Governance Manual

Introduction

This *Governance Manual* was first prepared in 1995 in response to the growing needs and complexity of conducting the organizational business of the POD Network. As the scope of activities, programs, committees, and practices have developed or changed, revisions have been made in accord with the policies.

Our bylaws, mission statement, and guidelines exist to guide the officers, Executive Director, the Core Committee, and Chairs of the standing committees, affinity groups, and special interest groups in conducting the business of the organization and facilitating its efficient conduct from year to year. These documents are regularly reviewed to assure their accuracy and relevance.

Any member of the POD Network may bring recommendations for changes to this *Governance Manual* forward at any time. They should be submitted to the Past President and will be reviewed by the Governance Committee. If recommended for adoption by the Governance Committee, changes will be considered for final adoption by the Core Committee.

This version contains all proposed changes approved by the Core Committee at the June 4, 2024, Core Committee meeting.

Carol Hurney
Past President, 2023-2024
Chair, Governance Committee, 2023-2024

Core Committee Approved Updates:
June 4, 2024
November 15-16, 2023
August 22, 2023
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Article A: Corporate Name, Principal Office, and Seal

I.A.1. Name of the Corporation

The name of the corporation is the Professional and Organizational Development Network in Higher Education, Inc. (also herein referred to as the POD Network), a self-governing organization incorporated under the laws of the State of Georgia as recorded and filed on July 20, 1998.

I.A.2. Principal Office

The principal office of the POD Network shall be located at such address as the Core Committee may determine from time to time.

I.A.3. Corporation Seal

The corporate seal shall have the name of the POD Network and have inscribed thereon the words, "Corporate Seal." The seal may be changed at the pleasure of the Core Committee.

I.A.4. Corporate Purpose

The POD Network is a not-for-profit, tax-exempt corporation organized under the laws of the State of Georgia. The purpose for which the POD Network was organized is to be authorized to engage in any and all lawful activities permitted under the Georgia Nonprofit Corporation Code from time to time. The POD Network is to be operated exclusively as permitted under the Internal Revenue Code §501 (c)(3). The POD Network shall generally carry out its purpose of support of such permissible activities by offering the following means of support only to qualified entities and/or persons: seminars and written materials to aid professional educators as such programs are allowable under the Internal Revenue Code §503(c)(3). Without limiting the generality of the foregoing, it is the mission of the POD Network to foster human development in higher education through faculty, graduate student, instructional, and organizational development.

The three purposes of the POD Network are:
- (a) To provide support and services for its members through publications, conferences, consulting, and networking.
- (b) To offer services and resources to others interested in educational development.
- (c) To fulfill an advocacy role. Here we define advocacy as:
  - (1) Intentional efforts to have the POD Network be visible and represented at conversations and decisions related to educational development.

(2) Statements of support, concern, or endorsement of a particular position that addresses the organizational mission, one or more POD Network values, or significantly impacts the work of the vast majority of members.

I.A.5. Dedication of Assets of Corporation

In the event of the total or partial liquidation or dissolution of the POD Network, the POD Network shall not distribute money or property which is in excess of its debts and liabilities to any individual, corporation or other institution. The POD Network may distribute money or property in partial or total liquidation to another organization which qualifies under the Internal Revenue Code §501(c)(3) if such other organization is required to use such funds in a manner in keeping with the purpose of this Corporation and such distribution would not cause the loss of the Code §501(c)(3) exemption of this Corporation. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes. Notwithstanding anything in these Bylaws or the Articles of Incorporation to the contrary, the POD Network, acting by and through its officers, directors, and members shall not engage in any activity, either in the name of the POD Network or by utilizing any funds or property of the POD Network, which would be in violation of the purpose and/or intent of section 501(c)(3) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof, including, but not exclusively, the following specific prohibitions:

(a) enter into any organization, whether by formation, purchase or contribution or another form of ownership, whose purpose is pecuniary gain or profit; and

(b) cause the POD Network to issue, sell, trade or cause any security (such as shares, participation interests, stocks, bonds, options, warrants or other instrument) for the purpose of transferring any property of this Corporation for pecuniary profit or gain, except that the POD Network may sell, pledge or exchange any of the assets of this Corporation for the sole purpose of acquiring new assets to be used in the furtherance of the purposes of this Corporation or for the payment of operational expenses; and

(c) to distribute money or property to any individual, corporation or other institution in the form of a distribution of profits or dividend, except that the POD Network may distribute money or property to another organization which qualifies under section 501(c)(3) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof, if such other organization is required to use such funds in a manner keeping with the purpose of this Corporation and such distribution would not cause the loss of the 501(c)(3)

exemption of this Corporation, if any, or of the organization receiving the funds; and

(d) to distribute money or property in partial or total liquidation of this Corporation to any individual, corporation or other institution, except that the POD Network may distribute money or property in partial or total liquidation of this Corporation to another organization which qualifies under section 501(c)(3) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof, if such other organization is required to use such funds in a manner in keeping with the purpose of this Corporation and such distribution would not cause the loss of the 501(c)(3) exemption of this Corporation, if any, or of the organization receiving the funds; and

(e) to utilize any money, property, facilities, employees or the income of the POD Network to engage in any attempt to influence legislation or participate in any political campaign on behalf of any candidate or political party seeking nomination or election to any public office; and

(f) to utilize the name of the POD Network, any money, property, facilities, employees, or income of the POD Network to carry on any activity which:

(i) is not permitted to be carried on by an organization exempt from federal and/or state income taxation or the corresponding provision of any future United States Internal Revenue Law or State of Georgia Revenue Law; or

(ii) is not permitted to be carried on by an organization to which the contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1986, as amended to date, and including any subsequent amendments thereto or any successor sections thereof; and

(g) any other provisions of this instrument notwithstanding, the directors, officers and/or members will not engage in any act of self-dealing as defined in section 4941(d) of the Internal Revenue Code, or corresponding section of any future federal tax code.

I.A.6 Use of the Corporate Name

The corporate name of the Professional and Organizational Development Network (otherwise known as POD Network) shall not be used for any purpose without the

express authorization of the Core Committee. This includes, but is not limited to, the use of the corporate name in publications, events, endorsements, educational activities, and any public statements. Unauthorized use of the corporate name may result in disciplinary action, up to and including termination of membership or employment.

Only formal entities of POD Network, as described in the Bylaws of this Governance Manual can produce events or publications under the POD Network name and brand and carry out our expressed purpose as a 501(c)(3), as described in section I.A.4. Corporate Purpose. POD Network entities with authority to act as the POD Network include the Executive and Core Committees, other Standing Committees, *To Improve the Academy*, Special Interest Groups (SIG), the Executive Director, and POD Office staff.

Article B: Core Committee and Executive Committee

I.B.1. Powers
The activities, affairs, and property of the POD Network shall be managed, directed, controlled by, and vested in a Board of Directors (hereinafter referred to as the Core Committee).

I.B.2. Number of Core Committee Members
The number of Core Committee members shall be no fewer than that required by law and no more than 21 persons, including the President, President-Elect, and Past President. Additionally, the Executive Director and one of the *To Improve the Academy* editors-in-chief are both *ex officio*, non-voting members of the Core Committee, and the Finance Chair may be an ex officio, voting member of the Core Committee if not a current Core Committee member. Core Committee members shall hold office until they resign, are removed, or until their successor has been elected. Core Committee members must have been members of the POD Network for at least three years prior to their election.

I.B.3. Election of Core Committee Members
Core Committee members are to be elected for three-year terms by a vote of the membership. Nominations for the position of Core Committee member will be made by self-nomination from the membership of the POD Network. Incumbent members of the Core Committee must sit out at least one year before self-nominating for an additional term. Newly elected Core Committee members take office at the start of the fiscal year, July 1.

I.B.4. Executive Committee
An Executive Committee shall have and exercise the authority of the Core Committee in the intervals between the meetings of that body. The President shall serve as Chair of the Executive Committee. The Executive Committee shall be composed of the President, the Past President, the President-Elect, and the Chair of the Finance Committee. The Executive Director is an ex-officio non-voting member. The Executive Committee will hold regular meetings throughout the year.

The Executive Committee shall convene a minimum of two Core Committee meetings per year to address the business of the POD Network.

The Executive Committee may convene additional virtual Core Committee meetings, as needed and agreed upon by the Core Committee.

I.B.5. Regularly Scheduled Meetings

The Core Committee shall hold at least two business meetings per year. The first meeting is typically held in the late spring/early summer (March - June). The second meeting typically coincides with the fall annual conference. These meetings are intended to be in person but may be conducted virtually if necessary. Efforts will be made to enable individual members who are unable to attend in person to participate from a distance, as determined and accepted by the Core Committee.

I.B.6. Special Meetings

Special meetings of the Core Committee may be called by or at the request of the President or any group of five Core Committee members. Special meetings may be held virtually, typically synchronously online.

I.B.7. Quorum

A simple majority of the members of the Core Committee shall constitute a quorum.

I.B.8. Manner of Acting

The act of a majority of the Core Committee members present at a meeting at which a quorum is present shall be an act of the Core Committee.

I.B.9. Vacancies

Any vacancy in the Core Committee may be filled by a majority vote of the members of the Core Committee. Candidates to fill the vacancy for the duration of the term shall be recruited following the guidelines in Section IV.A.2.

I.B.9.1. Resignation

Should a Core Committee member be unable to complete a term, the Governance Committee, in consultation with the Executive Committee, will determine if a replacement is needed before the next general election.

I.B.10. Removal

Core Committee members who miss two regularly scheduled Core Committee business meetings must petition the Core Committee in writing before being able to continue as a Core member.

A Core Committee member may be removed from the Core Committee for cause. If such an action is being brought before the Core Committee, the member and the Core Committee (as a whole) shall receive written notification of cause from the President and/or Executive Director at least seven days prior to the meeting during which removal is on the agenda. That meeting may be either a special meeting or may occur at a regularly scheduled Core meeting. A 2/3 majority vote of the Core membership is required for removal.

I.B.11. Committees and Special Interest Groups (SIGs)

The Core Committee may designate and approve new committees and SIGs by a majority vote of the Core Committee.

Each committee or SIG shall consist of at least one Core Committee member acting as a Chair or Core Representative, plus additional members of the POD Network. Committees and SIGs shall be responsible to the Core Committee and shall be assigned a Presidential Liaison. Committees and SIGs shall report semi-annually to the Core Committee and Executive Committee. Committees and SIGs may make budget requests.

I.B.11.1. Ad Hoc Committees

Ad Hoc Committees may be created by the Core Committee to respond to a specific, short-term charge. Unlike standing committees, ad hoc committees disband once their charge is fulfilled. While active, ad hoc committees shall report semi-annually to the Core Committee and Executive Committee.

I.B.11.2. Administrative and Operational Committees

The administrative and operational committees fulfill a range of functions, from providing oversight for key organizational functions to performing research on the organization itself. Each committee shall have a written charge approved by the Core Committee.

I.B.11.3. Special Interest Groups

SIGs provide forums for individuals drawn together by a common interest and bring expertise on specific topics to the attention of the broader membership and field. New SIGs are formed by petition and vote of the Core Committee, per section IV.B.1.4.

I.B.11.4. General Responsibilities of Committee and SIG Chairs

Chairs are responsible for overseeing and organizing the work of the group, communicating and consulting with Core and the Executive Committee, submitting semi-annual reports to Core, and carrying out the duties of the chair.

Article C: Officers and Personnel

I.C.1. Number and Eligibility of Officers
The officers of the POD Network shall be a President, Past President, President-Elect, and Finance Chair. Presidential officers must be members of the POD Network and must have served on the Core Committee within the last five years. The Finance Chair must be a member of the POD Network and a member of the Finance Committee before being appointed. Other officers and assistant officers deemed necessary may be elected or appointed by the Core Committee. No presidential officer may be re-elected to serve successive terms.

I.C.2. Election and Term of Office
The President-Elect is elected by the Core Committee at one of the Core Committee meetings or by written or electronic ballot. The presidential officers succeed to the next position at the completion of their one-year terms. The Finance Chair serves a 2-year term after serving as Chair-Elect for 1 year. The Chair-Elect is appointed by the President, with input from the Executive Committee and approved by Core. The officers will assume their new roles office at the start of the fiscal year, July 1.

Each officer shall hold office through the term of office, i.e., until a successor has been duly appointed or elected or until he/she resigns or shall have been removed from office in the manner hereinafter provided.

I.C.3. Removal of Officers
Any officer or agent elected or appointed may be removed by the 2/3 majority vote of the Core Committee whenever in their judgment the best interests of the POD Network will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Appointment of an officer or agent shall not itself create contract rights.

I.C.4. Vacancies
Any vacancy in the Executive Committee may be filled according to defined election or appointment processes for President or Finance Chair, by a majority vote of the members of the Core Committee. The Core Committee should make recommendations of candidates to fill the vacancy for the duration of the term. Presidential candidates must meet the requirement of having served on the Core Committee in the past five years. This action may be taken at a regularly scheduled meeting or by electronic means.

I.C.5. Executive Director

The Core Committee shall hire the Executive Director. The Executive Director is responsible for those duties written and approved by the Core Committee). The duties and responsibilities of the Executive Director may be shared by two or more individuals; in this situation, one person will be designated as having primary responsibility.

The Executive Director shall serve as an ex officio, non-voting member of the Core Committee, the Executive Committee, the Finance Committee, the Conference Committee, the External Partnerships and Outreach Committee, and the Governance Committee. The Executive Director shall be paid by the POD Network and shall report to the President. An annual evaluation of the Executive Director's performance shall be carried out by the President, in collaboration with the Past President and the President-Elect. Increases in salary and/or benefits will be considered annually by the Core Committee in collaboration with the Finance Committee.

I.C.6 Additional Personnel

Individuals in the position of Manager or above may serve as ex officio, non-voting members of administrative and selected operational committees, based on their specific job descriptions and the organization's needs. These roles are affirmed by the Core Committee at its annual budget meeting.

Article D: Members

I.D.1. Membership and Classes of Members

Any person interested in the purposes and objectives of the organization may become a member upon payment of dues as provided for in Section I.D.2. in these Bylaws. The classes of membership shall be determined by the Core Committee to best attain the objectives of the organization. The criteria for membership will be any person interested in furthering the purposes for which the POD Network was formed, regardless of race, color, national origin, ancestry, ethnicity, culture, religion or creed, sex, disability, age, sexual orientation, mental health, military status, gender identity and expression, or any other unlawful criterion or circumstance. Nothing contained herein to the contrary withstanding, no member will gain any legal, equitable or proprietary rights whatsoever to any of the assets of the POD Network. Occasionally with the approval of the Core Committee, the POD Network finds it necessary to pay POD Network members to do special projects on behalf of the organization; paying for this work does not contravene this bylaw.

I.D.2. Annual Dues

The amount of the dues per year shall be based upon a recommendation by the Membership Committee, the Finance Committee, and/or the Executive Committee. It will be established by a simple majority vote of the Core Committee.

I.D.3. Membership Year

The membership year shall be as determined by the Core Committee.

I.D.4. Member Benefits

The Core Committee may designate the benefits of membership, including subscriptions to such publications as may be determined by the Core Committee. The Core Committee shall publish information on types of membership, attendant privileges, dues, and publications.

I.D.5. Members' Meeting

Provision shall be made for an open meeting to be held at each annual conference to share highlights and information with the membership or to review matters of policy and program priorities of the POD Network.

I.D.6. Voting of Members

All members shall be able to vote electronically on all matters presented to the members by the Core Committee. A quorum shall consist of 10% of the total membership.

I.D.7. Voting for Core Committee Members

All members shall be eligible to vote in the election of Core Committee members. Voting by paper or electronic ballot shall be allowed.

Article E: Fiscal Year

The fiscal year of the POD Network shall be as determined by the Core Committee, as detailed in Section III.B.1.1. of the Guidelines.

Article F: Waiver of Notice

Whenever any notice is required to be given to any Core Committee member of the POD Network under the provisions of these Bylaws or under provisions of the Articles of Incorporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article G: Loans

No personal loans shall be made by the POD Network to its directors, officers, or members.

Article H: Miscellaneous

I.H.1. Appointment of Agents
The President shall be authorized and empowered in the name and as the act and deed of the POD Network to:
- name and appoint general and special agents, representatives, and attorneys to represent the POD Network in the United States or any foreign country or countries, and
- name and appoint attorneys and proxies to vote any shares of stock in any other corporation at any time owned or held of record by the POD Network, and
- prescribe limits, and define the powers and duties of such agents, representatives, attorneys, and proxies and make substitutions, revocation, or cancellation in whole or in part of any power or authority conferred on any such agents, representatives, attorneys, and proxies, and
- make substitutions, revocation, or cancellation in whole or in part of any power or authority conferred on any such agents, representatives, attorneys, or proxies.

All Powers of Attorney or instruments under which such agents, representatives, attorneys, or proxies shall be so named and appointed, shall be signed and executed by the Executive Director or, at the Executive Director's discretion, the President, and

the corporate seal shall be affixed thereto. Any substitution, revocation or cancellation shall be signed in like manner, provided always that any agent, representative, attorney, or proxy when so authorized by instrument appointing them may substitute or delegate their powers in whole or in part and revoke and cancel such substitution or delegation. No special authorization by the Core Committee shall be necessary in connection with the foregoing, but this Bylaw shall be deemed to constitute full and complete authority to the officers above designated to do all the acts and things as they deem necessary or incidental thereto or in connection therewith.

I.H.2. Indemnification

The POD Network shall indemnify its directors and officers as follows:

(a) Under the circumstances prescribed in paragraph (c) and (d) of this section, the POD Network shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than by action by or in the right of the POD Network) by reason of the fact that this person is or was a director, officer, employee or agent of the POD Network or is or was serving at the request of the POD Network as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or another enterprise against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually or reasonably incurred by them in connection with such action, suit or proceedings, if this person acted in a manner they reasonably believed to be in or not opposed to the best interest of the POD Network and, with respect to any criminal action or proceeding, they had no reasonable cause to believe their conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon the plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in a manner which they reasonably believed to be in or not opposed to the best interest of the POD Network, and with respect to any criminal action or proceeding, had reasonable cause to believe their conduct was unlawful.

(b) Under the circumstances provided in paragraph (c) and (d) of this section, the POD Network shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the POD Network to procure a judgment in its favor by reason of the fact he/she is or was a director, officer, employee or agent of the POD Network, or is or was serving at the request of the POD Network, partnership, joint venture, trust or another enterprise,

against expenses (including attorney's fees) actually and reasonably incurred by them in connection with the defense or settlement of such action or suit, if they acted in good faith and in a manner they reasonably believed to be in or not opposed to the best interests of the POD Network, except that no eminent indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of their duty to the POD Network unless and only to the extent to the Court in which such action or suit was brought shall determine upon application that, despite the adjudication liability but in view of all the circumstances of the case, such a person is fairly and reasonably entitled to indemnity for such expenses which the Court shall deem proper.

(c)   To the extent that a director, officer, employee, or agent of a corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in paragraphs (a) and (b) of this section or in defense of any claim, issue, or matter therein, they shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by them in connection therewith.

(d)   Except as provided in paragraph (c) of this section and except as may be ordered by a Court, any indemnification under paragraphs (a) and (b) of this section shall be made by the POD Network only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because they have met the applicable standard of conduct set forth in paragraphs (a) and (b). Such determination shall be made (1) by the Core Committee by a majority vote of the quorum consisting of directors who were not parties to such action, suit or proceeding, or (2) if such a quorum is not obtainable, or, even if obtainable, if a quorum of disinterested directors so directs, by the POD Network in a written opinion, or (3) by the affirmative vote of a majority of the members entitled to vote thereon.

(e)   Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the POD Network in advance of the final disposition of such action, suit or proceeding as authorized by the Core Committee in the specific case upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount unless it shall ultimately be determined that they are entitled to be indemnified by the POD Network as authorized in this section.

(f)   The indemnification provided by this section shall not be deemed exclusive of any other rights, in respect of indemnification or otherwise, to which those

seeking indemnification may be entitled under any Bylaw or Resolution approved by the affirmative vote of the holders of a majority of shares entitled to vote thereon taken at a meeting the notice of which specified that such Bylaw or Resolution would be placed before the members of the POD Network, both as to action by the director, officer, employee or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

(g)   The POD Network may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the POD Network or is or was serving at the request of the POD Network as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against them and incurred by them in any such capacity, or arising out of their status as such, whether or not the POD Network would have the power to indemnify him/her against such liability under the provisions of this section.

(h)   If any expenses or other amounts are paid by way of indemnification, otherwise than by court order or by an insurance carrier pursuant to insurance maintained by the POD Network, the POD Network shall, not later than the next meeting of the members of the POD Network, unless such meeting is held within three (3) months from the date of such a payment and, in any event, within fifteen (15) months from the date of such payment, send by email to its members of the POD Network of record at the time entitled to vote for the election of directors, a statement specifying the persons paid, the amounts paid, and the nature and status at the time of such payment of the litigation or threatened litigation.

I.H.3. Limitations on Salaries and Benefits

The POD Network is empowered to employ attorneys, real estate brokers, accountants, and other agents and employees, if such employment is deemed necessary for the purpose of the POD Network and to pay reasonable fees that are ordinarily paid such independent contractors and agents and salaries, wages, together with other fringe benefits or other forms of compensation (housing, transportation and other allowances) paid to or provided to POD Network employees, Officers and/or Directors so as not to exceed a value which is reasonable and commensurate with the duties and working hours associated with such employment and with the compensation ordinarily paid persons with similar positions or duties.

I.H.4. Strategic Planning

A strategic planning exercise will take place at least every seven years, at which time, the current Strategic Plan will be assessed and evaluated. Following this assessment, the mission statement of the organization will be re-evaluated, and a new Strategic Plan will be developed.

I.H.5. External Partnerships

The POD Network embraces and advances appropriate partnerships with other organizations or companies whose work supports the field of educational development within higher education.

POD Network partnerships may take several forms: short-term, often *project-based collaborations*; longer-term *professional affiliations* with other academic organizations; or reciprocal *contractual relationships* with businesses or corporate entities.

Article I: Amendments

The Bylaws of the POD Network may be altered, amended, or repealed, and new Bylaws may be adopted by the Core Committee of the POD Network at any annual or special meetings of the Core Committee, provided that two-thirds (2/3) of the members of the Core Committee present and voting ratify the proposed changes. The above notwithstanding, the Bylaws of the POD Network may not be amended in any manner which makes the provisions thereof in contradiction to or in violation of I.A.4 (Corporate Purpose) and I.A.5 (Dedication of Assets of Corporation).

Approved and ratified the 21st day of August 1998.
    Amended, October 14, 1998.
    Amended, March 10, 2018.
    Amended, June 10, 2021.
    Amended, June 14, 2022.
    Amended, November 16, 2022
    Amended, June 13, 2023
    Amended, June 4, 2024.

Section II: Vision, Mission, Values, and Strategic Plan
(Reviewed and approved by the Core Committee, October 2018.)

The POD Network believes that people have value, as individuals and as members of groups. The development of students is a fundamental purpose of higher education and requires effective advising, teaching, leadership, and management for its success. Central to the POD Network philosophy is lifelong, holistic, personal, and professional growth.

Article A. Vision

The POD Network envisions that all post-secondary institutions value, support, and reward the work of their educators, scholars, and leaders, with an emphasis on teaching as a core scholarly activity, informed by research and reflection, and resulting in success for all students.

Article B. Mission

The POD Network exists to provide professional development and a community of practice for scholars and practitioners of educational development, and to serve as a leading voice on matters related to teaching and learning in higher education.

Article C. Values

The work and decisions of the POD Network are informed by its commitments to:
- Collaboration: The POD Network strives to be collaborative and collegial, with distributed leadership as the basis for governance structures and operations. Sharing resources and expertise are hallmarks of member interactions.
- Equity: The POD Network strives to be transparent and inclusive, with ongoing efforts to promote equitable access and involvement, eliminate systemic inequities that result from biases, and support members in advancing social justice. The organization is strengthened by and committed to expanding diversity among and on behalf of members.
- Evidence: The POD Network strives to ground practices and decisions in evidence, adapt and reuse proven methods, and innovate to improve upon prior work. Diverse forms of evidence, a variety of inquiry methods, and a basis in theory are recognized as valuable and essential.

Article D. Strategic Plan

The current Strategic Plan (2018-2023), adopted by the Core Committee in October 2018, furthers POD Network strategic priorities and goals, as well as associated actions and implementation. Priorities and goals are outlined briefly here:

Strategic priorities, enacted across all strategic goals:
- Diversity and Inclusion
- Evidence-based Practice

Strategic goals:
- ENHANCE MEMBER BENEFITS: Improve opportunities and resources for POD Network Members. Provide more useful and timely services—in person, online, and throughout the year—to advance member networks and efforts in the field of educational development.

- ELEVATE EDUCATIONAL DEVELOPMENT: Raise the profile of the POD Network's standing, authority, and leadership as a voice on educational development. Proactively contribute to the recognition and advancement of the field of educational development.

- BUILD ORGANIZATIONAL CAPACITY: Update and expand the POD Network organizational capacity to better meet its goals to enhance member benefits and elevate the field, and to support enactment of diversity and inclusion initiatives and evidence-based practices.

Section III. Policies, Guidelines, & Members

This section of the Governance Manual describes policies adopted by the Core Committee and other standing committees and special interest groups in order to implement the Bylaws and to carry out the work of the organization. Procedures may be changed as needed, as long as they remain consistent with the Bylaws. The organization of the Guidelines should reflect the organization of the Bylaws.

Article A: General Policies and Procedures

III.A.1. Non-Discrimination and Anti-Harassment Policy

The POD Network is committed to creating and maintaining a safe, professional environment free of discrimination and harassment. The POD Network expressly discourages and, where possible, prohibits its employees, contract workers, volunteers, and members from engaging in discrimination or harassment, including that based on race, color, national origin, ancestry, ethnicity, culture, religion or creed, sex, disability, age, sexual orientation, mental health, military status, gender identity and expression, or any other unlawful criterion or circumstance.

This policy applies at all POD Network hosted or sponsored events or forums, whether online or in person; online could include discussion groups, email, texts, instant messages, or communications via new media of any kind.

All POD Network members are responsible for complying with this policy. Members at every level of the organization will receive a link to this policy when joining and upon annual membership renewal. Conference attendees will also receive a link to the policy.

The POD Network strictly prohibits verbal, physical, or visual conduct that shows an aversion or hostility towards an individual based on the above characteristics, and that has the purpose or the effect of:
- Creating an intimidating, hostile, or offensive environment
- Unreasonably interfering with an individual's performance or ability to carry out a task
- Adversely affecting an individual's employment or volunteer status within the POD Network
- Causing a fellow member of the POD Network to rescind membership or consider rescinding membership.

The following list, while not exhaustive, includes examples of unacceptable behavior: slurs, jokes, threats, or derogatory comments relating to the characteristics noted

above. Examples of inappropriate physical harassment that violate this policy include, but are not limited to, assault, unwanted touching, or impeding or blocking movement. Similarly, the display or circulation of derogatory or demeaning posters, cards, cartoons, emails, texts, videos, and graffiti which relate to characteristics noted above violate this policy.

