

Leadership and Management
Guidelines



Special Interest Group for Teacher Educators

of the

International Society for Technology in Education

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NAME

The organization will be known as the Special Interest Group for Teacher Educators (SIGTE) of the International Society for Technology in Education (ISTE).

MISSION STATEMENT

SIGTE will support and promote those [ISTE members] who teach inservice and preservice educators to make effective use of technology. Specifically, SIGTE will:

- a. Collect and disseminate information through publications and electronic communication networks.
- b. Organize and sponsor all or part of meetings, workshops, and conference sessions.
- c. Organize working groups for research, study and writing activities to meet the needs of its membership.
- d. Recommend policy and standards for technology-related teacher education.
- e. Serve as the teacher educators' arm of ISTE and work with other ISTE Special Interest Groups and other technology in teacher education organizations.

MEMBERSHIP, DUES AND PRIVILIGES

Membership

Individual ISTE membership includes one SIG membership. SIGTE members include those who choose SIGTE as their included membership, choose SIGTE as one of the SIGs they join, and those who choose the comprehensive membership (which includes membership in all SIGs at an increased cost).

Dues

The ISTE Board of Directors will determine the annual rate of membership dues. SIGTE membership dues will be included in that membership cost or will be included in the comprehensive SIG membership cost.

Rights and Privileges

All members of ISTE have the right to attend and to speak at the annual SIGTE business meeting. The rights to hold office and to vote are reserved to SIGTE members.

Membership Roster

ISTE is responsible for collecting and maintaining current and new member data. ISTE will provide the SIG Chair/President or other duly appointed SIG officer with current member data each quarter (October 1, January 1, April 1, and July 1) in an electronic format. This data is to be used for SIG purposes only and is not to be distributed to any other party.

Funding

ISTE will maintain accurate budget data for the SIG. ISTE will provide the SIG Chair/President, Treasurer, or other duly appointed SIG officer, with current budget data within one month after the end of each quarter (October 1, January 1, April 1, and July 1) in an electronic format. Revenue and expenses to date will be included on this report.

ISTE will annually budget base allocation and membership allocation dollars to the SIGs; these allocated budgeted amounts will not carry over into the following fiscal year. However, SIGs can generate additional revenue through workshops; such additional revenue may be carried over indefinitely. Current budgeting policy can be found in the *SIG Budget Policy*. Budgeted dollars will be held in an operational fund for the SIG.

Budget management duties for the SIGs are handled by the SIG Liaison at ISTE. SIGs must submit annual reports each May.

Money budgeted for publishing the Journal of Computing in Teacher Education (JCTE) is held in a separate fund. This fund is a cost-based budget.

ORGANIZATIONAL STRUCTURES

Election of Officers

The President-Elect, Treasurer and Communications Officer of SIGTE will be selected by a vote of the membership.

- a. The SIGTE Election Chair, who will be either the President-Elect or the Past-President, will nominate candidates for the offices of President-Elect, Treasurer, and Communications Officer.
- b. The Election Chair will send the call for nominations to the business email list on or before February 1. Nominations and candidate biographies for the ballot will be submitted to the Election Chair prior to February 15.
- c. Biographies of the candidates, election ballots and voting instructions will be e-mailed to all members of SIGTE on or before March 1.
- d. Members will cast their votes on or before March 15. Ballots returned later than March 15 of the current election year will not be valid.
- e. The candidates receiving a simple majority of votes from the total votes cast will assume duties of their respective offices on July 1 or at the annual SIGTE business meeting at the National Educational Computing Conference (NECC).
- f. The membership will be informed of election results on or before April 1.
- g. Exceptions to this process will be made in cases when officers step down unexpectedly. If the offices of Treasurer or Communications Officer are vacated, the President will appoint a SIGTE member to complete the remainder of the term until the next election cycle. If the President vacates office, the President-Elect will assume the duties of the President. If there is not yet a President-Elect, the SIGTE Board will appoint an interim President to complete the term until the next election cycle. If the President-Elect vacates office, the President will appoint a SIGTE member to complete the President-Elect term. A special election will be conducted to determine the President-Elect for the subsequent year.

