



**Association for Science Teacher Education  
STATEMENT OF OPERATING PROCEDURES  
Updated May 26, 2021**

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## CHAPTER ONE: MEMBERSHIP

### 1A. Membership Classifications

There are three classifications of membership in the Association. All members have the same voting rights.

#### 1A (1). Regular Member

Any person concerned with the education of teachers of science who has paid annual dues is an ASTA member.

#### 1A (2). Student Member

Anyone who is a full-time student at an accredited University/College, who does not hold a terminal degree (Ph.D. or Ed.D.), can provide contact information for a faculty member at his or her institution to verify status as a student and be a faculty sponsor, and has paid the appropriate annual dues, will be granted student membership.

#### 1A (3). Retired

Available to those 65 years or older OR who hold Emeritus faculty status at an accredited academic institution.

### 1B. Dues and Membership Benefits

Classification	2019 Dues	Benefits of Paid Membership
Regular Membership	\$125.00	Journal of Science Teacher Education, Innovations in Science Teacher Education, the ASTE Newsletter, listserv membership, member rates to the annual conference and ASTE publications, and access to association activities.
Student Membership	\$85.00	
Retired Membership	\$60.00	

## **CHAPTER 2: OFFICERS, BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND ADMINISTRATIVE POSITIONS**

The Association shall be governed by a Board of Directors consisting of 13 voting members to include the elected President, Past President and President Elect, six elected Directors-at-Large, one elected Graduate Student Director-at-Large, three Regionally Elected Representatives and non-voting members to include the Executive Director and representatives from affiliate associations. The Executive Committee consists of the presidential line along with two Directors-at-Large and one Regional Representative serving the third year of their respective terms. Administrative Positions include the Executive Director and the Director of Electronic Services.

The Association holds two meetings at the annual conference and one meeting during May – June each year. Meetings at the annual conference take place on the day before conference activities begin and during the afternoon/evening of the last conference day. The May-June meeting date is selected by the Board each January subject to constraints that may be included in conference hotel contracts. Board members are expected to attend all meetings. Members cannot send alternative representatives if they are unable to participate.

ASTE provides airfare, hotel for 2-3 nights and dining/travel expenses associated with the May – June meeting for all Board members, Executive Director, Director of Electronic Services and invited guests. ASTE does not guarantee travel support for Board members to attend meetings held in conjunction with the annual conference. The President, President-elect, Executive Director and Director of Electronic Services are reimbursed for travel expenses to attend meetings at the annual conference based on their contracts and the Association budget.

### **2A. President**

As per the By-Laws, the President shall:

- a) Take charge of the affairs of the Association,
- b) Preside at all meetings of the Association and serve as chair of the Board of Directors and the Executive Committee,
- c) Be an ex-officio, non-voting member of all committees except the Elections Committee,
- d) Be or designate a representative to affiliate organizations, and
- e) Serve as or designate a representative as spokesperson for the Association.

As such, the president shall:

1. Call and conduct Board meetings and executive committee meetings and submit required reports. Whenever possible, the summer Board of Directors meeting will be held at the forthcoming meeting location.
2. Call and conduct phone conference meetings with the presidential team, the executive committee and/or the board of directors as needed.

3. Provide all members of the Board of Directors with access to the agenda and all reports pertinent to the business of the Association at least one week prior to any scheduled meeting of the Board of Directors and/or the Executive Committee.
4. Work with the Executive Director to ensure the financial health of the association.
5. Serve or facilitate the identification of an affiliate representative to (i) NSTA, (ii) CSSP, and (iii) the NTLS and international partnerships.
6. Officiate at the annual business meeting.
7. Propose, conduct, and report on meetings of the membership at the annual conference (e.g., the Town Hall meeting).
8. Work with the Executive Director to keep an up-to-date and accurate copy of the SOP's during his/her year as President. Updates should follow each Board of Directors meeting in which changes are approved by the Board. Any up-to-date version of the SOP's will be maintained on the ASTE website.
9. Send thank you letters to all corporate sponsors, including awards.