In addition, sexual harassment, unwelcome sexual advances, request for sexual favors, and conduct of a sexual nature is expressly prohibited under this policy. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined under the Equal Employment Opportunity Commission Guidelines as verbal, visual, or physical conduct of a sexual nature where: (i) there is an attempt, either implicit or explicit, to make submission to such conduct a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment-related decisions; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

POD Network members who experience or witness incidents of harassment are strongly encouraged to report the incident to the Executive Director, or any member of the Executive Committee (President, Past President, President-Elect, or Finance Committee Chair) to ensure that our events and forums are inclusive and free of harassment. If POD members witness harassment at events or in forums not sponsored or co-sponsored by the POD Network, the member should follow the host organization's policy.

The POD Network strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Normally, reporting and response will follow the procedure outlined below. The availability of this process does not preclude individuals who are subject to harassing conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly by the Executive Committee. Confidentiality will be maintained throughout the investigation to the extent possible consistent with an adequate investigation and response.

Questions regarding the above stated policy, should be addressed to any member of the Executive Committee (Executive Director, President, Past President, President Elect, Finance Committee Chair).

III.A.1.1. Non-Discrimination and Anti-Harassment Procedures

1. Reporting Acts of Harassment or Discrimination
   a) The POD Network affirms that a variety of individuals may report an act of discrimination or harassment, including:
      - Subject/Recipient/Survivor
      - Program or Session Facilitator
      - Witness/Bystander
   b) Initial complaints should be communicated to any member of the Executive Committee, or if none of these individuals are present, to the presenters or facilitators who represent the POD Network at sponsored events (e.g., Organizational Development Institute, Institute for New Educational Developers). The POD Network Executive Committee includes:
      - Executive Director
      - Presidents (current, past, elect)
      - Finance Committee Chair

2. POD Network Response to Report
   a) Responsibility. The Executive Committee is responsible for responding to the complaint in accordance with the authority delegated to this committee in the POD Network Bylaws. Decisions will be guided by POD Network values and the [Ethical Guidelines for Educational Developers](#).
   b) Process. Upon receipt of a complaint, the following steps will normally be taken:
      - The Executive Director or President will convene (in person or virtually) at least three members of the Executive Committee to investigate the incident, including factors not limited to impact, degree, frequency, and intentionality. If the incident involves one of these individuals, the other has the authority to move to the next step on their own.
      - Communicate with the subject/recipient of the harassment or discrimination about the report.
        o Honor recipient request to not respond (if possible)
        o Identify policy & process (this document)
        o Describe POD Network proposed response (see options below)
        o If the response is not immediate, the recipient or bystander will be informed within one month of the POD Network response

- Determine the response, which may include one or more of the following:
    i. Contact law enforcement (if danger is imminent and/or laws might have been broken)
    ii. Immediate dismissal or removal from the event or forum
    iii. Temporary or permanent expulsion from POD Network membership and/or events
    iv. Restorative justice* (If the decision is for a restorative justice process, the Executive Committee will submit an off-cycle budget request to contract with a trained facilitator, preferably from outside the POD Network to ensure neutrality)
    v. Warning and/or discussion with the offender
    vi. Study, reflection, and offender apology
- Contact, inform, and collect information from the accused offender as soon as possible, preferably within 24 hours of the complaint.
- Create a written record of the incident in order to be able to identify and address patterns.

3. Debrief
   The Executive Committee will debrief any incident(s) at the next Core meeting and adjust this process as appropriate.

III.A.2. Conflict of Interest Policies
The POD Network has conflict of interest policies that are organization-wide and others that refer to the work of specific committees and special interest groups.

III.A.2.1. Conflict of Interest Policy
When representing the POD Network as an organization, all members (including officers, members of the Core Committee, all staff, and all committee and SIG members) have the obligation to make and implement decisions to further the purpose of the POD Network rather than personal gain. The Executive Director, any employee, or any officer shall report to the Executive Committee offers of gifts or remuneration above $25 value made in the context of POD Network business. Remuneration received from the POD Network for POD-related business is outside this policy.

If POD Network members are involved in transactions on behalf of the POD Network that involve them, their close associates or family, or the organizations to which they or their family or associates belong, financially or personally, they

should disclose, at the beginning of the transaction, the precise nature of their involvement. They should also disclose continuously any associations that could give rise to a future conflict of interest or an appearance of conflict of interest.

Disclosures should be made in writing or by electronic mail to the relevant committee and SIG (if the conflict is connected to committee and SIG work) or to the POD Network Executive Committee. Requests for review in cases where a member is uncertain whether a conflict exists should also be directed to the relevant committee and SIG or to the Executive Committee. The committee and SIG or Executive Committee shall decide whether a conflict of interest exists and, if so, recommend that the person involved not be present during consideration of the matter with which there is a potential conflict.

All individuals representing the POD Network in an organizational capacity (e.g., interacting with vendors on behalf of the POD Network; facilitating POD-sponsored sessions at the POD Network annual conference or at partner organization events, such as the AAC&U; undertaking formal partnerships on behalf of POD Network with external entities, both nonprofit and for-profit) shall keep their activities representing the POD Network clearly separate and distinct from promoting the sale of their own products and services and/or other activities that would lead to their own personal or financial gain.

Individual POD Network members engaged in work on behalf of and/or chosen by POD Network committees and SIGs also are expected to adhere to any relevant Conflict of Interest Policy for the Committees and SIGs involved (see the relevant committee and SIG section).

This conflict-of-interest policy shall be distributed by the Executive Director to Core committee members two times yearly in preparation materials for spring and fall Core Meetings, with attention called to the policy as part of the preparatory work. This policy shall be distributed by the Executive Director to all other Committee and SIG chairs once yearly.

III.A.2.2. Conflict of Interest Policies for POD Network Committees and SIGs

Conflicts of interest can also arise in our committee and SIG work via processes such as:
- Calls for proposals (CFPs) for members to receive grants, awards, or internships; to be presenters/hosts for POD-sponsored events and institutes; to represent the POD Network at regional, national, or international events (e.g., POD-sponsored AAC&U sessions); or to write artifacts for publication.
- Identification of representatives for volunteer or paid roles.

- Peer review of conference proposals or manuscripts.

The following policies apply to committees and SIGs when doing the work of the organization and to the POD Network members involved:

- In accordance with POD Network values of inclusion, evidence-based practices, and ethical practices, committees and SIGs that manage selection processes (e.g., CFPs, selection of members for roles) must make public and transparent the selection criteria and processes for these opportunities.

- To help avoid potential conflicts of interest in selection processes, committee and SIG members should disclose to the Chair of committees and SIGs on which they serve that they plan to or have made a submission.. Members recuse themselves from the selection process, including when a submission from their home institution is considered.

- When POD Network members are selected by committees/SIGs to represent the POD Network (either at an event or as part of an external partnership), they should keep their work on behalf of the POD Network clearly separate and distinct from personal merchandise/services marketing. It is inappropriate for POD Network members to promote the sale of their own products or services during POD-sponsored sessions.

- When POD Network members are requested through anonymous review processes to review the work of a known colleague or competitor (e.g., conference proposals, manuscripts), they should recuse themselves and ask to be assigned a different submission.

Individual committees and special interest groups may also create their own Conflict of Interest policies with more specific recommendations for their area(s) of responsibility. If questions arise about what constitutes a conflict of interest, committee and SIG Chairs should contact their Presidential Liaison for guidance.

III.A.3. Policy on the Selection of Locations for In-Person POD Network Events

III.A.3.1. General Principles of Location Selection

In alignment with POD Network values (Section II) and non-discrimination policies (Section III.A.1.), locations and sites for in-person POD Network events are to be selected such that the location itself does not systematically preclude participation by members because of characteristics and circumstances identified in

the aforementioned POD Network policies, or otherwise protected by law, except as noted in III.A.3.3. "Exclusions."

- The POD Network will consider the following priorities identified by the Core Committee:
  - Allow for predictability
  - Create conditions for positive local impact
  - Maximize accessibility
  - Protect members' health and well-being
  - Protect POD Network's reputation
  - Sustain POD Network's financial health and growth
  - Streamline planning and labor

III.A.3.2. Venues with Union Labor"

The POD Network is committed to selecting conference venues that align with our values of supporting union labor rights. In choosing conference locations, the POD Network will prioritize venues that demonstrate fair treatment, reasonable wages, and overall respect for the rights of workers, including the right to organize. To uphold this commitment, the following actions will be taken:

1. The Executive Director will research and verify the contract end dates for unionized labor working in potential venues. The POD Network will attempt to avoid commitments with venues whose union contracts end in the year the annual conference will take place.
2. The POD Network will attempt to avoid entering into contracts with venues currently negotiating union contracts or engaged in a union labor dispute, including situations where the union is on strike.
3. Venue contracts will attempt to include comprehensive language that allows the POD Network to be released from the contract in the event of a union labor strike or labor dispute.

By upholding these principles, the POD Network aims to collaborate with venues that share our dedication to fair labor practices and uphold the rights of workers.
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III.A.3.3. Exclusions

The POD Network shall not take action under this policy that would risk the financial standing or reputation of the organization, and in all cases will strive to balance the upholding of POD Network values and policies with the inevitably complex and unpredictable factors involved in selecting locations for in-person events. Likewise, the POD Network recognizes that it may not have control of location selection in cases of collaboration with external organizations, as well as other circumstances, natural events, disasters, and other unexpected developments that may impact location selection and that are beyond the control

of the POD Network.

Article B. Fiscal Policies

III.B.1. General Fiscal Policies

These policies shall be reviewed annually by the Finance Committee, which will recommend revisions and additions as needed to the Core Committee and be included in the committee report for the annual fall Core business meeting.

III.B.1.1. Fiscal Year

The fiscal year shall be July 1 – June 30:

Q1: July 1 – September 30
Q2: October 1 – December 31
Q3: January 1 – March 31
Q4: April 1 – June 30

III.B.2. Budget Process

The Core Committee formally adopts an annual budget in sufficient advance of the start of each fiscal year to enable the Executive Director and committees to begin planning and to allow accounting systems to be set up. The budget is typically adopted at the spring Core business meeting.

1. Budget requests from standing committees and Special Interest Groups (SIGs) are included in reports submitted before the Core Committee spring business meeting.
2. The Executive Director and the Finance Committee draft an annual budget based on previous years' actual revenue and expenses, projected revenue and expenses, conference plan, strategic plan initiatives, the POD Network Budget Request Rubrics, the Roles and Compensation document, etc. Input from the Conference Committee shall be solicited while drafting the annual budget.
3. The draft budget is then reviewed and revised in an iterative process between the Executive Director, Finance Committee, and Executive Committee until all parties are ready to send it to the Core Committee.
4. The Executive Committee submits the recommended draft of the budget to the Core Committee for discussion and approval at its spring business meeting.

The sequence and timeline for drafting and approving the annual budget shall be:

- January: The Executive Director and Finance Chair review Q2 actual expenses and revenues and draft a partial budget proposal based on available data and input from the Conference Committee, including conference expenses and excluding specific committee/SIG/affinity group budget requests.

- February: The Finance Committee reviews and approves the partial budget proposal and proposes a total allocation for expenses across all committees/SIGs/affinity groups.
- March: The Core Committee reviews and approves the partial budget as well as a maximum budget allocation across all committees/SIGs/affinity groups. This allocation shall be made before soliciting committee/SIG/affinity group budget requests. The Executive Director and Finance Chair communicate the approved total budget allocation to committee/SIG/affinity group Chairs and the POD conference budget to the Conference Committee. The Conference Committee may request additional amendments to the conference budget by submitting them prior to the April deadline when other committee/SIG/affinity group budget requests are due (see below).
- April: Committee/SIG/affinity group Chairs submit their annual budget requests to the POD Office.
- May/June: The Core Committee votes on committee/SIG/affinity group requests to finalize the full budget that shall not exceed the spending defined by the previously approved partial budget plus the total budget allocation to committee/SIGs/affinity groups.

Normally, the annual budget will balance or produce a surplus (i.e., projected revenue will equal or exceed projected expenses). A deficit budget shall be avoided, except in the case of extreme financial circumstances (e.g., uncertainty due to a global pandemic), when all other reasonable alternatives have been exhausted.

As per the budget process outlined above, by default, the Executive Director and Finance Chair will propose the rates for annual membership fees, conference fees, conference sponsorship fees, and all conference expenses, with input from the Conference Committee, using the data available regarding past and future expenses and revenues, membership, and conference registrations, etc. The Finance, Executive, and Core Committees who vote on and approve the partial budget proposal thereby set the final fees and expenses for each fiscal year.

III.B.2.1. Off-Cycle Budget Requests

In conjunction with the creation of the annual budget, or at other times as needed, either the Executive Director, Executive Committee, Finance Committee, Conference Committee, or Chairs of other committees/SIGs/affinity groups may request the use of Operating Reserves or excess Operating Funds for unplanned expenditures ("off-cycle budget requests") and/or to mitigate decreases in projected revenue. Such requests must be approved by both the Finance and Executive Committees. These "off-cycle" budget expenditures may not exceed the available Operating Reserves or Operating Funds (see Financial Holdings below).

The Executive Director, Conference Team, and other POD committees/SIGs/Affinity Groups will inform the President and the Chair of the Finance Committee of any unexpected or unbudgeted expenses and unanticipated fluctuations in revenues and expenses and ask for approval for unbudgeted expenditures with as much advance notice as possible and before the POD Network has entered a binding agreement regarding those expenses.

The Finance Committee Chair shall make a monthly check of all bank accounts and debit card statements to ensure that transactions are proper and legitimate. The Finance Committee chair shall share a summary of findings at each quarterly meeting of the Finance Committee.

III.B.2.3. Budget Surpluses

If the fiscal year ends with a surplus of Operating Funds (see below), the Executive Director and Finance Chair shall make a recommendation on how best to allocate those funds to: (1) Operating Funds for the subsequent fiscal year to defray expenses and mitigate increases to membership an/or conference fees; (2) Operating Reserves to meet the minimum required value (see below); and/or (3) Investment Funds. This recommendation shall be included in the partial budget proposal considered by the Finance, Executive, and Core Committees. The Executive Director and Finance Chair should consult with the POD Network's professional financial advisors to inform recommendations.

If the fiscal year ends with a surplus of Operating Reserves (see below), beyond what is required to meet the minimum value required for the subsequent year's annual budget, then the Executive Director and Finance Chair may make a recommendation on how best to allocate those surplus funds, as described above for surpluses to Operating Funds.

III.B.3. Audits and Reviews

The Finance Committee recommends that a third-party financial review be conducted every year.

A full audit will be conducted every 10 years, or more frequently as needed or recommended by a third-party accounting firm or if requested by the Core, Finance, or Executive Committees at any time. For example, the audit cycle might be revised if revenue sources become more complex or if the POD Network experiences financial problems (e.g., extended decline in membership).

III.B.4. Fiscal Responsibilities of the Executive Director

III.B.4.1. Internal Control Policies and Procedures

The Executive Director shall review internal control policies and procedures designed to protect the organization's assets and ensure Generally Accepted Accounting Principles (GAAP) are followed. The President and Executive Director will review the internal controls with the Finance Committee annually during the fourth quarter meeting, when the Finance Committee Chair rotates into the position, or as requested. To the extent possible, controls should be consistent with the expectations set out in the GAAP, specifically those for non-profits. The POD Network internal financial controls are determined by the Executive Director, in consultation with the POD Network's accounting firm, and maintained as part of the official records of the Finance Committee.

III.B.4.2. Reports

The Chair of the Finance Committee and the Executive Director will report on the financial health of the organization at each regular meeting of Core and at other times as needed.

The Executive Director will report quarterly to the Finance Committee (and upon request to the President and the Core Committee) on the fiscal health of the organization.

Quarterly Reports

The Executive Director will provide the Finance Committee with the following set of Quarterly Reports within 45 calendar days of the end of each quarter:

1. Statement of Financial Position (Balance Sheet)
   This statement is a 'snapshot' of the organization's financial health on a specific date. It shows the current value of items owned by the organization, including assets, liabilities, and net assets. Assets include cash, goods in stock, amounts owed to the organization by debtors, and fixed assets (assets used by the business and not for resale, e.g., computer equipment). Liabilities include amounts owed by the organization for goods and services. Net assets, sometimes referred to as working capital, is the difference between total current assets and total current liabilities and is what finances the business on a day-to-day basis.

2. Itemized Receipts for POD Debit Card
   This statement includes copies of all itemized receipts for POD Network debit card usage to ensure that all expenditures are proper and legitimate.

3. Statement of Activities (Income Statement / Profit & Loss Statement)

This statement reports the *amount of change* in each budget category. POD Network traditionally has reported its activities in a format that compares budgeted, actual, and year-to-date (YTD) figures.

4. Statement of Cash Flows

This statement reports on checking, savings, and other short term-investments (typically less than 3 months). This report reconciles the change in net assets to the changes in the cash reported on the statement of financial position. There are three sections of the statement – operating activities, investing activities, and financing activities. To date, the POD Network has never engaged in financing activities.

5. Tax Return (990) for Previous Year

In Q3 only, the Executive Director will include the tax return (990) for the previous year for review.

These reports should conform to expectations set out in the Generally Accepted Accounting Practices (GAAP), specifically those for non-profits.

Historical Reports

The Executive Director will prepare and maintain historical and trend data on:

- Membership fees, revenue, and numbers
- Conference fees, revenue, numbers, and costs
- Comparable records for other programs and projects.

This information will be provided within a reasonable time period at the request of the President, Finance Committee, and/or Core Committee. Standing Committee chairs and POD-sponsored event organizers may request relevant historical program data.

III.B.5. Financial Holdings

The Core Committee approves guidelines to govern the use of POD Network financial holdings, defined below, , to support fulfillment of the POD Network mission and enhance service and benefits to members.

The Executive Director, in collaboration with the President and the Finance Committee Chair, will review the status of all holdings and applicable fiscal policies in the first quarter of the year, or more frequently as needed. The Finance Committee may also initiate this review. The Executive Director and Finance Committee Chair will report to

the Core Committee the results of its review of the status of the holdings and fiscal policies.

III.B.5.1. Categories of Holdings

The Core Committee, based on the recommendation of the Finance Committee, establishes guidelines for management of the POD Network financial holdings and agrees to work with a professional financial advisor to manage investments and inform fiscal decision-making. The Finance Committee is responsible for identifying and recommending a financial advisor, who must be approved by the Core Committee.

The Core Committee has established three categories of holdings, each of which is described in detail below:
1. Operating Funds
2. Operating Reserves
3. Investment Funds

1. **Operating Funds**

   Operating Funds provide the President and Executive Director with access to adequate funds to manage the normal ebb and flow of revenue and expenses over the fiscal year and to provide additional security to the organization in the event of a short-term clerical error. The amount required may change significantly with changes in staffing or other centralized operating expenses, such as the annual conference, or revenues, such as the intake of membership fees.

   Operating Funds are held in bank accounts established to cover the regular and projected monthly transactions.:
   - Checking/ Debit Card Purchases
   - Checking/Credit Card Deposits

   As part of the monthly reconciliation process, the Executive Director , in consultation with a professional accountant (certified CPA), will monitor cash flow activity, assess impact on future expenses and revenues, and share as appropriate in the quarterly reports.

   Additionally, as part of the regular review of finances and bank statements, the Finance Committee Chair will login with view-only access to review financial activity for bank and investment accounts on a quarterly basis.

   The following policies will govern the management of the Operating Funds:
   - Cash in the checking and debit card deposit accounts will be included in the annual accounting.

- The President and the Executive Director will have access to all funds in the cash accounts to conduct POD Network business as outlined in the annual approved budget without prior approval from the Finance Committee or Core Committee.
- If interest rates and spending plans warrant, funds in excess of $5,000 in the Operating Funds may be considered for transfer to investment accounts and/or Operating Reserves during the 4th quarter (see Budget Surpluses above).

2. **Operating Reserves**

Operating Reserves ensure continued POD Network operations under unforeseen circumstances of an urgent nature. Examples of such circumstances include, but are not limited to, the cancellation of a program, exceptional expenses without simultaneous revenue, or any catastrophic event.

The following policies will govern the management of the Operating Reserves:

- The principal minimum amount required for the Operating Reserve holdings will be 50% of the basic annual expenses in the current annual budget approved by the Core Committee, to create a six-month buffer should the organization run into financial difficulties. Basic expenses shall include: Executive Director salary and benefits, salary and benefits for any additional POD Office staff, other personnel expenses (e.g., Social Security payments), office expenses, publication expenses, committee expenses (unrelated to conference activities), other roles and compensation (unrelated to conference activities), and professional fees. This amount will be recalculated when Core approves the next full budget.
- Operating Reserves do NOT include conference expenses, which are protected by annual purchase of conference cancellation insurance.
- In the event of a temporary slow cash-flow period, and with the approval of the President and the Finance Committee Chair, the Executive Director may temporarily borrow funds from the Operating Reserves. Transfer of funds should only be approved if a plan for repayment of the Operating Reserves accompanies the request. Repayment should occur within one year of the transfer.
- In all other cases besides a temporary slow cash-flow period, the President and the Executive Director must have approval from the Finance and Executive Committees to access any of the funds in the Operating Reserves (see Off-Cycle Budget Requests above). The Operating Reserves will be invested in a sufficiently liquid fashion so as to be available on short notice and in a manner that protects and fully insures the principal amount. The best available interest

rate should be sought for these holdings.If Operating Reserves are invested in securities with maturation dates, these should be staggered to maximize quarterly availability and minimize the penalties for early withdrawal.

- If Operating Reserves exceed the required minimum principal, they may be used to fund Off-Cycle Budget Requests.
- If interest earned from Operating Reserves holdings is NOT needed to meet the next required minimum principal as outlined above, then, at the recommendation of the Executive Director and the Finance Chair and approved by the Finance, Executive and Core Committees, interest earned may be:
  - o allocated to Investment Funds according to the principles described in Investment Funds (see below), and/or
  - o allocated to balancing the subsequent fiscal year budget (e.g,. as a transfer from Operating Reserves).

3. **Investment Funds**
   Investment Funds include all funds not necessary for the day-to-day operations of the organization (i.e., Operating Funds) and Operating Reserves.The purpose of all POD Network Investment Funds is to generate revenue to support and sustain the organization. These holdings may include existing investments, investment income, donations, and excess Operating Funds and

   Operating Reserves

   Investments Principal Amount and Returns
   POD Network Investments Funds function with the objectives of providing (1) fiscal security for POD Network operations, above and beyond Operating Reserves and (2) producing an investment return of 5% or more annually for the purpose of funding needs-based support for POD Conference attendees and/or annual budget requests of POD Network Committees, Special Interest Groups, or Affinity Groups.

   Investment Funds and returns are not intended, and should not be used, to supplement basic operating expenses incurred by the POD Office or the annual conference, except in the case of extreme, unexpected financial circumstances that exceed the capacity of Operating Reserves. Other uses of Investment Funds and/or returns to support organization-level POD Network projects or initiatives must be approved by the Finance, Executive, and Core Committees (e.g., allocating a portion of annual investment returns to support POD committee/SIG/affinity group total budget allocations).

   The initial annual target amount for the total principal in Investment Fund accounts shall not be less than the required minimum principal of Operating

Reserves (defined above), except in the case when market conditions have reduced Investment Fund principal below the minimum required Operating Reserves.

The Investment Fund principal amount is expected to grow annually through investment income and donations. This principal should not be intentionally lowered below the initial annual target amount, except in the case when an urgent, unexpected financial emergency exhausts Operating Reserves.

The Finance Committee is responsible for monitoring the investments and the returns, in regular (e.g., quarterly) consultation with approved professional financial advisors, and making recommendations to the Executive and Core Committees about how to allocate Investment Funds and investment returns, as defined above. Any recommendations will balance the goals for Investment Funds (see above) with the need to preserve the real value of Investment Funds by allowing for adjustments due to inflation and by fostering additional increases to investment principal, which can result in greater returns in subsequent years.

Investment Strategy
The POD Network investment strategy is built on three principles — (1) to preserve Investment Fund principal, (2) generate income, and (3) support low risk, financial growth.

To ensure that the above principles are upheld, the POD Network strives to construct a moderately conservative, diversified portfolio, with low-to-moderate volatility. **In collaboration with a financial advisor**, the Finance Committee is responsible for distributing the investment funds across the following three types of investments.

1. *Fundamental*: These investments typically include stocks, bonds, money market funds, and mutual funds. The amount of risk associated with Fundamental Investments depends on the distribution of the investments and the types of stocks and bonds. Growth occurs over time through dividends or bond maturity, and investors expect to keep the holdings for many years before selling.
2. *Tactical:* These investments are actively managed, but relatively conservative. They are less vulnerable to a down or volatile market, but they are more diversified and offer higher-earning investments when the market is up.
3. *Guaranteed Return:* These are investments with a guaranteed set return over a specific period of time (e.g., CDs, money market funds, and short-

term bonds); nonprofit organizations are not permitted to purchase annuities.

As part of its regular review of financial records, the Finance Committee, in consultation with professional financial advisors, will make recommendations, if changes are warranted, about how the funds are distributed across these investment types.

The Finance Committee will ensure that the overall strategy aligns with approved principles and goals but may make adjustments in the diversification of the funds. The Core Committee will be informed of significant changes. At least once yearly, the Finance Committee shall discuss with financial advisors the feasibility of socially responsible and ethical investments.

The POD Network will not invest in futures, swaps, or derivatives.

III.B.5.2. Donations

As a non-profit organization, the POD Network is able to accept gifts of cash and bequests, including property. Unrestricted donations will be integrated into POD Network's Investment Funds. However, if a gift or bequest is explicitly donated to fund a specific program or cover an operating expense, such funds may be included in the Operating Funds. All donations are subject to review and approval by the Core Committee before acceptance.

The Executive Director will maintain records of all donors, donation amounts, and any special restrictions. The Executive Director will ensure acknowledgment of donations within the same tax year.

III.B.5.3. Insurance

The POD Network will purchase and maintain the following four types of insurance to protect the organization and its officers, members, and property:
- A business liability policy to protect the POD Network against claims of negligence and to protect POD Network records, inventory, supplies, and equipment.
- A surety bond or employee dishonesty policy on the Executive Director and any employees of the POD Network who are involved with financial matters. The Finance Committee will ensure that requirements of the bond or policy are being met.
- Professional liability insurance to protect the Core Committee and the organization.
- Catastrophic or event insurance each year for the conference.

III.B.5.4. Payments to the Executive Director and Other Employees

Monthly payments to the Executive Director and any other employees are made via direct bank deposit. Federal and state deposits for withholdings, social security payments, Medicare payments, and any applicable FUTA (Federal Unemployment Tax Act) and SUTA (State Unemployment Tax Act) payments will be made by the POD Network accountant. All payroll expenditures are recorded in the monthly bank account statements and summarized in the quarterly reports.

