Editors of each of the Institute's publications for use in making their annual reports. (04-1)

The Editor should be encouraged to solicit articles such as for state-of-the-art overviews, special issues, and practice applications by special invitation and particularly through reviewing papers presented at the national and regional meetings. This practice should not, however, extend to the point that the journal becomes of only limited availability as a publications outlet for members. (82-1)

The editorial staff of Decision Sciences shall have the ultimate editorial decision over publication or non-publication of the Instructional Innovation award-winning article. (88-1)

The journal editor should invite the winning author of the dissertation competition to submit a manuscript for possible publication in Decision Sciences. (94-1)

4. Special Issues

a) Background

The Editor of Decision Sciences has the responsibility for the origin and selection of topics and editor(s) for special issues and also has responsibility for requesting feedback from the Chair of the Publications Committee regarding the call for papers. The term "special issue" is defined as any issue, or part of a regular issue,

devoted to a particular topic of interest to the readers of Decision Sciences requiring a call for papers. The Chair of the Publications Committee has the responsibility for providing timely suggestions for any changes or modifications to a proposed call for papers as well as any other feedback, including suggestions for topics for special issues.

Papers should be solicited by a well publicized and open call for papers and refereed in a manner agreed to by the Editor of Decision Sciences and the editor(s) of the special issue. As practical, the special issue should be physically distinguished from the regular issues. The special issue title should be printed on the cover or spine.

The criterion and associated rationale for the special issue should be explicitly stated and consistent with the following general objectives and procedures. (94-4)

b) Objectives

The theme and contents of a special issue should:

- i) recognize the theory and application of a salient function area(s) or basic discipline(s) of the decision sciences or the application of the decision sciences to a prominent area of application;
- ii) have a special appeal to members, e.g., the issue would:
 - solidify the membership,
 - attract new members,
 - recognize particular professional activity and expertise within the organization, or
 - raise the level of expertise in a particular area; and
- iii) be consistent with the editorial philosophy of Decision Sciences.

The editor(s) of a special issue should have the professional stature, experience, and interest necessary to attract quality manuscripts and edit a superior issue. (80-2)

c) Procedures

- i) The Editor will determine the timing of special issues and the topics to be addressed. The topics chosen will come from outside suggestions and the Editor's own sense of what topics would be of interest to the readership.
- ii) The Editor will appoint an editor(s) for the special issue but will retain ultimate responsibility for the publication of the special issue.
- iii) The editor(s) of the special issue, in conjunction with the Editor, will prepare a call for papers.
- iv) Before publicizing the call for papers, the Editor will solicit inputs from the Chair of the Publications Committee.
- v) The Chair of the Publications Committee will provide feedback to the Editor on any call for papers within two weeks of receipt of the draft copy. The Chair will also have the responsibility to inform the Board of Directors of the status of special issues. (94-4)

5. Indexing of Articles in Decision Sciences

- a) (A subject, title and author index for all articles published in Decision Sciences in Volumes 1-10 was published in the January 1980 issue of the journal.)
- b) The publication of an author, title and key words index of the articles published in Decision Sciences every five years is recommended by the Publications Committee. (80-2)
- c) The Decision Sciences Fall issue should continue to contain an annual index. (80-2)

6. Publication of Monographs

- a) The Institute could establish a "Decision Sciences Monograph Series".
- b) A "standard" cover design and content format should be followed in the preparation of a monograph to be published within the Series. The "standard" will be developed by the Publications Committee and approved by the Board of Directors.

- c) The Home Office (or the publisher) is responsible for arranging and overseeing the publication of monographs within the Series.
- d) Any topic which is consistent with the Institute's objectives can be proposed for inclusion in the Series.
- e) A monograph proposed for inclusion in the Series (1) can be authored or co-authored by Members and/or non-members, and (2) must be recommended by a majority of the members of the Publications Committee and approved by the Board of Directors.
- f) If the proposed monograph is not produced by an outside publisher, one of the factors that must be evaluated by the Publications Committee is the source of funding to cover the anticipated expenses of publishing and distributing the proposed monograph. Such costs as typesetting, printing, and postage should be compared to the anticipated source(s) of revenue by the Committee. The Publications Committee will present to the Board of Directors a breakdown of the (1) cost estimates, based on an initial run, and (2) revenue estimate of a particular monograph.
- g) The Series will be periodically advertised in Decision Sciences, Decision Sciences Journal of Innovative Education and Decision Line.
- h) No royalties will be paid to the author(s). (80-2)

