

CHAPTER SIX

INTERNAL OPERATIONS

I. BOARD OF DIRECTORS

A. FUNCTIONS

The Board of Directors of the Institute shall be the chief policy-making and legislative body of the Institute, subject only to a referendum of the membership.*

B. MEMBERSHIP

All officers shall serve on the Board of Directors. The Board of Directors shall consist of the President (who serves as Chair), the immediate Past President, the President-Elect, the Secretary, the Treasurer, and Vice Presidents, one elected by each of the Regional subdivisions and an equal number of Vice Presidents elected at-large, and the Executive Director as an ex-officio member.*

1. Terms

The officer term is from April 1 through March 31.*

The President shall serve for one year and automatically become Past President.*

The President-Elect shall serve for one year and automatically become President.*

The Secretary and Treasurer shall serve two-year staggered terms.*

Vice Presidents shall serve two-year terms, with the terms of office of the Vice Presidents elected by the Regional subdivisions staggered, and the terms of office of the Vice Presidents elected at-large staggered.*

2. Duties

The Board of Directors shall establish objectives, policies and plans; issue directives; staff the Publications Committee and the Nominating Committee, and establish and staff standing committees; monitor the work of officials and activities underway or planned; determine operating financial policies; and take other actions necessary for the implementation of the Institute's goals. Each year, at the beginning of its term of office,

the Board of Directors shall prepare written objectives and plans to be published in the Institute's official News Publication. At the end of each year, the Board of Directors shall publish a statement of accomplishments in the Institute's official News Publication.*

The Board of Directors shall meet early in the fourth quarter of the fiscal year to review and approve the programs and budget for the following fiscal year.*

The Board of Directors, upon recommendation by the Publications Committee, shall appoint an Editor of each journal of the Institute and of the Institute's official News Publication.*

Each year the Board of Directors, upon recommendation by the Executive Director, shall appoint a certified public accountant to audit the Institute's books and accounts.*

The Board of Directors shall draw up a schedule of membership dues for the different classes of Members, and subscription rates for its publications.*

Additional duties to officers other than the Vice Presidents and the Past President are as follows:

President. The President shall be the chief officer of the Institute, performing all duties required by the Constitution and Bylaws. The President shall be the Institute's chief representative before the public and in its relationships with other persons and organizations. The President may create and staff ad hoc committees for a period not to exceed his or her term of office.*

The President is to develop and distribute quarterly newsletters in January, May, July and October via e-mail to the membership, reflecting current issues. (04-1)

The current President should send an annual emailed message in September or October to all members thanking them for their membership in the Institute. (05-1)

President-Elect. The President-Elect shall, in the temporary absence or incapacity of the President, preside at Board of Directors and Executive Committee meetings and represent the Institute before the public and in its relationships with other persons and organizations. At the close of his or her term of office, the President-Elect shall automatically become President.*

Secretary. The Secretary, as the keeper of the Corporate Seal, shall perform duties normal to that office, including those specified elsewhere in the Constitution and those specified in the Bylaws.*

Treasurer. The Treasurer shall make policy recommendations concerning accounting procedures and controls, and shall recommend financial guidelines for developing the proposed annual budget to the Board of Directors. He or she shall, together with the Executive Director, make planning and budget presentations to the Board of Directors and shall provide liaison on financial matters between the Institute and its Regional subdivisions.*

Executive Director. The Executive Director is appointed by and serves at the pleasure of the Board of Directors.* The Executive Director shall be responsible to the President of the Institute.* The Executive Director, after receiving authority from the Board of Directors, may enter into contracts to obtain services for the Institute and to provide services to other organizations.* The Executive Director shall be responsible for all coordination and liaison functions performed by the Home Office, and all Annual Meeting arrangements other than the program itself. (79-5)

C. PROCEDURES

1. Method of Nomination/Election

- a) Not less than six months (by September 1) before the next officer year (April 1), the Nominating Committee shall nominate at least two candidates for each office to be filled except that the Nominating Committees of the Regional subdivisions shall nominate at least two candidates for the offices of Vice Presidents elected by the Regional subdivisions. Additional nominations may be made within one month (by December 15) after publication of the slate of nominees (in the October issue of Decision Line which should reach the membership no later than November 15). If publication of the slate is not possible in the October issue of Decision Line, the slate will be mailed to the membership in a special mailing. Not less than three months (by January 1) before the next officer year, the Secretary shall mail to each Member one or more ballot forms, together with a brief biographical sketch of each nominee. Ballots for a Vice President elected by a Regional subdivision shall be sent only to Members of that Regional subdivision.

The ballots shall be counted by tellers appointed by the Board of Directors, and the candidates receiving the largest numbers of votes for the offices to be filled shall be declared elected. No ballot shall be counted unless it is marked by a qualified voter to indicate his or her choices and is returned to the appointed tellers within 30 days (by February 1) after the date of mailing of the ballots to the membership. In the event of a tie vote for any office, another ballot shall be mailed to the Members to choose between the tied candidates.*

- b) Only Regular Members of the Institute may be nominated for office or hold office. No person may hold two offices concurrently. Officers may not be elected to the same office within four years.*
- c) Whereas regional participation may be an expectation for becoming a regionally-elected Vice President, the sole consideration for at-large offices is Decision Sciences Institute membership. (91-1)

(See Nominating Committee, and Executive Committee, Section II, Chapter Five.)

2. Vice Presidents Elected by the Regions

a) Nominations

Nominations are made by regional Nominating Committees and published along with the Institute's Nominating Committee's slate. Additional nominations may be made by petition of five percent of the Regional subdivisions' Members. (80-11)

b) Election

Members of a region (as defined in the national and the regional Constitutions and Bylaws) elect the regional Vice President. This procedure will be carried out by the Home Office which will have a list of Members for each region. At the time the ballots for the Institute's officers are sent out, a Member will receive a regional Vice President ballot for each region to which he or she belongs. (80-11)

c) Type of Person to be Selected as Nominee

Each region decides on the type of person suitable for nomination. The nominee must be a member of the region. (80-11)

d) Consistency of Election Procedures Among Regions

Complete consistency of election procedures, among the regions, is required. (80-11)

e) Initially, the original five regionally-elected Vice Presidents' terms began on April 1, 1983. (81-1)

f) The nominees for regionally-elected Vice Presidents will be informed of the requirements for serving on the Board of Directors prior to accepting the nomination to run for office. (84-11)

g) The regionally-elected Vice Presidents shall be members of the Regional Activities Committee. (97-1)

- Act as a liaison between Alpha Iota Delta and the Institute and report on relevant issues and general information. (04-1)

h) Duties of the Office of Regionally-Elected Vice President

- Act as a liaison between regions and their officers and the Institute's Board of Directors regarding relevant regional and national issues.
- Act as a liaison between Alpha Iota Delta and the Institute and report on relevant issues and general information.
- Attend meetings of the Board of Directors three times a year.
- Attend regional officers meetings and the region's annual conference.
- Maintain ongoing contact with regional officers by being included in email and other communications among the officers.
- Encourage the regional officers to prepare an annual strategic plan and a set of practices and procedures to guide the program chair in meeting planning, preparation, marketing and implementation.
- Complete a State of the Region report each year and forward a copy to the Secretary of the Institute's Board of Directors and the Chair of the Regional Activities Committee within one month of the Region's annual conference. The report should include such items as:
 - A listing of regional officers and contact information.
 - A copy of the most recent regional budget and financial report.
 - A copy of the region's strategic plan.
 - A summary of the conference including attendance, conference registration fees and a description of the benefits included in the fees, number of papers, workshops held, awards, special events, and a personal impression of the conference.

- A schedule of future regional meetings to be published in Decision Line.
 - A call for papers for the next year.
 - A summary of concerns of the region for the Institute:
 - New
 - Previous/unresolved
 - Previous/resolved
 - Maintain a file of all relevant communications from the Institute and the region, and State of the Region reports to be passed on to the succeeding Regionally-Elected Vice President. (01-1)
- i) Regional subdivisions are permitted to change their Constitutions so that regional members can have regional voting privileges regardless of membership in the Decision Sciences Institute. This would not affect the requirement that only Institute members may hold office and/or vote for Regionally-elected Vice Presidents. [Recommendation from the 1997-98 Ad hoc Committee on Regional Membership and Voting accepted by the Institute's Board of Directors. (98-1)]

3. Vacancies in Office

- a) President. In the event the office of President becomes vacant due to death, permanent incapacity or for other reason, the President-Elect shall immediately assume the office of President for the remainder of the current term, and shall also serve as President for the entirety of the succeeding term. If the office of President-Elect is vacant at the time the office of President becomes vacant, a special election shall be held for the office of President, as provided in the Bylaws. For the interim period, an interim President shall be elected by majority vote of the Board of Directors. *
- b) President-Elect. In the event the office of President-Elect becomes vacant, this office shall be filled at the time of the next regular election, as provided in the Bylaws. *
- c) Past President. If a vacancy occurs in the office of Past President, the office shall remain vacant for the remainder of that term. *
- d) For any other offices which may fall vacant between elections, a vacancy shall be filled by temporary appointment by the Board of Directors. A member thus appointed shall serve for the remainder of the term of office, as specified in the Bylaws.*