Monthly, the Finance Chair shall review payroll reports to ensure that payments to the Executive Director (and any other employees' payments) are accurate and match withdrawals from bank accords for payroll purposes.

III.B.5.5. Reimbursements

Individuals requesting reimbursement from the POD Network for budgeted expenses incurred on behalf of the organization will be made only if the requests are in compliance with the following policies:
- Requests for reimbursements must be sent to the POD office within 60 days of the date on which the expenses were incurred.
- Receipts are required for all expenses and may be sent tvia email or postal mail, with an itemized summary of expenses.
- Unbudgeted requests for reimbursement must be approved by the Executive Committee and Finance Committee.
- Authorized mileage will be reimbursed at the current IRS-approved rate. This includes reimbursement for the Executive Director's mileage for approved POD Network business.
- Airline ticket costs will be reimbursed if accompanied by a receipt.
- Expenditures for personal items such as phone calls, personal email charges, or alcoholic beverages are not reimbursable. An exception to the alcohol policy may be made for the President's reception during the fall conference, not to exceed $750 (excluding the bartender fee).

Article C. Guidelines

III.C.1. Guidelines for Professional and Ethical Practice

All POD Network members' professional practice in their own institutions is guided by the [Ethical Guidelines for Educational Developers.](#) Similarly, all POD Network members are expected to adhere to high ethical standards in their interactions with one another, in their participation in POD Network and POD-sponsored events, and in any roles in which they serve as representatives of the POD Network as an organization.

Collegiality is especially important when attending colleagues' sessions at POD-sponsored events (e.g., Institute for New Educational Developers, Organizational Development Institute, POD Network annual conference). Many POD Network members will have something to contribute because we all do similar work, and all should feel free to participate in sessions being facilitated by other POD members on behalf of the POD Network. When contributing, however, members should remember they are participants, not facilitators, of the session and should not dominate or in any way undermine the expertise of the presenter(s).

III.C.2. Guidelines for Statements on Behalf of the POD Network

In alignment with the definition of advocacy established in Section I.A.4.(c)., this section outlines guidelines for statements of support, concern, or endorsement of a particular position that are deemed to be necessary by POD Network leaders because they address the organization's mission, one or more POD Network values, or because they significantly impact the work of the vast majority of members. Such statements are developed thoughtfully and are not distributed frequently. Key principles for the development of future statements of advocacy should include considerations of these questions:

- **What might be the range of sentiment among POD** Network **members?** The organization represents multiple constituencies, and indeed, "diverse perspectives" is a core value that stands along "advocacy." As a diverse community, there should be consideration that some issues are part of active public debate in educational development (e.g., the role of student ratings), and an organizational statement may stifle debate. Further, we do not seek to bring about undue division within our own professional community.

- **Does the issue directly affect the organization's mission, values, or the work of the vast majority of members?** POD will focus its advocacy on issues. While we

recognize that many issues are important to members as individuals, the POD Network is an educational development organization, not a partisan one.

- **The bar for approval of any statement on behalf of the POD Network should be high.** Does it represent a way to advocate for our members, to support our colleagues, or to speak on an issue where the POD Network has a unique contribution or perspective?

Statements on behalf of the POD Network should be made according to this process:
(1) The Executive Committee, or individuals or committees and SIGs in communication with the Executive Committee, identifies the need for a statement.
(2) As with other aspects of POD Network leadership processes, the Executive Committee must unanimously recognize the need for a statement. In reviewing the statement, the Executive Committee typically will look to see if and how other higher education associations or institutions have responded. If the group concurs, one or multiple members should draft the statement. Again, all members of the Executive Committee must approve the final draft language.
(3) The statement should be sent out by the Executive Director to the Core Committee. Typically, there is a need for a fast response in statements of advocacy, so the Executive Director may seek approval from all members or may ask a Core member to register significant concerns or amendments within 24 hours. However, 13 Core members must respond affirmatively (i.e., more than 2/3) to move forward.
(4) The Executive Committee will work with the Core member registering significant concerns to make amendments or to mitigate concerns. However, if a significant concern persists, a two-thirds majority vote of the Core Committee will be called for approval.

If approved, the Executive Director should distribute the statement widely among members, which typically includes distribution to the members' list or the discussion group, posting on the POD Network website, and archiving with other statements on the website. The statement should include the POD Network leaders issuing the statement, e.g., Executive and Core Committee members. If the statement is proposed originally by a committee or SIG, the list of the committee and SIG leadership also should be included.

Individual members and groups of members of the POD Network do not, of course, give up their rights to have and advocate their own political and policy beliefs, and they should feel free to espouse them. However, statements from members or groups should not lead readers to believe that those statements are on behalf of the POD

Network unless they have gone through the process described above.

III.C.3. POD Network Style Guides

The POD Network adheres to a [Visual Style Guide](#) and a [Writing Style Guide](#). Using consistent language and a visual style to refer to the POD Network and what we do creates consistency of voice, optimizes electronic searches, and contributes to better recognition of our organization.

Article D. Members

III.D.1. Membership and Types of Members

III.D.1.1. Membership Types
There are different types of membership:
- individual
- student/postdoc
- retiree
- lifetime (all Past Presidents)
- complimentary (additional information provided below)

III.D.1.2. Membership Year
The membership year shall be reviewed and set by the Core Committee and changed in these Guidelines as needed. Generally, the membership year shall be twelve months from renewal or join date.

III.D.1.3. Dues
As per the Bylaws, the membership dues per year shall be established by a simple majority vote of the Core Committee. The Executive Director will report the dues rates to Core annually and post the dues rates on the POD Network web site and in other appropriate venues.

III.D.1.4. Membership Meeting
As per the Bylaws of the POD Network, it shall be the policy of the organization to share highlights and information about the state of the organization with the membership at least once per calendar year. Topics to be covered may include financial status as well as any of the following, when needed: committee and task force progress reports.

The POD Network President shall preside over general membership meetings.

The Core Committee or the Executive Committee may convene an open meeting of members to review matters of policy and program priorities in the POD Network. Such meetings will normally occur at the annual conference but may be scheduled at other times. The POD Network membership will be notified 30 days prior to the meeting via electronic communications. If provided a written request from 25 or more members, the President must convene a meeting of the membership at the annual conference or at another venue that is acceptable to the requesting members. The request to the President must be received at least 45 days prior to the meeting date. The request should clearly indicate the intended purpose of the requested meeting.

III.D.1.5. Lifetime Memberships]

POD Network Past Presidents are automatically awarded a Lifetime Membership beginning with the membership year following their term of office as Past President.

III.D.1.6. Complimentary Memberships

The POD Network is able to provide complimentary membership to individuals or appointed or elected officials of organizations that benefit or complement the mission and/or services of the POD Network. Nominations for complimentary memberships may be submitted at any time to the POD Network President or Executive Director. All nominations shall be reviewed by the Executive Committee for relevancy and for making a recommendation to the Core Committee. Keynote speakers at the annual POD Network Conference who are not already members shall automatically be granted a one-year complimentary membership in the organization.

All complimentary memberships shall be reviewed annually by the Executive Committee and reported to the Core Committee.

III.D.1.7. International Development Assistance Program

Annually up to ten complimentary memberships may be extended to persons new to membership in the POD Network and resident in a country outside of North America for whom the membership fee would be a financial hardship. This complimentary membership, renewable to a maximum of three years, is provided in recognition of the importance of offering networking possibilities for educational development programs in other countries.

Memberships for this program shall be approved by the Executive Committee before implementation.

Section IV. Leadership and Operations

This section of the Governance Manual describes organizational structure and duties adopted by the Core Committee and other standing committees and special interest groups (SIGs) in order to implement the Bylaws and to carry out the work of the organization. Procedures may be changed as needed, as long as they remain consistent with the Bylaws. The organization of the Guidelines should reflect the organization of the Bylaws.

Article A. Core Committee and Executive Committee Members

IV.A.1. Duties and Expectations

IV.A.1.1. General Duties and Expectations of Core Committee Members

All Core and Executive Committee Members are expected to:
- Be guided by the mission, purpose, and values of the POD Network.
- Read the Governance Manual thoroughly and be aware of roles and responsibilities.
- Attend the entirety of spring and fall Core business meetings and remain present the entire time unless prevented by unanticipated circumstances.
- Contribute to any discussion either electronically or in person requiring consensus and vote on all measures submitted for a vote either electronically or in person.
- Authorize budgets in ways that are the most fiscally responsible to the POD Network.
- Participate in the election process for the incoming President-Elect.
- Encourage POD Network members to self-nominate for the Core Committee.
- Serve in leadership role(s) on standing committee(s) or SIG(s), as a chair and/or Core Representative.
  - Engage in regular communications with those committee(s) and/or SIG(s) that they represent.
  - Represent those committee(s) and/or SIG(s) by presenting their key proposals and concerns and answering questions on behalf of those committee(s) and/or SIG(s) during Core Committee meetings.
  - Proactively communicate with those committee(s) and/or SIG(s) on behalf of the Core Committee, including discussions, questions, and decisions resulting from Core Committee meetings that are both specific to committee(s)/SIG(s) and broadly relevant to all POD Network members.

- Engage in shaping, carrying out, and assessing POD Network strategic plans, broadly and with respect to those committee(s) and/or SIG(s) that the Core Committee member serves on or chairs.
- Serve on and/or chair ad-hoc committees formed by the Core and/or Executive Committee(s)
- Serve as a mentor for new POD Network members at the annual conference and to new Core members.
- Participate in professional development activities for the Core Committee when they are made available.

IV.A.1.2. Communicating Core and Executive Service to the POD Network

When communicating one's individual service to the POD Network in professional materials such as curricula vitae, signatures, biographies/biographical sketches, social media profiles, by-lines, or similar contexts: accurately list role(s) and dates of service; refer to the POD Network in alignment with current style and writing guidelines; and distinguish individual communications from those of the POD Network as an organization. If the format of the listing does not allow for specific dates of service, the term "former" may be used for ex-presidents. Requests for endorsement should follow the processes of the External Partnership and Outreach Committee (see Section IV.B.4.5).

- An example of an appropriate individual communication of service is as follows (adaptations for formatting/space are acceptable): Jean Doe, POD Network Core Committee Member, 1980-83. Or: Jean Doe, Former POD Network Core Committee Member.
- Examples of inappropriate individual communications of service are as follows: Jean Doe on behalf of the POD Network; Jean Doe, POD Network.

IV.A.1.3. Additional Duties and Expectations of Executive Committee Members

Executive Committee members serve on the Core Committee and as such have the same responsibilities expected of Core members. The additional duties of Executive Committee members (President, Past President, and President-Elect, Chair of the Finance Committee) include:

- Attend regular online Executive Committee meetings throughout the year.
- If possible, arrive early to the spring and fall Core Committee meetings for planning meeting(s), as communicated by the Executive Director and President.
- All Executive Committee members shall participate in annual equity and inclusion training; the incoming President-Elect will be invited to participate.

IV.A.1.4. Financial Support for Core Meetings

Upon request, Core Committee members shall receive reimbursement for travel, lodging, and meals not provided by the POD Network for the days on which the Core Committee meets preceding or following the annual conference and for the spring meeting of the Core Committee. The Core Committee, in consultation with the Finance Committee, will earmark designated funds in the operating reserves for this purpose during the annual budgeting process. Candidates for the Core Committee will be informed that full support is available for any Core Committee member whose employing institution does not support their costs, such that institutional and personal finances are not a barrier to service on the Core Committee.

IV.A.2. Elections

The POD Network holds two main elections each year: one for Core Committee members and another for the incoming President-Elect.

IV.A.2.1 Election of Core Committee Members

Elections for Core Committee members occur after the fall business meeting and are overseen by the Executive Director and Executive Committee, in a manner consistent with the Governance Manual. The Governance Committee provides guidance, as needed, on protocols involving these elections. If any party to the process below has a conflict of interest at any point in the election process, they should recuse themselves.

a. Process for Generating Core Candidates
   The Executive Director will prepare the call for self-nominations and distribute it to all POD Network members. The call for nominations should be reviewed annually by the Executive Committee (which includes the Governance Committee Chair) to ensure that the wording encourages self-nominations and is inclusive and inviting to members. The Core Committee and Chairs of Committees and SIGs will be encouraged to help recruit candidates.

b. Nomination Materials
   Candidates' self-nominations should include:
   - Name, title, and institution/organization
   - Background in educational development
   - A statement about how they plan to contribute to the mission of the POD Network in the next three years, with particular attention to equity and inclusion or any other priorities specified in the call

- A targeted curriculum vita (CV) or resumé (five pages or less) that includes a selection of professional activities most relevant to this leadership role within the POD Network.

c. Election Process
After self-nominations have been received, all members will have the opportunity to vote. The Executive Director will conduct the election by electronic ballot. Those candidates receiving the largest number of votes will be declared elected. In the case of a tie or ties, the Executive Committee shall make the choice among those who are tied.

If an elected nominee declines to serve before the election results are announced, the nominee with the next largest number of votes will be declared elected.

d. Vacancies
Vacancies on the Core Committee might result from an insufficient number of self-nominations, a resignation, or removal as noted in the bylaws. Candidates to fill any vacancy shall be identified in a manner that is inclusive and equitable, including through a by-election, selecting a self-nominee from the most recent Core election, or recruiting from Committee and SIG members. The Governance Committee will provide input to the Executive Committee regarding vacancies

e. Communication of Results
The Executive Director will inform the President of the final tally. The President will contact the winners to verify their acceptance of the results. The Executive Director will inform candidates who were not elected. After notification, the Executive Director will publicize the new Core members.

Core and Executive Committee members will recommend changes in election policy and process.

IV.A.2.2. Election of the President-Elect
The election of an incoming President-Elect shall occur each year at the fall Core Committee business meeting. The Governance Committee Chair shall manage and conduct this annual election, in a manner consistent with the Governance Manual. The Executive Director assists with these elections. If any party to this process has a conflict of interest regarding any matter related to the election process, they should recuse themselves.

a. Process for Generating Candidates

The chair of the Governance Committee will contact each eligible person as indicated in section I.C.1 (who has not already withdrawn themselves from consideration for that election cycle) and invite consideration for candidacy. The invitation will include comments on the roles and responsibilities of the offices of President-Elect, President, and Past President. The invitation will also include the criteria used by Core Committee members to evaluate the candidates.

If no candidates self-nominate, the Past President will make the request again to all eligible past Core Committee members with an indication that no one has self-nominated and an extension of the submission deadline. If no candidates from the eligible pool self-nominate by the extended deadline, the pool will be increased by reaching out to Core Committee members who are six and seven years out from when they completed their term on the Core Committee.

b. Nomination Materials
Eligible candidates for President-Elect will submit a self-nomination that includes a curriculum vitae (CV) or resumé describing POD Network service and contributions to the profession, as well as a letter (typically not more than 2000 words addressing the following):

Your Experience
- How your background in educational development prepares you for this presidential role.
- How your involvement in and contributions to the POD Network have prepared you to lead.
- Your experience with collaborative and distributed leadership, using example(s) from your prior work with the POD Network, your institution, or another organization.

How You Will Contribute
- Your sense of vision and priorities for the organization over the next three years in the context of the current POD Network strategic plan (note: while the POD Network presidency is highly collaborative, this prompt is an opportunity to share your understanding of the strategic plan and your unique ideas or contributions).
- How your knowledge, experience, and commitment to diversity, equity, and inclusion will contribute to making the POD Network a more equitable and inclusive organization.

The Executive Committee may add additional questions that reflect current areas of emphasis for the POD Network.

c. Election Process

The Chair of the Governance Committee will present all eligible candidates to the Core Committee in advance of the fall meeting, along with a list of criteria for use in reviewing candidate materials, and reducing bias in the evaluation of candidates. The self-nomination materials and all discussion regarding the candidates will be treated as confidential and must not be circulated/discussed outside of the Core meeting.

The Core Committee will review and discuss each candidate's statement. If there are only one or two candidates, the election will be by simple majority vote. If no candidates receive a majority vote, the election will be considered failed and the eligible candidate pool will be increased in accordance with the procedure outlined in IV.A.2.2.a.

If there are three or more candidates, the final candidate will be determined using the Hare System of Ranked Choice Voting using a single ballot. Information about the system is maintained in Governance Committee files and is also available online.

Briefly, the system uses a single ballot and each voter rank-orders the candidates. If no candidate receives a majority of the votes, successive rounds eliminate the candidate with the lowest vote. If a voter's first choice is eliminated, their second-choice vote is added to the remaining candidates. Successive rounds of elimination and redistribution of votes for eliminated candidates continues until one candidate receives 50% +1 of the votes. The Governance Committee chair manages the process.

d. Communication of the Results.
    The newly elected President-Elect shall be officially informed of the election and welcomed by the Past President or President. The Past President or President will also promptly inform the other candidates of the election result. The election results may be announced at the conference and in other ways, but only after all candidates have been notified of the result.

IV.A.3. Office of the President
This section identifies the primary duties and support afforded the President of the POD Network and are consistent with the bylaws.

The President's one-year term begins after serving one year as President-Elect. The President has the following duties:

- Chairs the Executive Committee, presides at regularly scheduled Executive Committee meetings, and prepares the Executive Committee semi-annual reports to the Core Committee.
- Presides at Core Committee meetings, including establishing the agenda and structuring the process and use of time for the Core Committee meetings as well as tracking the implementation of decisions.
- Supervises the work of and coordinates the annual evaluation of the Executive Director.
- Meets regularly with the Communications Team.
- Communicates with the membership to make visible the work of the Core and Executive Committees and/or other committees/SIGs. The communication may take multiple forms including an annual organizational update, a plenary address at the conference, and quarterly messages.
- Coordinates the development of official statements to the membership as needed, in accordance with III.C.2.
- Performs such administrative functions as signing official documents and letters and creating and/or maintaining documentation for processes handled by the president.
- Works closely with the Executive and Finance Committees in managing the fiduciary affairs of the organization, including the development of the budget and serves on the Finance Committee.
- Monitors the work of any ad hoc committees or other groups set up by the Core Committee and serves on such groups as needed.
- Assists the President-Elect in preparing for the presidential role.
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees and SIGs. Liaison assignments will be agreed upon during an Executive Committee meeting shortly after the spring Core Committee meeting.
- As a representative of the POD Network, attends meetings of other organizations relevant to the mission of the POD Network and acts as a liaison with other organizations.
- Serves as the primary point of contact with *To Improve the Academy* and ensures requests from TIA are acted upon (see IV.D.1.2).
- Performs other duties as appropriate to the office of President.

Assuming approval in the annual budget, the President shall have access to resources necessary for performing the duties of the office, including:
- Use of POD Network funds designated to conduct the responsibilities of the office, as approved by the Executive Committee.

- Travel, lodging, and meal expenses reimbursement for Core Committee meetings and the annual POD Network conference, including the conference registration fee, and other travel approved by the Executive Committee.
- Miscellaneous administrative expenses as approved by the Executive Committee.
- Complimentary exchange registration for any other organization with which the POD Network has exchange agreements.
- Membership in and travel on behalf of the POD Network to educational development conferences.
- Lifetime membership in the POD Network, awarded at the conclusion of the term as Past President.

IV.A.4. Office of the Past President

The Past President's one-year term begins after serving one year as President. The Past President has the following duties:

- Chairs the Governance Committee.
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees/SIGs. Liaison assignments will be agreed during an Executive Committee meeting shortly after the spring Core Committee meeting.
- Chairs any search committees needed, such as for the position of Executive Director.

Assuming approval in the annual budget, the Past President shall have access to the resources necessary for performing the duties of the office, including travel, lodging, and meal expenses reimbursement for Core Committee meetings and the annual POD Network conference, including the conference registration fee, and other travel approved by the Executive Committee.

IV.A.5. Office of the President-Elect

The election process for the President-Elect is outlined in the Bylaws (I.C.2.) and Guidelines (IV.A.2.2).

Once elected, but before the term begins, the incoming President-Elect will:

1. Join the Executive Committee as a non-voting member until the term begins at the start of the fiscal year, July 1, when becoming a voting member of the Executive Committee
2. Join the Finance, Governance, and Strategic Plan Committees to become familiar with organizational procedures after assuming the role of President-Elect
3. Attend the spring Core Committee meeting that ends with the commencement

of the official President-Elect term.

Once the term begins, the President-Elect becomes a full member of the Executive Committee and
- Serves on the Finance, Governance, and Strategic Plan Committees; and
- Serves as Presidential Liaison to an agreed upon cluster of committees and SIGs and facilitates chair support and connections for those committees and SIGs. Liaison assignments will be agreed upon during an Executive Committee meeting shortly after the spring Core Committee meeting.

Assuming approval in the annual budget, the President-Elect shall have access to the resources necessary for performing the duties of the office, including travel, lodging, and meal expenses reimbursement for Core Committee meetings and the annual POD Network conference, including the conference registration fee and other travel approved by the Executive Committee.

Article B: Standing Committees and Special Interest Groups (SIGs)

IV.B.1. General Guidelines for Administrative Committees, Operational Committees, and SIGs

This section outlines general guidelines pertinent to most committee/SIG work. Information about the specific charge, membership, and general operating procedures of each committee or SIG follows in later sections of these Guidelines.

IV.B.1.1. Administrative Committees

Set/determine policy, develop the annual budget, develop the strategic plan, and recommend changes to policy. Each may make budget requests and propose sponsored sessions at the annual conference.

- Core Committee (Board of Directors)
- Executive Committee
- Finance Committee
- Governance Committee

IV.B.1.2. Operational Committees

Implement policy, plan, and conduct organization-wide events, select/maintain/enhance organizational infrastructure (e.g., web site, communications tools, etc.), provide services intended to benefit the membership. Each may make budget requests and propose sponsored sessions.

- Awards Committee
- Conference Committee
- Diversity, Equity, & Inclusion (DEI) Committee
- Digital Resources and Innovation (DRI) Committee
- External Partnerships and Outreach Committee (EPOC)
- Membership Committee
- Professional Development Committee (PDC)
- Scholarship Committee
- Strategic Plan Committee

IV.B.1.3. Special Interest Groups (SIGs)

Special Interest Groups (SIGs) bring together interested members around enduring subjects of interest and importance in the field of educational development. They provide forums for individuals drawn together by a common interest and bring expertise on specific topics to the attention of the broader membership and field. SIGs make budget requests and propose sponsored sessions.

- Accessibility and Disability SIG
- Adjunct/Part-time Faculty SIG
- AI in Education SIG
- Arts and Humanities SIG
- Co-Creation through Partnerships (CCP) SIG
- Earth-Centered SIG
- Equity & Education SIG
- Graduate student, Professional student, & Postdoctoral scholar Development (GPPD) SIG
- Healthcare Educational Development (HED) SIG
- Learning Analytics Community (LAC) SIG
- Mindfulness and Contemplative Pedagogy SIG
- Scholarship of Teaching and Learning (SoTL) SIG
- Small Colleges & Small Centers SIG
- Science, Technology, Engineering, and Mathematics (STEM)
- Teaching with Technology (TWT) SIG

Committees and SIGs will ordinarily conduct business by means of face-to-face meetings at the annual conference, by tele- or videoconference, or other electronic means. Each submits a written report twice annually to the Executive and Core Committee and also communicates with the Executive Committee between Core meetings through their Core Representative or Presidential Liaison.

Additional information about the responsibilities as well as committee-specific materials can be found in the following locations:
- The *Chairs Handbook* contains descriptions of chair roles, responsibilities, and resources and more detailed information about current practices for communicating and documenting committee work. Incoming chairs should email the POD Network Office to be added to the Chair email list and file-sharing space.
- *Committee/SIG meeting minutes and materials:* For consistency and continuity, individual committees and SIGs will keep meeting minutes, work, rubrics, timelines, and shared file space administered and shared by the POD Network.

IV.B.1.4. Membership and Terms of Service
Any POD Network member may join a standing committee or SIG, and members shall be invited by the Executive Director to declare their interests at least annually. The term of membership in a committee or SIG is not limited except where specified by the committee or SIG below.

Standing committees will consist of at least six (6) persons to spread the workload and involvement of POD Network members in key decision-making.

A new SIG can be formed by an initial petition to the Core Committee. The petition should include:
- the SIG mission and focus,
- a leadership plan for the first two years,
- at least 25 member signatures with email addresses, and
- at least five people who are willing to serve in leadership positions.

The petition should be submitted to the POD Network office. Once the list of members has been verified and the proposal reviewed by the Executive Committee, the proposal will go to the Core Committee for review. If approved, Core will designate the SIG's new Core Representative, and the POD Office will provide the SIG with shared file space administered by the POD Network, a hosted email list, web space, access to the POD Network online meeting platform, and a budget of $100. The Past President will work with the Governance Committee to add the SIG's charge to the Governance Manual.

Upon approval the SIG then begins their "foundational" year, during which time they will be supported by their Core Representative to finalize the structure of their SIG. During this time the SIG will need to determine:
- Who is eligible for membership in the SIG and how new members will be recruited (including the SIG's strategies for lowering barriers to participation in the SIG);
- The SIG leadership structure, including a plan for recruiting new leadership that is sustainable over time and aligns with POD's goals of equity and inclusion;
- How frequently the SIG will meet in a typical year and how they will typically structure those meetings;
- What the SIG's "signature" work and activities will be; and
- Any SIG-related policies or guidelines

By the end of their "foundational" year, the SIG will be expected to have developed the complete text for their SIG's entry in the Governance Manual, according to the SIG Description Template in the Governance Manual Style Guide. That language will then go to the Core Committee for their final approval. If the SIG is unable to have their GM entry completed by the end of their first year, then they can petition Core for an extension to their "foundational" year.

IV.B.1.5. Signature Work of Committees and SIGs

Along with other work specific to a committee or SIG described in sections below, committees and SIGs coordinate the planning and facilitation of sponsored conference activities.

Past initiatives offered by committees and SIGs are suggestive of the types of initiatives that may be supported, but do not obligate the POD Network to offer them in the future.

IV.B.2. Administrative and Operational Committee and SIG Chairs

Chairs are responsible for overseeing and organizing the work of the group, including but not limited to the following:

- communicating tasks, timelines, and processes to committee/SIG members
- communicating on behalf of the committee to the Core Committee
- communicating regularly with the designated Presidential Liaison to assure that committee work is aligned with the POD Network mission and strategic plan
- submitting semi-annual reports to Core Committee
- submitting budget proposals to the Core Committee prior to its spring meeting
- documenting committee/SIG work and use of budget
- in consultation with the POD Network President and the specific standing committee or SIG, preparing someone to take over as Chair
- collaborating with the Executive Director and other committee/SIG Chairs, where appropriate
- maintaining regular communication with their Core Committee Representative and Presidential Liaison, especially in matters requiring Core approval (e.g., budgetary requests).

See the *Chairs Handbook* for more detailed information about current practices for communicating and documenting committee work and for descriptions of Chair roles, responsibilities, and resources.

