**Call for Proposals**

**The 2017 POD-AAC&U Organizational Development Institute**

**About POD**

The Professional and Organizational Development Network in Higher Education (POD) fosters human development in higher education through faculty, instructional, and organizational development.  POD comprises nearly 1,800 members – faculty and teaching assistant developers, faculty, administrators, consultants, and others who perform roles that value teaching and learning in higher education. While POD members come primarily from the U.S. and Canada, the membership also represents many other countries.

The Professional and Organizational Development Network in Higher Education encourages the advocacy of the ongoing enhancement of teaching and learning through faculty and organizational development. To this end, it supports the work of educational developers and champions their importance to the academic enterprise.  For the full mission statement, see the [POD Network website](http://podnetwork.org/) (http://podnetwork.org).

**Description of the POD-AAC&U Organizational Development Institute**

The organizational development dimension of our work as educational developers recognizes that faculty members are part of a larger system, the dynamics of which affect their behavior as instructors. As educational developers, we seek to influence the structures and processes of the colleges and universities in which we work to create an environment that supports excellence in teaching and student learning and development.

Since 2009, POD has conducted the Organizational Development Institute (ODI) immediately before the AAC&U Annual Meeting. Partnering with AAC&U in this way has been valuable to POD in two main ways:

1) AAC&U’s extensive publicity for the conference has increased the visibility of POD and educational development to the AAC&U membership and conference attendees, which includes a preponderance of higher education administrators, and

2) By leveraging our own resources with AAC&U’s more extensive resources, we have been able to provide a valuable professional development opportunity to our membership through the ODI.

The Institute focuses on the needs of educational developers, faculty and administrators who are leading faculty development initiatives and teaching and learning centers on their campuses.  The Institute may address any number of topics and issues related to organizational development including, but not limited to, the following:

* The mission of teaching centers
* Leadership models in academia
* Partnership strategies for administration and teaching centers
* The role of teaching centers in promoting institutional change
* The role of academic and co-curricular units, university committees, and faculty champions in promoting large-scale change
* The role of teaching centers in promoting collaboration across campus in service to excellence in teaching and learning

**The 2017 AAC&U Annual Meeting**

The 2017 AAC&U Annual meeting will be held Wednesday, January 25 to Saturday, January 28 in San Francisco, CA. The ODI event will be held all day on Tuesday, January 24.

The ODI typically fits well with the theme of the AAC&U Annual Meeting but it is highly recommended that proposal authors pay attention to the meeting theme and consider ways in which their proposed theme for the ODI and the AAC&U Annual Meeting align. The focus of the 2017 meeting will be on the public trust and challenges to higher education. For more information on the meeting theme, please see [AAC&U’s website](http://www.aacu.org/meetings/annualmeeting/AM15/) (http://www.aacu.org).

**Facilitators**

Facilitators of the Institute are experienced POD members with a proven track record in organizational development who ideally have visibility within POD and nationally. A significant role of the presenter is to serve as an ambassador for POD and to assist the organization in the development of our field and organizational reputation. From time to time, individuals who have recognized expertise in organizational development who are not members of POD may co-facilitate with (a) POD member(s).

**Selection Process**

The ODI is selected through a competitive call for proposals process issued to the POD membership and administered by the Professional Development Committee (PDC).

Selection criteria include:

* Proposal aligns to POD’s mission and values as outlined at <http://podnetwork.org/about-us/mission/>
* Consideration is given to the following topics (or like topics) suggested in the CFP:
	+ The mission of teaching centers
	+ Leadership models in academia
	+ Partnership strategies for administration and teaching centers
	+ The role of teaching centers in promoting institutional change
	+ The role of academic and co-curricular units, university committees, and faculty champions in promoting large-scale change
	+ The role of teaching centers in promoting collaboration across campus in service to excellence in teaching and learning
* Proposal is aligned with or considers the 2017 AAC&U meeting theme
* Facilitators of the Institute are experienced POD members with a proven track record in organizational development who ideally have visibility within POD and nationally
* Facilitators are ideal ambassadors for POD and will likely assist the organization in the development of our field and organizational reputation
* Co-facilitators who are not POD members have recognized expertise in organizational development
* Proposed agenda is highly interactive and includes significant time for networking among participants
* Sound instructional strategies are proposed
* Rationale for proposed strategies and formats is made clear and align with the purpose of the ODI

It is possible to submit a proposal for both the POD conference and the ODI with appropriate revisions to fit the scope of this opportunity. The PDC will accept:

* Proposals that were accepted for POD conferences in previous years
* Double submissions (proposals being submitted for the current POD conference and the AAC&U opportunity), and
* New proposals that have not been through the POD conference review process.

The PDC will notify successful applicants of their selection with a letter in June. The PDC will then work with the presenter(s) to ensure that the session is highly interactive and includes significant time for networking among participants.  Past feedback from evaluations indicates that attendees highly value time spent gaining insight from their colleagues. In addition, the PDC will work with presenters to establish the start and end times for the ODI and other organizational details.