## **2B. President-Elect**

As per the Bylaws, the president-elect shall:

- a) Serve in the absence of the President,
- b) Function as a working member of the Board of Directors and the Executive Committee,
- c) Appoint chairs and committee members for upcoming terms,
- d) Carry out duties as assigned by the President that may include chairing Association committees.

As such, the President-Elect shall:

1. Prepare and present the budget to the Executive Committee of the Board of Directors for approval at the January Board of Directors meeting in the year that he/she will serve as President.
2. Act as affiliate representative as indicated in presidential rotations.
3. Solicit and select members for the upcoming leadership team. Send new and continuing members a letter of interest and selection, informing them of the duties they will assume and expectations for the upcoming annual conference.
4. Create the upcoming charges for the Operating Committees during his/her presidential year.
5. Notify committee chairs of their charges and new committee members at least one-month before the annual Conference.
6. Attend Board of Directors meetings and submit required reports.
7. Solicit new edited books, volume series, monographs/books, and handbooks (PUBS) in cooperation with the Publications Committee (the Publications committee is responsible for PUBS review and submission to the Board of Directors for approval).
8. Determine the need to create or maintain any ad hoc committees, as well as develop their charges.
9. Set the agenda for and run the post-Conference Board of Directors meeting.
10. Manage searches for administrative positions based on the terms of office as described below.

The President-Elect will charge the following individuals or committees to conduct a search for the following positions during the terms of office indicated in Table 1 below. Solicitations for positions will be public, widely disseminated, and conducted the year prior to beginning the term of office. All members, including incumbents, must reapply and undergo a formal review process for election to these positions. Recommendations for selection are made to the Board of Directors as a seconded motion from the committee responsible for conducting the search. All position terms start and end with the business meeting at the annual Conference.

Table 1: Terms of Office, Search Responsibility and Transition Timelines

<b>Position/Search Committee</b>	<b>Term</b>	<b>Current Term Ends</b>	<b>Next Appt. Begins</b>
Executive Director/ <i>Board of Directors</i>	5 years with 6-month transition	Jan. 31, 2025* *end of the conference	January 1, 2024
Director of Electronic Services/ <i>Board of Directors</i>	5 years [3 years with option to extend for 2 years] with 12-month transition	Jan. 31, 2023* * end of the conference	January 31, 2022
Editor(s) for Journal of Science Teacher Education (JSTE)/ <i>Publications Committee</i>	5.5 years with 6-month transition	June 30, 2024	January 1, 2024
Editor(s) for Innovations in Science Teacher Education/ <i>Publications Committee</i>	3.5 years with 6-month transition	June 30, 2024	Jan. 1, 2024
Editor(s) for the Science Education Section of Contemporary Issues in Technology and Teacher Education (CITE)/ <i>Publications Committee</i>	3.5 years with 6-month transition	Dec. 31, 2022	July 1, 2022
Editor(s) for the ASTE Newsletter/ <i>Communications Committee</i>	3.5 years with 6-month transition	Dec. 31, 2022	July 1, 2022
Conference Program Coordinator/ <i>Conference Planning Committee</i>	3.5 years with 6-month transition	Jan. 31, 2023* *end of the conference	July 1, 2022
Conference Chair(s)/ <i>Board of Directors</i>	1 year	Jan. 15, 2022	TBD

## **2C. Past-President**

As per the By-Laws, the Past-President shall:

- a) Function as a working member of the Board of Directors and the Executive Committee,
- b) Carry out such duties as assigned by the President that may include chairing Association committees.

As such, the Past President shall:

1. Chair the Oversight Committee.
2. Attend Board of Directors meetings and submit required reports.
3. Chair the committee that will conduct a performance evaluation of the Executive Director of evaluation, performance of duties, and recommendations.
4. Act as affiliate representative as indicated in presidential rotations.