IV.B.2.1. Selection of Committee and SIG Chairs

Committee and SIG Chairs shall be elected by the committee or appointed by the president. Appointments by the president shall occur in consultation with members of the relevant committee or SIG. If the chair is not a member of Core, a Core member, who is not one of the presidential officers, will join the committee to represent the committee to the Core Committee.

IV.B.2.2. Terms of Chairs

Chairs will serve a term of one, two or three years, depending on committee organization. An extension of the chair's term may be requested by a majority of the members of the committee, and this request should be submitted in writing to the Executive Committee. Three models of Chair succession exist:

- Chairs serve up to but not exceeding three years,
- Chairs serve a three-year term, spending one year as Chair-Elect and two years as Chair, or
- Chairs serve a three-year term, spending one year in each of the following roles: past, current, and incoming Chair (Chair-Elect).

IV.B.2.3. Timing of Leadership Transitions

Leadership transitions for Administrative Committees should occur at the start of the fiscal year, July 1. Leadership transitions for Operational Committees and SIGs should occur at the time of the Annual Conference unless otherwise noted in this Governance Manual.

IV.B.2.4. Removal of Chairs

Committee/SIG Chairs can be removed for cause including, but not limited to, non-performance of duties outlined in the Bylaws and the specific charge of the committee, as provided below. The process may be initiated by any member of the Executive or Core Committees or by any committee/SIG member through an Executive or Core Committee member. When Chair removal is under consideration, the Executive Committee will seek information confidentially from members of the committee. The Executive Committee may seek to remediate the situation, accept voluntary resignation, or to move the cause for removal forward to the Core Committee. At any time, if the Executive Committee determines there is reason to proceed, the committee/SIG Chair will be notified by the Executive Committee that such action is pending and will be given a minimum of 30 calendar days to respond in writing (email acceptable). The Core Committee will consider the cause for removal and the written response (if available). A 2/3 majority vote of Core members is required for removal. In keeping with POD Network values, remediation is preferred over removal.

If the Chair must step down in the middle of a term, the president will consult with committee/SIG members and the Core Committee before appointing a new chair.

IV.B.2.5. Communication between Committees/SIGs and Core

The POD Network seeks to sustain transparent communication and decision-making processes that make clear the roles and responsibilities of volunteer leaders and which ensure that the work of committees and SIGs strengthens the POD community while mitigating organizational vulnerability. The following section defines when committees and SIGs are expected to solicit feedback and/or approval from the Core Committee before proceeding with new or revised projects, programs, or other initiatives. A detailed description of related processes can be found in the Core Committee Handbook and the Chairs Handbook.

In general, committees and SIGs are expected to maintain regular communications with their Core Representative, who can help inform their work and share updates with — and, if necessary, seek feedback and approval from — the Core Committee.

Formal reporting happens twice each year, when the chair, on behalf of and in consultation with committee and SIG members, submits a report to the Core Committee approximately one month before their fall and spring business meetings.

The report must include material requested by Core, such as:

- *Informational items:* a timeline and list of tasks accomplished by the committee or SIG since the last Core meeting
- *Action items:* list of items that require a Core Committee vote, including any changes in the charge, composition or timeline of the committee or SIG as stated in the Governance Manual, or any significant changes in the way the committee or SIG functions
- *Budget requests:* requests for funding (which can only be made in the spring reports because the budget is approved by Core at the spring meeting). No budget requests are to be included in the fall biannual report. Funding requests need to be made each year for committee and SIG work, even for continuing or long-term expenses.

Assessment of impact and alignment: Committees and SIGs can expect to be asked by Core to regularly assess and report the impact of their programs in their biannual reports and provide details of how they are aligning their efforts with POD's mission, strategic goals, and values.

When committees or SIGs are considering major new initiatives or significant changes to internal practices — in particular, projects that go beyond the scope of their group's membership or serve the needs of the larger organization (e.g. planning programs that serve the full POD membership, that serve as major revenue generators, or are seen as "signature" events that shape POD's public perception) — they are expected to inform their Core Representative who will then inform the Executive Committee about those plans. The Executive Committee will then follow up with the committee or SIG about whether feedback or approval from Core is necessary before proceeding.

Projects that require Core approval are those that:
- Require funds or generate revenue (or will stop generating revenue) for POD
- Will be perceived as a new or significantly revised POD "member benefit" or "signature program"

- Seek to establish a new external partnership or make substantial changes to an existing partnership
- Position the committee or SIG as representing the organization to the larger public
- Require revisions to the Governance Manual

If a committee or SIG is unsure if a project needs approval from Core, their Core Representative can provide guidance. Ideally, proposals are shared with Core via the biannual report but can also be communicated to Core Representatives at any time throughout the year.

When reviewing proposals, the Core Committee adheres to their primary responsibilities to safeguard POD's longevity as an organization and hold the organization accountable to its mission, values, and commitments. In particular, Core members will consider the impact of new projects and programs on the POD Network's fiscal health, resources (including the time and labor of member volunteers), public reputation, and commitment to be an inclusive, equitable, and accessible multicultural organization.

IV.B.3. Administrative Committees

Administrative committees set/determine policy, recommend budgets, develop strategic plan, schedule organization-wide events (e.g., annual conference and core meetings), make budget requests, and propose POD-sponsored conference sessions.

- Core Committee (Board of Directors) – guidelines and policies for the Core Committee and its members are described above.
- Executive Committee – guidelines and policies for the Executive Committee and its members are described above.
- Finance Committee
- Governance Committee

IV.B.3.1. Finance Committee

Google Email: finance@podnetwork.org
Group List: finance-list@podnetwork.org

Committee Charge

The purpose of the Finance Committee is to assist the Core Committee in meeting its fiduciary responsibilities to POD Network members and the general public by ensuring that the organization is in good financial health. In particular, the Finance Committee provides oversight on behalf of the Core Committee to ensure that POD Network assets are protected and that its resources are used appropriately and effectively to help fulfill the organizational mission.

The Finance Committee provides guidance to the Executive Director and the Executive Committee on the development, review, and revision of annual and long-range financial plans. It develops and recommends policies to safeguard the organization's assets and ensures that the organization maintains accurate and complete financial records.

Committee Leadership Structure and Responsibilities

The leadership of the Finance Committee consists of a Chair and a Chair-elect.

The Finance Committee Chair-elect is a current member of the Finance Committee and, unless already on the Core Committee, ex-officio voting member of Core. The Chair serves a 2-year term. Chair and Chair-elect terms begin at the start of the fiscal year, July 1.

The chair will work with the Executive Director to create an annual financial report for the general membership.

The Chair-elect, a current member of the Finance Committee and, ideally, in their first year on Core, will serve a 1-year term. Chair-elect vacancies are filled every two years by requesting current committee members to self-nominate. The final selection and appointment of the Chair-elect is made by the President, with input from the Executive Committee and Finance Committee. Appointments are approved by Core.

The Chair-elect will assist the Chair in the regular operations of the committee and lead the Finance Committee meetings in the absence of the Chair.

Committee Structure

Given the administrative nature of the work of the Finance Committee, the size and membership make-up are established by this Governance Manual (see below). All

members of the Finance Committee participate in all committee discussions and decisions. The Finance Committee has one standing subcommittee, the Gifting Subcommittee.

Gifting Subcommittee Description
The purpose of the Gifting Subcommittee is to develop and to oversee the POD Network gifting program. The gifting program offers members a way to express their appreciation for the support and collegiality provided by the POD Network over the years. A robust gifting program will enable expansion of our organizational capacity and revenue base to better serve our membership.

Gifting Subcommittee Membership
The Chair of the Gifting Subcommittee is a member of the Finance Committee. Subcommittee members are invited by the Gifting Subcommittee Chair or designee; members may come from the Finance Committee and/or the POD Network membership at large.

Gifting Subcommittee Signature Work
- Write a Case for Support to be reviewed and approved by the Executive and Core Committees.
- Develop format and content for appeals for donations at least once per year (unless Core determines this should not occur in any given year for some reason, e.g., economic downturn).
- Propose investment strategy, including possible endowments, for cash donations, appreciated securities, and bequests.

Membership
The Finance Committee consists of nine members:
1) Chair, who must be a member of the Core Committee, either elected by the general membership or ex officio voting member for the duration of their term as Chair
2) Chair-elect, either a member of Core or at-large POD Network member
3) POD Network President
4) POD Network President-Elect
5) Executive Director (non-voting)
6) Core Member
7) Core Member
8) At-Large Member
9) One additional member, either Core or at-large

To help ensure succession planning, ideally one Core member from the first-year

cohort should join the committee every two years (at the spring meeting) if space on the Finance Committee allows. Members serve three-year terms and then either rotate off or become Chair or Chair-elect. In cases where a member rotating off the Finance Committee is elected as the POD Network President, that person would continue to serve, first as President-Elect, then as President, before rotating off.

Financial expertise is not a requirement of members; however, members should be willing and able to work toward expanding their skills to fulfill the charge and meet emerging needs. The Chair and Executive Director will hold an orientation meeting for all new members after new members are added and before their first Finance Committee meeting.

Signature Work of the Committee

All actions of the Finance Committee are guided by POD Network Fiscal Policies (Section III Article B). Primary responsibilities include:

- Review all POD Network financial reports produced by the Executive Director and Administrative Assistant on a quarterly basis, at a minimum.
- During the annual financial reviews by a third-party accounting firm, confirm that financial reports comply with federal, state, generally accepted accounting principles (GAAP), and other reporting requirements.
- Monitor investments by reviewing financial statements and recommend changes as needed.
- Collaborate with the Executive Director in the creation of a preliminary draft of the annual budget prior to the spring Core meeting.
- Review off-cycle budget requests for use of operating funds or reserves. Review and recommend to Core membership and major program fees proposed by the Executive Director for the new year's budget.
- Conduct annual review of POD Network Fiscal Policies in time for the fall Core meeting.
- Conduct annual review of internal financial control policies and procedures of the organization in time for the fall Core meeting.
- When applicable, issue Calls for Proposals for Special Projects (Section III.B.5.3) and oversee the process of selecting proposals to be funded. Note: Any Finance Committee member with a conflict of interest for this process will recuse themselves.

Committee-Related Policies and Guidelines

POD Network Fiscal Policies govern the work of the Finance Committee (see Section III, Article B).

IV.B.3.2. Governance Committee

Google Email: governance@podnetwork.org
Google List: governance-list@podnetwork.org

Committee Charge

The Governance Committee oversees the maintenance and integrity of the Governance Manual and provides guidance on protocols involving Core Committee elections, reviewing these processes as needed. More specifically, the Governance Committee advises the Core Committee on issues and processes pertaining to the Bylaws, Policies, and Guidelines of the POD Network found in the Governance Manual (see Sections I and III), and oversees the process for updating the entire Governance Manual, including seeking approval of proposed changes from the Core Committee. The Chair of the Governance Committee also oversees the nomination and election processes for the incoming President-Elect and assures that they conform to the Governance Manual.

Committee Leadership Structure and Responsibilities

The Past President chairs this committee, leading reviews of the Governance Manual and providing oversight to Executive Committee elections.

Committee Structure

The Governance Committee has no subcommittees. All work is completed by all committee members, although some ad hoc working groups made up of committee members may be assigned specific tasks.

Membership

The Governance Committee includes
- President-Elect
- Past President
- two (2) Core Committee members
- at least two (2) at-large POD Network members
- Executive Director, ex officio, non-voting member

The committee is normally no larger than nine (9) people. Terms for Governance Committee members are typically one (1) year, but those who are not also Executive Committee members can serve up to two (2) years.

Signature Work of the Committee

The Chair of the Governance Committee conducts the election of the President-Elect following the procedures outlined in the elections sections of the Governance Manual (Section IV.A.2.2) . The Governance Committee provides the Executive Committee

with guidance on protocols involving Core Committee elections, and also proposes revisions and additions pertaining to these elections for consideration by the Core Committee (see I.B.3 and IV.A.2). If a member of this Committee has a conflict of interest regarding any matter of business for the Committee, they should recuse themselves.

The Governance Committee identifies needed revisions and additions to the POD Network Governance Manual, both before and after the bi-annual Core Committee business meetings. If revisions or additions emerge from a Core Committee meeting that relate to the business of a committee or SIG, the Governance Committee Chair will contact the committee or SIG chair to ask for a draft revision or addition for approval by the Core Committee at the next scheduled Core Committee business meeting. The Governance Committee also reviews for clarity any proposed changes to the Governance Manual that committee and SIG chairs submit in their reports to the Core Committee, and the Chair ensures the preparation of a summary document for the Core Committee to use when preparing to vote on proposed changes.

Suggestions for bylaw, policy, or guideline (see Sections I and III) changes may be submitted at any time to the Past President, and any such requests shall be considered by the Governance Committee members in a timely fashion.

Within one month after each Core Committee business meeting, the Executive Director, in collaboration with the Governance Chair, will make the approved changes in the Governance Manual and distribute the changes to the Core Committee and appropriate committee and SIG chairs by posting an updated version to the POD Network website.

Ideally, the Governance Committee will conduct a thorough review of the entire Governance Manual every four years. This review should evaluate clarity, organization, and transparency. The review will examine policies and practices for accuracy and bias or inequities. The committee will recommend revisions in its report for consideration and a vote by the Core Committee.

IV.B.4. Operational Committees

Operational committees implement policy, recommend changes to policy, plan and conduct organization-wide events, select/maintain/enhance organizational infrastructure (web site, database, communications tools, etc.), provide services intended to benefit the entire membership, make budget requests, and propose sponsored conference sessions.

- Awards Committee
- Conference Committee
- Diversity, Equity, & Inclusion (DEI) Committee
- Digital Resources and Innovation (DRI) Committee
- External Partnerships and Outreach Committee (EPOC)
- Membership Committee
- Professional Development Committee (PDC)
- Scholarship Committee
- Strategic Plan Committee

IV.B.4.1. Awards Committee

Google email address: awards@podnetwork.org
Google list: awards-list@podnetwork.org

Committee Charge

The purpose of the Awards Committee is to oversee all awards and recognition programs of the organization and to receive and review suggestions for new or expanded forms of awards and recognition. The following awards and recognition programs are in the purview of this committee:

- Spirit of POD Award (SPOD)
- The Robert J. Menges Award for Outstanding Research in Educational Development (Menges)
- The POD Innovation Award (Innovation)
- The Christine A. Stanley Award for Diversity and Inclusion Research in Educational Development (Stanley)

Each of these programs is administered by a subcommittee.

Committee Leadership Structure and Responsibilities

The Awards Committee is led by an **Executive Team** (ET) that consists of the Awards Committee Chair, Chair-elect, and the four Awards subcommittee Chairs (SPOD, Menges, Innovation, and Stanley). The ET is responsible for:

- ensuring that all POD awards are administered in line with POD's mission and strategic priorities
- ensuring consistency across Award processes when possible (recognizing that each award is distinct and so requires some differences in process)
- advising the Awards subcommittees on the administration of their awards and proposed changes to their processes

The **Awards Chair**, who serves a 3-year term (one year as Chair-elect and two years as Chair), is ideally a current Awards subcommittee chair but can also be chosen from previous Awards subcommittee chairs. At the start of the current Chair's second year, the Chair-elect is chosen by the ET with the approval of the POD President. New Chairs (or Chairs-elect) rotate in at the fall conference.

The Chair-elect is responsible for shadowing the Chair as needed to learn about the responsibilities of the role. The Chair is responsible for:

- planning and hosting the grants and awards recognition ceremony held at the conference's Awards Banquet each year
- guiding the Executive Team's work to fulfill their duties as defined above
- performing other duties tied to the general expectations for operational

committee Chairs (such as submitting committee reports and attending committee Chair meetings)

Each subcommittee is responsible for selecting its new Chair in consultation with the Awards Chair. **Subcommittee Chairs** are responsible for:
- administering the selection process for their respective awards and proposing revisions to that process as needed
- maintaining robust documentation of award processes in the Awards Committee shared drive
- engaging in regular assessment of the impact of their awards, including tracking of applicant and recipient demographics (in consultation with POD's Executive Director and/or the Membership Committee)
- ensuring continuity of leadership of their subcommittee, including the on-boarding of new subcommittee Chairs

Committee Structure

There is one subcommittee for each award program, and each has its own requirements for its membership. The terms of subcommittee members follow the terms of service and membership outlined in IV.B.1. Ideally, members' terms will be staggered to ensure continuity. The Chairs of the subcommittees will normally serve a three-year term in that role and will be determined by the Chair of the Awards Committee in consultation with the departing subcommittee Chair. At-large POD Network members will be invited to express interest in serving.

The POD Network Conflict-of-Interest (COI) policy states

> *"To help avoid potential conflicts of interest in selection processes, committee and SIG members should disclose to the chair of committees and SIGs on which they serve that they plan to or have made a submission. Members recuse themselves from the selection process, including when a submission from their home institution is considered."*

For the Awards committee, when the deliberation process involves anonymous review, recusal may not be necessary. When subcommittee Chairs are aware of an institution-based COI and they use a system of dividing submissions for review amongst the committee members, they should assign the submission to reviewers without a COI. When the deliberation process does not follow anonymous review and a committee member has a COI, they should recuse themselves from the discussion and voting on that specific submission. If the subcommittee Chair has a COI and the subcommittee can give multiple awards, the Chair should recuse themselves from the discussion and voting on that specific submission. If the subcommittee Chair has a COI but only one award can be given, they should recuse themselves from the voting process used. In addition, for awards that accept self-nominations, subcommittee members must

recuse themselves from the award deliberation process any year that they self-nominate for an award.

SPOD Award: The subcommittee will have at least six members, beyond the subcommittee Chair. Membership consists of recent past award recipients who are willing to serve and 3-5 at-large POD Network members who have an overall knowledge of the POD Network and its membership as a result of having served as a committee chair or SIG chair, or on the Core committee.

Menges Award: The subcommittee will have at least four members, beyond the subcommittee Chair. The membership consists of a member of the Scholarship Committee and at least two POD Network at-large members. Ideally, at least one at-large member will be a past Menges Award recipient.

Innovation Award: The subcommittee will have at least four members, beyond the subcommittee Chair. The membership consists of at least one member who is a previous award recipient.

Stanley Award: The subcommittee will have at least five members, beyond the subcommittee Chair. Membership consists of at least one member who, at the time of appointment, serves on the Diversity, Equity, & Inclusion Committee; at least one past Stanley Awardee (when possible); and two POD Network at-large members. Ideally, at least one at-large member serves on the Scholarship Committee.

Membership
The Awards Committee Executive Team consists of a Chair (who may or may not also be serving as a subcommittee Chair) and the Chairs of the four Awards subcommittees (SPOD, Menges, Innovation, and Stanley). The Awards subcommittees each have their own membership structures (as defined above).

The terms of subcommittee members follow the terms of service and membership outlined above (3-year terms, renewable once at the discretion of the committee). Ideally, members' terms will be staggered to ensure continuity.

Signature Work of the Committee
The Awards committee is responsible for POD Network awards and recognition programs. The criteria for each award appear below. All awardees must be POD Network members. All awards are presented each year at the annual POD Network conference, and awardees are strongly encouraged to attend the Awards dinner and receive their award.

Spirit of POD Award (SPOD) Award Criteria
This award honors POD Network members who make significant, long-lasting contributions to POD Network members, the organization as a whole, and the educational development profession.

Nominations must be submitted to the SPOD subcommittee Chair by a POD Network member through the online nomination form; self-nominations are not accepted.

Recipients of this award should reflect some combination of the attributes listed below, but they may also contribute positively in other ways:
- Have an established history of serving the POD Network, including
    o Sharing knowledge, experience, materials, ideas, and support
    o Exercising innovative leadership in the organization
- Contribute substantially to the profession of faculty, instructional, and organizational development
- Exemplify the philosophy, principles, and practices of the POD Network
- Be actively involved in the POD Network for at least 10 years.

In short, the SPOD subcommittee members will identify recipients for the award who are recognized as having exemplary records of contributing to the POD Network while embodying the spirit of the organization.

Normally no more than one award will be given in one year and sometimes no award will be made; in rare circumstances, multiple awards in one year are possible at the discretion of the SPOD subcommittee members. A POD Network member may only receive this award once.

The current POD Network President, Past President, President-Elect, and members of the SPOD subcommittee are not eligible to receive the award. Additionally, SPOD subcommittee members are not eligible to serve as nominators and/or provide their names or narrative in support of a nomination.

Menges Award Criteria
Awards are given for proposals that reflect original research, which may be quantitative and/or qualitative, and may be based on experimental studies, participant observation, practitioner research, or other methodologies that lead to systematic investigation and evidence-based conclusions. Proposals based on completed graduate theses and dissertations are eligible for consideration.

The selection criteria are as follows:

- An accepted conference session proposal, self-identified as sound and rigorous research in any area appropriate to the mission of the POD Network that has the potential to impact significantly the field or scholarship of educational development.
- A complete extended research award proposal submitted after conference session acceptance, including:
  - o strength and clarity of research question and approach
  - o relationship to the field of educational development, previous research, and/or theoretical frameworks
  - o coherence across data, analysis, findings, and conclusion
  - o contribution to the field of educational development and the POD Network mission.
- The research project should be complete or nearly complete so that findings can be described and assessed.

The number of awards (generally up to three per year) will be determined by the subcommittee annually based on the quality of submissions. Proposals describing the implementation of an innovative program or reflection on best practices are not consistent with this Award. Award recipients should attend the conference to present their award-winning session or poster.

Innovation Award Criteria
The POD Innovation Award recognizes POD Network members who have implemented creative ideas for educational development. The purpose of the award is: 1) to encourage participants to share their ideas with colleagues in the POD Network; and 2) to recognize those working in any area of educational development: faculty, graduate student, instructional, or organizational development.

The selection criteria are as follows:
- Originality: The extent to which the idea is new or a creative adaptation of an existing idea.
- Scope and impact: Breadth and length of the impact will be considered.
- Transferability: Ease of adaptability to other campus environments.
- Effectiveness: Is the program cost and time effective?

The finalists are invited to prepare a poster and brief handout that they are expected to present at the conference poster session. Typically, only one award is given each year.

Stanley Award Criteria

The Christine A. Stanley Award for Diversity and Inclusion Research in Educational Development seeks to honor individuals who have demonstrated unequivocal commitment to advancing research on diversity and inclusion issues in educational development.

The purpose of the award is: 1) to raise the awareness of and advance theory about diversity and inclusion related issues in educational development; 2) to contribute to increased understanding of best practices on diversity and inclusion related issues in educational development; and 3) to recognize how the POD Network values of diversity and inclusion are reflected in the everyday practice of educational development.

To apply for this award, self-nominators must submit a full manuscript highlighting their diversity-related research that has been accepted by or published in a peer-reviewed platform in the field of educational development within the last 18 months.

The manuscript must:
- show an awareness of both educational development scholarship and relevant scholarship on diversity and inclusion
- reflect relevant POD Network values (e.g., collegiality, inclusion, diverse perspectives, advocacy and social justice, distributed leadership, innovation, evidence-based practices, respect/ethical practices)
- have a central argument about diversity and inclusion through educational development (whether that be among faculty, students, or educational developers) or engage contemporary scholarship on diversity and inclusion in educational development or in teaching and learning.

Awards will be given to manuscripts that reflect original research. Research may be quantitative and/or qualitative, and may be based on experimental studies, participant observation, practitioner research, or other methodologies that lead to systematic investigation and evidence-based conclusions. The number of awards (up to three per year) will be determined based on the quality of submissions.

Creation of New Awards
The following is the policy regarding the creation of new awards:
1. Proposals for new awards may originate within any POD Network committee, subcommittee, or special interest group.

2. Proposals will be provided in writing to the Awards Chair, who will be responsible for shepherding the proposal through the review process. The Chair will convene an ad hoc review committee consisting of at least one current member of the Awards Executive Team (either the Awards Chair or a subcommittee Chair) and two other POD Network members with expertise and/or experience relevant to the focus of the proposed award. That ad hoc committee will review the proposal and provide feedback, allowing the originating group to respond before submitting the final proposal to Core for a vote to approve or deny the creation of the award.

3. Proposals shall include the following information:
    a. Award name
    b. Purpose and connection to the POD Network mission
    c. Eligibility criteria (e.g., being a POD Network member)
    d. Selection criteria
    e. Review process (e.g., timeline, selection of reviewers, etc.)
    f. Budget

4. If an award is to be named after an individual, the following process shall be followed:
    a. The rationale for using the name should be provided in the proposal (e.g., past contributions to the area of focus, POD Network leadership, etc.).
    b. Once the award has been approved by Core, a representative of Core (typically a member of the Executive Committee) will contact the individual to seek their permission to use their name for the award. If the individual is deceased, the Core Representative will contact a family member to seek permission.

5. Once an award proposal is approved by Core, the following process shall be followed:
    a. The members who originally submitted the proposal work with the Awards Chair to form a new subcommittee as part of the Awards committee.
    b. The new subcommittee selects a Chair in consultation with the Awards committee Chair.
    c. The subcommittee Chair drafts GM text (based on the proposal approved by Core) that follows the GM template.
    d. The Awards Executive Team reviews the proposed GM text and finalizes it for submission to Core for a vote of approval. Once approved, the text is added to the GM and adapted for use on the POD Network website.
    e. The subcommittee Chair solicits members as per the approved membership description and the subcommittee launches its work.

IV.B.4.2. Conference Committee

Google Email: conferenceteam@podnetwork.org
Google List: conference-list@podnetwork.org

Committee Charge or Mission

- The Conference Committee is responsible for the organization of the POD Network annual conference (in-person and/or online), including all programmatic and logistical aspects.
- The objectives of the Conference Committee are to organize a conference experience to promote professional and personal growth, nurture innovation and change, stimulate important research projects, and enable participants to exchange ideas and broaden professional networks.

Committee Leadership Structure and Responsibilities

In addition to general expectations for standing committee Chairs as described in section IV.B.2, the Chairs of the Conference Committee oversee all aspects of the conference, with the exception of site selection; registration; and proposal review, selection, and scheduling. The Program Chairs oversee all aspects of the proposal review process and scheduling of the conference program components. The POD Network Executive Director has prime responsibility for budget and logistics relating to conference organization and implementation and works in close cooperation with the Conference and Program Co-Chairs. The Executive Director oversees all matters pertaining to the selection of the conference site as well as registration and collection of conference participant fees. The Executive Director also serves as the official signatory for hotel or other contracts related to the implementation of the conference event.

- Process of electing new Chair / Chair rotation / term limits
- Program Chairs are selected by the incoming Conference Chairs. Program Chairs serve for one year and are then advanced to be Conference chairs in the subsequent year.

Using standard committee leadership rotation schedule, new Chairs rotate in at the fall conference

Committee Structure: The Conference Committee consists of up to seven members

- 2 Conference Co-Chairs
- 2 Program Co-Chairs
- 2 Online Co-Chairs (when online format is offered)
- The POD Network Executive Director

Membership

- Membership on the committee is open to any POD Network member in good standing.
- Members should be willing to commit to a two-year period of service, including weekly meetings, a three-day site visit, and attendance during the entire week of the conference.
- Because of the substantial amount of work involved, it is recommended that committee members have the support of their home institutions.
- Desired qualities include excellent communication skills, collegiality, and organization skills.