7. Other policies

- a) Beginning with the October 1978 issue of the Decision Sciences journal, each issue should contain a list of manuscripts which will appear in future journal issues with date of submittal and date of acceptance. Each October issue should also include a list of reviewers. (79-5)
- b) Papers that are presented at the Institute's Annual Meetings are eligible for consideration for publication in the Institute's journals, irrespective of whether some version of the paper has appeared in a national Proceedings. Papers submitted to the journals should be prepared in the standard format prior to submission, and undergo the usual reviewing process. (78-5)
- c) The procedure for refereeing manuscripts shall be conducted by blind review. (82-11)

- d) Regarding the possibility of publishing a new journal, Decision Sciences Perspectives, the Institute could publish state-of-art articles in a new section of Decision Sciences, rather than initially creating a new journal. (91-1)
- e) Creative, unique software reviews that are appropriately validated and benchmarked continue to be welcome for publication in Decision Sciences. The Editor can identify past articles which qualify. A carefully worded statement welcoming exceptional reviews in a research format should be publicized. (90-1)
- f) Multidisciplinary articles are to be encouraged for publication in Decision Sciences as well as papers from underrepresented groups, defined as Accounting, Finance, Marketing and Behavioral Science. (92-1)
- g) An annual award for the best IS/MIS article published in Decision Sciences should not be established. (91-1)
- h) The Institute does not plan to publish issues devoted to practice and instruction. (96-1)
- i) Color plates for articles published in the journals are to be considered on a case by case basis. The author(s) should form a compelling argument for the need of the use of color. Contingent upon this, the author(s) would incur all of the costs of color pages, a footnote would be employed in the article to recognize that the author(s) bore the entire cost of the color printing, and web sites would be employed to publish color illustrations and referenced in the article. (99-1)

(See Journal Awards, Section V., F., Chapter Six.)

F. THE DECISION LINE NEWS PUBLICATION

1. Background

Decision Line, published five times per year, is the official News Publication of the Decision Sciences Institute. It provides a channel through which Members are informed of the activities of the Institute; it is a method of notification of administrative and organizational actions; and it provides an opportunity to call for papers for various meetings. It provides articles on areas of general interest to the Members, including promoting innovation in teaching, research and scholarship, professional development, globalization and multidisciplinary activities. Articles are organized into Features, solicited or written by Feature Editors. It also includes Annual Meeting notes and details, briefs on placement activities and Alpha Iota Delta, and recognizes achievement of individual members. (76-6) and (99-1)

The name of Decision Line was changed from a newsletter to a News Publication. (96-1)

The News Publication is published in January, March, May, July, and October of each year. (04-1)

2. Objectives

The Decision Line News Publication should: (1) serve as a means of communication among Members of the latest developments in the Institute; (2) serve as a formal notice of the Institute's activities; (3) provide a forum for opinions, discussions, and philosophical statements; (4) be a means of keeping abreast of the latest developments within the discipline; (5) be a research clearinghouse to encourage participation among members of unpublished research; (6) and cover news of a personal nature regarding the Members, i.e., promotions, retirements. (76-6) and (99-1)

3. Editorial

a) Term of editor

(See Publications Procedures, Section IV, Chapter Four.)

b) Procedures for selection of editor

(See Publications Procedures, Section IV, Chapter Four.)

4. Other policies

- a) Decision Line will carry a change of address form. (78-1)
- b) Simplified, summarized minutes of Board of Directors meetings shall be published in Decision Line. (78-5)
- c) The following statement is published in each issue of Decision Line: "Claims for missing issues will be honored free of charge within three months after publication of the issue" for U.S. and Canadian subscribers. Six months will apply to foreign subscribers. (86-11)
- d) Any drastic change in the format or emphasis of Decision Line should be recommended to the Publications Committee for approval. [Recommendation from the Publications Committee accepted by the Board. (79-11)]
- e) The basic ingredients of the five forthcoming issues of Decision Line should be forwarded to the Publications Committee for review. [Recommendation from the Publications Committee accepted by the Board. (79-11)]
- f) Documentation of new Members joining through regional meetings should be maintained for inclusion in the "State of Membership" column in Decision Line. (82-1)

The membership column in Decision Line was renamed "Membership Roundtable" in 1998.