4. Meetings

- a) A majority of the members of the Board of Directors shall constitute a quorum at any duly called meeting. *
- b) The rules contained in the Institute's Constitution and Bylaws and in the most current published edition of Robert's Rules of Order shall govern the parliamentary procedure of all meetings. *
- c) Meetings of the Board of Directors may be called by the President or by petition of five members of the Board of Directors. There shall be at least two meetings of the Board of Directors each year.*
- d) The Board of Directors shall govern by majority rule except when otherwise provided by the Constitution and/or Bylaws. *
- e) Each Regional subdivision may appoint an alternate to attend the meetings of the Board of Directors with voting privileges. The alternate must be a member of the Institute. *
- f) The President, Past President, President-Elect, Treasurer or Executive Director should attend each region's Annual Meeting. (76-1)
- g) When a representative of the Board attends a regional meeting, he or she shall meet with the regional president, regional president-elect, regional program chair, and regionally-elected Vice President. The purpose would be to ask the officers to share their "good ideas" or problems that the region is encountering. The regionally-elected Vice Presidents shall also report to the regional officers on relevant national issues at the annual regional meetings. (90-1) The Board representative shall submit a written report to the chair of the Regional Activities Committee. The chair will distribute these comments to the committee members. (85-1)
- h) Institute officers are encouraged to attend the regional meeting in the officers' region. (02-1)
- i) All committee reports shall be submitted to the Board of Directors in writing, except under special circumstances; and the Board should refrain from considering items without previous committee consideration. (78-5)
- j) The editor of Decision Sciences and the editor of Decision Sciences Journal of Innovative Education may be invited to the January Board meeting, and the Program Chair may be invited to the November Board meeting to provide its members with more

complete knowledge of the Board's goals for each of these Institute activities. (90-1)

- k) When action by the Board of Directors is required on a major recommendation from a committee, editor, coordinator or other official of the Institute, the appropriate person ordinarily will be invited to attend a Board meeting and make a presentation to the Board. The person would make the presentation, remain for a period of time to answer questions and then be excused before a vote is taken. (79-5)
- l) The annual budget review meeting of the Board of Directors will be scheduled in April. (81-5)
- m) The Past President shall present to the Board at its first meeting in April of each year the following information and an overview of the role and functions of the Executive Committee and the Board of Directors, and the basic rules of parliamentary procedure. (84-11) An explanation of the role, duties and responsibilities of Regionally-elected Vice Presidents will also be given. (00-4)

(Board members are to serve as guardians of the organization and should speak out to ensure that thorough consideration and a proper decision is made for every issue brought before the Board.)

(The Executive Committee serves as a steering committee to the Board. When the Executive Committee brings forward recommendations to the Board as a means of expediting the consideration of an issue, it is not to be construed as an attempt to reduce questions, discussions or debate concerning the issue being considered, or imply that the issue is being rushed to a vote.)

- n) Beginning in 1986, one Board of Directors' meeting, either in November or January, shall be set aside for: a) a presentation of intelligence data obtained in the prior year by the Member Services Coordinator, as well as b) a focused discussion on strategic issues by the Board with the Member Services Coordinator. This discussion should include results from and interpretation of current marketing efforts and discussion of target markets and strategies to reach those targets. The goal would be for the Board to reach a consensus so that the Member Services Coordinator could then formulate an operational plan consistent with what the Board desires. (86-4)

- o) The Marketing Director should meet regularly with the Board of Directors at its November, January and April meetings to update the Board on marketing activities and to receive direction and feedback on marketing programs. (02-1)
- p) The current year's Program Chair and the Program Chairs for the immediate preceding and following years will be invited to attend the January Board meeting in an ex-officio capacity. (03-1)
- q) The Director of Development and Corporate Relations will be invited to attend the January Board meeting for a brief presentation of the Director's annual report. (03-4)
- r) The Institute's current calendar was reaffirmed, not to be changed at this time. (97-1)
- s) The newly-elected (incoming) Executive Committee member(s) will be invited to attend the March meeting of the Executive Committee/Strategic Planning Committee in an ex-officio capacity. (97-1)

5. Minutes of the Meetings

- a) Draft minutes will be mailed to those members who attended the Board of Directors' meeting within thirty (30) days after the meeting;
- b) Board members are to respond within 15 days with any changes;
- c) Revised minutes will go to all Board members prior to the next meeting; and
- d) Final approval of minutes will be made at the next Board of Directors meeting. (76-1)
- e) All regional presidents and presidents-elect, committee Chairs and nominees for office should receive all approved minutes. (79-5)
- f) The Chair of the Regional Activities Committee shall distribute to the committee members copies of the Board minutes as well as an overview letter. The letter will highlight those topics that are of direct interest to the regions. (85-1)
- g) Action items of the Board of Directors meetings are published in Decision Line. (79-1)

- h) When minutes are presented for approval, a list of pending items will include the status of each item. (79-1)

D. MISCELLANEOUS

The following procedures involve the Board of Directors, Executive Committee/Strategic Planning Committee, and Development Committee in an annual process to establish/review long-range strategic goals, and to identify potential threats and opportunities related to attaining those goals. The Board of Directors takes action on strategic planning recommendations at its April meeting (as opposed to its January meeting), allowing time for significant involvement of the Executive Committee in strategic planning.

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| April | The Board of Directors appoints new members to the Development Committee. (Approximately 1/3 of the committee is newly appointed each year.) Appointments are made to ensure that the committee membership includes individuals with expertise and interest in strategic planning. |
| May - Oct. | The Development Committee identifies new opportunities and potential threats to achieving the Institute's stated goals, and assesses progress toward meeting long-range plans adopted by the Board of Directors. |
| Nov. - Dec. | The Development Committee finalizes its strategic planning recommendations during and after its scheduled meeting at the Institute's Annual Meeting. |
| Dec. - Jan. | The Development Committee presents its strategic planning recommendations by December 15 to the Executive Committee and Board for review in January. |
| March | The Executive Committee/Strategic Planning Committee holds a half-day meeting to discuss the strategic planning recommendations from the Development Committee, and to formalize its recommendations to the full Board. |
| April | The Board of Directors takes action based on recommendations from the Executive Committee/Strategic Planning Committee. The Board is responsible for maintaining a long-range plan containing strategic goals for the Institute over a five-year planning horizon. (98-1) |

II. ANNUAL BUSINESS MEETING

A. FUNCTIONS

Each year a business meeting shall be held in conjunction with the annual professional meeting of the Institute. At the annual business meeting, the Institute's President shall report on the Institute's financial, membership and programmatic status, and the Members shall have the opportunity to exchange information and raise questions.*

B. PROCEDURES

All Members shall be notified in writing as to the time and place of the annual business meeting at least two months before said meeting.*

III. HOME OFFICE

A. FUNCTIONS

The Institute's Home Office, with direction provided by the Executive Director, shall fulfill the operating responsibilities of the Institute and shall facilitate administration of services to its Members and other activities of the Institute.*

The Home Office is located in Atlanta, Georgia at Georgia State University in the J. Mack Robinson College of Business. The Home Office is composed of the Executive Director, and his/her staff. They provide coordination and continuity in the governance of the Institute.

The Executive Director is responsible for all coordination and liaison functions performed by the Home Office, for the computerized membership information system and accounting system maintained by the Home Office, and for the production of the journal and other publications. The Executive Director is also responsible for the appointment of the Home Office staff. (79-5) The Home Office staff shall be supervised by the Executive Director. The Home Office shall be responsible for the operation of the Institute and the implementation of the policies and procedures approved by the Board of Directors, and shall carry out those duties and responsibilities requested by the President and other officers of the Institute.*

B. ACTIVITIES

The Home Office activities include the following:

1. Coordination and Liaison

a) Operations Performed

- (1) Recruit advertisers for the Annual Meeting program, newsletter and placement website.
- (2) Maintain production and printing schedules for all Annual Meeting materials (program, flyers, call for papers, participants packets, registration receipts, handouts).
- (3) Distribute Annual Meeting materials by securing mailing lists, postal permits, and mailing house and shipping materials to Annual Meeting site.
- (4) Coordinate with Proceedings Coordinator all arrangements for the production of the Proceedings of the Annual Meeting.

- (5) Coordinate with the Decision Line editor the production schedule and printing of Decision Line.
- (6) Assist regions with meeting arrangements upon request (providing procedures manuals, desktop publishing support, printed materials, and on-scene staff support, where possible).
- (7) Provide membership materials at each regional Annual Meeting (including brochures and publications).
- (8) Provide aid and support to Alpha Iota Delta, (providing Alpha Iota Delta members a complimentary subscription to Decision Line, membership material and certificates; production of correspondence, typesetting stationery, envelopes, invitations, etc.)
- (9) Coordinate with the Nominating Committee Chair the process for the election of officers.
- (10) Requests from the Board of Directors and committees:
 - a. Arrange accommodations and compile agenda materials for Board meetings.
 - b. Arrange officer and committee meetings during the Annual Meeting.
 - c. Coordinate production and distribution of materials to the membership, Board, and committees.
- (11) Membership communications:
 - a. Process requests for back issues of the journal and other publications.
 - b. Provide information about the national and regional Annual Meetings.
 - c. Provide information about the placement services.
 - d. Help interested persons contact the appropriate officers or committees.

(12) Member Services Marketing Plan:

- a. Implement member services marketing items approved by the Board of Directors to increase membership.

(13) Annual Meeting activities:

- a. Negotiate and contract Annual Meeting sites.
- b. Develop contacts with hotels nationwide.
- c. Maintain schedule of meeting dates through contacts with sister organizations, trade magazines and journals.
- d. Prepare the Annual Meeting budget.
- e. Develop Annual Meeting procedures manuals.
- f. Provide assistance with local arrangements, program and Proceedings plans.
- g. Secure exhibitors and program advertisers.
- h. Secure audio-visual equipment.
- i. Provide assistance in planning all meal functions, special sessions, and other activities (i.e. President's Reception, Alpha Iota Delta meeting, annual business, Board and committee meetings).
- j. Handle all promotion, publicity and correspondence for the Annual Meeting.
- k. Secure and coordinate presentation of awards and trophies.