Terms of Office

- a. The terms of office for the President-Elect and Past President are one year and for the President is two years. The term of office for the President-Elect begins at the annual business meeting at NECC in odd-numbered years (2003, 2005, 2007, etc.). The terms of office expire except in the cases where an officer resigns or an appointment is specifically made for a shorter period.
- b. The term of office for the Communications Officer and Treasurer shall be three years each. The Communications Officer and Treasurer begin their three-year term on July 1 or at the annual SIGTE business meeting at NECC in 2004 and every three years thereafter (2007, 2010, 2013 etc.).
- c. Journal editorship is typically a three year term, but this position can be renewed for additional terms by vote of the SIGTE Board.

Officer Responsibilities

President - The president is the principal officer.

The duties of the President include:

- Ensuring that the SIG meets the requirements each year as detailed in Section V of the ISTE SIG Standard Operation Procedures Manual.
- Calling and presiding at meetings of the Board of Directors and of SIGTE
- Appointing all standing and ad hoc committee chairpersons
- Appointing members to fill offices that may become vacant through resignation, incapacity, or ineligibility of an incumbent officer
- Assuming the office of Past President after serving a two-year term of office as President
- Leading the SIGTE representation at NECC through activities such as: concurrent sessions, workshops, Forum, business meeting, SIGTE Board meeting, ISTE membership meeting, and SIG Council meeting
- Acting as the SIGTE liaison to the ISTE Board and its other Special Interest Groups
- Notifying members of the Board of Directors of the time, place, and agenda of the Board of Directors meetings
- Notifying the general membership of SIGTE of the time, place, and topic of the general meetings
- Preparing and submitting the Annual Report to ISTE

President-Elect or Past President

The duties of the President-Elect include:

- Presiding at meetings in the absence of the President
- Assuming the duties of the President in the event of the President's resignation, incapacity or ineligibility
- Assuming the office of President after serving a one-year term of office as President-Elect
- Acting as an advisor to the President
- Communicating with regional contacts and setting up conferences and workshops.
- Serve as Election Chair

The duties of Past-President include:

- Acting as an advisor to the President
- Communicating with regional contacts and setting up conferences and workshops
- Overseeing the Research Award Process
- Serve as Election Chair

Communications Officer

The duties of the Communications Officer include:

- Keeping minutes of business meetings of SIGTE and of the Board of Directors
- Publishing the minutes of SIGTE business meetings to the SIGTE Board of Directors
- Publishing notifications from ISTE to the SIGTE listserv, including news releases and reports
- Sending official notifications to the ISTE Board of Directors of changes of the officers of SIGTE
- Recruit and communicate with regional representatives
- Coordinate membership initiatives
- Monitor and coordinate listserv activities.
- Oversee work of web developer and communicate content expectations for quarterly publications

Treasurer

The duties of the Treasurer include:

- Maintaining the fiscal records of the SIGTE
- Preparing financial reports for the Board of Directors meetings, general business meetings, and for ISTE meetings
- Preparing the annual budget in consultation with the President
- Overseeing reimbursement for stipends and meeting expenses (Appendix A outlines procedures for reimbursement and payment request)

Journal Editor

The SIGTE Journal Editor is appointed by the SIGTE President upon approval of the SIGTE Board of Directors. The Journal Editor will be responsible for maintaining the timely review of articles and subsequent publication of the Journal of Computing and Teacher Education. Appendix B outlines management issues related to journal leadership and publication.

Research Award Chair

The Research Award Chair solicits a team of SIGTE members to serve on the Research Paper Award Review Committee. Reviewers independently review the papers (those research papers accepted to NECC that broadly pertain to technology and teacher education, both at the preservice and inservice levels) using the scoring rubric, and forward their selections to the award chair. The chair reviews the papers and selects the winning paper based on the committee's recommendations. The chair announces the award winner to the SIGTE Board of Directors, the ISTE SIG liaison, and the winning author(s). Appendix C outlines the ISTE SIGTE Research Award Process. Appendix D outlines instructions for presiders over research presentations at NECC.

Teacher Educator Representative to the Program Committee

SIGTE will nominate a representative to the Program Committee who will coordinate the review of proposals in the Teacher Educator strand of the NECC program. The term of this position is 3 years.