**Honoraria and Travel Expenses**

Representing POD at the AAC&U Annual Meeting is viewed as an honor and an important service to the POD membership and field at large. In the spirit of volunteerism, representatives do not receive an honorarium.  Since the ODI is strictly speaking not part of the AAC&U conference, facilitators do not receive complimentary conference registration for the AAC&U conference. If desired, the POD President will provide a letter of invitation, which previous facilitators have used to secure support for their travel from their institutions. In accepting the invitation to represent POD at this event, presenters accept the conditions described and in this document.

**Target Audience**

The target audience for the ODI is complex.  Historically, the attendees are administrators who are tasked with creating a faculty development center or who have relatively new faculty development efforts on their campuses, faculty members who have dual appointments on their campuses and work at their teaching and learning centers, full-time educational developers leading institutional initiatives within their centers, or individuals who are tasked with starting or leading new centers. Data from past ODI events shows that the audience is typically a relatively even mixture of attendees who are familiar with POD and attendees who are new to our organization. The Institute is not intended as an introduction to faculty development, but rather a starting point for more complex conversations regarding campus-wide organizational change. The Getting Started Pre-Conference Workshop at the annual POD conference in Louisville, Kentucky this November and the POD Institute for New Faculty Developers in 2017 are excellent professional development opportunities for new faculty developers. The POD Leadership Development Institute is held every other summer and provides another opportunity for those who are interested in creating leadership development opportunities for academic administrators and faculty.

**Submission guidelines**

The following information must be included for the proposal to be considered complete.  A FAQ resource document is attached should you have additional questions about the submission process.

Applications should be sent to Martin Springborg at martin.springborg@gmail.com by **Friday, June 17th**as an email attachment.   Proposals submitted in hard copy form or incomplete proposals will not be considered by the review committee.

For information on past POD-AAC&U Organizational Development Institutes, please consider reviewing them on the POD website:

* [2013 POD ODI information](https://www.aacu.org/meetings/annualmeeting/AM13/PODNetwork.cfm)
* [2014 POD ODI information](http://www.aacu.org/meetings/annualmeeting/AM14/PODNetwork.cfm)
* [2015 POD ODI information](http://podnetwork.org/event/2015-pod-aacu-odi/)
* [2016 POD ODI information](http://podnetwork.org/event/2016-podaacu-organizational-development-institute/)

Proposers should note that the ODI has been organized in multiple formats over the years and could be proposed for a larger audience or a smaller group, depending on the goals of the proposed Institute. If facilitators propose a session targeted to a small group, the PDC recommends hands-on activities with no technology as the multimedia expenses are likely to exceed the registration revenue.

The PDC will notify successful applicants of their selection with a letter in June.

**Required Information:**

**Name of Proposed Facilitators**, includingtitles, institutional affiliations, contact information (including email address), POD membership status, and brief description of experience relevant to the ODI. **Please note primary contact person**.

**Description and Rationale for the Proposed Topic of the Institute** (Please review suggested topics in the earlier section of the CFP above).

**Overview of the Proposed Program.** Feedback from past participants indicates that an interactive format with significant time allotted to small group interaction is preferred. Proposals should indicatea strategic balance of presentation and interactive, hands-on experiences. Facilitators should also provide ample opportunity for participants to think about the topic of the ODI in the context of their own institutions. Proposals should indicate whether their proposals are aimed at a larger group (more than 25 attendees) or a small audience (less than 25), and give supporting rationale.

**AAC&U/POD ORGANIZATIONAL DEVELOPMENT INSTITUTE (ODI)**

**Frequently Asked Questions**

**What is the average registration for the ODI?**

Registration of past institutes has been approximately 25-30 attendees.

**How is the ODI publicized?**

The ODI is not officially a part of the AAC&U Annual Meeting and is considered to be a pre-meeting event held in conjunction with the Annual Meeting.  There are typically two POD-sponsored sessions held as a part of regular AAC&U Annual Meeting events. AAC&U generously publicizes all three events and there are significant opportunities to market the event at the annual POD conference as well.

**How do participants register for the ODI?**

Participants register through the POD website.  Registration in past years has opened immediately after the close of the annual POD conference.

**May we include a discounted book as a part of the ODI?**

It is a great idea to offer attendees a discount on a related book.  You can offer registrants a copy as a part of their registration fee and arrangements can be made with Hoag Holmgren, POD Executive Director for purchasing and delivery to the hotel.

**Who handles communications with AAC&U?**

Hoag Holmgren and a representative from the Professional Development Committee handle communications with AAC&U and with the hotel.

**Who handles other details related to the ODI?**

You and your co-facilitators are responsible for other details related to the ODI such as the program and copying of handouts. If you are unable to arrange for copying through your institution, POD can reimburse you for copies.  Facilitators of past ODI events are asked to prepare a one-page flyer about the Institute for advertising of the event at the POD conference.  The PDC will assist with arrangements for the flyer and distribution at the conference.