- g) The Instructional Innovation Award finalists' presentations will be publicized in the October issue of Decision Line. The Decision Line Editor is ultimately responsible for assuring that this is included in Decision Line. (85-1)
- h) A doctoral student column with guest editors should be published in Decision Line periodically. (86-1).
- i) A feature column in Decision Line for cases and casewriters was established as an alternative to the Institute serving as a clearinghouse for casewriting. (86-1)
- j) A feature column in Decision Line concerning international issues and information was established. (88-1)

- k) Beginning in 1991, copies of the January issue of the news publication will be distributed at the regional meetings. (90-4)
- l) Software reviews will continue to be published in feature editor columns of the news publication. (90-1)
- m) "How to" articles on guidelines for Annual Meeting session presentations should be published in the news publication. (90-1)
- n) For planning purposes, the Institute's future Annual and Regional Meeting sites and dates will be published in Decision Line. (89-11)
- o) An Alpha Iota Delta column in Decision Line was officially reinstated. (01-3)
- p) The current Information Technology Coordinator/Information Technology Committee Chair shall serve as feature editor of an Information Technology or similar column in Decision Line. (02-1)
- q) A listing of Alpha Iota Delta chapters and the names of chapter sponsors shall be published annually in an issue of Decision Line. (92-1)
- r) A "Letters to The Editors" feature column, a "Deans" feature column as well as revisions to the Production/Operations Management feature column were implemented in 2003.
- s) Each year prior to the Annual Meeting, the President will write an article for publication in Decision Line that explains the reservation process for meal functions held during the Annual Meeting. (94-1)
- t) The Instructional Innovation Award Coordinator will request that each finalist in the Instructional Innovation Award Competition prepare a synopsis or executive summary of their work for publication in Decision Line. (94-1)
- u) The Decision Line editor should consider establishing a series of articles on instructional innovation, submitted by finalists in the Instructional Innovation Award Competition. (97-1)
- v) Papers based on each of the three finalists submissions, for the Instructional Innovation Award, will be published in Decision Line provided their content and quality meets with the approval of the Editor of that publication. (98-1)

- w) The Elwood S. Buffa Doctoral Dissertation Award Competition should be promoted on an on-going basis-by soliciting submissions and/or announcing the competition all year around in Decision Line. (00-1)

- x) The Institute's calendar for job placement openings was moved forward so that the site can be open and the placement database active by July 1st of each year. Notification of this is to be published in Decision Line. (00-4)

G. PROCEEDINGS OF THE ANNUAL MEETING

1. Background

The Proceedings publication is composed of papers presented at the Annual Meeting in regular and/or invited sessions (six Proceedings pages), abstracts of papers (one-half of a Proceedings manuscript page), and symposia, tutorials and workshops (one Proceedings page).
[Executive Committee (02-3)]

(If in the future the Proceedings page limitations and format are studied again, consideration should be given as to how the paper would be viewed as a publication by a (regular) author's university if the Proceedings page limitation is reduced below the current page limitation.) (85-4)

Paper topics include, but are not restricted to, the areas of accounting, finance, innovative education, management information systems, management-organizational behavior/theory and policy, marketing, production/operations, quantitative techniques/methodology, and statistics/decision theory.

2. Objectives

- a) The Institute should not attempt to drastically change the present format of the Proceedings, as this format has the general support and approval of the majority of the members. (80-2) & (85-4)
- b) The Institute should attempt to improve the quality of the Proceedings of its Annual Meeting rather than pursue courses of action which would curtail, reduce or eliminate the Proceedings. (80-2)
- c) The quality of reported research (abstracts) in the Proceedings should be improved. However, the improvement does not come from changing the publishing policy of the Proceedings; this occurs by upgrading the papers/workshops/tutorials presented at the Annual Meeting. (80-5)

3. Editorial

The Executive Director shall be responsible for the production of any Proceedings for the Annual Meeting, and may appoint a Proceedings Coordinator in consultation with the Program Chair and the Local Arrangements Coordinator. (79-5)