Teacher Educator Representative to the ISTE Board

SIGTE will nominate one candidate to appear on the ballot for the Teacher Educator Representative to the ISTE Board. At the Fall ISTE Board meeting, the ISTE President appoints three members to serve as the nominations committee. The appointments are annual and traditionally at least one member of this committee is a past-president or president-elect of ISTE. Procedures for submitting the SIGTE nomination are found in Appendix E.

BOARD OF DIRECTORS

SIGTE will be governed by the Board of Directors, which is comprised of the President, Past President or President-Elect, Treasurer, Communications Officer, and the Journal Editor. All decisions made by the Board of Directors must be approved by a majority of the SIGTE Board. Former SIG officers may be invited to serve an advisory role on the board.

MEETINGS

- a. The SIGTE Board of Directors will conduct regularly scheduled business meetings each year.

- b. At least one general business meeting will be held each year at the National Educational Computing Conference.

DISSOLUTION

SIGTE can be dissolved by the consent of its members or by joint action taken by the SIGTE and ISTE Board of Directors. Consent of the members of SIGTE to dissolve will consist of unanimous agreement of the officers of SIGTE together with a majority vote at a meeting which has been announced in advance to all members of SIGTE. Upon dissolution of SIGTE, its assets, if any, will be used to repay any outstanding debts incurred on behalf of SIGTE. Any remaining debts will be paid by the ISTE. Any assets remaining after payment of SIGTE debts remain the property of ISTE.

APPENDIX A: REIMBURSEMENT AND PAYMENT REQUEST PROCEDURES

Prior Approval

- All requests must have prior approval of the President. This can be done via email.
- Please save the message authorizing approval and submit it with your request for reimbursement.

Timeframe for submitting expenses:

- Expenses must be submitted no later than 30 days after the date the expense was incurred.
- Claims postmarked more than 30 days after the charge was incurred will not be reimbursed.
- If extenuating circumstances prevent you from submitting expenses in the allotted time, please contact the SIGTE President via e-mail and cc the SIGTE Treasurer.

Reimbursement terms:

- All expenses must be substantiated with an original receipt
- Due to federal grant restrictions, alcohol expenses cannot be reimbursed by ISTE.
- Please keep copies of your expense report and receipts.

Procedures:

- Fill out the [reimbursement form](http://www.iste.org/sigs/council/special-documents/expenses/iste-sig-reimbursement-form.xls) (MS Excel format, 28KB, 3 seconds) located at:
<http://www.iste.org/sigs/council/special-documents/expenses/iste-sig-reimbursement-form.xls>
- When submitting receipts that are smaller in size than 8 ½ X 11, please tape them to a piece of white paper rather than attaching them to the form.
- Include the “approval” email message from the President as authorization for payment.
- Mail to:
 - SIG Liaison – Susan Hair
480 Charnelton Street
Eugene, OR 97401-2626
- Send an email message to the SIGTE President and Treasurer noting that a reimbursement form was submitted, and include the total amount requested for reimbursement or payment.

APPENDIX B: JOURNAL OF COMPUTING IN TEACHER EDUCATION

Editorship & Editorial Review Board Transition Guidelines

JCTE Editorship

The term of editorship will be three years.

An editorial team may be reappointed to serve additional terms as determined by the SIGTE Board.

The SIGTE President will work closely with the ISTE Publications Committee and outgoing and incoming editorial teams to oversee the transfer of editorship process. The outgoing editor will work closely with the incoming editor to ensure a smooth transition.

A call for nominations for journal editorship will go out to the membership in the journal and on the listserv two years prior to the transition. Applications will be received by July 1, and the decision communicated to applicants by October 1 two years prior to the transition.

The new editorial board will begin receiving manuscripts in January of the year prior to the transition.

Application materials will include a letter of nomination of the editor by the ISTE-SIGTE member nominating him or her, a statement of interest and willingness to serve as editor from the nominee, including his or her vision for the journal and plans for the editorial team (may be combined with #1 for self-nominations); and a current curriculum vitae from the nominee. The application should also include a letter of support from the applicant's college or university supervisor.

