



Timeline:

Proposals due June 12

Review meeting June 19

Notification letters sent June 20

### **Call for Proposals**

#### **The 2018 POD-AAC&U ORGANIZATIONAL DEVELOPMENT INSTITUTE**

#### **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. The 2018 AAC&U Annual meeting will be held January 24-27 in Washington, DC. The ODI event will be held all day on Tuesday, January 23.

#### **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 2018 AAC&U meeting theme **Can Higher Education Recapture the Elusive American Dream?**
- 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:

1. Proposals that were accepted for POD conferences in previous years
2. Double submissions (proposals being submitted for the current POD conference and the AAC&U opportunity), and
3. 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 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 2018 AAC&U Annual Meeting**

The 2018 AAC&U Annual Meeting will be held in Washington, DC on January 24-27. The POD-AAC&U Organizational Development Institute is traditionally scheduled for a full day immediately prior to the AAC&U i.e.,: Tuesday, January 23

Proposal authors should pay attention to the meeting theme and consider ways in which their proposed topic for the ODI and the AAC&U Annual Meeting align. This year's theme is **Can Higher Education Recapture the Elusive American Dream?**

." For more information, please see [AAC&U's website](http://www.aacu.org) (<http://www.aacu.org>).

### **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>).

## **The POD-AAC&U ORGANIZATIONAL DEVELOPMENT INSTITUTE**

### **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 Jim Berg at [Jberg@bmcc.cuny.edu](mailto:Jberg@bmcc.cuny.edu) by Monday, June 12 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 previous institutes on the POD Network web site. Proposers should note that the ODI has been organized in multiple formats over the years and could be proposed for a small group (under 25) or a large group (25 and over), 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.

#### **Required Information:**

**Name of Proposed Facilitators, Titles, 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. Describe connection to AAC&U Annual Meeting theme.

**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 indicate a 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.