Signature Work of the Committee

While the Conference Committee does not have any subcommittees, its members work closely with several coordinators and volunteers. All conference coordinators and volunteers are invited and appointed by the Conference Co-Chairs, working in close consultation with Program Co-Chairs and Online Co-Chairs. Coordinators are selected for two years of service (except as noted below) with the intention that each year there will be one experienced coordinator and one new coordinator. Coordinators include:

- *Session Coordinators*, in conjunction with the Program Co-Chairs, oversee the proposal review processes for each respective session type. There are two Coordinators for each session type:
  - Pre-Conference Workshops Coordinators
  - Interactive Sessions Coordinators
  - Research Sessions Coordinators
  - Roundtable Sessions Coordinators
  - Poster Sessions Coordinators
  - POD Talks Coordinators
  - Workshop-in-a-Box
- *Birds of a Feather (BoF) Coordinators* organize facilitators for the BoF (topical interest group) sessions in the conference program. Additionally, the BoF coordinators are charged with BoF session evaluation.
- *Excursion Facilitators* identify and plan the educational/cultural expeditions and work closely with the Conference Committee in doing so. Excursion Facilitators only serve one-year terms in the year when the conference is located in their hometown.
- *Career Fair Coordinators* organize the Career Fair and manage communication with all Career Fair participants. Additionally, the Career Fair Coordinators are charged with Career Fair evaluation.
- *Conference Evaluation Coordinators*, typically the previous year's Conference Co-Chairs, determine, in consultation with the Conference Committee and the Core Committee, the forms and the process to be used

for the evaluation of sessions and the conference overall.

- *Registration Desk Volunteer Coordinators* gather and organize volunteers to help at the registration desk, provide the names of volunteers and their schedules to the Executive Director, and assist at the registration desk during peak registration times.
- *Resource Fair Coordinator*s obtain the names of registrants for the Resource Fair from the Executive Director, communicate with those registrants, oversee the set-up for the event, and assist participants on-site as needed.
- *Roommate Assistance Coordinators* collect names and lodging preferences of persons wanting a roommate at the conference and then connect these individuals.
- *POD Buddy Program Coordinators* organize matches between new conference attendees and experienced conference attendees, and plan events at the conference to facilitate connections. The Buddy Coordinators are selected in collaboration with the Membership Committee and the GPPD SIG.
- *Volunteer Proposal Reviewers* volunteer by responding to a call sent out by the Conference Committee. They may be asked to review up to ten proposals in one of several areas of expertise or interest, with the number of proposals dependent upon their experience at reviewing for the conference. All proposal reviewers must be current members of the POD Network.
- *Other Conference Volunteers* staff the welcome desk and assist with minor logistical matters on excursions.

Collaboration with other Standing Committees and SIGs:
- Presidential Liaison
  - Consult with the new president on selection of the theme and other relevant questions that arise throughout the conference planning process.
- Core Liaison
  - Collaborate to include the selected POD-sponsored sessions in the final program.
  - Consult as relevant questions arise throughout the conference planning process.
- Awards Committee
  - *POD Innovation Award Coordinator*
    The coordination of the POD Innovation Award process is separate from the conference. However, the award is presented at the conference, and recipients display their ideas as part of the Resource Fair. This Coordinator informs the Executive Director of the number of display poster boards needed for the Fair.

- ○ *Awards Committee Chair*
  The planning of the awards ceremony is coordinated by the overarching Awards Committee Chair in conjunction with the conference Co-Chairs.
- Digital Resources and Innovation (DRI) Committee Liaison
  - ○ Provides training and tools to facilitate the work of the conference team. An example would be software for the creation of an electronic conference program each year.
- Membership Committee (MC)
  - ○ *Newcomers' Orientation Facilitator* plans the scheduling of this event with the conference Co-Chairs and is facilitated by the Membership Committee.
- GPPD SIG
  - ○ *Annual GPPD luncheon*
- Diversity, Equity, & Inclusion Committee
  - ○ The *Inclusion Coordinator* is selected by the Diversity, Equity, & Inclusion Committee (DEIC) and collaborates with the Conference Committee, as needed, to plan and implement strategies for increasing accessible, inclusive practices at and for the annual POD Network conference; works closely with the Diversity, Equity, & Inclusion Committee Conference co-coordinators; and participates in Diversity, Equity, & Inclusion Committee Executive Team meetings on a monthly basis.
  - ○ *Donald H. Wulff Diversity Travel Fellowship Posters* and *Collaborative Diversity, Equity, and Inclusion Mentorship Fellows Program Posters* The coordination of the Wulff Diversity Travel Fellowship and Collaborative Diversity, Equity, and Inclusion Mentorship Fellows Program awards process is separate from the conference. However, recipients display their posters as part of the Poster Session. The Diversity, Equity, & Inclusion Committee *Conference Coordinator* informs the Executive Director of the number of display poster boards needed for the Poster Session. The planning of the awards ceremony is coordinated with the Conference Co-Chairs.

Other:
- Coordinating the Awards Program to honor awardees through a judicious and efficient ceremony.
- Selecting the Plenary Speaker(s) and Anchor Session
  - ○ Plenary Speakers are selected from outside the organization and receive an honorarium.
  - ○ Anchor Session speaker is selected from accepted conference sessions and is not paid.

- Recruiting anonymous peer reviewers
  - Anonymous peer reviewers are recruited through a general call to the POD Network membership through email and the Google POD Network Open Discussion Group.
  - Peer reviewers are asked to complete a survey where they indicate their topics and levels of experience.
  - Peer reviewers are asked to complete a short training on reviewing for the conference.
  - Peer reviewers are matched with proposals according to their expertise and experience levels. Each proposal is assigned reviewers with a range of experience.
- Coordinating with conference management software
- Responding to new ideas and requests related to the conference and reaching out to the leadership of the POD Network for guidance depending on the request.
- Communicating with conference participants in response to inquiries and concerns.

Committee-Related Policies and Guidelines
- Safeguarding Peer Review:
  - All sessions, except Vendor Sessions and Birds of a Feather (BoF) sessions, appearing in the program should go through some form of review, whether POD-sponsored or anonymous.
    - Vendor sessions are sponsored sessions determined by the Executive Director
    - BoF sessions are topical discussion groups selected by the BoF Session Coordinators in consultation with the conference team.

IV.B.4.3. Diversity, Equity, & Inclusion Committee (DEIC)

Google Email: diversity@podnetwork.org
Google List: diversity-list@podnetwork.org

Committee Charge

The Diversity, Equity, and Inclusion Committee (DEIC) serves as an advocate to the POD Network by advising members of the Core and Executive Committees on ways to sustain and improve the organization's efforts toward valuing diversity, equity, and inclusion. Formed in 1993, as a result of a strong call from individuals within the membership, the Committee goals are focused on:

1) recruitment and retention of POD Network members from underrepresented groups and institutions in the POD Network and in the faculty/instructional development community more broadly (in coordination with the membership committee) and

2) cultivation of greater critical attention to questions of diversity, equity, and inclusion in the organization and our work.

Underrepresented groups are defined as, but not limited to, members who identify as racial and/or ethnic minorities; lesbian, gay, bisexual, or transgendered individuals; and individuals who are disabled. Underrepresented institutions are defined as, but not limited to, historically black colleges and universities (HBCUs), native American tribal colleges, Hispanic serving institutions (HSIs) or Hispanic area colleges and universities (HACUs), or Minority Serving Institutions (or those aspiring to become MSIs).

The committee serves these dual purposes through outreach and support aiming to bring new members into the POD Network community (with a particular emphasis on the conference), as well as supporting, highlighting, and promoting scholarship and resources focused on diversity, equity, and inclusion. The committee engages with other POD Network committees and SIGs to help promote values related to diversity, equity, and inclusion throughout the work of the POD Network and its members.

Committee Leadership Structure and Responsibilities

The DEI Committee Leadership Structure includes two Co-Chairs and the Past Co-Chairs.

Past Co-Chairs (one-year term):

Responsibilities include mentoring the new Co-Chairs; advising the DEIC Executive Team (ET) on matters related to the grants program, POD Network conference, and other matters regarding issues of diversity and inclusiveness in the organization; overseeing any ad hoc projects or

subcommittees as needed; and other responsibilities as assigned by the ET.

Co-Chairs (two-year term staggered, with the possibility of a third):
In addition to general expectations for standing committee chairs as described above, the co-chair(s) of the DEIC provide leadership and vision to the DEIC Executive Team; initiate and chair conference calls; encourage strategic planning; submit Core reports (twice annually in for fall and spring Core meetings) including annual budget requests; appoint new ET members in consultation with the ET and pending Core approval; and fulfill other responsibilities in collaboration with the ET. The Co-Chairs' conference responsibilities include:
- Encouraging DEIC affiliates to review conference proposal submissions.
- Inviting people to submit sessions for the POD Conference, as individuals and as teams.
- Communicating DEIC conference events to the DEIC affiliates and the POD Network membership.
- Setting agendas for and chairing annual DEIC business meetings.

All DEIC members from the previous five years, who have served at least one year as an Executive Team Member, are eligible to serve as a Co-Chair. The ET will review applications in late summer with the new Co-Chair selected by early Fall. Ideally the Co-Chairs will be staggered so that there are not two Co-Chairs simultaneously new to the position. The new Co-Chair shadows at the conference and takes the position in January, with the previous Co-Chairs working together through submission of the spring report to Core.

Committee Structure
The DEIC Executive Team consists of two Diversity Fellowship Coordinators, two Conference Co-Coordinators, two Assessment Coordinators, two Scholarship and Professional Development Coordinators, two Inclusion Coordinators, two Outreach Coordinators, and additional positions as proposed by members of the POD Network community. Individuals are recruited through the POD Network Open Discussion Group and lists of participants at the DEIC business meetings, and they are selected by members of the Executive Team using a thorough review process focused on three factors:
- alignment between candidates' interest in the position and the goals of the committee
- candidates' relevant experiences vis-à-the criteria of the position for which they are applying
- experience in educational development broadly.

Assessment Co-Coordinators (two-year term):

Responsibilities include reviewing all assessment data collected by the DEIC and synthesizing it for the Executive Team, collaborating with the Diversity Fellowship Coordinators in the planning and implementation of (short and long-term) assessments for all diversity fellowship recipients, and identifying other assessment measures related to DEIC work to measure the impact and retention of historically underrepresented individuals and institutions. The Assessment Coordinators serve as liaisons to the larger POD Network assessment committee to work collaboratively on the assessment of POD Network strategic plan and collaborate with the Membership Committee to ensure that diversity is integrated into assessment efforts across the organization and synthesize the DEI-related findings from these efforts into a report to the Executive Committee. The assessment coordinators participate in the DEIC Executive Team meetings monthly.

Diversity Fellowship Co-Coordinators (two-year term):

Responsibilities include managing, leading, planning, and implementing all aspects of the Collaborative Diversity, Equity, and Inclusion Mentorship Fellowship and Donald H. Wulff Diversity Travel Fellowships. The Diversity Fellowship Coordinators are also a member of the ET and participate in all meetings. Conference responsibilities include organizing cohort engagement and coordinating with the Co-Chairs to ensure the awardees are recognized in conference materials and during the awards banquet.

Conference Co-Coordinators (two-year term):

Responsibilities include building relations with the POD Network Conference and Program Co-Chairs to ensure increased visibility of fellowship recipients and work with the Inclusion Coordinator to implement accessible, inclusive practices at the annual conference. Work collaboratively *with Diversity Fellowship Co-coordinator*s to manage, lead, plan, and implement all aspects of the Collaborative Diversity, Equity, and Inclusion Mentorship Fellowship and Donald H. Wulff Diversity Travel Fellowship. The Conference Co-Coordinators also plan and coordinate the annual Diversity, Equity, & Committee Dinner that is held during the POD Network Conference.

Scholarship and Professional Development Resource Co-Coordinators (two-year term):

The Scholarship and Professional Development Resource Co-Coordinators raise the visibility of scholarly work on diversity in

educational development within the POD Network; work with other POD Network committees and SIGs to curate and circulate scholarly works in progress on diversity, equity, and inclusion related to educational development; coordinate the development and dissemination of professional development resources related to inclusive practices and diversifying the POD Network membership; and participate in ET meetings on a monthly basis.

Inclusion Co-Coordinators (two-year term):

The Inclusion Co-Coordinators collaborate with the Conference Committee to plan and implement strategies to support accessible, inclusive practices at and for the annual POD Network conference. The Inclusion Co-Coordinatos are selected by the DEIC. The Inclusion Co-Coordinators work closely with the DEIC Conference Co-coordinators and participate in ET meetings on a monthly basis.

Outreach Co-Coordinators (two-year term):

The Outreach Co-Coordinators serve as the DEIC liaison to other POD Network committees to collaborate on projects and initiatives; build relationships with partner organizations and make recommendations around alignment of POD Network work with key external partners in the areas of equity, diversity, and inclusion; collaborate with the Conference Co-Coordinators and Inclusion Co-Coordinators about outreach efforts related to the annual conference, such as creating community building opportunities throughout the conference; and participate in ET meetings on a monthly basis.

Additional Positions

In the committee call for applications, we include the opportunity to propose *new roles* and modes of contributing to the ET. These proposals are reviewed by the committee as any other, and they can be further refined as needed through conversation with the applicant. These roles can be temporary or permanent based on the determination of the ET members.

Membership

The Diversity, Equity, & Inclusion Committee is open to all interested POD Network members. The DEIC Executive Team is elected from within the group. Whenever possible, a member of the DEIC Executive Team also serves as Core Representative to the DEIC. All other current POD Network members who are interested in the work of the DEIC may consider themselves DEIC Members and may participate in discussion forums on the DEIC Google Group and are invited to attend the annual DEIC business

meeting at the annual POD Network conference. Members are recruited during the annual conference and through the POD Network Discussion Group.

Signature Work of the Committee

Grants Program: The DEIC oversees the Diversity Grants Award process, which includes the Donald H. Wulff Diversity Travel Fellowship and the Collaborative Diversity, Equity, and Inclusion Mentorship Fellows Program.

- *The Donald H. Wulff Diversity Travel Fellowships Program* seeks to increase participation by people from historically underrepresented racial and ethnic groups in the U.S. and/or underrepresented institutions in the field of educational development (here used as an umbrella term to encompass what may also be called faculty development, TA development, instructional development, organizational development, etc.). The grant is named in honor of the memory of former POD Network President Don Wulff in recognition of his longstanding commitment to diversity and inclusiveness and his efforts to establish the Diversity Committee (now DEIC), the Internship Grants, and the Travel Grants Program.

  The travel fellowship program awards stipends to individuals or teams, either through their institutions or directly depending on their context and preference, to support their travel to and attendance at the annual POD Network Conference. Applicants do not need to be previous members of the POD Network but will need to join the POD Network before attending the conference.

  The DEIC gives preference to individuals who would join the POD Network and contribute to its mission over the long term, as well as those with particular interests in questions of diversity in educational development. Former grant recipients who have not received more than one award in the past may also apply for a second grant, with priority consideration being given to second-time applicants who have remained active members of the DEIC. Underrepresented institutions include, but are not limited to, the following: 1) Historically Black Colleges and Universities, 2) Native American Tribal Colleges, 3) Hispanic Serving Institutions or Hispanic Area Colleges and Institutions, and 4) Minority Serving Institutions (or those aspiring to become MSIs).

- The *Collaborative Diversity, Equity, and Inclusion Mentorship Fellows Program* replaced the former internship program. This program is designed to build connections and relationships both within and between institutions. The mentor and mentee collaborate on a project related to the diversity, equity, and inclusion mission of the POD Network while also providing experience for the

mentee to engage with and appreciate the benefits of participation in the POD Network.

The goals for the Internship Program are:
- o To provide a person from an historically underrepresented racial and/or ethnic group in the U.S. with career exploration opportunities in educational development (with preference given to individuals from traditionally underrepresented institutions and/or those with particular interests in questions of diversity in educational development);
- o To support attendance at the annual POD Network conference either at the beginning or end of the grant period.
- o To build connections across institution-types.

POD-Sponsored Session: Should the Call for Proposals invite standing committees and SIGs to provide a proposal for a POD-sponsored conference session, the DEIC Executive Team will do its best to provide a diversity-related session, following prescribed guidelines.

Wulff Fellows Roundtable: The DEIC will organize a session for the winners of the Wulff fellowship to share their work with the broader POD community as a part of the conference.

POD-Network Conference Related Events: The DEIC will be responsible for organizing other events meant to make visible the work of the DEIC at the annual conference.

Committee-Related Policies and Guidelines
None

IV.B.4.4. Digital Resources & Innovation (DRI) Committee

Google Email: dri@podnetwork.org
Google List: dri-list@podnetwork.org

Committee Charge

The purpose of the Digital Resources & Innovation Committee is to advise on and facilitate the implementation of policies and practices regarding POD Network's use of digital and communication resources to support the work of the POD Network and its members. It accomplishes this by:

- Researching new and innovative technologies and approaches that enhance the POD Network mission
- Providing guidelines for usage of these technologies across the POD Network governance structure of committees and SIGs
- Piloting and bringing to scale technologies that support POD Network activities and its members
- Advising on best practices in POD Network communications, such as social media.

Committee Leadership Structure and Responsibilities

The Digital Resources and Innovation Committee is led by two Co-Chairs, who equally share the responsibility of overseeing the committee. In addition to general expectations for standing committee chairs as described in GM Section I.B.11.4. and IV.B.2, the Co-Chair(s) of the DRI Committee, and/or designated committee members, coordinate tasks with partners in other groups within POD and with any external vendors hired to complete a task in support of POD's mission. They also organize regular online meetings and the annual conference meeting of the DRI Committee and coordinate task assignments when specific projects are undertaken by the committee.

DRI Liaisons to other POD groups are selected from among DRI Committee members through a call for volunteers and designation as such by the Co-Chairs. This choice is communicated to the POD Executive Director and the Chair of the respective committee, which includes, but is not limited to:

- Strategic Plan Committee
- Diversity, Equity, & Inclusion Committee
- Conference Committee

Process of electing new Chair / Chair rotation / term limits

- Co-Chairs can serve a maximum of three consecutive one-year terms. Elections are held each year to re-elect one or both incumbents or to elect one or two new Co-Chairs. If possible, Co-Chairs will coordinate so that only one Co-Chair position is open each year.
- Co-Chairs will be elected electronically prior to the annual conference.

Incoming Co-Chairs will take up their responsibilities at the end of the annual conference, at which point outgoing Co-Chairs also end their terms.

- Prior to the election date, the incumbent Co-Chairs will issue a call to committee members for an election coordinator (who may not then be nominated for Co-Chair). The election coordinator will solicit nominations for open Co-Chair positions through the DRI Committee mailing list and then announce the final list of candidates through said list. Voting will be held via an online survey.
- In the event that an incumbent Co-Chair reaches the term limit and another Co-Chair isn't willing to step forward, the committee will vote on one of the following options while candidates come forward:
  - Function with a single chair for an interim period lasting a maximum of six months.
  - Retain the outgoing Co-Chair (if willing) for an interim period lasting a maximum of six months.
  - Repeat the nomination and election process to ask new candidates to come forward.

Committee Structure

The Digital Resources & Innovation Committee structure is fluid, with working groups rather than formal subcommittees. These groups are frequently, though not always, populated by a minimum of two to three people. Nonetheless, at times requiring intensive work, any member of the committee can join a workgroup on a project. Many projects or new approaches are tested by the whole committee. Examples of possible workgroups are outlined below:

- *Website Group* oversees design features of the website and acts as liaison with the web development team and Executive Director.
- *Social Media Group* provides guidance for POD Network and its members on the effective use of social media tools (Twitter, Facebook, LinkedIn, etc.) to further communication and produces documents and sponsors sessions as appropriate to disseminate best practices in the use of social media related to POD Network activities.
- *Electronic Conference Program Group* builds, tests and implements the mobile app program for the annual conference and works in close collaboration with the Conference Committee to ensure timely transmission of information and updates related to the conference program. This effort is led by the Co-Chairs, with additional support from all Digital Resources & Innovation Committee members for testing.
- *Digital Tools Group* investigates and implements new ways of using existing digital media channels and resources, as well as exploring the adoption of new tools or the phasing out or replacement of defunct or outdated ones. This can include tools to be implemented on an organization-wide basis for

the whole POD Network used for a specific function by one or more committees and/or SIGs.

Membership

- Membership in the Digital Resources & Innovation Committee is open to all POD Network members. Potential committee members are invited to attend monthly meetings throughout the year and are also actively recruited at the annual conference.
- No qualifying restrictions are placed on who may join the Digital Resources & Innovation Committee or the length or intensity of their involvement.
- People who would be well-suited to the Digital Resources & Innovation Committee include POD Network members who are:
  - curious about how the POD Network operates
  - curious about the technologies used to support the administration and communications of a non-profit, largely volunteer organization
  - knowledgeable or, more importantly, eager to learn about technologies that support long-distance communication and collaborative workflows; apps that orient and inform conference attendees; ways in which social media may be effectively employed by working groups in the organization; web architecture that supports internal information-sharing and member needs, as well as external branding and communications.
- New members are given access to the committee's Google DRI Group folder and added to the DRI Slack channel and email list.

Signature Work of the Committee

- Key projects include evaluating and making recommendations regarding apps to support the conference experience, making recommendations to Core and member groups regarding the use of social media as well as internal communication resources and tools, as well as considering new and developing technologies that may contribute to members' experiences and effectiveness within the organization and in their own professional capacity.
- The Digital Resources & Innovation Committee practices, and celebrates, a model of deep collaboration centered on distributed leadership. Committee members are invited and encouraged to take part in any project conducted by the Digital Resources & Innovation Committee work groups, knowing that some projects may have skill requirements they will need to meet. They may also volunteer to take on "leadership" responsibilities such as evaluating technologies, outlining and reporting on findings and recommendations, leading segments of the Digital Resources & Innovation Committee monthly meetings, and reporting recommendations to POD Network leadership. The Committee routinely shares its work with all members via monthly Zoom

meetings and, for those unable to attend, via a dedicated Google folder containing the video, audio, and chat files from those meetings.

Committee-Related Policies and Guidelines

The Digital Resources & Innovation Committee makes all documents available to all committee members as needed and appropriate to facilitate communication, effective exploration, and transparency.

IV.B.4.5. External Partnerships and Outreach Committee (EPOC)
Google Email: epoc@podnetwork.org
Google List: epoc-list@podnetwork.org

Charge
Working in close collaboration with the Executive Committee, the External Partnerships and Outreach Committee will
1. vet all partnership requests
2. funnel requests to the working committee or POD members whose charge or expertise most closely aligns with proposed partnership
3. oversee processes and guidelines related to partnerships, and outreach for the organization
4. manage the prioritizing and vetting processes involved in committing to partnership requests, and where necessary, limit requests
5. coordinate work of the EPOC members related to outreach.

Note: "outreach" work that falls under the purview of this committee is primarily outreach for the purposes of establishing external affiliations and partnerships. Outreach intended to increase or enhance membership within the POD Network falls under the purview of the Membership Committee, yet some outreach endeavors of EPOC and Membership may overlap.

Committee Leadership Structure and Responsibilities
The committee uses a Chair, Chair-Elect and Past Chair rotation. In addition to general expectations for standing committee chairs as described in GM Section I.B.11.4 and IV.B.2, the chair of EPOC serves a one-year term, working closely with the Past Chair and Chair-Elect. Normally, the Chair-Elect accepts the position from within the committee each fall, prior to the leadership transition that coincides with the annual POD Conference. The Chair-Elect retains this position for one year preparing to take on the role of Chair at the time of the fall conference in the following year when the term of the previous Chair ends.

The EPOC Chair can be a current or past member of the Core Committee or an at-large POD Network member.

Membership
EPOC is open to all members of the POD Network interested in developing and reviewing guidelines related to advocacy, outreach, and partnerships.

The EPOC consists of at least 8 members:
1) EPOC Chair
2) EPOC Chair-Elect

3) Past EPOC Chair
4) POD Network President (voting)
5) Executive Director (non-voting)
6) Core Committee representative
7) Additional at-large members

Signature Work of the Committee

EPOC provides support, guidance, and resources to support outreach and partnership activities of the POD network to expand the impact of the POD Network at institutional, national, and international levels.

EPOC Policies and Guidelines

Guidelines for Outreach

Outreach, for the purposes of the work of EPOC, describes activities that increase awareness of the POD Network, promote the work of POD, and enhance the POD mission by seeking partnerships with other organizations.

Guidelines for Partnership Development

The POD Network embraces and advances appropriate collaborations and partnerships with other organizations or companies whose work supports the field of educational development within higher education. POD Network outreach may take two forms: (1) short-term, often project-based collaborations; and (2) partnerships, or longer-term professional affiliations or reciprocal contractual relationships with other academic or non- profit organizations, businesses, or corporate entities.

All potential partnerships will be vetted using the following criteria:
- Partnerships should align with and support the mission, values, goals, and long-term sustainability of the POD Network
- Partnerships should demonstrate potential positive impact on the POD Network, POD Network membership, and/or the field of educational development
- Partnerships should reflect the ethical guidelines consistent with our practice, including respect for the confidential nature of our work

Additionally, the following criteria should be considered for most partnerships but there may be conditions where they do not apply at all:
- Partnerships should should be based on the principles of reciprocity and mutual benefit
- Partnerships should be public and transparent to all stakeholders.

POD Network members who have been approved to undertake any partnerships or initiatives should do so as representatives of the POD Network first, not as individuals seeking primarily to promote their individual careers (including selling books, offering workshops, etc.) or to pursue personal financial gain.

Often, the POD Network establishes collaborative relationships through a one-year pilot in which there are written (email) agreements between the external organization and one or more POD Network committees or SIGs, approved by the Executive Committee. However, before undertaking work on any long-term arrangement (here, defined as a partnership on behalf of the POD Network), a signed Memorandum of Understanding (MOU) must be in place. The EPOC Leadership Team will work with the Executive Committee and the leaders and/or coordinators of approved initiatives to develop and finalize the MOU process with partners in preparation for a Core Committee vote. If there is any profit sharing with organizations, it needs to be included in the MOU.

Approved partnerships will require a formal, written exchange of terms, conditions, renewal options, respective responsibilities, financial agreements, stakeholders, maintenance, or other related items before taking effect. These agreements will specify the organizational or role-based stakeholders, e.g., an agreement is made with "the editor of *Academe*" or with "the chair of the X Committee," not with an individual who will rotate out of that position. These guidelines and principles will be made available to the public and the POD Network membership through publication on the POD Network website. Any changes to these policies and procedures will be reported on the POD Network website or another vehicle distributed to all members.

Currently, the POD Network participates in different types of external partnerships and outreach, including those with vendors, affiliates, partners, and as consultant or as a public endorsement with reciprocal benefit. EPOC is focused on partners.