(14) Hire, train and supervise Home Office staff.

b) Group Interactions

- (1) Sponsors (current and prospective)
- (2) Potential members.
- (3) Potential library subscribers (through 2002).

- (4) Membership at-large.
- (5) Officers and committees.
- (6) Nominees for office.
- (7) Journal authors.
- (8) Proceedings authors.
- (9) Persons interested in submitting journal manuscripts.
- (10) Individual requests for back issues of the journals or other publications of the Institute, and requests for reprints.
- (11) Decision Sciences journal and Decision Sciences Journal of Innovative Education editorial staff.
- (12) Decision Line news publication editor and feature writers.
- (13) Individuals requesting permission for reprinting.
- (14) Annual Meeting program Chair, placement, Proceedings, local arrangements, member services, program coordinators and directors.
- (15) Annual Meeting participants.
- (16) Persons interested in placement activities.
- (17) Persons interested in securing mailing lists.
- (18) Publishers and manufacturers as potential exhibitors.
- (19) Publishers for advertising.
- (20) Alpha Iota Delta officers.
- (21) Prospective Annual Meeting hotels.
- (22) Convention Bureaus.
- (23) Printing companies.
- (24) Paper and supply houses.
- (25) Equipment companies.
- (26) Internal Revenue Service.

- (27) CPA firms (for audits and election tabulations).
- (28) Bank officials re: the Institute's finances.
- (29) U.S. Post Office.
- (30) Mailing houses.
- (31) Sister organizations.

c) Membership Processing

All computerized membership processing is handled by the Home Office. This includes the following procedures:

- (1) Enter new members on file.
- (2) Delete non-renewing members from file.
- (3) Maintain current addresses of the membership.
- (4) Enter and maintain current membership data, and dues status.
- (5) Print officers directories for the Home Office, officers, and committees.
- (6) Produce mailing lists for the Journals, News Publication, Call for Papers, meeting announcements, and other mailings.

2. Accounting

a) Cash Receipts

- (1) Deposit the following receipts received by the Home Office:
 - a. Membership dues
 - b. Publication sales
 - c. Advertising
 - d. Annual Meeting registrations
 - e. Miscellaneous

- (2) Daily preparation of Cash Receipts Journal

b) Disbursements

- (1) Prepare checks for payment from the Brokerage Account
- (2) Prepare checks for payment from the “Imprest” checking account
- (3) Prepare Cash Disbursements Journal.
- (4) Reconcile checking accounts.

c) Invoicing

- (1) Advertising in Decision Sciences journal, Decision Sciences Journal of Innovative Education, Decision Line news publication, Placement website and Annual Meeting program website.
- (2) Sale of publications

d) Regional Accounting

- (1) Deposit cash receipts
- (2) Prepare reimbursement checks for regional imprest accounts
- (3) General accounting and bookkeeping assistance for regions
- (4) Prepare quarterly financial statements

e) Reports

- (1) Prepare annual budget for the Institute
- (2) Prepare quarterly financial statements

f) Record Keeping

Maintenance of:

- (1) Ledger sheets for all accounts and budget purposes
- (2) Membership, and miscellaneous correspondence files
- (3) Advertising files
- (4) "Paid bills" file
- (5) Regional accounting files
- (6) Bank records
- (7) Archive files for cash receipts and disbursements
- (8) Accounting procedures and budgeting procedures manual

3. Technical Production

- a) Typeset and prepare camera-ready copy for Annual Meeting final program, call for papers, preliminary flyers, meal tickets, packets, and other related materials for Annual Meeting.
- b) Typeset and layout news publication.
- c) Assist in preparing Proceedings cover, paper titles, title page, foreword, contents, and index for CD ROM production.
- d) Typeset call for papers, and other Annual Meeting materials for regions, upon request.
- e) Typeset and layout printed materials distributed to the membership at-large.
- f) Typeset and layout printed materials for the Home Office operations and membership, i.e., invoices, memo forms, stationery, envelopes, election ballot, etc.
- g) Provide outside desktop publishing services, upon request.

C. OTHER POLICIES

1. Mailing Lists/Fair Use Policy for the Institute's Marketing E-Mail Address Database

All mailings issued by the appointed or elected officials of the Institute to its Members or non-members will be reviewed by the Executive Director. Questionable mailings will be referred to the Executive Committee for review. Upon approval of the mailing piece, the Executive Director will authorize the issuance of mailing labels. Rental of the mailing list by non-members must be requested by letter directed to the Executive Director and accompanied by a copy of the mailing piece. Telephone orders will not be accepted. (78-5)

The Decision Sciences Institute will compile and maintain e-mail address databases to be used for marketing purposes. The marketing e-mail list consists of a *member* database and a *prospective member* database. The member database is made up of e-mail addresses of current and lapsed DSI members. The prospective member database consists of all DSI non-members, including regional DSI members who are not current DSI members. (04-4)

The prospective member e-mail list will be compiled from various directories and membership lists of professional associations and business professors. The DSI member e-mail list may be rented, sold, or otherwise shared with others according to DSI policy. The prospective member e-mail list may not be rented, sold or otherwise shared with other individuals or organizations for any purpose. All messages sent through the marketing e-mail lists must have prior approval of the DSI Home Office. (04-4)

2. Procedures for the Evaluation of the Home Office Operations

- a) The Decision Sciences Institute Home Office operations is evaluated every five years by a blue-ribbon committee of Decision Sciences Institute members. The purpose of this evaluation is to investigate the Home Office management, operations, and general performance and, if necessary, make suggestions for improving the effectiveness of the Home Office. The review may take place more often than every five years if desired by the Board of Directors.
- b) The initial review of the Decision Sciences Institute Home Office took place in calendar year 1987, with subsequent reviews scheduled for every five years thereafter. The "Home Office Review Committee" will be named at the January Board of Directors meeting of the year in which the review is to take place.

An interim report from the Review Committee will be presented at the November Board of Directors meeting in the review year, with the final report from the Review Committee due by December 15 of the review year (in time to be considered at the January Board of Directors meeting of the following year). Thus the report of the first Review Committee will be due on December 15, 1987, with subsequent Review Committee reports due by December 15 in the years 1992, 1997, 2002, et cetera. (The Home Office Review scheduled for 2002 took place in October of 2003. The next review will take place during 2008 with a final report to the Board in January of 2009.)

- c) The current Decision Sciences Institute President will suggest Review Committee membership, including a designated Chair, to the Board of Directors. The Board of Directors has the responsibility for accepting or modifying these recommendations. The Review Committee is to consist of four members, two of whom shall be reasonably recent Past Presidents of the organization (for example, have served as President in the past five years). The third member of the Review Committee is to be an active Decision Sciences Institute member who has not been a national officer in the recent past (for example, the past five years). The fourth person shall be designated by the President from among the current members of the Executive Committee. Insofar as practicable, the Review Committee is to consist of individuals from different geographical areas and different academic disciplines.
- d) In the spring of each review year, the Executive Director of the Decision Sciences Institute will prepare a report for the Review Committee. This report is to provide details of the current organizational structure of the Home Office, including job descriptions (or procedures manuals) for each full-time employee of the Institute. The report is also to describe the physical layout of the Home Office, including the location of personnel, computers, and primary files. It is also to assess the status of the working relationship with the host organization.
- e) After the Review Committee has received and studied the Executive Director's report, the Review Committee will conduct an on-site visit to the Home Office during the review year. During this site visit, the Review Committee will interview the Executive Director of the Decision Sciences Institute, all full-time employees of the Decision Sciences Institute (if possible), and at least two appropriate representatives of the host organization. (At present, appropriate representatives would be the Dean of the College of Business at Georgia State University, and the Georgia State University President or Provost.) The purpose of these interviews

is to ascertain the effectiveness of the Home Office organization and operations and to assess the benefits and costs of maintaining the Home Office in its current location.

- f) The interim report, which is due by the November Board of Directors meeting of the review year, will indicate whether the Review Committee is seriously considering recommending major changes in the Home Office operations. The interim report will be shared with all interested parties. Major changes that might be recommended include, but are not limited to, such possibilities as moving the Home Office to another site or replacing the Executive Director. The purpose of this interim report is to give all parties involved significant warning if major changes may be recommended in the final report.
- g) The final report will be submitted by December 15 of the review year so that it may be duplicated and distributed to the Board of Directors in advance of their January meeting. If the President deems it desirable, he/she may ask the Chair of the Review Committee to attend relevant portions of the January Board of Directors meeting.
- h) The precise form of the final report is to be determined by each Review Committee. At a minimum, this report is to include:
 - (i) recommendations on the management, organization, and operations of the Home Office, including such factors as division of duties, physical arrangement, and desirable levels of staffing and equipment
 - (ii) a report on the relationship between the Home Office and the host organization (including relationships at the department, school, and university levels). This report will include a recommendation on maintaining the Home Office at its current location. (Note: It is assumed that if this recommendation is negative, the Board of Directors will create an Ad hoc Committee to investigate alternative Home Office locations.)

The Review Committee is encouraged to take a broad view in its deliberations and to be constructive in its recommendations.