## **2D. Regions and Regional Representatives**

1. Definition of an ASTE Region:
  - a. Have a mechanism to elect a representative serving a 3-year cycle in alignment with the ASTE schedule of regional representation on the ASTE Board.
  - b. Have regional by-laws.
  - c. Consistently have ten or more members of the region that are members of ASTE.
  - d. If for some reason a region does not meet the conditions stated above it will be designated as inactive.
2. Regional Representatives:
  - a. Each of the established regions within ASTE shall have an elected Director and/or Regional Representative as a liaison between ASTE and the said region.
3. Expectations of Regional Representatives:
  - a. Represent the interest of ASTE to the said region,
  - b. Represent the interest of said region to ASTE,
  - c. Update regional website annually on the ASTE page (Leadership, By-laws),
  - d. Attend the Committee on Regional Units Meeting at the ASTE annual conference (or assign a designee)
  - e. Lead their respective regional meeting at the annual ASTE conference meeting, if applicable
  - f. Ensures that the annual report to the Chair of the Committee on Regional Units is submitted 30 days prior to Board meetings (Summer and Winter)
4. Suggested Activities of Regional Representative
  - a. Work with the regional unit to:
    - i. actively recruit regional members to participate in ASTE
    - ii. Actively re-engage inactive members from region
    - iii. Encourage members to serve on ASTE committees
  - b. Regional representatives not in the queue for a board position will be encouraged to serve on an ASTE committee
5. Regional Representative to the ASTE Board of Directors:

- a. Three regional representatives hold rotating positions on the ASTE Board of Directors (see Table 2)
  - b. The Regional Representative in his/her third year in office on the Board will serve on the Executive Committee.
  - c. A Regional Representative to the Board of Directors will be appointed by the President-Elect to Chair the Committee of Regional Units or co-chair an operating committee (Table 2)
  - d. Should a Region become inactive, the next region in the rotation will be asked to provide the Representative to the Board of Directors. (Table 2 gets modified)
  - e. A Regional Representative will rotate onto the Board of Directors having met the following criteria:
    - i. The Regional Representative is an ASTA member and has been elected by the constituents of that region;
    - ii. The Regional Representative is willing to attend the Summer and Winter Board of Directors meetings.
6. Duties of the Regional Representative to the ASTE Board of Directors:
- a. Represent the interests of the Regional Units,
  - b. Participate in activities that foster communication between the Board of Directors and the membership,
  - c. Chair or co- chair committees as determined by the President-Elect;
  - d. Attend Board of Directors meetings and submit required reports, and
  - e. Complete additional duties as requested by the President-Elect.

Table 2: Timetable for Regional Representative’s Board of Directors Service

Regional Rotation: Northwest, Southeast, Far West, Northeast, Southwest, International, Mid-Atlantic, North Central	Term begins on Saturday after the business lunch and requires attending the Saturday Board Meeting.	Board Position	Board/Executive Committee term ends at the end of the business lunch and requires attending the Wednesday pre-conference meeting.
Northwest	2019	Chair of Committee of Regional Units	2022
Southeast	2020	Committee Chair/Co-Chair	2023
Far West	2021	Committee Chair/Co-Chair	2024
Northeast	2022	Chair of Committee of Regional Units	2025
Southwest	2023	Committee Chair/Co-Chair	2026

International	2024	Committee Chair/Co-Chair	2027
Mid-Atlantic	2025	Chair of Committee of Regional Units	2028
North Central	2026	Committee Chair/Co-Chair	2029
Northwest	2027	Committee Chair/Co-Chair	2030
Southeast	2028	Chair of Committee of Regional Units	2031

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## **2E. Directors-at-Large**

As per the Bylaws, Directors-at-Large make decisions that direct the organization; as such they:

- a) Participate in activities that foster communication between the Board of Directors and the membership
- b) Chair or co-chair committees as determined by the President-Elect;
- c) Attend Board of Directors meetings and submit required reports; and
- d) Complete additional duties as requested by the President-Elect, President, or Past-President.