Vendor

The POD Network contracts with commercial businesses for goods and services. For the most part, these vendor relationships are not formal partnerships. They come in three distinct types: 1.) contractual service providers, 2.) conference vendors, and 3.) contractual partners. Transactions between the POD Network Executive Director and contractual service providers or conference vendors (using a previously established process) do NOT fall under the purview of the EPOC committee. All other contractual partnerships for which there is a reciprocal relationship should follow the EPOC guidelines and vetting process.

Partner
POD Network partnerships consist of reciprocal financial or other substantive relationships with other businesses, organizations, or corporations.

Consultant
When POD Network leaders, on behalf of the POD Network, are asked to provide consultation for a project, product, or initiative, these requests should be vetted through the Executive and EPOC committees. POD Network leaders should distinguish between personal and organizational consultations when serving in a leadership position.

Public Endorsement
Before agreeing to publicly endorse a project, product, or initiative, the POD Network should be directly involved in the creation, sponsorship, or evaluation of such a product. Any public endorsement must be aligned with the criteria named above for potential partnerships. POD Network leaders should distinguish between personal and organizational endorsements, when speaking as an individual.

IV.B.4.6. Membership Committee

Google Email: membership@podnetwork.org
Google List: membership-pod@podnetwork.org

Committee Charge

The Membership Committee is charged with supporting the journey of POD Network members throughout their time in our organization, from recruitment to retention, through close collaboration with POD leadership and other POD committees. Major responsibilities include conference events that welcome and orient new members and providing feedback to the Executive Committee and Core Committee on key membership functions and communications.

Committee Leadership Structure and Responsibilities

The Membership Committee (MC) is led by a rotation of three chairs—Chair-Elect, Chair, and Past Chair. Each position in this sequence is a one-year term. Rotation occurs at the start of the calendar year in January to see through the completion of MC major conference events and programs, including follow-up communications and assessment review.

The responsibilities of each of the three chair roles include:
- **Chair** - The Chair facilitates monthly committee meetings, including maintaining the shared agenda, inviting agenda items from the committee in advance of the meeting, and ensuring notes are taken for those who could not attend. The chair also maintains shared committee resources (e.g., Membership Google Drive, an updated committee roster with email addresses). The Chair generally leads and organizes communication tasks with input from the committee, including biannual Core reports, budget requests, and governance manual edits, and responds to inquiries to membership@podnetwork.org.
- **Chair-Elect** - The Chair-Elect works with the POD Network Executive Director to complete the annual review of communications to new and renewing members, ensuring accuracy and welcoming language. The Chair-Elect also solicits and coordinates MC liaisons to other POD committees and SIGs (e.g., DEI committee, GPPD SIG) as requested or helpful. The Chair-Elect shadows the Chair to learn current MC processes, with an eye toward possibilities for future improvement.
- **Past Chair** - The Past-Chair serves as a mentor and resource to the Chair, sharing institutional committee knowledge and engaging as a thought partner where helpful. The Past Chair guides committee assessment and strategic planning and serves as a liaison to the Strategic Plan Committee.

Members of the committee are invited to self-nominate or to encourage colleagues to self-nominate to serve as Chair-Elect by the November conference. In cases where there is more than one self-nomination, the Chair-Elect will be selected by a majority vote of committee members during the December monthly committee meeting. (Note: All committee members will be invited to take part in the election electronically, if they are unable to attend the meeting synchronously.)

Committee Structure

The Membership Committee consists of a main committee and one subcommittee for Start-Up Grants. Committee members are invited to take on leadership roles to coordinate major committee projects (e.g., Buddy Program, Start-up Grants). A subcommittee structure may be invoked for committee projects in the future as committee size grows.

Start-Up Grant Subcommittee

The MC Start-Up Grant subcommittee seeks to support community-building regarding teaching and learning including activities that support and/or promote educational development on campus, including but not limited to the creation of a teaching center through a one-time grant. The membership of the Start-up Grant Award Subcommittee consists of the Executive Director (non-voting), and up to three members selected from the Membership Committee. Grant applications are reviewed on a quarterly basis by the members of the subcommittee. At the end of each quarter (in September, December, March, and June), the Executive Director shares all grant applications with the other subcommittee members. Applicants should indicate the on-campus educational development support they are proposing, how specifically they plan to use the start-up funds, and information about the college or university, including whether or not the institution has a teaching center. POD Network membership is not required. Preference should be given to applications from institutions that do not currently have a teaching center or its equivalent. Applications may be denied, awarded, or returned to the applicant for clarification.

Membership

Any current member of the POD Network is invited to serve on the Membership Committee to share their expertise and talents. The Membership Committee especially welcomes new POD Network members looking for ways to get involved; new POD Network members provide a fresh lens on the experience of joining our organization and ways that our welcome and orientation may be improved.

Signature Work of the Committee
- Articulates and promotes benefits of POD Network membership in collaboration with the POD Executive Director and central office through email

communications (join/renew notices) and membership pages on the POD Network website

- Welcomes and orients new members to the POD Network conference events (First-time Attendees Event and Conference Buddy Program) and new member outreach
- Seeks to guide and sustain member involvement over time through partnership with other committees and SIGs
- Collaborates with EPOC and the POD central office to recruit new members
- Advises POD Executive and Core committees, as well as other interested POD Network committees & SIGs on membership topics, including registration process and dues, membership data, articulation of benefits, and recruitment and retention

IV.B.4.7. Professional Development Committee (PDC)

Google Email: pdc@podnetwork.org
Group List: pdc-list@podnetwork.org

Committee Charge

The Professional Development Committee (PDC) is charged with responding to the diverse professional development needs of POD Network members at various career stages and different institutional types. PDC coordinates the development, offering, and assessment of programming that supports the professional growth of POD Network members in a variety of venues and modalities.

Committee Leadership Structure and Responsibilities

The committee uses a Chair, Chair-Elect and Past Chair rotation. Up to two (2) members of the PDC can serve at a time in each position. In addition to general expectations for standing committee Chairs as described above, the Chair(s) of PDC serves a one-year term, working closely with the Past Chair(s) and Chair(s)-Elect. Each October, prior to the leadership transition that coincides with the annual conference, the committee reviews the responsibilities of Chairs and the time commitment required by each position. Members of the committee interested in serving as Chair-Elect are invited to self-nominate or to encourage colleagues to self-nominate. The Chair(s)-Elect retain(s) this position for one year preparing to take on the role of Chair(s) after the annual conference of the following year when the term of the previous Chair(s) ends.

If the Chair is not a member of the Core Committee, a committee member who also serves on the Core Committee will function as Core Representative for the PDC. Ideally, at least one member of the PDC will be a current member of the Core Committee.

Committee Structure

The PDC normally accomplishes its work through a changing set of subcommittees and ad hoc committees chaired by its members, the structure of which is flexible in order to accommodate changing professional development needs and programming over time. Meetings of the full committee are structured to encourage collaboration and idea generation on new projects, with subcommittee reports on ongoing projects submitted in writing in advance. The PDC regularly invites new and continuing POD Network members to join and guides them into increasing levels of responsibility so that PDC members are ready to become subcommittee, and ultimately committee, Chairs.

Each of the programs described in the Signature Work section below has a standing subcommittee that is directly involved in that program. Ad hoc subcommittees are

created for pilot projects, or to fill emerging needs. Particularly for more expansive projects, subcommittee Chairs may recruit additional help from outside the committee. In addition, one or more committee members may serve as liaisons to other committees.

MembershipThe PDC is open to membership from interested POD Network members. The size of the membership for the PDC fluctuates and is determined by the Chair, Past Chair, and Chair-Elect in relation to the size and complexity of current work and professional development offerings. Committee members serve three-year terms that may be renewed. New members are recruited through open calls to the membership and through recommendations of current committee members. See IV.B.1. for general language about committee membership information.

Signature Work of the Committee

Event Promotion and Organization

POD Institute for New Educational Developers (POD Network INED)

In cooperation with the Executive and Core Committees, the Committee manages the call for proposals process for institutions wishing to sponsor the Institute for New Educational Developers, including the review of proposals and recommendation of the sponsoring institution for Core approval. PDC representatives consult with INED directors at the sponsoring institutions on an as-needed basis to assist them in early planning and assure continuity and integration with POD Network values and expectations.

POD-AAC&U Organizational Development Institute (ODI)

Immediately before the Association of American Colleges and Universities (AAC&U) Annual Conference, the POD Network conducts a one-day institute targeted at POD members. The committee is responsible for recruiting experienced facilitators for the institute and for working with the POD Network Executive Director, the AAC&U Conference Coordinator and the Institute facilitators on supporting logistics.

POD-sponsored Sessions at the AAC&U Conference

As part of the POD-AAC&U collaboration, the Committee also recruits facilitators for two POD-sponsored sessions at the AAC&U Conference: a three-hour pre-conference session and a concurrent session. The target audience for these sessions is AAC&U members and conference attendees.

The committee has developed a detailed set of operating procedures, including proposal review rubrics, for the ODI and POD-sponsored sessions.

Programs Conducted by the Committee

PODLive!

The Committee offers virtual programming throughout the year. PODLive! is a series of interactive webinars designed around various topics relevant to the professional development of educational developers. The Committee is responsible for recruiting facilitators, scheduling and publicizing the sessions, hosting the sessions, and coordinating with the POD Network website developer to create an archive of recordings and materials. The Committee typically offers five to seven PODLive! sessions per year.

POD Connects!

The Committee facilitates connection of POD Network members through POD Connects! A POD Connects! group is a small group of POD Network colleagues who commit to meeting at regular intervals to provide each other with peer mentorship and accountability to support their professional development and growth as educational developers. The goal is to help POD Network members broaden their networks beyond their institutions and support each other in their work as educational developers.

The subcommittee for this program manages a process to help place members into these connection groups a few times a year and periodically checks in on them, encouraging them to set goals for the next six to twelve months.

Presence at POD Network Conference

The Committee maintains a presence at the POD Network conference, normally through POD-sponsored sessions related to professional development. There are three pre-conference sessions targeted at educational developers in a variety of stages in their careers:

- *Getting Started* for new educational developers, offered annually
- *Responding to Challenges and Opportunities* alternates: "Years Two through Eight" targets newer educational developers one year; "Directing a Teaching and Learning Center" is offered the next.
- *Career Moves* is offered in partnership with PDC and coordinated by the Graduate Student, Professional Student, and Postdoctoral Scholar Development (GPPD) SIG, focusing on potential career trajectories for educational developers and conducting job searches within the field.

These sessions are run by teams that collaboratively develop, sustain, and revise the curriculum for these sessions. Each team has a rotation plan to ensure continuity and inclusion of diverse perspectives. Members of these facilitation teams do not have to be members of the PDC.

In addition to the variety of sessions offered throughout the conference, the Committee hosts a table at the Resource Fair to recruit potential members and inform the POD Network membership on the variety of programs offered.

IV.B.4.8. Scholarship Committee

Google Email: scholarship@podnetwork.org
Google List: scholarship-list@podnetwork.org

Charge

The mission of the Scholarship Committee is to support the POD Network strategic goal of "advancing evidence-based practice" by fostering the development, application, and dissemination of research, scholarship, and creative works related to educational development and the membership of the POD Network.

Committee Leadership Structure and Responsibilities

Duties/responsibilities

In addition to general expectations for standing committee chairs as described in I.B.11.4. and IV.B.2, the Chair(s) of the Scholarship Committee serve a four-year term as Chair-Elect, Chair (2 years) and Past-Chair. The Chair or past Chair serves as the liaison to the Core Committee, facilitates the yearly elections for subcommittee chairs, and oversees meetings of the Scholarship Committee's executive committee (which consists of Chair-Elect, Chair, Past Chair, and the subcommittee Chairs). At the fall meeting, all members in attendance elect a Chair-Elect and subcommittee Chair positions. Co-chairs of Application and Dissemination subcommittees take office immediately at the fall meeting that coincides with the annual conference. Co-chairs of the Development subcommittee assume office during the summer to coincide with the academic year and POD Scholarly Reads. The Scholarship executive committee is also responsible for communicating and coordinating the work of the Scholarship Committee with other POD Network committees, especially the Membership Committee.

Process of electing new Chair/Chair rotation/term limits:

- The Chair serves a four-year term as Chair-Elect (1 year), Chair (2 years), and Past-Chair (1 year).
- The Chair-Elect is elected every two years. Nominations are solicited by the Past-Chair prior to the fall conference and voted upon by all members present at the committee meeting that coincides with POD's annual conference.
- The Chair and Past-Chair encourage past and previous subcommittee Co-Chairs to consider eventually leading the committee to help build leadership capacity.

Committee Structure

The Scholarship Committee has three standing subcommittees.

- *Subcommittee on Scholarship Development*
- *Subcommittee on Scholarship Application*
- *Subcommittee on Scholarship Dissemination*

Membership

The Scholarship Committee is open to all interested members of the POD Network. The editors of POD-sponsored publications (see list below) will serve as ex-officio members and are invited to attend Scholarship Committee executive meetings.

Signature Work of the Committee

Subcommittee on Scholarship Development

This subcommittee is charged with supporting and mentoring new scholars in the field and identifying new opportunities for scholarly work.

The Subcommittee on Scholarship Development oversees the following programs and initiatives:

A. New Publications: The Subcommittee oversees requests for new POD-sponsored publications. Proposals for new publications, either print or electronic, may be made by any POD Network member to the Scholarship Development Subcommittee and, after review, such proposals with the recommendation for action by the full Scholarship Committee, will be presented to the POD Network Core Committee, which will approve or reject these proposals. Proposals should be received by the Scholarship Development Subcommittee by January 15 or July 15 for consideration at either of the respective Core meetings that follow these dates. Publications should relate to the mission of the POD Network. Proposals shall include a description of the proposed publication, a rationale for its publication by the POD Network, and a work plan including the names of members who will be involved to the extent possible.

B. Professional development opportunities and resources: The Scholarship Development subcommittee also identifies, promotes and/or disseminates opportunities, mentoring programs, and print and electronic resources intended to encourage and inform the development of research, scholarship, and creative work by POD Network members, especially in the early stages of the scholarship process.

Subcommittee on Scholarship Application

This subcommittee is charged with facilitating effective applications of scholarship in the field, including those initiated by or through the subcommittee and those developed by POD Network members.

A. Survey Support: The subcommittee reviews requests for POD-sponsored surveys and provides feedback on surveys.
The subcommittee supports the scheduling, dissemination, collection, and archiving of questions and data from the POD Network membership survey.

B. Research Projects: When appropriate interest and support are available, the Scholarship Application Subcommittee may choose to initiate, facilitate and/or conduct collaborative research projects that advance the mission and goals of the organization.

Proposals for new research projects may be made by the Scholarship Application Subcommittee and, after review, such proposals with the recommendation for action by the full Scholarship Committee, will be presented to the POD Network Core Committee, which will approve or reject these proposals. Proposed projects should relate to the mission of the POD Network and the proposals must include a description of the project (including methodology and nature of evidence collected), a rationale (including literature review), and a work plan (including a timeline and the names of members who will be involved to the extent possible).

C. Professional development opportunities and resources as related to research/scholarship/creative works: The Scholarship Application Subcommittee will also identify, promote, and/or disseminate opportunities, as well as print and electronic resources intended to broaden, deepen, and facilitate research, scholarship, and creative projects by POD Network members, especially as they extend the application and impact of their work and advance the field of educational development.

D. Research Grants: The Scholarship Application Subcommittee is also responsible for managing, leading, planning, and implementing all aspects of the Research Grants. Membership of the Application subcommittee will include two Research Grants Co-Coordinators (two-year, staggered terms).
  - The Grants Co-Coordinators will use the announced criteria to conduct an anonymous review of the submissions. In case of capacity needs, the Grant Co-Coordinators may appoint additional POD members to assist them in these efforts. The Research Grants review process is anonymous to avoid conflicts of interest. Members of the committee from institutions or research teams submitting proposals are expected to recuse themselves in compliance with the Conflict-of-Interest policy.

- The Research Grants Co-Coordinators will make a recommendation for funding to the Core Committee (by the Core Budget Request deadline).
- Grant recipients and non-recipients will be notified through an official letter from the Research Grants Coordinators in May/June. Because the POD Network promotes formative processes, general feedback from the evaluating committee will be available upon request to non-recipients.
- Individuals submitting proposals for the POD Network Research Grants Program must be a POD Network member at the time of submission. Previous grant recipients are eligible to submit another proposal only after 3 years have passed since the submission date of the previous proposal; the exception is Early Researcher recipients, who may apply for a Research Grant without waiting 3 years. Dissertation research may not be funded through the POD Network Research Grant.
- Recipients submit a progress report to the Research Grants Co-Coordinators in February and a final report in September. The Research Grants Co-Coordinators maintain a spreadsheet of grant recipients, the proposals, and reports in the Scholarship Committee Google folder.
- Recipients also disseminate their research project to appropriate venues such as the POD Network conference and/or *To Improve the Academy* and cite POD Network Research Grant funding in all presentations and publications. They agree to serve as a reviewer for POD Network Research Grants in the coming year(s).

Subcommittee on Scholarship Dissemination
This subcommittee is charged with education, communication, distribution, and dissemination of completed research, scholarship, and creative works.

A. Publication Agreements
Publishers: The Core Committee, with advice from the Scholarship Dissemination Subcommittee and the Executive Committee, will determine the publisher for all POD Network publications falling under the purview of the Scholarship Committee. Negotiations will be conducted by the Executive Director in consultation with the publication's author(s) and/or editor(s) and with the Executive Committee and/or the Core Committee. The Scholarship Dissemination Subcommittee and the Executive Director will conduct periodic reviews of agreements with publishers and advise the Core Committee on all related matters.

Authors and Editors: Authors or editors of POD Network publications will sign a letter of agreement relating to the substance and timetable for completion of the publication. This agreement shall include a statement on royalties or no royalties.

B. Copyright, Revisions, & Permissions
Copyright: POD Network publications will carry a copyright with the following permission printed underneath: "The contents of this volume have been copyrighted to protect the authors. Nevertheless, consistent with the networking and resource-sharing functions of POD Network, readers are encouraged to reproduce these materials for noncommercial educational and research use as long as the source is identified, and the integrity of the materials is preserved." Use of copyrighted materials in other publications intended for sale requires written permission of the Executive Director. Those who have obtained this permission shall cite the original source and furnish the POD Network with two copies of the final publication.

Revisions: When existing stock of a publication is depleted or when a publication has not been reviewed for a period of two years, the Scholarship Dissemination Subcommittee shall undertake a review to determine if revisions and/or a reissue are recommended. Revised manuscripts will follow the publications procedures outlined below. Reissues will follow all but the review and design stages, unless recommendations for change have been made by the Committee.

Permissions: Requests for reprint permission shall be handled by the Executive Director. The Scholarship Dissemination Subcommittee shall recommend the fee schedule, if any, for reprint permissions. A listing of reprint requests shall be provided annually to the Scholarship Committee by the Executive Director and the appropriate editors. Permission to reprint may be granted only if the request is for a purpose in accord with the mission of the POD Network.

C. Professional development opportunities and resources:
The Scholarship Dissemination subcommittee will also develop and distribute opportunities and resources intended to facilitate the dissemination of research and evidence-based practice in the field.

POD Network Scholarship
   Description: POD Network Scholarship consists of *scholarly artifacts* including

research, reports, speeches, occasional paper/reports or related items that are disseminated to the membership that are closely aligned with the mission, values, and current initiatives associated with the organization as a whole. After undergoing a rigorous review process to determine if they meet the standards specified below, such artifacts will have the designation "POD Network Scholarship" and will be disseminated through appropriate organizational communication channels.

[It should be noted that POD Network Scholarship is distinct from scholarship that receives support from the organization or its members, such as grants or consultations. The recipients of such support are not expected to utilize the POD Network scholarship process.]

Criteria: POD Network Scholarship must be deemed to be of *highest level of quality*, *broad relevance to the membership*, *significant impact on the field*, and *timely utility* while also being *appropriate* for the roles, values, and responsibilities of the organization.

- POD Network Scholarship is not intended for disseminating the on-going work of the POD Network or its partners. See section IV.B.4.5. External Partnerships and Outreach Committee (EPOC) on additional opportunities for dissemination.
- POD Network Scholarship should not be previously published.
- POD Network Scholarship may not be intended to benefit or credit primarily one individual, interest group, center for teaching and learning (CTL), institution or organization other than the POD Network.
- POD Network Scholarship should follow conflict of interest guidelines established in III.A.2.1 (Conflict of Interest Policy) and III.A.2.2 (Conflict of Interest Policies for POD Network Committees and SIGs).
- POD Network Scholarship may not be reproduced elsewhere without the written permission of the organization (unless otherwise stated).
- POD Network Scholarship should have a clear and compelling alignment with the overall mission, values, and strategic goals of the organization.
- POD Network Scholarship should be inclusive and mindful of the diversity of the membership.
- The POD Network designation should only be used when other available dissemination channels are deemed insufficient in meeting the needs of the membership.

Process: A request for consideration must be made to and/or by a current member of the POD Network Executive Committee or directly to the current Chair of the Scholarship Committee.

1. A request for consideration must include a short, written application, in which the applicant indicates how the proposed artifact meets the criteria for inclusion.
2. The request will be given to the Chair of the Scholarship Committee, who convenes a three-person panel to review the request.
    - At least one member of the panel must be a current elected member of the POD Network Core committee.
    - The panel should not contain members who have worked directly with the requestor(s) over the past three years.
3. The panel will review the request and determine whether or not it meets the specified criteria. The review process is anonymous at two levels: the name of the requester(s) will not be revealed to the members of the review panel; nor will the names of the members of the review panel be divulged to the requester(s).
4. The requester will receive a decision within 30 days of submitting the request.
    - The panel may choose to provide written feedback to explicate their decision, but such feedback would be optional.
    - The decision of the panel is final and may not be appealed, though a request could be revised based on feedback and re-submitted for consideration, thereby undergoing the full process again.

Approved artifacts may be labeled or referred to as "POD Network Scholarship."

Approved artifacts will be considered the intellectual property of the POD Network unless otherwise specified (and such specification should be included in the application materials).

D. POD Network Sponsored Publications:
Unless otherwise designated, oversight for POD Network sponsored publications (listed below) falls under the purview of the Subcommittee on Scholarship Dissemination.

1. *Thriving in Academe*
    Description: Thriving in Academe is a four-page article on teaching and learning in higher education, published as a collaboration between the POD Network and the National Education Association (NEA). "Thriving" appears as a column in the NEA periodical publication *The Advocate*. Each publishing year will involve 5-6 articles, depending on the NEA publishing schedule.

Terms of Service and Selection of Editor: The Editor of *Thriving in Academe* is appointed by the Scholarship Committee on the basis of self-nomination, and the process shall include assessment of editorial skills. The current Editor of the series shall receive a complimentary subscription to the series.

Distribution: The readership of *The Advocate* is approximately 150,000. It is available free, online, and distributed in print form to NEA members.

2. *POD Perspectives*
   A POD Network Paper Series on Educational Development Perspectives for Higher Education Leadership

Description: POD Perspectives are short, evidence-based white papers, written with the goal of furthering the work of educational development among a wide audience of higher education professionals. They are resources for members advocating for the work of educational development on their campuses. Topics should align with and promote the POD Network mission and values.

Papers are anonymously reviewed according to the following criteria. 1) Does it promote the POD Network mission, goals, and values? 2) Does it clearly advocate for the work of educational developers? 3) Is the topic meaningful to a general higher education audience? 4) Is it grounded in current research?

Editors: The Editor of *POD Perspectives* is responsible for soliciting manuscripts, managing the review process, and making final editorial decisions, overseeing copyediting, managing communications, and convening the editorial board. The Editor is appointed by the Scholarship Committee in response to a call for nominations. Each Editor serves a three-year term: the first year is as Associate Editor, overlapping the final year of the outgoing Editor's three-year term, and then two years as Editor.

Editorial Board: In addition to the Editor and Associate Editor, *POD Perspectives* has an Editorial Board of 3-6 members. The Editorial Board collaborates with and advises the editor(s) on all editorial duties. Members of the Editorial Board serve staggered two-year terms and are appointed by the Editor, Associate Editor (as relevant) and the Scholarship Committee, based on self-nomination.

Selection of Reviewers: Reviewers of *POD Perspectives* will be chosen

from the POD Network membership through a self-nomination process. A call for reviewers will be issued to the general membership on an as-needed basis, and reviewers from the *To Improve the Academy* pool may also be asked to review for *POD Perspectives*. The Editor will select reviewers.

Dissemination: *POD Perspectives* will be made available electronically on the POD Network website. It is free and available to the general public.

3. *A Guide to Faculty Development* (3rd edition)

Committee-Related Policies and Guidelines

Design

It shall be the policy of the POD Network that all printed publications, including flyers, announcements, and advertisements printed by the organization display the POD Network logo. Certain publications may also have their own logo. Wherever possible, the POD Network logo shall be printed in color. POD Network publications should adhere to all other approved branding guidelines (See III.C.3), as applicable.

Sustainability

The POD Network will attempt to use recycled paper and will request soybean-based, environmentally responsible ink in the printing of all documents and publications. Wherever feasible, a notice (recycled paper and soybean-based ink icon) will be included to demonstrate the POD Network commitment to recycling.

Distribution

Decisions on how to distribute POD Network publications will be made by the Core Committee on the recommendation of the Scholarship Committee. Decisions to distribute publications as part of the membership benefit will be made based on overall budget implications. The dissemination of publications will be coordinated by the Executive Director, who will fill orders directly or work with publishers for direct distribution.

Pricing

Decisions on how to price new POD Network publications will be made by the Executive Director and the publisher, based on printing and other costs associated with supporting the storage and dissemination of the publications. A two-tiered pricing system exists, with a lower price for POD Network members and a higher one for non-members.

Royalties

Authors of POD Network publications that are printed by the POD Network will not receive royalties on the sales of these publications. If publications are produced by a commercial publisher that pays royalties, the royalties will be divided between the POD Network and the author at the rate of 20% / 80%. If the publication is an edited one, then the "author" is considered to be the POD Network, and there is no sharing of royalties.

IV.B.4.9. Strategic Plan Committee (SPC)

Google Email: spcomm@podnetwork.org
Google List: spc@podnetwork.org

Committee Charge

The purpose of the Strategic Plan Committee (SPC) is to guide the organization's strategic planning processes and assessment, soliciting input from and advising the Core Committee on the prioritization of the organization's work to achieve its goals and purpose.

Committee Leadership Structure and Responsibilities

The committee is led by a rotation of three chairs—Chair-Elect, Chair, and Past Chair. Each position in this sequence is a one-year appointment, and rotation occurs at the fall conference. The Past Chair is also responsible for leading the Assessment Subcommittee. It is recommended that individuals serve on the committee for one year before becoming Chair-Elect.