- i) Action taken on the report of the Review Committee is, of course, at the discretion of the Board of Directors. (87-1)

IV. COORDINATORS

A. APPOINTMENTS

There are currently six Coordinators/Directors for:

- Development and Corporate Relations (Director)
- Global Development
- Information Technology
- Local Arrangements
- Marketing (Director)
- Member Services
- Placement Services
- Proceedings
- Professional Development Program (Director)

The Local Arrangements, and Proceedings Coordinators' roles are associated with the Annual Meeting. These Coordinators serve a one-year term and are selected by the Annual Meeting Program Chair in consultation with the Executive Director.

The Information Technology, Member Services, Global Development, and Placement Services Coordinators, and the Development and Corporate Relations, Marketing, and Professional Development Program Directors are nominated by the President and Executive Director for review and approval by the Board of Directors. They shall report to and serve at the pleasure of the Board. These Coordinators and Directors each serve a three-year term.

The President and Executive Director may review the Coordinator's/Director's job performance at any time, if so directed by the Board of Directors. When a review is undertaken, the results shall be presented to the Board as soon as practicable. The Board shall have the authority to replace a Coordinator/Director before her or his current appointment has been completed.

The Information Technology, Member Services, Global Development, and Placement Services Coordinators, and the Development and Corporate Relations, Marketing, and Professional Development Program Directors may be reappointed for a second three-year term. If the Coordinator/Director is doing a satisfactory job and is willing to serve a second term and if the President and Executive Director feel that it is desirable that the Coordinator/Director be reappointed, a recommendation for reappointment will be presented to the Board of Directors.

If the Coordinator/Director is unwilling to serve a second term or if for other reasons the position becomes vacant, the selection process described below shall take place.

At least fifteen months prior to the end of the term of a Coordinator/Director, an announcement of the position's vacancy with a statement of the responsibilities and requirements of the position shall be published in Decision Line. An announcement of the vacancy could be advertised to the membership at the Annual Meeting.

Information requested from the candidates would include:

- 1) Curriculum vita,
- 2) Statement of activities and service provided to the Institute,
- 3) Statement of interest and availability to serve for a three-year term,
- 4) Statement of qualifications and experience related to the position, and
- 5) Description of institutional commitment for the support of the Coordinator's/Director's job functions for a three-year period.

The names and qualifications of recommended nominees selected by the President and Executive Director shall be presented to the Board of Directors for the final appointment.

The appointment of the Coordinator/Director shall be finalized one year before the new term of the Coordinator/Director is to begin to allow the newly appointed Coordinator/Director to work with the outgoing Coordinator/Director to assure a smooth transition. (86-1)

B. DEVELOPMENT AND CORPORATE RELATIONS DIRECTOR

1. Functions

The Director of Development and Corporate Relations oversees and coordinates major sponsorships with corporations and other business organizations. The Director is responsible for developing additional major sponsorships for the support of the Annual Meeting and for cultivating and maintaining long-term relationships with corporations. The Director personally presents an annual report to the Institute's Board during its January Meeting, as well as providing a written report to the Board. (03-04)

2. Other policies/procedures

This position reports directly to the Board of Directors. The Director may choose to appoint an Associate Director. (03-4)

The Director of Development and Corporate Relations serves a three-year term, renewable upon mutual agreement by the Board and current Director. (03-4)

A framework for sponsorship levels was approved. (04-4)

C. GLOBAL DEVELOPMENT COORDINATOR

1. Functions

The Global Development Coordinator will work under the direction of the Board of Directors and the Executive Committee to "champion" the international activities of the Institute, including (but not limited to) developing a long-term plan for internationalization, reporting progress on international initiatives, studying specific Board requests on international activities, responding to international requests and generating information and providing input to the Board's international strategy. (94-4)

Major responsibilities are:

- Chair the Strategic Planning for International Affairs Committee and oversee the overall international activities of the Institute.
- Work with the Strategic Planning for International Affairs Committee to develop a long-term plan/strategy for internationalizing the Institute.
- Provide an annual plan for the international activities and report the progress of meeting the long-term plan for internationalization.
- Coordinate with other Institute committees, program chairs and publication editors to accomplish approved international objectives of the Institute.
- Design, develop, seek approval, implement, and evaluate a six-year (horizon) planning system to be employed in the planning of international events.
- Serve as an advisor to the Board of Directors and the Executive Committee.
- Work with the Member Services Coordinator to identify and obtain information useful in understanding potential international membership characteristics. Develop an international membership plan/strategy.
- Assess members' international interest, foster communication on international opportunities, monitor and report on international activities, and propose new international initiatives.
- Work with the editor of Decision Line to publicize the international dimension of the Institute. Consider the development of an international column in Decision Line.
- Travel to international sites, as necessary and appropriate. (94-4)

2. Other policies/procedures

The Global Development Coordinator should meet regularly with the Board of Directors, as necessary, particularly at the November Board meeting and/or prior to the April Board meeting. The purpose of the meetings would be to review the existing status of international activities and to discuss/evaluate problems and opportunities. (94-4)

The Global Development Coordinator will be recommended by the Strategic Planning for International Affairs Committee, with final approval being made by the Board. The initial term of office will be three (3) years, with the provision that an individual can be reappointed to serve two consecutive terms if approved by the Board. (94-4)

D. INFORMATION TECHNOLOGY COORDINATOR

1. Functions

(See Information Technology Committee, Section II, Chapter Five.)

2. Other policies/procedures

The current Information Technology Coordinator/Chair of the Information Technology Committee shall serve as feature editor of an Information Technology or similar column in Decision Line. (02-1)

E. LOCAL ARRANGEMENTS COORDINATOR

1. Functions

Responsibilities include securing local publicity, local contacts for suppliers, sponsors for various events, and clerical and support staff for on-scene assistance at the Annual Meeting, and for the assemblage of the registration packets, and assisting the conference coordinator, upon request. (86-1)

The Local Arrangements Coordinator is also required to locate computers, and in cooperation with the Home Office, other equipment for program session use at no cost to the Institute, if possible. (86-1)

The Local Arrangements Coordinator will be asked to obtain his/her institution's sponsorship of a coffee break during the Annual Meeting. (87-4)

2. Other policies

(See The Program of the Annual Meeting, Section II, Chapter Four.)

F. MARKETING DIRECTOR

1. Functions

The overriding role of the Marketing Director is to foster a marketing orientation to support member attraction and retention throughout the leadership of the Institute. (05-1) The Marketing Director shall be responsible for developing an annual marketing plan and overseeing the implementation of the plan. The plan will include a review and evaluation of past marketing efforts, an assessment of the current market situation, recommendations for ongoing marketing strategy and tactics, and an operating budget. The Marketing Director will manage and direct the promotional database directed at reaching members and nonmembers to solicit and retain membership. The Marketing Director may constitute a Marketing Committee as needed. (02-1)

Responsibilities of the Marketing Director include:

Develop and implement programs and activities that will secure new members and retain existing members of DSI.

Manage and expand contact e-mail lists of prospective members.

Interface with DSI members to encourage ongoing activity in DSI.

Report to the Executive Committee, the Strategic Planning Committee and the Board on DSI Marketing activities and membership trends in DSI.

Support, contribute to, and analyze various surveys to members and nonmembers of DSI and their results.

Make recommendations to the Home Office, Executive Committee, the Strategic Planning Committee, the Board, and the Member Services Committee regarding all aspects of member attraction and retention. This will include member benefits, pricing, and communications to members.

Work the Information Technology Committee on Web site development and other technology issues relevant to member attraction and retention.

Develop messages for and oversee ongoing contact with various member and non-member constituencies of DSI.

2. Other policies/procedures

The Marketing Director shall serve as an ex-officio member of the Member Services Committee (01-1), and as an ex-officio member of the Development Committee and of the Strategic Planning Committee. (02-1)

The Marketing Director should meet regularly with the Board of Directors at its November, January and April meetings to update the Board on marketing activities and to receive direction and feedback on marketing programs. (02-1)

The term of office for the Marketing Director shall be three years. (02-1)

Dues renewal reminder notices are to be sent to all non-current Institute members on a monthly basis. (04-3)

The Marketing Director will provide the Development Committee with the annual marketing plan. [Recommendation from the Executive Committee (05-1)]

(See Membership and Subscription Terms, Other Policies, C., 11., Chapter Four.)

Fair Use Policy for the DSI Marketing E-Mail Address Database:

The Decision Sciences Institute will compile and maintain e-mail address databases to be used for marketing purposes. The marketing e-mail list consists of a *member* database and a *prospective member* database. The member database is made up of e-mail addresses of current and lapsed DSI members. The prospective member database consists of all DSI non-members, including regional DSI members who are not current DSI members. (04-4)

The prospective member e-mail list will be compiled from various directories and membership lists of professional associations and business professors. The DSI member e-mail list may be rented, sold, or otherwise shared with others according to DSI policy. The prospective member e-mail list may not be rented, sold or otherwise shared with other individuals or organizations for any purpose. All messages sent through the marketing e-mail lists must have prior approval of the DSI Home Office. (04-4)

G. MEMBER SERVICES COORDINATOR

1. Functions

The Member Services Coordinator works under the direction of the Board of Directors and Executive Committee and with the Institute's Marketing Director to facilitate the development, implementation and evaluation of strategies to attract and retain Institute members. The appointment shall be for a three year period. (85-1)

Major responsibilities are:

- Chair the Member Services Committee and oversee regional membership development activities.
- Coordinate with the Marketing Director and other Institute committees, program chairs and publications editors to accomplish approved objectives.
- Coordinate annual review of Institute objectives and membership priorities.
- Evaluate the efficacy of approved membership expansion/retention strategies and tactics.
- Design, seek approval, implement and evaluate membership expansion/retention, strategies and tactics.
- Serve as advisor to the Board of Directors and Executive Committee.
- Assist the Board and Home Office in identifying and obtaining information useful in understanding membership characteristics and implementing membership expansion/retention strategies and tactics.
- Monitor members' interests and satisfaction.
- Create and interpret important information about trends within the Institute and allied/competing organizations, and
- Assume a share of the leadership responsibility in developing strategies for the organization.