The incoming editorial team will begin receiving manuscripts in January of the year when the transition begins. The new editor's name will appear on the masthead of the first published issue of the transition year.

The previous JCTE previous editor should expect to serve through June 30 of the final year to complete required work before the next editorial team takes over.

The editor will receive annual support from the ISTE Publication Board which will be maintained in an account separate from the SIGTE annual budget.

(Sample advertisement follows)

Call for Nominations
for the Editorship of
Journal of Computing in Teacher Education
Volumes XX-XX+2, 20XX-20XX+2

The Publications Committee of the International Society for Technology in Education Special Interest Group for Teacher Educators (ISTE-SIGTE) invites nominations for the 20XX-20XX+2 editorship of the Journal of Computing in Teacher Education (JCTE). The journal publishes original reports of empirical and theoretical studies, systematic program evaluations, and other articles of interest to technology using teacher educators.

The editor is responsible for accepting and rejecting manuscripts on the basis of the quality of the research presented and the suitability of the subject matter for JCTE; guiding manuscripts through the review process;

overseeing revisions; and planning issues. Nominees should possess strong managerial and organizational skills and use a team approach to conducting journal business. It is preferable that lead team-members be at the same institution. [Add a statement here about the financial commitment that ISTE will make to publishing the journal—e.g., ISTE will provide a \$5000 grant for funding support personnel and reimburse direct costs such as postage, telephone calls, faxing, and photocopying.]

The new editor will begin to receive manuscripts in January 20XX-1. The new editor's name will appear on the masthead of the first published issue of 20XX. The new editor should expect to serve through June 30, 20XX+2 to complete the work required for the 20XX+2 volume year. Self-nominations and nominations of others are accepted, but nominations of editorial teams are preferred. Nominations should include (1) a letter of nomination of the editor by the ISTE-SIGTE member nominating him or her; (2) A statement of interest and willingness to serve as editor from the nominee, including his or her vision for the journal and plans for the editorial team (may be combined with #1 for self-nominations); and (3) a current curriculum vitae from the nominee. Appointment will be made in early November 20XX-2.

Send application materials to the Publications Committee—JCTE Nominations, Attn. NAME_OF_ISTE_PUBLICATIONS_DIRECTOR, Director of Publications, International Society for Technology in Education, ADDRESS. Questions may be directed to CURRENT_SIGTE_PRESIDENT at PHONE, FAX, EMAIL.

The deadline for nominations to be received at ISTE is July 1, 20XX-2.

(Adapted from a call for nominations that appeared in AERJ, 2003)

JCTE Editorial Review Board Membership Transition

Appointment to the JCTE Editorial Review Board will be for a five-year period. Appointments will be staggered so that approximately 1/5 of review board terms will end in a given year. Review board members may be reappointed for one or more additional terms at the discretion of the current editorship of JCTE.

If a member of the Editorial Review Board decides to step down or is not fulfilling his or her responsibilities, the JCTE Editor may use his/her discretion to fill vacant board positions or replace non-active members at any time.

Appointment Process

A call for reviewers will appear in the first issue of each volume of JCTE, and will be posted simultaneously on the SIGTE listserv, to recruit review board members for the next volume. The Editorial Review Board information in the journal will be updated in the first issue of each volume or as necessary. Interested SIGTE members should submit a letter of interest that includes name and contact information, prior academic review experience, a brief description of areas of expertise and publications in those areas, and a current curriculum vitae to the current JCTE editor. The JCTE editor will assess the qualifications of applicants and invite new applicants and/or current outgoing review board members to serve. New applicants will be asked to complete a survey indicating specific areas of expertise to aid in the manuscript assignment process.

Member Responsibilities

JCTE Editorial Review Board members will receive up to eight manuscripts per year for review. Review board members will read and make judgment about whether a manuscript fits with the purpose and mission of JCTE, makes a valuable contribution to the field of technology and teacher education, reports original, rigorous scholarly work, and is clearly conceptualized and written to be suitable for publication in the journal. Review board members will provide feedback using the JCTE review form and will provide a detailed commentary to the editor to support the review decision. Review Board members will promptly return any manuscript that cannot be reviewed in a timely manner to the editor with a rationale for why the manuscript could not be reviewed. Repeatedly returning un-reviewed manuscripts may result in the reviewer being asked to step down from the Editorial Review Board.