In addition to general expectations for operational committee chairs as described in I.B.11.4. and IV.B.2., the Chairs of the Strategic Plan Committee:

- Act as liaisons to the POD Office staff to communicate progress and notable projects/accomplishments to the POD Network membership
- Communicate with each committee and SIG Core Representative, as needed to guide the alignment of those groups' work with the strategic plan
- Consult with the Executive Committee to plan activities for Core Committee meetings that foster their oversight of the strategic plan implementation
- Provide leadership on strategic plan implementation processes and practices.

The Past Chair, in their leadership role of the Assessment Subcommittee, is also responsible for:

- Coordinating the work of assessment specialists within each committee/SIG and the Assessment Subcommittee
- Coordinating the collection and synthesis of assessment data.

The Chair-Elect will be selected by a majority vote of the committee members who have served on the committee for a period of at least one year. This selection will take place as part of the committee's fall meeting at the POD Network annual conference. (Note: All members should be able to take part in this meeting and election electronically, if they are not able to attend the meeting in person.)

Committee Structure

The committee is led by a rotation of three Chairs as outlined in the Leadership Structure section.

The Assessment Subcommittee should include the Past Chair as leader, and at least two at-large members, preferably assessment liaisons from the committees and SIGs. It is advisable that the work these liaisons do for the SPC be limited to the Assessment Subcommittee, as they have other duties within their home committees/SIGs.

At the recommendation of the Core Committee, additional (even temporary) subcommittees may be formed, such as for the creation of a new strategic plan.

Membership

The committee should consist of at least nine members: The President-Elect, four current or recent members of the Core Committee, and four at-large members who have not served on the Core Committee within three years. Assessment Subcommittee members are also members of the larger SPC. Any member except the President-Elect may serve in a committee leadership role.

To ensure succession planning, one Core member should join the committee every year (at the start of the fiscal year, July 1).

Committee membership is limited to four continuous years. It is possible to extend the term of service, but such situations should a) meet a significant committee need, and b) respect the goal of inclusion of new members and perspectives.

Signature Work of the Committee

The Strategic Plan Committee accomplishes its charge by:
- Promoting alignment of the work of committees and SIGs with the strategic plan, identifying gaps, overlaps, and opportunities for cross-committee/SIG collaboration
- Managing the assessment of progress toward the organization strategic priorities, goals, and actions
- Coordinating the work of assessment liaisons in each committee/SIG in order to 1) promote a culture of assessment in each group, and 2) solicit assessment data for organization-wide analysis
- Ensuring the communication of the organization progress towards its strategic goals and priorities to the Executive and Core Committees and the POD Network membership, including sharing of key initiatives and markers of success

- Organizing strategic planning activities at Core Committee meetings to assist the Core Committee in setting priorities for the organization based on strategic plan goals and progress.
- Assisting, as requested by the Executive Committee, with the development of new strategic plans for the organization.

IV.B.5. Special Interest Groups (SIGs)

Special Interest Groups provide forums for individuals drawn together by a common interest and bring expertise on specific topics to the attention of the broader membership and field, make budget requests, and propose sponsored sessions at the Network annual conference.

- Accessibility and Disability SIG
- Adjunct/Part-time Faculty SIG
- AI in Education SIG
- Arts and Humanities SIG
- Co-Creation through Partnerships (CCP) SIG
- Earth-Centered SIG
- Equity and Education SIG
- Graduate student, Professional student, & Postdoctoral Scholar Development (GPPD) SIG
- Healthcare Educational Development (HED) SIG
- Learning Analytics Community (LAC) SIG
- Mindfulness and Contemplative Pedagogy SIG
- Scholarship of Teaching and Learning (SoTL) SIB
- Small Colleges & Small Centers SIG
- Science, Technology, Engineering, and Mathematics (STEM) SIG
- Teaching with Technology (TWT) SIG

IV.B.5.1. Accessibility and Disability SIG

Google Email: accessibility-disability-SIG@podnetwork.org
Group List: accessibility-and-disability-members@podnetwork.org

Content forthcoming

IV.B.5.2. Adjunct/Part-time Faculty SIG

Google Email: adjunct-sig@podnetwork.org
Group List: adjunct-sig-pod@podnetwork.org

SIG Mission and Focus

The mission of the Adjunct/Part-Time Faculty SIG is to promote and support work on our campuses that foster adjunct and part-time faculty development. To fulfill that mission, the SIG:

- Encourages annual conference proposal submissions on related topics,
- Facilitates the annual conference SIG and Birds of a Feather (BoF) meetings that explore issues of adjunct and part-time faculty,
- Hosts an adjunct/part-faculty Google Group: adjunct-sig@podnetwork.org,
- Distributes an annual updated bibliography on adjunct and part-time faculty references and resources.

Leadership Structure and Responsibilities

The SIG has a six-member Steering Committee, each member serving for three years, moving through the following positions: Co-Chair-Elect, Co-Chair, and Past Co-Chair. The Co-Chair-Elects are elected at the annual business meeting of the Adjunct SIG, which is held at the POD Network conference. The Co-Chairs:

- convene the Steering Committee for planning purposes as needed
- communicate with the Presidential Liaison
- schedule and run the business meeting at the annual POD Network conference
- promote the offering of sessions of interest and of value to SIG members
- work with the Steering Committee to identify conference sessions of interest to faculty developers who support adjunct faculty
- distribute that list to the Adjunct Google Group
- identify a facilitator for the Adjunct SIG session
- report SIG activities to the Core Committee.

Membership

The Steering Committee is composed of the current Co-Chairs, the immediate Past Co-Chairs, and the Co-Chairs-Elect. General membership is open to any POD Network member who supports adjunct faculty. The Adjunct Google Group is considered the official membership list of the Adjunct SIG. To join the group, send an email to adjunct-sig@podnetwork.org.

Signature Work of the SIG

1. VISIBILITY within the POD Network: Increase understanding among the POD Network community of the issues facing adjunct and part-time faculty and the work of the SIG. Actionable Steps:

- promote and support work on our campuses that foster adjunct and part-time faculty development (our Mission Statement):
- Submit a proposal for a pre-conference workshop for the POD Network Conference
- Submit specific SIG-sponsored workshop proposals for the POD Network Conference
- Submit a proposal for a BoF session at the POD Conference
- Report on the POD Network Conference Adjunct Faculty SIG Travel Fellowship to welcome more adjunct faculty to the community of faculty developers (see Section 5.Outreach below).

2. SCHOLARLY VISIBILITY: Raise the visibility of scholarly work on adjunct and part-time faculty by POD Network members. Actionable Steps:
   - SIG leadership collaborate on published work and/or encourage/support that work among SIG members.

3. COMMUNITY: Act as a hub and resource for those who serve adjunct and part-time faculty as educational developers. Actionable Steps:
   - Update the list of research/publications on adjunct issues.
   - Create a shared resource on the POD Network website for faculty developers who support adjuncts to post their job descriptions, to be used as reference for Centers that want to create similar positions.
   - Create and send monthly emails to the POD-Adjunct Google Group.

4. LEADERSHIP: Cultivate leadership in the POD Network - and in higher education more broadly - that is attentive to the needs of part-time and adjunct faculty. Actionable Steps:
   - Submit pieces to POD Network publications, such as POD Speaks, on the means through which faculty developers can support the adjunct faculty at their institutions.

5. OUTREACH: Connect with and mentor part-time and adjunct faculty who are interested in educational development as a career. Actionable Steps:
   - Administer the POD Network Conference Adjunct Faculty SIG Travel Fellowship, which aims to increase participation from adjunct/part-time faculty who want to become educational developers or who are currently educational developers, and educational developers who want to provide support for adjunct/part-time faculty or who currently provide support for adjunct/part-time faculty. Recipients are asked to participate in a panel discussion at the Adjunct/Part-time Faculty SIG meeting to discuss ways in which educational developers can better

support the adjunct faculty at their institution. Fellows are strongly encouraged to attend adjunct faculty-related POD Network conference sessions and are asked to submit a formal reflection on their experience within six months of attending the conference.

SIG Related Policies and Guidelines

None

IV.B.5.3. Arts and Humanities SIG

Google Email: arts-and-humanities@podnetwork.org
Group Leaders List: artshumanitiessigleaders@podnetwork.org
Group Members List: artshumanitiessig@podnetwork.org

SIG Mission/Focus

To create community among educational developers who are trained in arts and humanities fields, including art-making fields. We seek to advance conversations about the arts, humanities, and teaching and learning in three interrelated ways:

- By staging conversations about how humanistic ways of thinking contribute to educational development, including the scholarship of teaching and learning;
- By sharing resources on new or innovative approaches to the teaching of the arts and humanities on our campuses; and
- By nuancing or complicating the narrative of the "crisis" of the humanities within the university.

Within the broader POD community, we seek to generate conversation about diverse disciplinary approaches to SoTL and raise awareness of advances in arts and humanities pedagogy.

Leadership Structure and Responsibilities

The SIG is led by two co-chairs for its inaugural year (AY 2023-24), with a third chair to join after the first year. After the SIG's second year, it will be led by two co-chairs. Co-chair terms will be two years.

SIG Structure

For its first year, the SIG will define areas of interest and agendas for working groups. We anticipate working groups to be formed during the 2023-24 academic year, with rotation cycles to be determined.

Membership (brief description)

We encourage POD members who have research and teaching backgrounds in the arts and humanities, experience with arts and humanities instruction, or significant experience supporting pedagogy in this area to join this SIG.

The inaugural co-chairs will issue a call for members at large in the summer before the annual conference.

Signature Work/Activities of the SIG

In its first year, the SIG will call for members, institute working groups, and create a library of materials to support inquiry in these areas:

- Exploration of the fit and pertinence of humanities research and practices to POD;
- Identification of models of teaching the arts and humanities; and
- Identification of ways that arts and humanities instruction overlap and diverge.

SIG-Related Policies and Guidelines

Participation in the SIG's membership at large is not limited in numbers.

IV.B.5.4. Co-Creation through Partnership (CCP) SIG

Google Email: ccp@podnetwork.org
Group **List:** ccp-sig-list@podnetwork.org

SIG Mission and Focus

The Co-Creation through Partnership (CCP) SIG collectively will emphasize, promote, and support the creation of fruitful partnerships among students, faculty, staff, and administrators—to engage all stakeholders as co-creators and active collaborators in educational development in an effort to enhance teaching, improve student learning, and produce scholarship in higher education. The SIG will play an active and collaborative role in key student-faculty-staff partnership initiatives at post-secondary institutions, inspire and generate new research about partnerships with our students and faculty/staff, and encourage faculty and educational developers to implement partnerships in their own scholarly pursuits about teaching and learning. We are a community of colleagues with a range of interests and experiences and share the goal of learning together about co-creation through partnerships.

The CCP SIG objectives are to
- stimulate new connections with institutions and colleagues working, or hoping to work, in student-faculty/staff partnership,
- nurture existing student-faculty/staff partnership, and
- foster collaborations with programs at our institutions to advance partnership.

The CCP SIG will accomplish these by identifying and sharing strategies and experiences to make the CCP fruitful for stakeholders at our institutions while supporting ongoing efforts to ensure that CCP is developed in respectful and appropriate ways at all institutions of higher learning. The signature work outlined below will bring awareness to the POD Network community about the current trends and development of CCP both nationally and internationally, develop new insights in the use of CCP as a lever of change, and reflect upon controversial and provocative ideas that will challenge our thinking and take us in new directions in the future.

Leadership Structure and Responsibilities

The SIG has a four-member Steering Committee, each member serving for two years, moving through the following positions: two Co-Chairs and two Leaders.

SIG Co-Chairs will
- Convene the Steering Committee for planning purposes on a quarterly basis
- Work with the Steering Committee to identify and pursue priorities
- Communicate with the Core Representative
- Report SIG activities to the Core Committee

- Schedule and run the business meeting at the annual POD Network conference

SIG Co-Leaders will
- Distribute the bibliography on Co-Creation through Partnership references and resources to the CCP Google Group
- Promote the offering of sessions of interest and of value to SIG members
- Work with the Steering Committee to identify conference sessions of interest to faculty and educational developers in support of CCP

Membership

The Steering Committee is composed of the current Co-Chairs and the two leadership positions. General membership is open to any POD Network member who supports co-creation through partnerships (CCP). The CCP Google Group is considered the official membership list of the CCP SIG. To join the group, send an email to *ccp@podnetwork.org.*

Signature Work of the SIG:

The CCP SIG aims to provide
1. Visibility:
   - Offer evidence-based CCP practices to wider membership
   - Facilitate the annual CCP meeting at the annual conference
   - Sponsor accepted POD Network conference proposal submissions that address CCP topics
   - Host the annual conference Special Interest Group meeting and other meetings that explore opportunities and development for student-faculty, student-staff, and student-student partnerships
2. Community:
   - Act as a hub and resource through publications and mailing list
   - Host a Co-Creation through Partnership Google Group
   - Distribute an annual updated bibliography on Co-Creation through Partnership references and resources
   - Support educational developers interested in creating Co-Creation through Partnership opportunities on their campuses, and
   - Foster the development of concrete models of implementation and assessment of these practices in higher education settings.

IV.B.5.5. Earth-Centered SIG

Google Email: earth@podnetwork.org
Group List: earth-list@podnetwork.org

SIG Mission:

Educators play a critical role as humanity faces multiple ecological crises of global significance. The Earth-Centered SIG's mission is three-fold:

1. To help one another advance and support Earth-centered and resilient pedagogy, curricula, and research that aim to
   a. utilize systems thinking to understand the reciprocal relationship between human well-being and survival and the healthy functioning of all parts of the natural Earth system
   b. engage students in interdisciplinary, community-engaged, applied whole-person learning that is required for approaching wicked problems such as environmental degradation and climate change
   c. highlight the inherent and inseparable connections between social justice movements and environmental concerns through the lens of environmental justice
   d. foster a resilient teaching and learning ethos that prioritizes responsive teaching and supports faculty to adapt as conditions and events unfold.
2. To empower educational developers and teaching centers to model sustainable and regenerative organizational practices.
3. To promote more sustainable POD Network activities and processes, including the annual conference.

Leadership Collaborative: Structure and Responsibilities

Chairs serve on the leadership collaborative in three separate positions for a total three-year term (one year as Chair-Elect, one year as Chair, and one year as Past Chair).

In addition to the Chairs, the leadership collaborative will include a Communications Coordinator and a Programming Coordinator. Leadership collaborative members serve for two-year terms, with elections for Communications Coordinator in odd-numbered years and Programming Coordinators in even-numbered years.

Chair-Elect

Works closely with the Chair and performs functions as delegated by the chair

Chair

- Convenes the Steering Committee for planning purposes on a quarterly basis
- Works with the Steering Committee to identify priorities and their execution

- Takes notes for Steering Committee meetings, and send out notes and action items after the meetings
- Communicates with the Core Representative
- Reports SIG activities to the Core Committee
- Schedules and runs the business meeting at the fall conference

Past Chair
- Works closely with the Chair and performs functions as delegated by the Chair

Communications Coordinator
- Compiles and manages communications to the broader Network.
- Curates and shares references/resources for the community.
- Oversees social media platforms (Twitter, Instagram, LinkedIn)

Programming Coordinator
- Hosts a session during the POD Network annual conference to gather the SIG and reaches out to new members
- Encourages and coordinates the submission of sessions and programs aligned with the mission of the Earth-Centered SIG at the annual fall POD conference
- Coordinates with other SIGs to determine potential collaborations

Steering committee elections are held each year at the annual business meeting of the SIG at the fall POD conference, and will be coordinated by the current Chair, Past Chair, or other member of the current steering committee.

IV.B.5.6. Equity & Education SIG

SIG Mission and Focus

The Equity & Education SIG critiques and addresses legacies of racism, colonization, oppression, privilege and power, and systemic inequity that negatively impact the experiences of students, instructors, and educational developers in higher education with the goal of changing individual and institutional practices and policies as they pertain to teaching and learning. The SIG promotes equity-mindedness as a critical, ongoing, reflective and action-oriented process of learning and practices. We ask, "how can we do better?" to inform a process toward equity work by facilitating peer mentoring, a learning community, and collaborative project work. As a member-focused SIG, distinct from a POD Governance Committee, we engage and support educational developers as they work to live up to their equity goals at their institutions as well as their own professional development.

Leadership Plan

SIG Chairs: 3 positions with 3-year terms: 1 year as Chair-Elect, 1 year as Chair, and 1 year as Past Chair

Individuals in these Chair positions will work together to manage the SIG. The responsibilities of a SIG Chair will be delegated as follows:

Chair-Elect:
- Collaborate with the Communication Coordinator and Coordinators to schedule and organize the SIG's various meetings (e.g., project-specific meetings, social gatherings, reading groups, affinity groups) that are chosen by SIG members
- Work with Communication Coordinator on POD Conference proposal
- Work with the other Chairs and SIG membership to develop an assessment plan and metrics for the SIG's activities

Chair:
- Communicate and delegate tasks, timelines, and processes to SIG members
- Communicate regularly with the designated Presidential Liaison to assure that SIG work is aligned with the POD Network mission and strategic plan
- Work with the Past Chair to submit budget proposals to the Core Committee prior to its spring meeting
- Document SIG work and use of budget
- Prepare the Chair-Elect to serve as Chair in consultation with the POD Network President and the specific standing committee
- Collaborate with the Executive Director and other SIG/Committee chairs, where appropriate

Past Chair:
- Submit a written report twice annually to the Core Committee and the Executive Committee
- Maintain regular communication with the Core Representative and Presidential Liaison, especially in matters requiring Core approval (e.g., budgetary requests)
- Work with the Chair to submit budget proposals to the Core Committee prior to its spring meeting
- Work with the other Chairs and SIG membership to develop an assessment plan and metrics for the SIG's activities

Communications Coordinator (1 position)

- Responsible for communicating with SIG members:
  - Keep the key communication channels (e.g. email, Slack, etc.) active with help from other SIG leadership and members.
  - Send out reminders about meetings, events, etc.
- Share periodic updates about the SIG with the POD Network to recruit E&E SIG members
  - Compile and manage communications to the broader Network
  - Curate and share references/resources for the community
- Lead communication regarding SIG elections
- Contribute to writing Conference proposal

Coordinators

1-2 positions per meeting format (e.g., project-specific meetings, social gatherings, reading groups, affinity groups), as supported by SIG member interests
- Work with the Chair-Elect and Communications Coordinator to schedule meetings, recruit members
- Recruit members to facilitate meetings
- Structure meetings as needed (set agendas; moderate; document work)
- Develop ideas for Conference proposals, as appropriate

IV.B.5.7. Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG

Google Email: gppd@podnetwork.org
Google Group: gppd-committe@podnetwork.org
Google Interest Group: gppd-interest-group@podnetwork.org

SIG Mission
Drawing on evidence-based practices and with the aim of promoting equitable and inclusive participation in the field of educational development, the purpose of the Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG is to:
- address common concerns and issues among educational developers of graduate students, professional students, and postdoctoral fellows
- foster a sense of community for those engaging in GPPD (whether as developers, students, faculty, or administrators)
- facilitate sharing of resources and collaborative projects
- provide background and information to the larger group of educational developer
- contribute to the scholarship of GPPD
- foster career development of graduate students, professional students, and postdoctoral scholars
- take a leadership role in contributing to and further defining the field of GPPD.

Leadership Structure and Responsibilities
Leadership of the GPPD SIG is composed of two Co-Chairs serving staggered three-year terms and a small group of leaders for each of the four Working Groups:
- Assessment and Evidence-Based Practice Working Group
- Communications and Engagement Working Group
- Conference Working Group
- Equity and Outreach Working Group.

Leadership positions in the GPPD SIG are a three-year term starting and ending at the annual POD Network conference. Working group leaders are elected by the SIG leadership team based on self-nomination from the larger GPPD SIG interest group. Working group leaders may self-nominate for the Co-Chair position and are selected by the current Co-Chairs and working group leaders. Leadership positions in the GPPD SIG are open to any member of POD, including faculty, graduate student professional developers, graduate students, professional students, postdoctoral fellows, visiting scholars, and administrators. Current POD Network membership and an expectation of at least three more years of membership is required to serve in a leadership role in

the GPPD SIG. If no member of the GPPD SIG is a member of Core, Core will designate one of their members to serve as Core Representative to facilitate communication between the two groups.

SIG Structure

Co-Chair responsibilities:

- Facilitate and coordinate the work of the SIG and maintain regular communication with working group leaders and the larger GPPD interest group.
- Keep the SIG Presidential Liaison and Core Representative apprised of the work of the SIG and provide biannual reports on the work of the SIG to the POD Network Core Committee.
- Act as a liaison to other POD Network committees for matters pertaining to graduate student/professional student/postdoctoral scholar development. When appropriate, the Co-Chairs delegate responsibilities to working group leaders.
- Ensure that the GPPD Networking event and GPPD SIG business meeting are scheduled at the POD Network Conference and oversee meeting setup and facilitation in collaboration with the SIG leadership team.
- Coordinate the annual GPPD Career Development Grant.
- In collaboration with the GPPD SIG leadership team and with input from larger interest group members, formulate goals for the coming year and communicate those goals to the SIG leadership team and interest group members.
- Outline and present to the Core Committee at its spring business meeting any budget requests or other proposals that have been approved by the GPPD SIG and need the approval of the Core Committee .
- Update the GPPD SIG section of the POD Network Governance Manual as needed.

General Responsibilities of Working Group Leaders

Working Group Leaders (one for each of the four working groups) are responsible for organizing, facilitating, and reporting on the work of each working group. In dialogue with interest group members, Working Group Leaders establish goals for their work annually and seek input and final approval on the proposed goals from GPPD SIG Leadership. Working Group Leaders keep GPPD SIG leadership apprised of the status of their work and seek input as needed.

GPPD SIG leadership meets annually at the POD Network conference prior to the GPPD SIG business meeting and gives input to the meeting agenda. As needed, they present on the SIG's work at the annual GPPD SIG Business Meeting.

Focus areas of the current working groups are described below:

Assessment and Evidence-Based Practice Working Group
- Facilitates conversations on assessment and evaluation within the GPPD community
- Provides space for exploring the role of assessment and evaluation in fostering equity and inclusion in graduate and postdoctoral professional development
- Supports our network of GPPD colleagues, by providing resources and facilitating conversations on assessment and evidence-based strategies

Communications and Engagement Working Group
- Maintains the lists of GPPD interest Google Group and GPPD SIG leadership Google Group and updates lists annually after the POD Network conference and as changes occur
- Publicizes the visibility of GPPD issues and concerns within the GPPD interest group, within POD Network, and with other higher education communities using various communication channels including social media
- Collects and disseminates resources to the GPPD interest group
- Contributes items to the POD Network social media regarding GPPD SIG news

Conference Working Group
- Provides support and mentorship related to the conference
- Coordinates the POD Network Conference Networking event in collaboration with the Equity and Outreach working group
- Provides forums for additional community building during the conference (e.g., activities, resources)
- Coordinates the Career Moves session offered in partnership with Professional Development Committee (PDC

Equity and Outreach Working Group
- Oversees the GPPD Career Development Grant
- Provides pathways for graduate students, professional students, and postdoctoral scholars; educational developers whose work focuses on these target groups; and potential future educational developers
- Coordinates the Conference Networking Lunch event in collaboration with Conference Working Group and the POD Network Conference and Membership Committees

Membership
Membership in the larger GPPD Interest Google Group is open to any member of the POD Network including faculty, graduate student/professional student/postdoctoral scholar developers, graduate students, professional students, postdoctoral fellows,

visiting scholars, and administrators. There are no expectations for participation in the GPPD Interest Google Group. POD Network members are welcome to join the GPPD SIG at any point in the year and are invited to join the GPPD interest Google Group and attend public, online meetings/events related to the development of graduate students, professional students, and postdoctoral scholars. In addition, the GPPD SIG offers several opportunities at the POD Network conference to become involved in GPPD SIG activities and leadership: GPPD Networking event, GPPD-focused sessions, POD-sponsored session for the GPPD SIG, and the GPPD SIG business meeting.

Signature Work of the SIG

- *GPPD Career Development Travel Grants*
  Each year, pending approval of the GPPD SIG annual budget request to the Core Committee, the GPPD SIG will offer "GPPD Career Development Grant" to support attendance at the annual POD Network conference for graduate students, professional students, and postdoctoral scholars. In consultation with the GPPD SIG and the GPPD Core Representative, the Chairs will write and distribute the request for applications. The grant will be publicized on the POD Network Open Discussion Group and through the GPPD interest Google Group, among other avenues. The Co-Chairs and leaders of the Equity and Outreach working groups will review each application using a rubric in alignment with the call for applications. If an applicant's undergraduate, graduate, or postdoctoral institution is the same as the Chair or Diversity and Outreach Working Group leader, an alternate reviewer from among the working group leaders will be utilized to rank the applicant.

- *GPPD Networking Event*
  This event is held early in the conference to help new graduate students, professional students, postdoctoral scholars, and educational developers make the most of the conference and network. This event is organized as a collaboration between the GPPD SIG Conference working group and GPPD SIG Equity and Outreach Working Group.

- *GPPD Showcase*
  Members of the GPPD SIG propose an annual interactive session at the conference featuring approximately 10 of the best GPPD programs from institutions in the POD Network. Presenters apply to be featured in the showcase and members of GPPD select the top programs to be featured. If accepted as a POD-sponsored session, the showcase is a fast-paced session where participants interact with many presenters in timed mini-sessions.

IV.B.5.8. Healthcare Educational Development (HED) SIG

Google Email: healthcare-sig@podnetwork.org
Google Group: healthcare-list@podnetwork.org

SIG Mission

The purpose of the Healthcare Educational Development (HED) SIG is to create an opportunity where POD Network members working in healthcare educational development can come together to hear and share resources with others in the profession. The SIG will be a sounding board where members can share the challenges which they are facing with others facing similar challenges, can discuss clinical practice/instruction and associated issues, and where members can identify Interprofessional Education (IPE) resources with clinical faculty in other disciplines.

Leadership Structures and Responsibilities

Chair

The role of Chair is to serve for a one-year term; however, this role requires three-year commitment on the Leadership Committee (one year as Chair Elect, Chair, and Past Chair).

- Collaborates with Chair Elect and Past-Chair to manage SIG projects
- Along with the Chair Elect and Past Chair, contributes to the completion of the SIG Reports to the Core Committee
- With the help of the Conference Lead Elect and Leadership Committee, assists with the development of POD Network Annual Conference session(s)
- Schedules and advertises monthly virtual meetings with the leadership team and group as scheduled with help from Communications Lead to Chair Elect

Chair Elect

The role of Chair Elect is to serve a one-year term; this is the first year required on the Leadership Committee (one year first as Chair Elect, Chair, and Past Chair).

The Chair Elect is first advertised and promoted at the HED SIG annual business meeting, which is held at the annual POD Network conference. Once the open positions are advertised along with the associated responsibilities, the SIG will put out a call for applications amongst the whole group. Following a leadership committee vote, the open positions are announced.