(See Member Services Committee, Section I, Chapter Five.)

2. Other policies/procedures

The Member Services Coordinator shall chair the Member Services Committee, and serve as a consultant to the Executive Committee and Board of Directors. (85-1)

The Member Services Coordinator should meet regularly with the Board of Directors, as necessary, and particularly at the November Board meeting and/or prior to the April Board meeting at which time the budget is reviewed. (85-4)

Beginning in 1986, one Board of Directors' meeting, either in November or January, shall be set aside for: a) a presentation of intelligence data obtained in the prior year by the Member Services Coordinator, as well as b) a focused discussion on strategic issues by the Board with the Member Services Coordinator. This discussion should include results from and interpretation of current marketing efforts and discussion of target markets and strategies to reach those targets. The goal would be for the Board to reach a consensus so that the Member Services Coordinator could then formulate an operational plan consistent with what the Board desires. (86-4)

(See Member Services Committee, Section I, Chapter Five.)

The Member Services Coordinator shall serve as feature editor of a column pertaining to membership issues and information in the Decision Line News Publication.

The Member Services Coordinator will provide to the Development Committee raw data from recent membership surveys. [Recommendation from the Executive Committee. (05-1)]

H. COORDINATOR OF JOB PLACEMENT SERVICES

1. Functions

The placement service is concerned with the establishment and maintenance of a database which provides recruiting information for both applicants and academic institutions searching for faculty.

Responsibilities include coordination of the mailing of the instructions for university and applicant listings, operation of the online job placement database system, and coordination of the activities of the Job Placement Center at the Annual Meeting. (86-1) Such duties include working with the Local Arrangements Coordinator to secure equipment, working with the Home Office to arrange schedules and supplies and ensuring the smooth operations of the Placement Center.

2. Other policies

Two placement mailings are sent to all members and other users of the service, one in May or June and one in July or August of each year. (00-4) These mailings will be sent to members electronically. (05-4)

The Job Placement Coordinator is to send placement email messages to Institute members during September 1st and November 15th and on a monthly basis outside of this period with an opt-out option. (05-1)

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 published in Decision Line. (00-4)

(See Placement Operations, Section III, Chapter Four.)

I. PROCEEDINGS COORDINATOR

1. Functions

Responsibilities include submitting the manuscript instructions to paper authors, and providing assistance in compiling the manuscripts in preparation for the production of the CD ROM Annual Meeting Proceedings. (86-1)

2. Other policies

(See Proceedings, Section IV, Chapter Four.)

J. PROFESSIONAL DEVELOPMENT PROGRAM DIRECTOR

1. Functions

The Professional Development Program Director is to insure that Professional Development has a high profile and significant presence at the Annual Meeting from year to year. This includes a variety of Professional Development Program sessions targeted at faculty members at all stages of their careers, with a variety of interests. (03-4)

2. Other policies/procedures

The Director would not necessarily organize the sessions but will be responsible for designating other individuals to organize the sessions. (03-4)

The Director will consider adding an AACSB and EQUUS track, session or panel to the Annual Meeting. (05-1)

Suggested topics for program content:

1. Series of Workshops for Securing Research Funds
2. Tracks for “hot” and other topics, e.g., mobility and mobile applications, history and development (revisiting tracks), etc.
3. New Research Techniques Workshops
4. Life skills track
5. Teaching techniques (05-1)
6. Involving more industry professionals
7. New approaches to decision making, obstacles to change in decision making methodologies, systematic thinking/lean thinking
8. Hierarchical regression workshop
9. Field and Case Research workshop or miniconference
10. Outsourcing/Offshoring
11. Interdisciplinary Research Panel (strategies for publication, career management, etc.)
12. Revisiting old topics, i.e. “What ever happened to TQM?” or Fads and Fashions. Perhaps this could be a Fellows Track. (06-1)

[Recommendations from the Programs and Meetings Committee, accepted by the Board of Directors. (05-1 and 06-1)

The Program Chair and the Professional Development Program Director are to coordinate with the current and future Professional Development 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)

V. AWARDS

A. GENERAL POLICY

Honors and Awards for various achievements and services to the profession and the Institute may be given to Institute Members and non-members.

The Honors and Awards program shall be under the guidance of the Board of Directors, which may bestow honors and awards in keeping with the objectives of the Institute.

To assure conformance with the criteria and procedures, any Honor or Award to be bestowed in the name of the Institute by any Member, Committee, Region, or other subdivision must be approved by the Board of Directors. Nominees for all such Honors and Awards shall be considered on the strength of their record in terms of the criteria approved by the Board.

Honors or Awards may be bestowed by the Regions in their own name provided any financial consideration is incorporated in an approved budget. (79-1)

The concept of a lifetime or career achievement award was rejected. (91-1)

(For information: An honorary category designated "Friend of the Institute" was approved with a formal resolution and plaque presented to the individual from the Northeast region in 1997. (97-1))

B. BEST PAPER AWARDS

Cash awards for the best papers in Theoretical/Empirical Research, and Applications will be made at the Institute's Annual Meeting. (85-4) Beginning in 1988, a cash award was established for the Best Interdisciplinary paper. (87-4) The monetary value of the Best Applications, Best Interdisciplinary, and Best Theoretical/Empirical Research Paper Awards is \$200. (03-4) The establishment of an award of \$200 in the area of Environmental Issues was made (95-11), and eliminated effective with the 2004 Annual Meeting. (03-4) Effective in 2003, the best paper awards will be supplemented with the provision that a Distinguished Paper may be recognized in each track with designation as an award with no monetary value. (03-4)

Beginning in 1996, a best Case Studies award of \$200 was established. (96-4)

C. BEST CASE STUDIES AWARD COMPETITION

(The Best Case Studies Award is currently sponsored by the Institute.)

1. Administration

The Award process is administered by the Case Studies Committee. The Case Studies Committee Chair shall be responsible for administering the Best Case Studies Award competition for that year.

In January of each year, the Board shall designate a “Chair Designate” for the following year’s competition and approve the membership composition of the Case Studies Committee. The Chair Designate shall be responsible for assisting the Chair.

2. Award Process

a. The competition should in general follow this suggested schedule:

<i>December</i>	Issue call for submissions.
<i>April 1</i>	Deadline for submissions; begin initial reviewing process;
<i>May</i>	Chair arranges with Program Chair and Case Studies Track Chair to allow non-finalists with positive reviews to be included in Track if they desire
<i>May/June</i>	Case Studies Track sessions assembled from non-finalists with positive reviews wishing to be included in the Track; sent to Track Chair and Program Chair
<i>July 1</i>	Initial reviewing process complete; finalists identified; reviews sent to all authors; Home Office and <u>Decision Line</u> notified; submissions of finalists sent to judges.
<i>November</i>	Presentations at the conference; judges make final selection; winner announced at President’s luncheon.

Finalists or their designees for the Case Competition must attend and present a pedagogical outline of the case and answer questions in order to be considered for the status of winner. (01-1)

The Chair and Chair Designate shall provide an initial screening of all entries for completeness.

To be complete, a submission must include at least the case itself (or cases if there is sequence of related cases, e.g., an (A) and a (B) case) and a teaching note containing both an analysis and a discussion of pedagogy. The Chair is free to specify any additional requirements, to be included in the call for submissions.

The initial review should involve two or more reviewers for each submission. Each reviewer should be comfortable with the issues

addressed by the submission. Once this round is complete, these reviews should be made available to the submitters, preferably when they are informed as to the status of their cases.

- b. From this initial round, three finalists should be selected. These finalists will move on to the next round of review, where they will be reviewed by a separate panel of from three to five judges. Finalist judges should not have participated in the initial round of reviews.

3. Award Selection Criteria

The Best Case Studies Award is designed for pedagogical -- as opposed to research -- cases. Cases may be *methodological* in nature -- i.e., crafted to support the learning of a specific technical skill -- or *integrative* -- designed to foster the integration of scientific approaches and analyses with real-world decision making. Of particular interest in this latter category are cases that link the decision sciences explicitly and seamlessly with the functional areas of business, such as finance, operations, and marketing.

The Award shall be based, in general, on the following criteria:

WORTHY FOCUS: Does the case address an important, and timely business or managerial issue (i.e., the problem does not lie on the periphery of the field)?

LEARNING CHALLENGE: Does the case engage the student in an appropriate, and intellectually challenging way? Are there issues with which the student can and must grapple? Often, learning challenge is created by a *decision focus*: the case requires a decision be made, and the student is provided sufficient information to form a recommendation. (Purely descriptive cases typically do not engage the student in this fashion.) Alternatively, learning challenge can be created by the presence of *constructive ambiguity*, where it is possible for reasonable students to interpret aspects of the case differently -- thereby reaching differing conclusions -- in such a way that promotes the learning objectives. (The word "constructive" is meant to distinguish this kind of ambiguity from that which serves merely to confuse the student, toward no evident pedagogical end.)

CLARITY: Does the case present the facts, data, and decision(s) to be made in a clear and concise way, consistent with its focus and objectives?

COMPREHENSIVE ANALYSIS: Does the teaching note provide a complete analysis of the qualitative and quantitative issues raised in the case? Are the theoretical linkages appropriate to the course and the topic?

WELL DEFINED PEDAGOGY: Does the teaching note provide adequate guidance regarding how to teach the case, position the case in the course, and outline key learning points?