(sample advertisement follows)

The Journal of Computing in Teacher Education is accepting applications from ISTE-SIGTE members to join the JCTE Editorial Review Board. Applicants must be members in good standing of the SIG and should submit a letter of interest that includes name and contact information, prior academic review experience, a brief description of areas of expertise and publications in those areas, and a current curriculum vitae. Questions and application materials should be directed to CURRENT_JCTE_EDITOR, ADDRESS, PHONE, FAX, EMAIL.

APPENDIX C: RESEARCH AWARD

Purpose:

This award recognizes excellence in research in the area of technology and teacher education.

Criteria for Selection:

We have designed a scoring rubric based on the *Journal of Computing in Teacher Education* publication review guidelines. In short, the general criteria areas are significance to issues related to technology education programs in teacher education, technical correctness, and quality of writing.

Application Process:

All submissions to the NECC research paper presentation category are reviewed by a panel of volunteer paper reviewers, some of whom are SIGTE members, **led by the Research Paper Chair, an appointee of the NECC Program Committee**. Of the accepted papers, those pertaining to technology and teacher education are considered for the SIGTE Research Paper Award. Authors are asked if they would like their paper to be considered for the Award, and then the final papers are forwarded to the Award chair after they are received in April.

Judging Process:

The Award chair selects reviewers from the panel of volunteers who are faculty members in the technology and teacher education field to serve on the Research Paper Award Review Committee. Reviewers independently review all papers using the scoring rubric, and forward their selection for the top three papers along with scoring rubrics to the award chair. The chair compares the selections and evaluations. If there is a paper that clearly receives the highest total rating amongst the reviewers, this paper is the winner. If there is significant discrepancy, the top two papers are either re-reviewed by the committee or sent to additional faculty members in the technology and teacher education field. Additionally, a telephone conference call can be held among committee members to discuss the top two papers.

The Winner:

The winning author receives a custom plaque from ISTE; presents their paper during a designated research session, is recognized at a NECC keynote session, is recognized at the SIGTE business meeting; and has the winning paper published in SIGTE's *Journal of Computing in Teacher Education*.

APPENDIX D: RESEARCH PAPER PRESIDERS PROCEDURES

Presider Tasks

- Aid speakers with introductions (if they would like you to introduce them),
- Aid speakers with handouts and equipment needs.
- Act as timekeeper.

Introductions

If the speaker would like you to introduce them, give the title of their paper and the speaker's name and affiliation and any other information he or she would like you to say.

Equipment Challenges

Find a person in a purple shirt (Showgear) to help the speaker. If you don't see someone in a purple shirt, ask someone in a yellow volunteer shirt or with a walkie-talkie to get word to a purple shirt.

No show speaker

Maintain the schedule for the session (e.g. if the first paper presenter does not show, do not start the second presenter until the scheduled time) Find someone with a walkie-talkie to notify the national program chair.

Research Papers

Unless we have had a cancellation, each paper session has two papers. Each paper presenter(s) gets 28 minutes including time for questions. This allows for four minutes for the transition between speakers. Please time each speaker and notify them with a hand signal when they have 5 minutes left, 3 minutes, and times up.

APPENDIX E: NOMINATION PROCEDURES FOR TEACHER EDUCATOR REPRESENTATIVES TO THE ISTE BOARD

The next election for Teacher Educator ISTE Board Representatives will be Spring 2006. Elections will occur every two years (even years) for this position.

The SIGTE President, or designee, should submit a nomination for the Teacher Educator Board Representative during the period for open submission of nominations. The nomination should be clearly marked "NOMINATED BY SIGTE". The president should then e-mail the ISTE Nominations Committee Liaison (nominations@iste.org) indicating the name of the SIGTE Candidate and the date the nomination was submitted. The ISTE Nominations Committee Liaison will confirm receipt of the SIGTE nomination via e-mail.

The SIGTE nomination will be considered by the Nominations Committee as a strong recommendation from ISTE's Teacher Education Special Interest Group