- Collaborates with Chair and Past-Chair to manage SIG project(s)
- Along with the Chair and Past Chair, contributes to the completion of POD Network SIG Reports to the Core Committee
- Organizes the "Birds of a Feather" session during POD Network annual conference

- Attends monthly virtual meetings with the leadership team and group as scheduled

Past-Chair

The role of Past-Chair is to serve a one-year term; this is the third and final year required on the Leadership Committee (one year first as Chair Elect, next Chair, and finally Past Chair).

- Collaborates with Chair Elect and Past-Chair to manage SIG projects
- Along with the Chair Elect and Past Chair, contributes to the completion of POD Network SIG Reports to the Core Committee
- With the help of the Conference Lead Elect and Leadership Committee, assists with the development of POD Network Annual Conference session(s)
- Attends monthly virtual meetings with the Leadership Committee and group as scheduled

Assessment Lead

- Documents and focuses the group's attention on the assessment of SIG activities (documents outcomes)
- Oversees the SIG assessment data collection efforts and communicates relevant assessment information to the Strategic Plan Committee
- Participates in a community of practice amongst assessment liaisons whose purpose is to swap approaches and develop best practices

Communications Lead

- Manages POD Network HED Google Group
- Assists with the vision and execution of updates and revisions of the POD Network HED website
- Manages the creation and advertisements for SIG emails and communications
- Attends monthly virtual meetings with the leadership team and group as scheduled

Conference Lead

- With the help of the Conference Lead Elect and Leadership Committee, assists with the development of POD Network annual conference session(s)
- Organizes/submits abstract(s) as needed
- Organizes and assists with any events related to the conference (e.g., recruiting guest speakers, etc.)
- Attends monthly virtual meetings with the Leadership Committee and group as scheduled

Conference Lead Elect
- Assists the Conference Lead with assigned duties; the Conference Lead and Conference Lead Elect is a partnership model.
- Attends monthly virtual meetings with the Leadership Committee and group as scheduled

Membership
Membership in the HED SIG is open to any POD Network Member interested in the purpose of the group. To join the SIG, send a request to the SIG email: healthcare-sig@podnetwork.org.

Members can expect to receive email updates and communications from the leadership team on a quarterly basis. The SIG leadership team will schedule voluntary virtual meetings several times a year.

Signature Work of the SIG
The SIG coordinates the planning and facilitation of any SIG-sponsored conference activities (e.g., Birds of a Feather, sponsored sessions), encourages submission of healthcare related and Interprofessional education conference proposals, and encourages SIG members to volunteer as conference proposal reviewers.

IV.B.5.9. Learning Analytics Community (LAC) SIG

Google Email: learning-analytics-sig@podnetwork.org
Group List: learning-analytics-community-list@podnetwork.org

SIG Mission/Focus

The Learning Analytics Community (LAC) SIG will collectively advance "data-guided" cultures at our institutions of higher learning, empowering faculty, administrators, and educational developers to make appropriate use of learning analytics within the scope of their roles and responsibilities. The SIG will play an active and collaborative role in key learning analytics initiatives now underway at post-secondary institutions, inspire and generate new research about our students, and encourage faculty and educational developers to use learning analytics in their own scholarly pursuits about teaching, learning and student success. We are a community of colleagues with a range of interests and experiences in learning analytics and share the goal of learning together about this topic.

The LAC SIG objectives are to stimulate new connections with institutions and colleagues working, or hoping to work, in the learning analytics field, nurture existing learning analytics networks, and foster collaborations with programs on our campuses that might not be considered typical partners for teaching centers. The LAC SIG will accomplish this by identifying strategies that will overcome roadblocks to making the data useful on our campuses while supporting ongoing discourse to assure that learning analytics is used ethically and properly at all institutions of higher learning. By forming Working Groups, the LAC SIG will bring awareness to the POD Network community about the current trends and usage of learning analytics both nationally and internationally, develop new insights in the use of learning analytics as a lever for change, and reflect upon controversial and provocative ideas that will challenge our thinking and take us in new directions in the future.

Leadership Structure and Responsibilities

The LAC SIG leadership team comprises a Chair, Chair Elect, and a Steering Committee.
- The Chair serves for two years.
- The Chair-Elect serves two years as Chair-Elect before assuming the Chair, thus serving in a leadership capacity for a total of four years.
- The Chair and Chair Elect serve on the Steering Committee along with up to five other LAC SIG members.
- Chairs, Chair-Elect, and Steering Committee members are elected at a LAC SIG meeting during the annual POD Network conference.

- Coordinator of Outreach to other SIGs and Committees, serving a term of two years and elected at the LAC SIG meeting during the annual POD Network conference.

Membership

Membership in the Learning Analytics SIG is open to any POD Network member interested in the purpose of the group. No prior experience or expertise in learning analytics is required or expected. To join, POD Network members need only send a join request to the SIG email address: learning-analytics-sig@podnetwork.org. New members will also be recruited each year at the POD Network conference.

Signature Work/Activities of the SIG

By forming Working Groups, the LAC SIG will:

- Bring awareness to the POD Network community about the current trends and usage of learning analytics on the local, national, and cosmopolitan levels
- Develop new insights in how learning analytics can be used as a lever for change
- Reflect upon controversial and provocative ideas that will challenge our current understanding about college students
- Lead the teaching, learning, and student success field in new and unanticipated directions in the future.

Additionally, The LAC SIG will:

- Facilitate the annual LAC SIG meeting at the annual conference.
- Host Birds of a Feather (BoF) meetings at the annual conferences to explore the use of learning analytics in higher education.
- Sponsor accepted POD Network conference proposals that address learning analytics in higher education.

Working Groups

Any member or members of the LAC SIG may propose a working group to address a particular issue or goal relevant to the SIG by submitting a brief (one page) proposal to the LAC SIG leadership team for their approval. The LAC SIG envisions that working group themes will emerge based on current issues or needs, and the set of active working groups will likely evolve over time. Possible working group goals might include collaborating on a product (e.g., informational resource) to be disseminated to the broader POD Network community or beyond.

IV.B.5.10. Mindfulness & Contemplative Pedagogy (MCP) SIG

Google Email: mindful@podnetwork.org
Google Group: mindful-list@podnetwork.org

SIG Mission

The mission of the Mindfulness & Contemplative Pedagogy (MCP) SIG is to explore and support the implementation and impact of contemplative practices into postsecondary classrooms.

To accomplish this mission, the SIG aims to:
- support educational developers interested in cultivating contemplative pedagogy practices and communities on their campuses through hosting an exchange of ideas via our mailing list and regular programming throughout the year
- foster the development of concrete models of implementation and assessment of these practices in higher education settings through amplifying the work of members and contemplative practitioners more broadly.

Leadership Structure and Responsibilities

Leadership positions in the MCP SIG are open to any member of the POD Network, including faculty, graduate student professional developers, graduate students, professional students, postdoctoral fellows, visiting scholars, and administrators. A minimum of two years of POD Network membership and an expectation of at least three more years of membership is required to serve in a leadership role in the MCP SIG.

Chairs serve on the Steering Committee in three separate positions for a total three-year term (one year as Chair-Elect, one year as Chair, and one year as Past Chair). Chairs may opt to share any position with a partner and indicate a willingness or preference to do so when submitting a self-nomination.

In addition to the Chairs, the Steering Committee will include a Publications Director and a Programming Director. Steering Committee members serve for two-year terms, with elections for Publications Director in odd-numbered years and Programming Director in even-numbered years.

Leaders are elected by the SIG membership based on self-nomination. A call for nominations will be issued via the mailing list two weeks prior to the annual conference and closed at the annual SIG business meeting. Current leadership will circulate with the call for nominations a transparent description of roles, estimated

time commitment, and benefits of serving. Nominees may provide a brief bio statement that highlights experience or interest relevant to contemplative practices. Elections will take place electronically, with the voting window to remain open until one week after the conference concludes.

Chair-Elect
- Works closely with the Chair and performs functions as delegated by the Chair, including attending meetings with the SIG Core Committee Representative as called throughout the year
- Takes notes for Steering Committee meetings, and distributes notes and action items after the meetings

Chair
- Convenes the Steering Committee for planning purposes on a quarterly basis
- Works with the Steering Committee to identify and execute priorities and their execution
- Communicates with the Core Representative
- Reports SIG activities to the Core Committee
- Schedules and runs the business meeting at the fall conference

Past Chair
- Works closely with the Chair and performs functions as delegated by the Chair

Publications Director
- Compiles and manages the Mindful Moment quarterly SIG newsletter, including soliciting feature articles and recorded practices
- Maintains the Google Group list

Programming Director
- Encourages and coordinates the submission of mindfulness and contemplative pedagogy sessions and other programs at the annual POD Network conference,
- Coordinates with other SIGs to determine potential collaborations.

Steering committee elections are held each year at the annual business meeting of the Mindfulness & Contemplative Pedagogy SIG at the POD Network conference and will be coordinated by the current Chair, Past Chair, or other member of the current steering committee.

Membership
Members will be recruited through sessions and events at the annual POD Network conference, as well as through dissemination of the newsletter among colleagues. The Mindful Google Group is considered the official membership list of the MCP SIG.

Signature Work of the SIG

1. Visibility: Offer mindfulness and contemplative practices to wider membership.
   a. Post gatherings with mindful and contemplative practices to POD Network calendar
   b. Submit specific SIG-sponsored workshop proposals for the POD Network Conference
2. Community: Act as a hub and resource through publications and mailing list.
   a. Circulate "Mindful Moment" quarterly newsletter, which features articles on faculty development around mindfulness and contemplative pedagogy, recorded mindfulness practices, upcoming opportunities for publication, presentation, or participation, announcements of upcoming SIG gatherings, and other items of interest to the community
   b. Create a shared calendar resource for members to post relevant webinars or events related to MCP
   c. Create and send monthly emails to the POD-Mindful Google Group
3. Outreach: Build capacity within the SIG by connecting with contemplative practitioners within and beyond the POD Network membership and amplifying the work of people of color working in contemplative practices.
   a. Create programming that addresses stress for educational developers, work/life balance pressures, regenerative capacity of mindful and contemplative practices
   b. Create multi-year goals/themes that would offer prospective leaders immediate direction for efforts

IV.B.5.11. Scholarship of Teaching and Learning (SoTL) SIG

Google Email: sotl-sig@podnetwork.org
Google Group: pod-sotl-sig@podnetworik.org

SIG Mission/Focus

The mission of the Scholarship of Teaching and Learning (SoTL) SIG is to support educational developers who seek to advocate for and promote SoTL at their institutions, through sharing resources and building a collaborative community of POD Network members interested in SoTL in educational development. To fulfill this mission, this SIG will:

- Host a listserv for SoTL Educational Developers that will allow for the exchange of ideas and resources among institutions
- Encourage POD Network conference proposals on SoTL-related topics
- Foster community by facilitating a meeting of the SIG at the annual POD Network conference and a virtual meeting in the spring of each year
- Connect and collaborate with other groups that have a similar focus.

Leadership Structure and Responsibilities

- The SIG Leadership Team includes at least five members: The Chair, Past Chair, Chair-Elect, Core Representative, and Mentors, as applicable. The Chair-Elect will assume the Chair role at the fall conference.
- Term limits for each position are one year.
- The Chair of the SoTL SIG will be responsible for overseeing and organizing the group, including the general responsibilities of chairs noted above.

Membership

Membership will not be limited in number and will be open to any POD Network member who helps support the scholarship of teaching and learning at their institution. Members will be recruited through sessions and events at the annual POD Network conference.

Signature Work/Activities of the SIG

The SIG will maintain a Google Group and Drive for sharing of resources relating to supporting SoTL efforts in higher education.

IV.B.5.12. Small Colleges & Small Centers SIG
Google Email: Small-colleges@podnetwork.org
Google Group: sc-pod-list@podnetwork.org

SIG Mission
The mission of the Small Colleges & Small Centers SIG is to create community around common interests among faculty and educational developers at smaller colleges/universities and in small centers; to promote awareness of challenges and opportunities at small colleges/universities and in small centers to the POD Network community; and to facilitate sessions at the POD Network annual conference and provide resources that would be most helpful to our colleagues.

Leadership Structure & Responsibilities
The chair serves for a one-year term. Individuals in the Chair role serve for a total of three years on the Steering Committee (one year each as Chair-Elect, Chair, and immediate Past Chair). The Chair is elected at the annual business meeting of the Small Colleges & Small Centers SIG, which is held at the POD Network conference.

The Chair:
- convenes the Steering Committee for planning purposes as needed
- communicates with the Core Representative if the Chair is not a Core Committee member
- schedules and runs the business meeting at the POD Network conference
- promotes the offering of sessions of interest and of value at the POD Network conference to SIG members
- works with the Steering Committee to identify POD Network conference sessions of interest to faculty developers at small colleges/universities and small centers
- distributes the list of POD Network conference sessions to the Small Colleges & Small Centers Google Group
- identifies a facilitator to submit a proposal for the Small Colleges & Small Centers Birds of a Feather session at POD Network
- reports SIG activities to the Core Committee

SIG Structure
The SIG is led by a three-person Steering Committee, composed of the current Chair, the immediate Past Chair, the Chair-Elect, and any Core Committee members among the ranks.

Membership
General membership is open to any POD Network member identifying as a faculty educational developer at a small college/university or a small center at any institution.

The Small Colleges & Small Centers Google Group (SC-POD) is considered the official membership list of the Small Colleges & Small Centers SIG.

Signature Work of the SIG
- The SIG maintains a Google Drive folder with resources for faculty development at small colleges/universities and in small centers.
- The SIG meets virtually approximately once a month for networking, support, and resource-sharing.
- The SIG offers a POD-sponsored session on "Sustaining Faculty Development Programs at Small Colleges & in Small Centers" annually at the POD Network conference, facilitated by the SIG steering committee.

IV.B.5.13. Science, Technology, Engineering, and Mathematics (STEM) SIG

Google Email: stem-sig@podnetwork.org
Google List: stem-list@podnetwork.org

SIG Mission

The mission of the STEM SIG is to support and connect colleagues within the POD Network who are actively engaged in STEM educational development and instruction. The STEM SIG provides a stable infrastructure for professional networking and peer assistance within and across STEM fields and institutional categories. It also creates capacity to organize POD Network programming such as conference sessions/workshops and related intervening events (online and in-person). In addition, the STEM SIG seeks to aggregate resources for practitioners who support STEM instruction and instructors, and to support the dissemination of scholarship related to STEM educational development. It also provides a bridge for communication and coordination with organizations involved in STEM education at a national level.

Leadership Structure and Responsibilities

The Chair serves for a one-year term. Individuals in the Chair role serve for a total of three years on the Steering Committee (one year each as Chair-Elect, Chair, and immediate Past Chair). The Chair is elected at the annual business meeting of the STEM SIG, which is held at the POD Network conference.

Membership

Membership in the STEM SIG is open to any POD Network Member interested in the mission of the group. To join, POD Network members need only send a join request to the SIG email address: stem-sig@podnetwork.org.

Signature Work of the SIG

Coordinates planning and facilitation of any SIG-sponsored conference activities (e.g., Birds of a Feather, sponsored sessions).

IV.B.5.14. Teaching with Technology (TwT) SIG

Google Email: twt-sig@podnetwork.org
Google Group: twt-list@podnetwork.org

SIG Mission/Focus

The POD Network Teaching with Technology Special Interest Group (TwT SIG) goal is to support faculty developers who assist instructors with integrating technology into teaching and learning by providing resources on effective strategies, trends and issues, and new developments. Activities can include, from year to year, a TwT SIG website, online discussions, conference sessions, face-to-face events, online events, and publications.

Leadership Structure and Responsibilities

The Executive Committee

The Executive Committee includes the Chair, Chair-Elect, and Past-Chair. No person may hold two positions on the Executive Committee. Volunteer members-at-large may volunteer their time to lead one action or event within the year but have no formal position or responsibilities.

- The Chair is the principal officer and is responsible for leading the group and managing its activities. The duties of the Chair include:
    - Calling and presiding at TwT SIG Executive Committee and business meetings
    - Conducting TwT SIG activities in accordance with the policies of the POD Network
    - Making all appointments and filling vacancies as authorized herein.
- The duties of the Chair-Elect are:
    - Assisting the Chair in leading and managing the TwT SIG
    - Presiding at meetings when the Chair is absent.
- The duties of the Past-Chair are:
    - Providing TwT SIG continuity of direction by informing the Chair and Chair-Elect on past policy and budgetary matters
    - Serving as a consultant and support for Chair and Chair-Elect.

SIG Structure

The below TwT SIG guidelines outline how rotation (vacancies and appointments) are handled. All positions are year-long, starting and ending after the POD Network annual conference.

- Elections
    - The Chair serves a two-year term after serving one year as Chair-Elect and followed by two years as Past Chair.
    - The Past Chair seeks nominations for Chair-Elect at least one month

ahead of the annual business meeting, during the second year of the Chair's two-year term.
- ○ At the annual business meeting, the Past Chair presents a list of candidates.
- ○ All present are eligible to vote. The winner is the candidate who receives the greatest number of votes.
- ○ The Chair term begins after the POD Network annual conference.

- ● Vacancies and Appointments
  - ○ Should the Chair leave office before their term expires, the Chair-Elect will assume the duties of Chair.
  - ○ Should the Chair-Elect leave office before their term expires, the Chair, with the approval of the Past-Chair, may appoint an eligible individual to fill the vacancy.
  - ○ All appointments expire when the Chair's term of office expires. However, appointees continue to serve until the new Chair appoints a successor.

Membership
Members are recruited throughout the year at all TwT-SIG events, including our online webinars, the TwT SIG POD Network conference, and other events in the year.

Meetings
- ● TwT SIG will conduct at least one business meeting each year at the annual POD Network Conference.
- ● Additional national, regional or local business meetings may be convened by the Chair.
- ● All meetings sponsored by TwT SIG must be open to all members of the POD Network. TwT SIG may hold meetings only in places that are open to all members of the POD Network.

Signature Work/Activities of the SIG
There are many ongoing events that happen throughout the year for the TwT SIG community and others from many institutions across the country and world. Some of the events include:
- ● Online Webinars (two per year). Topics are generated and selected via member interest at the annual meeting and Birds-of-a-Feather sessions.
- ● [Expertise Directory](): Update annually and leverage member expertise throughout the year for activities and events. Directory is open for all to contribute to and view.
- ● TwT SIG proposals: Organizing like-minded members to brainstorm and create proposals for TwT-SIG oriented sessions.

- TwT SIG Google Group: Moderate as needed.
- [TwT SIG Website](): Update as needed.
- Other activities include a group to take a MOOC course together.

Article C. Executive Director

IV.C.1. Office of the Executive Director

IV.C.1.1. General

The Executive Director:

- Is hired by the Core Committee, upon recommendation of the Executive and Search Committees
- Must be an active member of the POD Network.
- Must be able to attend all Executive Committee and Core Committee meetings and represent the POD Network at other meetings as designated by the Core Committee or the President.
- Must have demonstrable leadership, managerial, public relations, record-keeping, and accounting skills.
- Must be capable of serving as a public relations liaison between the POD Network and other organizations as well as with individuals who seek information about the POD Network.
- Must be willing to work with and supervise all employees and contractors in carrying out the daily business of the POD Network including but not limited to membership database management; financial record keeping; email; social media communications, and conference registration management.
- Must provide at least a six-month notice of resignation and be willing to spend time training a replacement.

Governance: The Executive Director shall be an ex-officio non-voting member of the Core Committee, the Executive Committee, the Finance Committee, the Conference Committee, the External Partnerships and Outreach Committee, and the Governance Committee, and shall attend all committee meetings. Attendance at meetings of other committees and SIGs is on an as-needed basis. The POD Network will be insured to protect its assets from misappropriation by the Executive Director and all employees.

IV.C.1.2. Responsibilities

The POD Network Executive Director has three main areas of responsibility: organizational leadership, administration, and management/supervision. A detailed list of current responsibilities is maintained by the POD Network office and by the President; it is available upon request.

IV.C.1.3. Selection Process

When the Executive Director position is vacant, a search committee is formed, chaired by the Past President, and composed of the Executive Committee, one Core Committee member and one member at-large appointed by the Past President. The

Past President shall post the position to the POD Network membership. The search committee shall conduct the search and make a recommendation to the Core Committee, who shall make the selection.

IV.C.1.4. Annual Review

Once a year, prior to the spring Core Committee business meeting, the Executive Director will participate in an annual review, to be conducted by the President in consultation with the Executive Committee.

- The President will seek evaluative input from the Executive Committee members, committee members who interact regularly with the Executive Director, staff who report to the Executive Director, and others who work closely with the Executive Director.
- The Executive Director will also conduct a self-assessment and set goals for next year.
- When the evaluation has been completed, the President will write a statement that will be shared with the Executive Director and later distributed to the Executive Committee.
- The Executive Director will respond with an action plan for the ensuing year. This plan will be distributed to the Executive Committee.
- The evaluation and action plan will be consulted during any major decisions regarding the Executive Director (e.g., remuneration, resources); decisions that have personnel or budgetary implications will be brought to the attention of the Core Committee.

IV.C.1.5. Resources

The Executive Director shall have access to funds (cash, debit card, check) for performing the following budgeted duties of the office:

- Travel, lodging, meal expenses, tips, and complimentary conference registration for annual and spring Core Committee meetings
- Other travel as required by the position or approved by the Executive Committee
- Operating expenses

The Executive Director will receive payment through direct bank deposit on a monthly basis. Any salary changes are approved by the Core Committee.

IV.C.1.6. Sale of Member Access Via Email

The Executive Director is authorized to provide use of the members-only email list to other nonprofit organizations, institutions, consultants, publishers, and other commercial enterprises as long as the intended use is consistent with the POD Network mission and does not jeopardize the organization's not-for-profit status.

"Use" here means sending a one-time message on behalf of the approved organization or entity to the Opt-in membership list.

Use of the members-only email list may be provided for such purposes as position announcements; conference, workshop, or seminar announcements; and new book announcements. Other purposes may be appropriate as long as the Executive Director is assured that the intended use is not detrimental to the mission and goals of the POD Network. The cost for use of the members-only email list shall be established by the Core Committee and there shall be a differential cost for members and non-members.

The Executive Director will forward the approved email and any attachments to the opt-in member list with the following statement in the body of the email:

> This is an email advertisement purchased from the POD Network for a one-time use in the interest of promoting higher education development. If you would like to be removed from purchased emails in the future, please update the "Opt-in" and "Opt-out" options on your member profile section of the POD Network website. Thank you.

> No individual or entity shall purchase more than one email to the membership per quarter (three months).

Article D. *To Improve the Academy* (TIA)

IV.D.1. TIA-POD Network Relationship

The relationship between *To Improve the Academy* (TIA) and the POD Network is one of independence and interdependence. It rests on the shared values of equity, collaboration, and evidence-based practice. Separate TIA and POD Network governance helps ensure the independence of editorial processes and decisions. Yet, the two must maintain a close partnership rooted in trust, reciprocity, and responsiveness. This relationship requires that TIA and the POD Network remain accountable to each other, that they support and advance each other's strategic visions, and that there exist clear, open lines of communication. The following commitments are necessary to maintain this healthy, mutually beneficial relationship.

IV.D.1.1 Commitments

1. TIA's commitments to the POD Network:
   - The Editorial Team and Board will strive to advance the field of educational development by encouraging, nurturing, supporting, and publishing high-quality scholarship.
   - The Editorial Team and Board will be cognizant of and responsive to the POD Network's strategic directions.
   - The Editorial Team and Board will help advance the POD Network's strategic goals to promote equitable access and inclusion, to eliminate systemic inequities in the field of educational development, and to expand diversity among authors, reviewers, editors and other stakeholders through recruitment practices, publishing practices, and processes that intentionally and preemptively mitigate biases.
   - The Editorial Team and Board will adhere to the [professional and ethical standards](#) of educational development set by the POD Network and of academic publishing set by the [Committee on Publication Ethics](#), including maintaining confidentiality, declaring conflicts of interest, and minimizing the potential for bias in the review and editorial processes.
   - The Board will seek approval from the POD Network before making major changes to the journal's governance, aims and scope, new Board members, and new associate editors, and will inform the POD Network of other changes to the Editorial Team. The Board will also seek approval before removing any Board member or Editorial Team member who is not fulfilling their responsibilities (described under Journal Organizational Structure).
   - The chairs of the Board (i.e., current editors-in-chief) will update the POD Network on the journal's strategic direction, recruitment processes, acceptance rates and other metrics, publication timelines, and financial situation at least twice annually on the same schedule used by POD Network

committees for their semi-annual reports. The report will also include information about how the journal is meeting its DEI goals.

- The Editorial Team will be good financial stewards of POD Network resources and communicate as part of the semi-annual reporting process about fiscal matters, including expenditures and budgetary requests beyond the TIA base budget provided by the POD Network.
- The Editorial Team will maintain a strong working relationship with the publisher and notify the POD Network of changes, disruptions, or limitations to service and new publishing options or opportunities.

2. The POD Network's commitments to TIA:
- The POD Network will help advance TIA's strategic vision and its efforts to publish the highest quality educational development scholarship.
- The POD Network will be responsive to requests from the Board regarding changes to the journal's governance, aims and scope, new Board members, new associate editors, and other changes to the Editorial Team.
- The POD Network will support the autonomy of the Editorial Team to make all editorial decisions and to manage the operations of the journal.
- The POD Network will refer any inquiries, questions, or concerns related to the journal to the Editorial Board.
- The POD Network will invite one editor-in-chief (or designated representative) to attend Core Committee meetings as an *ex officio*, non-voting member and will provide funding as consistent with the POD Network's approved [Roles and Compensation practices](#).
- The POD Network will invite the Editorial Team to attend the annual POD Network conference and will provide funding consistent with the POD Network's approved [Roles and Compensation practices](#).
- The POD Network will invite TIA to submit a POD sponsored session for the annual conference.
- The POD Network will provide basic business solutions, using its existing infrastructure, for journal email, cloud storage, and communication and marketing.
- The POD Network will provide TIA with sufficient financial resources to publish up to 160,000 words each year across at least two publication cycles, with the specific amount determined based on prices outlined in the current signed agreement with the publisher. Budget requests for additional funding needs will be reviewed through the POD Network's normal budget processes.
- In collaboration with the Editorial Board, the POD Network will negotiate terms, conditions, rights, and permissions with current and new publishers.

IV.D.1.2 Communication

The following outlines the key lines of communication between the POD Network and TIA:

- The President of the POD Network is the main point of contact for the POD Network and is responsible for direct communication with TIA.
- The President of the POD Network will determine who acts on requests from TIA based on POD Network governance.
- In instances where the President of the POD Network is unable to fulfill their duties as point of contact, the POD Network Executive Committee may appoint another member to serve as primary point of contact for the POD Network.
- The Chairs of the TIA Editorial Board are the main point of contact for TIA and are responsible for direct communication with the POD Network.
- The Chairs of the TIA Editorial Board will determine who acts on requests from the POD Network based on TIA policies and procedures.
- In instances where the Chairs of the TIA Editorial Board are unable to fill their duties as a point of contact, the Board may appoint another Board member to serve as primary point of contact for TIA.