PROFESSIONAL APPEARANCE: Does the case and teaching note present a well-written and complete teaching package? For example, is

grammar correct? Are exhibits clear and well marked? Do videos look professionally done?

POTENTIAL FOR USE: Is the case and teaching note likely to receive widespread and effective use?

A possible scoring sheet for the initial and final round of reviews follows:

Best Case Studies Award Scoring Sheet		Please circle one									
		<u>Unacceptable</u>			<u>Average</u>				<u>Excellent</u>		
1.	WORTHY FOCUS Does the case address an important, and timely business or managerial issue (i.e., the problem does not lie on the periphery of the field)?	1	2	3	4	5	6	7	8	9	10
2.	LEARNING CHALLENGE Does the case engage the student in an appropriate, and intellectually challenging way? Are there issues with which the student can and must grapple?	1	2	3	4	5	6	7	8	9	10
3.	CLARITY Does the case present the facts, data, and decision(s) to be made in a clear and concise way, consistent with its focus and objectives?	1	2	3	4	5	6	7	8	9	10
4.	COMPREHENSIVE ANALYSIS Does the teaching note provide a complete analysis of the qualitative and quantitative issues raised in the case? Are the theoretical linkages appropriate to the course and the topic?	1	2	3	4	5	6	7	8	9	10
5.	WELL DEFINED PEDAGOGY Does the teaching note provide adequate guidance regarding how to teach the case, position the case in the course, and outline key learning points?	1	2	3	4	5	6	7	8	9	10
6.	PROFESSIONAL APPEARANCE Does the case and teaching note present a well-written and complete teaching package? For example, is grammar correct? Are exhibits clear and well marked? Do videos look professionally done?	1	2	3	4	5	6	7	8	9	10
7.	POTENTIAL FOR USE Is the case and teaching note likely to receive widespread and effective use?	1	2	3	4	5	6	7	8	9	10

AVERAGE SCORE ACROSS CRITERIA _____.

Disposition

Definitely finalist _____.

Possibly finalist _____.

Definitely not finalist _____.

Comments:

D. ELWOOD S. BUFFA DOCTORAL DISSERTATION AWARD COMPETITION

(The Elwood S. Buffa Doctoral Dissertation Award is currently sponsored by McGraw-Hill/Irwin and the Decision Sciences Institute.)

The purpose of this competition is to identify and recognize outstanding doctoral research in the development of theory or applications in the decision sciences by selecting and recognizing the best dissertations written in the past year. An award-winning dissertation should be an original and substantial contribution to the theory or practice of the decision sciences. In 1993, the award was named in honor of Elwood S. Buffa, UCLA, for his outstanding contributions to the decision sciences. (93-1)

A cash award of \$200 is given by the Institute for the best dissertation at the Institute's Annual Meeting. (85-4) In 1993, the Austen Press contributed \$1,300 for a total of \$1,500 for the cash award. Since 1995, McGraw Hill/Irwin has made the contribution of \$1,300.

The Doctoral Student Affairs Committee, in consultation with the Program Chair, will recommend to the Board of Directors the Coordinator for the Doctoral Dissertation Award Competition two years in advance of the year in which he or she shall serve. (85-4 and 87-1)

The finalists of the Dissertation Award Competition shall be identified prior to the Annual Meeting with the announcement of the winner (and honorable mentions) to be made at the President's Luncheon during the Annual Meeting. (90-1)

The letters of nomination identifying the candidate, the granting institution and major professor will not be shared with dissertation reviewers. (90-1)

Program Chairs are to consider having a technical session within the Annual Meeting where winners and honorable mentions of the Doctoral Dissertation Award 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)

All dissertations submitted for consideration in the dissertation competition must be written in English. (94-1)

The 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)

Instructions for Submissions

- 1.** The dissertation must deal with the development of methodology for, or application of, the decision sciences.
- 2.** The dissertation must have been accepted by the degree-granting institution within the 2005 calendar year. It is not necessary for the degree to have been awarded by the end of 2005. Also, the dissertation may not have been submitted previously to a Decision Sciences Institute dissertation award competition.
- 3.** The submission materials consist of the following:
 - a.** A nominating letter on university letterhead/stationery submitted by the student's major professor. This letter introduces the student, the supervisor of the dissertation, and the degree-granting institution. It also certifies the acceptance of the dissertation by the institution within the required time frame. All contact information for both the author and the major professor should also be stated in the letter.
 - b.** Four copies of a separate statement by the major professor about why the dissertation deserves special recognition.
 - c.** Four copies of a student-prepared summary of the dissertation. This five-to-ten page double-spaced overview should include a description of the problem, the methodology, and the major findings/conclusions. At the top of the first page, the dissertation's major and minor fields should be identified. Major fields typically are accounting, economics, finance, information systems, organizational behavior/design/theory, operations management, and strategy/policy. Minor fields are often simulation, optimization, service sector, quality, quantitative analysis, artificial intelligence/expert systems, experimental design, and so on. The summary should include a 250 word abstract.
 - d.** Four copies of the dissertation, punched and bound using standard Acco flat metal prong fasteners (8-1/2" center to center) and appropriate report covers (do not use a ring binder or any kind of book binding).
- 4.** Because of the blind-review process, it is essential that the author, degree-granting institution, and supervising professor not be identified in items 3b, 3c, and 3d. All acknowledgments or other references that would identify the author, institution, or professors must be removed from the dissertation and all accompanying documents except the nominating letter.
- 5.** Supervising professor and student materials may be submitted together or separately. If the latter is done, the student will also need to include an identifying cover letter.

E. DENNIS E. GRAWOIG DISTINGUISHED SERVICE AWARD

The Institute may present annually a distinguished service award to a Member of the Institute who has provided major service to the Institute over a period of years. The recipient of this award shall be named by the President. (79-1) In 1992, this award was renamed the Dennis E. Grawoig Distinguished Service Award. (92-1)

F. JOURNAL AWARDS

1. A Best Paper Award is to be given for each of the two journals, DSJ and DSJIE, but not to finalists and without a certificate or plaque presented at the Annual Meeting. The respective Editors are to forward nominations to and for final selection by the Publications Committee. A monetary award would be welcomed if a sponsor can be obtained, but not considered necessary. (04-1)
2. A best Associate Editor and best reviewer award will be given for DSJ, with the reviewer nominated by the Associate Editors, and with the Editor making both final decisions. For the DSJIE, an award would be given to the best Editorial Review Board member selected by the Editor. Both journals' awards will be given recognition on the Institute's website, in the journals and with certificates. (04-1)

G. FELLOWS

1. Purpose

The designation of Fellow may be awarded to Members of the Institute in recognition of distinguished achievement in the fields of decision sciences. This designation is for recognition only and does not constitute a class of membership or any other official status in the Institute.*

2. Criteria for Selection

The designation of Fellow is awarded to active supporters of the Institute for outstanding contributions to the fields of decision sciences in at least two of the following categories: 1) research and scholarship, 2) teaching and/or administration, 3) service to the Institute.*

Outstanding service to the Institute is not a requirement for Fellow nominees. (05-1)

The definition of "an active supporter of the Institute" is the following:

An active supporter of the Institute is anyone who has held membership over a period of years, participated in the activities of the Institute, and contributed significantly and frequently to the Institute's endeavors, such as several of the following: presentations of papers at the Institute's meetings, refereeing for those meetings, organizing meetings, tracks or sessions, serving on Ad hoc or standing committees, holding appointed or elected positions and/or contributions to the Institute's publications in terms of refereeing and/or publishing. (05-1)
Membership in the Institute over a period of years is a necessary prerequisite for consideration as a Fellow. (98-1)

3. Nomination and Election

Fellows are nominated by Members of the Institute, recommended by the Fellows Committee, and elected by the Institute's Board of Directors. A nominee for Fellow must not receive more than two negative votes to be recommended by the Fellows Committee and must be approved by two-thirds vote of the Board of Directors to be elected. A Member may nominate no more than two persons as Fellows in a year. No more than 0.4 percent of the Regular membership may be elected as Fellows in any one year.*

All documents related to the nomination of a Fellow candidate must be submitted in electronic form and must be received by the Chair of the Fellows Committee by or before October 1 to be considered in that year. Documents arriving after October 1 will be forwarded to the next Chair of the Fellows Committee and will be considered in the following year.
(06-1)

A candidate cannot be considered for two consecutive years. (05-1)

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

H. MEMORIAL AWARDS

1. Awards honoring persons shall only be made for deceased persons.
2. The person to be honored must have been outstanding in the field of decision sciences. "Outstanding" shall be interpreted to mean that the person has been in the top five percent of persons in the field of decision sciences in terms of his or her contributions to this field.
3. The person must have been a Member of the Institute, and preferably have made some contribution to the Institute.
4. Funds for the award must be raised prior to the establishment of the award, and must be sufficient to yield an annuity of \$250 per year at the current rate of interest.
5. The area covered by the award must be relatively broad, and feasible procedures must be available for implementation. For example, an award for contributions to the decision sciences in the textile field would be too narrow an area, and an award for the best paper in decision sciences published anywhere in the world would not be feasible of implementing.
6. It is intended that these awards be established only occasionally.
7. The establishment of such an award requires the approval of the Board of Directors. (78-5)

I. INSTRUCTIONAL INNOVATION AWARD

(The Instructional Innovation Award is currently sponsored by the Institute, Alpha Iota Delta, and Prentice Hall.)