4. Other policies

- a) The Program Chair may designate and recognize papers as “distinguished in each track with no monetary value.” These papers will not be given greater space in the Proceedings than are other papers and will not be published separately in any publication formally associated with the meeting. If the Proceedings identifies the distinguished papers, the method by which these papers were selected as distinguished will be described in the Proceedings. (80-5) See Best Paper Awards, Section V.B., Chapter Six.
- b) Each individual would be expected to provide copies of the complete paper for review prior to the Annual Meeting. The intent of this recommendation is to allow for the papers to be reviewed in their complete form, thereby ensuring that a complete paper exists. (80-5)
- c) Summaries of tutorials and workshops should be included in the Proceedings. And, in line with the policy regarding complete papers at the Annual Meeting, workshops/tutorials material should be available to members at the Annual Meeting and upon request, after the Annual Meeting. (80-5)
- d) Consideration should be given that each Instructional Innovation Award finalist be allocated six [Executive Committee (02-3)] pages in the Proceedings, as opposed to a quarter-page abstract. (95-1)
- e) Proceedings plans will be coordinated by the Executive Director with the Program Chair and finalized at least 12 months prior to the Annual Meeting. (79-1)
- f) Beginning in 1982, a moratorium on Proceedings surveys was imposed. (82-1)
- g) Effective in 1985, the "student" designation was eliminated from all materials pertaining to the Annual Meeting. (85-1)
- h) Beginning in 1983, the Proceedings was produced in microfiche form. Effective in 1985, the Proceedings was re-published in hard bound copy for conference registrants.

The Institute moved to the CD-ROM format for the Proceedings in place of the microfiche Proceedings, effective with the 1998 Annual Meeting. (96-1)

In 1998, Annual Meeting attendees were given a choice of hard copy or CD ROM Proceedings. Students received a CD ROM version of the Proceedings with the student registration fee.

Since 2001, the Proceedings is published in CD ROM format only; hard copies were eliminated. (01-4)

(See Annual Meeting registration form, Section III, Chapter Three.)

- i) A charge will be made of \$50 per page for papers submitted for inclusion in the Proceedings that exceed the page limitation. [Executive Committee (02-3)]
- j) Those with paper acceptances will be sent a membership survey, developed by the Member Services Committee. The Proceedings Coordinator will handle the distribution of the survey.
- k) Selected case studies will be published as regular papers. (92-1)
- l) A booklet of Proceedings abstracts will not be published. (92-1)
- m) Extra Proceedings pages can only be purchased for regular research papers, and not for topic table abstracts. (92-1)
- n) Proceedings abstracts will be published on the World Wide Web beginning with the 1996 Annual Meeting. (96-1) The title, author and abstract information for each Proceedings year should be placed on the Institute's website in a searchable form to the public. (05-1)

V. INTERNET ACCESS

A. BACKGROUND

The Institute maintains a web site on the World Wide Web at <http://www.decisionsciences.org> which gives Internet users immediate access to a wide range of Institute services and activities.

B. OBJECTIVES

The Institute's home page currently provides the following information:

The Decision Sciences Institute

- General information about the Institute and its activities
- Contact information for current officers and coordinators
- Institute committees
- Editor and Coordinator position vacancies
- Membership application
- Member Activity list

Annual Meeting

- General information
- Paper awards
- Competitions and consortia information
- Reviewer/discussant volunteer form
- Hotel and conference registration forms
- Program committee
- Instructions for web-based submissions
- Full text of preliminary program
- Proceedings abstracts
- Exhibit and Advertiser Information

International Meeting Link

- General information
- Program Committee, Advisory Board, and Track Chairs
- Up-to-date travel, tour, and arrival information

Decision Sciences Journal

- General information
- Tables of contents, including abstracts, and indexes

Decision Sciences Journal of Innovative Education

- General information
- Tables of contents, including abstracts, and indexes

Decision Line News Publication

- General information
- Archive of feature articles with keyword search capability

Membership Services

- On-line membership directory

Placement Services

- General information and instructions
- Placement Listings
- Advertising Options

Calendar of Institute Events**Announcements/Calls for papers****“What’s New ...”**

VI. INSURANCE PROGRAM

An insurance program was offered by Albert H. Wohlers & Co. to Institute members as a service to, or additional membership benefit. (91-4) The program was formally discontinued in 1996 due to lack of Institute member response/participation.

The types of insurance programs offered were:

Life Insurance

Disability Insurance

Catastrophe Major Medical Insurance

Hospital Money Insurance

Accidental Death & Dismemberment

Educators Liability Insurance