1. Administration of the Award Selection Process

The Award selection process is administered by the Innovative Education Committee. (88-1)

An operations/planning manual (developed by Ernie Houck) formally documenting the complete Instructional Innovation Award Competition process is provided to the award coordinators by the Home Office. (98-1)

Suggested activities necessary to conduct the Instructional Innovation Award Competition, performed by the Innovative Education Committee chair, committee members, Home Office, and officers are as follows:

December Revision of call for submissions

December/ January	Home Office mails call for submissions to deans and Institute members
January	Call for submissions is published in <u>Decision Line</u>
March	Chair mails committee charge and instructions to committee members
March	Chair logs entries, sends acknowledgments to entrants, prepares evaluation forms, removes identifying pages and wording from entries, sorts submissions into unique groups for review
April 1	Due date for submissions
April 21	Package of submissions sent to each reviewer
May	Chair contacts entrants to determine if they would like to have entry considered for the Innovative Education Track program if not a finalist
May	Reviews received from committee members
May	Chair arranges with Program Chair and Innovative Education Track Chair to allow non-finalists with positive reviews to be included in Track if they desire
May	Top submissions identified. List of semi-final submissions sent to each reviewer with copies of any papers not previously reviewed by that reviewer
May/June	Innovative Education Track sessions assembled from non-finalists with positive reviews wishing to be included in the Track; sent to Track Chair and Program Chair
June	Rankings of top papers received by chair. Finalists identified from rankings
June	Announcement of finalists sent to Home Office and to <u>Decision Line</u> editor
June	Letters sent to all entrants notifying finalists and non successful entrants. Those participating in Innovative Education Track were notified of paper acceptance or rejection
October	Letters sent to Deans and Institutions congratulating them on the success of their faculty member

October	Letter of final information about conference sent to finalists
October	Letter of conference instructions sent to committee members
November	Presentations of finalists at Annual Meeting
November	Innovative Education Committee meeting to select winning entry and discuss changes to call for submissions
November	Winning submission announced at President's Luncheon. Awards presented to winner and finalists
December	Suggested revisions to call for submissions sent to Home Office. Chair prepares announcement of winner for <u>Decision Line</u> . Letter of congratulation sent to winner and winner's Dean. Committee report prepared. Letters of thanks to committee members sent

2. Award Criteria

The Instructional Innovation Award will be based upon the following criteria:

CONTENT: Has the author clearly described the content or substance of the material? Is it a relevant topic to decision sciences and does it capture a broad audience? Is it viewed as important to modern business education? Has the author clearly given the rationale for the innovation?

ORGANIZATION: Is the material or content clearly structured? Is it logical? What are the unique features of the approach? How does it contribute to student learning? Does the author substantiate his/her arguments?

PRESENTATION: Is the presentation of the material clearly described? How well is the material explained or illustrated (through exercises or handouts included, for example)? What is unique about the presentation? How does it make learning more effective? Is there documented evidence of this?

TRANSFERABILITY: Can the material be adapted easily by other professors at other institutions? Does it require special equipment or training?

INNOVATION: Overall, how innovative is this submission? What are the unique features of the approach? Has the author clearly demonstrated or argued the extent of innovation?

DEMONSTRATED EFFECTIVENESS AND SPECIFIC BENEFITS:

Does evidence exist that this innovation has made a difference in student learning or mastery of the material?

ORAL PRESENTATION: Has the author convincingly presented and demonstrated the value and innovativeness of the approach? (89-1)

3. Review Process for the Award

The number of Award finalists was reduced from four to three, effective in 2002. (02-1)

The review process for the Award should be conducted in two phases, one written, and the finalists' presentations at the Annual Meeting. Each reviewer will receive a copy of the full submission. The first review will consist of a review of the summary document. The second and final review will be a review of the full document. Both the written submission and presentation will be considered in the final voting for the award. The Innovative Education Committee (augmented by other individuals as necessary) will conduct the (blind) review process. A carefully selected Committee using multiple reviews should result in high quality finalists and winner. (84-1) and (99-1)

Feedback from the reviewers should be provided to the finalists prior to their presentation. This would enable the presenters to address the concerns of the reviewers and make for better presentations for all concerned. (95-1)

The Innovative Education Committee shall provide a written critique of the finalists' papers, identifying areas for improvement and future efforts. (97-1)

The submission deadline date is April 1st to provide ample time for review.

A suggested scoresheet follows. The majority of the score should be based on the written submission: (89-1)

Title _____.

ID Number _____.

Instructional Innovation Award Scoresheet

Please circle one
Unacceptable Average Excellent

1.	CONTENT			
	Clear description of subject matter	1 2 3	4 5 6 7	8 9 10
	Relevance/importance to decision sciences	1 2 3	4 5 6 7	8 9 10
	Rationale for innovation	1 2 3	4 5 6 7	8 9 10
2.	ORGANIZATION			
	Clear description of organization	1 2 3	4 5 6 7	8 9 10
	Logical structure	1 2 3	4 5 6 7	8 9 10
	Uniqueness	1 2 3	4 5 6 7	8 9 10
	Contribution to learning	1 2 3	4 5 6 7	8 9 10
3.	PRESENTATION TO STUDENTS			
	Clear description of presentation	1 2 3	4 5 6 7	8 9 10
	Explanation/illustration of material	1 2 3	4 5 6 7	8 9 10
	Uniqueness	1 2 3	4 5 6 7	8 9 10
	Effectiveness of learning	1 2 3	4 5 6 7	8 9 10
4.	EFFECTIVENESS AND SPECIFIC BENEFITS OF THE INNOVATIVE APPROACH			
	Overall extent and impact of innovation	1 2 3	4 5 6 7	8 9 10
	Clear demonstration of arguments for innovation	1 2 3	4 5 6 7	8 9 10
5.	TRANSFERABILITY TO OTHER INSTITUTIONS, PROFESSORS, COURSES, ETC.	1 2 3	4 5 6 7	8 9 10

Disposition:

Definitely final three _____.

Should consider further _____.

Should not consider further _____.

Comments:

4. Award Finalists' Presentations

The Award finalists will present at Annual Meetings. The Chair of the Innovative Education Committee and the Program Chair must work together to schedule a time (preferably a two-hour session) and format for the finalists' presentations that is consistent with increased publicity and recognition for the Award. (84-1)

The winner may not be required to present his/her technique at the next year's Annual Meeting. The deletion of this session to be replaced by a session of the presentations of the semi-finalists (the four or so who did not make the finals) will be considered by the Program Chair. (85-1)

5. Publication of the Award-Winning Presentation in Decision Line

Papers based on each of the finalists' submissions will be published in Decision Line provided their content and quality meets with the approval of the Editor of that publication. (98-1)

6. Publicity for the Award Finalists' Presentations

The 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)

Decision Forum, Alpha Iota Delta's publication, should be used to disseminate abbreviated versions of the finalists' papers for the Instructional Innovation Award. (97-1)

7. Review Procedures

The editorial staff of the Decision Sciences Journal and the Decision Sciences Journal of Innovative Education shall have ultimate editorial decision over publication or non-publication of the award-winning article. (88-1) Consideration of a fast track review process for the award-winning paper will not be given. (02-1)

8. Monetary Value of the Award

The dollar amount of the Award for the winner (\$1,500) should remain the same. (83-1) The three finalists each will receive an honorarium of \$375 to defray the costs of presentation incurred by the presenters. The winner of the three finalists receives an additional cash award of \$1,125 for a total of \$1,500. (93-1) The remainder of the sponsorship contributions (\$750) will be split equally among the submissions of the other finalists, regardless of the number of authors for each submission. (03-1 and 06-1) The Innovative Education Committee is allowed to identify co-winners of the Instructional Innovation Award, with the monetary award being equally divided among all winners. (98-1)

9. Procedural Details

If a committee chair's institution does not have the resources to generate forms and other correspondence used in this process, the Home Office will assist in whatever capacity is feasible. (84-1)

The following recommendations from the Innovative Education Committee were accepted:

- a) The Instructional Innovation Award submissions, including appendices, are to be limited to 34 double spaced pages, outlined below, using 11 or 12 pitch characters per inch, to include the following:
 - Title Page (1).
 - Supplemental letter from the submitter's department chair, head or dean attesting to the submission's authenticity (1).
 - Innovation Summary (1).
 - Summary Section (3-7).
 - Expanded Section (less than or equal to 25).
 - Self-addressed, stamped postcard or envelope. (99-1)
- b) Electronic submissions must consist of one document in Microsoft Word or Adobe PDF format, completely contained in one file.
- c) The special session for oral presentations at the Annual Meeting should be scheduled for two hours.
- d) The more `senior` Co-Chair will be designated as "Chair" and the newly appointed Co-Chair will be designated as "Chair Designate". (90-1)
- e) The 1991 Call for submissions was modified to specify the following:
 - : that the competition is limited to College and University innovations
 - : that submissions must adhere to instructions
 - : the inclusion of the entrant's phone number
 - : the entry title and a table of contents on the title page
 - : that the supplemental letter of authenticity accompany the submission, but not be included as part of the document

: that there are possibilities for publication in either Decision Line or Decision Sciences

10. Other Policies

- a) Honorary membership in Alpha Iota Delta is conferred to the winners of the Instructional Innovation Award. [Recommendation from the Ad hoc Committee on Alpha Iota Delta accepted by the Board of Directors. (84-1)]
- b) Regional “Alpha Iota Delta Innovative Education Best Paper Awards” were established with initial implementation at the 1999 Midwest Regional Annual Meeting and incorporation into each of the remaining regions by 2000. The cash award for each winner will be \$100, funded by Alpha Iota Delta. The cost of a plaque for each winner will also be paid by Alpha Iota Delta. (99-1)
- c) Each year, the President of Alpha Iota Delta will make a one minute presentation about the purpose and activities of Alpha Iota Delta in conjunction with the Instructional Innovation Award presentation during the President’s Luncheon at the Annual Meeting. (94-1)
- d) The Instructional Innovation Award Coordinator will work with the Editor of Decision Line to ensure that each finalist in the Instructional Innovation Award Competition has an opportunity to submit a version of their work for publication in Decision Line. (98-1)
- e) 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)
- f) Consideration should be given that each finalist be allocated six pages in the Proceedings, as opposed to a quarter-page abstract. [Executive Committee (02-3)]
- g) The winner(s) shall receive a certificate versus a plaque. (95-1)
- h) A competition for an Instructional Innovation Award at International Meetings may be designed and conducted, similar to the existing award and award process for the Institute’s Annual Meeting. (98-1)

J. BETA GAMMA SIGMA DISTINGUISHED SCHOLAR DESIGNATIONS

(Since 1977, the Institute's President has submitted to the American Assembly of Collegiate Schools of Business International the names of the most recently elected Fellows as nominees for the Beta Gamma Sigma Distinguished Scholar Designations.)

VI. DOCTORAL STUDENT AND NEW FACULTY DEVELOPMENT CONSORTIA

A. DOCTORAL STUDENT CONSORTIUM

(The Doctoral Student Consortium is currently sponsored by the Institute, McGraw/Hill Irwin, and Beta Gamma Sigma with contributions from the Co- Coordinators' institutions.)

1. The primary focus of the Doctoral Student Consortium, which is a part of the Institute's Annual Meeting, is on job placement and professional development. The Consortium is to be held on the first day of the Annual Meeting. (00-1)
2. The Institute's major goal is to promote the Decision Sciences Institute and this is to be considered in the development of all aspects of the programs of the Doctoral Student Consortium and the New Faculty Development Consortium. (02-1)

The editors of the Institute's journals are to be included on any editorial panels for the Doctoral Student Consortium and the New Faculty Development Consortium. (05-4)

3. Attendance at the Consortium is by invitation only, based on a review of the application materials submitted. Submissions will be evaluated and selected by the Consortium Co- Coordinators. In order to qualify for acceptance, each student applicant must be within two years of degree completion and must not have received the doctoral degree by the time of the Annual Meeting. (00-1) Repeat attendance is offered on a space-available basis only. First-time participants receive priority over all second-time applicants. (00-1) Individuals who follow the instructions and meet the criteria will be accepted. There is no additional charge for attending the Doctoral Student Consortium program beyond the regular student registration fee for the Annual Meeting. Each participant at the Doctoral Student Consortium is responsible for his/her own travel, room and board expenses. Customarily, each participant's school provides monetary support for these expenses. (89-1)
4. Beginning in 1987, the Institute moved towards a "tracks oriented" consortium similar to that of the Academy of Management. (86-1)
5. Beginning in 1987, the Consortium was expanded to one and one half to two days. (86-1)

(Since 1995, the Doctoral Student Consortium has been a one-day program.)

6. Beginning in 1987, a goal is to increase the number of consortium participants, subject to budgetary constraints. (86-1)

7. The following recommendations from the 1986-87 Doctoral Student Affairs Committee were accepted by the Board of Directors for consideration by the Consortium Co-Coordinators:
 - Involve many more faculty in the Consortium as resource persons to interact with student participants
 - Name one or more participants as carryover persons to add the perspective of those who have made the transition from student to faculty status
 - Invite a recent doctoral dissertation award competition winner to give a presentation on how to write a top quality thesis
 - Increase the number of participants in the Consortium and promote the consortium to expand participation from a wider range of disciplines
 - Solicit applicants who will have completed their second year of doctoral study
 - Establish career orientation sessions for doctoral students at regional meetings as a regular part of the programs (87-1)
8. The Doctoral Student Consortium should be limited to approximately 100 doctoral students and, if the Consortium becomes too large, a committee will be charged with restructuring the Consortium. The budget for future consortia should be based on the projected number of participants. (90-1)
9. A presentation of information of the role of and opportunities and membership in the regions, Alpha Iota Delta and Beta Gamma Sigma will be made at each Doctoral Student Consortium. (90-1)
10. Annual Meeting participation volunteer forms are to be distributed to Doctoral Consortium participants with the completed forms, sorted by track of interest, forwarded to the next year's Program Chair. (92-1)
11. Instructional innovation should be emphasized. (97-1)
12. More emphasis should be placed on professional development issues rather than interviewing and job search. (98-1)
13. The Coordinator of the New Faculty Development Consortium should speak at the Doctoral Student Consortium. (98-1)

14. Effective in 1999, the Luncheon for the Doctoral Student Consortium is held in conjunction with the New Faculty Development Consortium Luncheon.
15. A Friday night inexpensive reception (with wine and cheese) will be held in the Presidential Suite for the doctoral students to network with each other. (05-4)
16. Follow-up than you letters should be sent to student participants by the Coordinator(s) inviting them to submit papers for the next year's Annual Meeting. (06-4)
17. A special reunion session for past Consortium participants could be held. (06-4)
18. The Consortium is:
 - A program devoted to career development, stressing significant professional issues.
 - Sessions with prominent academicians with discussions on such topics as:
 - career goals,
 - interviewing,
 - developing a professional resume,
 - how to succeed,
 - professional networking,
 - dual careers,
 - standards of performance,
 - evaluation,
 - professional ethics,
 - research strategies,
 - teaching effectiveness,
 - professional presentations,
 - the role of consulting,
 - manuscript reviewing,
 - grants,

- administration,
- promotion and tenure,
- the role of professional organizations such as the Decision Sciences Institute in your professional development,
- how to get involved, and
- the role of the regions in the Institute. (01-1)
- Teaching and/or developing on-line or blended format classes.
- Sessions that students might/should attend.
- Promoting the new-faculty consortium – raise awareness and encourage them to attend in the future.
- Emerging theories in the different disciplines.
- Different learning assurance methodologies.
- Ways that they can become involved in DSI as faculty members (e.g. serving on committees).
- The merits of breadth vs. depth regarding material coverage in Ph.D. programs.
- New teaching formats: on-line and blended formats.
- Applications/uses of new technologies in the classroom.
- Learning assurance methodologies.
- Developing/implementing integrated courses: dos and dont's (05-1)

A program where participation is recognized by means of:

- special recognition in the Institute's placement system
- recognition in the Annual Meeting registration packets
- special designation on meeting name badges
- introduction at the President's Luncheon during the Annual Meeting
- recognition in the Decision Line news publication

Additional topics to be considered by the Coordinator or Co-Coordiators are:

- Managing service commitments as a new faculty member (particularly at teaching institutions, where more service is expected of new faculty members).
- Time Management (example making time for research while preparing for new classes).
- Finding a school that's a good fit (what to consider, and how to give weights to different factors).
- Role of professional service as a junior faculty member. This could be addressed with respect to how to be a good reviewer, and extent of participation in professional meetings.
- Teaching expectations (e.g., differences between research-schools and teaching schools; role of innovative education in teaching, etc). (01-1)

19. The requirements are three copies each of:

1. A current curricula vita, including contact information, email in particular, and major field (two page maximum).
2. A letter of recommendation from the student's Dean, Doctoral Program Director, Department Chair or Dissertation Chair, attesting to the student's qualifications and good progress in the doctoral program.
3. Title of dissertation proposal, or
4. Title of a current research paper.

20. Appointment of the Consortium Coordinator

The Doctoral Student Affairs Committee, in consultation with the Program Chair, will recommend to the Board of Directors the Coordinator or Co-Coordinator of the Consortium two years in advance of the year in which he or she shall serve. (85-1 and 87-4)

The appointment of Co-Coordiators for the Doctoral Student Consortium may be made. (03-1)

B. NEW FACULTY DEVELOPMENT CONSORTIUM

(The New Faculty Development Consortium is currently sponsored by the Institute with contributions from the Co-Coordinator's institutions.)

The Institute's major goal is to promote the Decision Sciences Institute and this is to be considered in the development of all aspects of the programs of the Doctoral Student Consortium and the New Faculty Development Consortium. (02-1)

The editors of the Institute's journals are to be included on any editorial panels for the New Faculty Development Consortium and the Doctoral Student Consortium. (05-4)

The New Faculty Development Consortium Coordinator should consider including sessions, beginning in 1995, in the areas of (1) conducting research while carrying a heavy teaching load; (2) research on the Internet; and (3) researching with limited resources and evaluating them for possible inclusion in future Consortium programs. (95-1). Instructional Innovation should be emphasized. (97-1)

Effective in 1999, the Luncheon for the New Faculty Development Consortium is held in conjunction with the Doctoral Student Consortium Luncheon.

A presentation of information of the role of and opportunities and membership in the regions, Alpha Iota Delta and Beta Gamma Sigma will be made at each New Faculty Development Consortium. (05-1)

In 2003, the New Faculty Development Consortium and the Professional Development Program were combined as the "Professional and Faculty Development Program". Effective in 2004, these programs are to be separate.

The most recent report from the Doctoral Student Consortium Coordinator should be submitted to the current New Faculty Development Consortium Coordinator for use in contacting individuals to attend the New Faculty Development Consortium. [Recommendation from the Executive Committee. (05-1)]

C. ACADEMIC ADMINISTRATOR PROGRAM

(The Academic Administrator program became a regular feature of the Annual Meeting in 1996. It addressed the various issues and problems that confront the department chair and other academic administrators. The program was discontinued in 2001.)