A Director-at-Large cannot be a member of the Elections Committee during his or her tenure on the Board of Directors. Directors-at-Large in their third year in office will serve on the Executive Committee and as Senior Directors-at-Large. Senior Directors-at-Large will also coordinate and direct an orientation session for all Directors-at-Large. When a newly elected director-at-large already serves on a committee, the President-Elect will appoint a member to complete the director-at-large term on that committee.

## **2F. Executive Committee**

The elected officers of the Association, two Directors-at-Large and the one Regional Representative serving the third year of their respective terms shall constitute the Executive Committee of the Board of Directors. If a third-year Director is not available to serve, one of the two next most senior Directors(s)-at-Large will be appointed by the Board. If a third-year Regional Representative is not available to serve, the next most senior Regional Representative will be appointed by the Board. The Executive Committee shall act for and on behalf of the Board of Directors between meetings, report promptly to the Board of Directors on any actions taken between meetings and be responsible for the financial well-being of the organization.

## **2G. Removal of Members from the Board of Directors**

Should it be determined that any officer or member of the board is no longer interested in carrying out or appropriately completing their assigned duties, the President should first contact the individual to determine if internal assistance can remedy the problem. If the situation does not improve, the President should contact the Executive Committee to discuss alternative courses of action. An officer or member of the board may be removed from their position upon a motion from the Executive Committee to the ASTE Board that is carried by a majority of the voting Board members. If a mid-term termination occurs, the Executive Committee, in cooperation with the board, will recommend a member of ASTE to finish out the current term of office until a formal search procedure or new appointment can be enacted.

## **2H: Executive Director**

As per the By-Laws, the Executive Director shall: a) Attend the meetings of the Board of Directors and record and distribute the minutes, b) Work under the general supervision of the President and within the budget limits established by the Board of Directors, c) Carry out the charges of the Board of Directors, d) Be responsible for accounting procedures and for the authorization of all payments of funds in accordance with approved budgets, and e) Be responsible for administration of the Association office.

### **1. Executive Director Selection:**

- a. The Executive Director should be a member in good standing in ASTE and have good organizational skills. In addition, this person should have strong institutional support for this position.
- b. A call for the Executive Director will be put out by the Executive Committee. The call should contain a description of the position, the term of the position, projections regarding the position, financial commitments from ASTE and from the potential Executive Director's institution, and other information that the Executive Committee feels is needed. The Executive Committee will review the submitted applications and select an Executive Director to present to the Board of Directors for approval.

2. Term of position: The position will last five years and will begin upon conferral of the Board of Directors. There will be a six-month phase in and phase out process in which the outgoing Executive Director will be responsible for assisting the new Executive Director.

### **3. Responsibilities:**

- a. Work with the Elections Committee and Director of Electronic Services to prepare a ballot for a slate of nominees for each office by the deadline.
- b. Act as parliamentarian at all official meetings of the Board of Directors.
- c. Act as the fiscal agent of the association and arrange for the filing of tax-exempt status, an account audit, and a tax audit and filing each year.
- d. Work with the President-Elect to prepare an upcoming budget for Board of Directors approval.
- e. Take and publish minutes from each executive committee and Board of Directors meetings.

- f. Work with the President to maintain an up-to-date and accurate copy of the Statement of Operating Procedures. Updates should minimally follow each Board of Directors meeting in which changes are approved by the Board. An up-to-date version of the SOPs will be maintained in a publicly accessible location, such as the ASTE web site.
- g. Work with the Awards Committee to obtain plaques for awardees and other honorees.
- h. Assist the Conference Planning Committees with preparations for the annual conference, especially about developing a hotel contract and coordinating all hotel contracts and arrangements.
- i. Negotiate and sign hotel contracts for the annual conference and Board of Directors meetings.
- j. Work with the Director of Electronic Services to coordinate advance and on-site conference registration.
- k. Work with the Executive Director, Membership & Participation and Equity Committee Chairs to make updates to the membership form annually. Solicit membership renewals through an annual mailing and work with the Membership Committee to maintain and increase membership.
- l. Process membership payments and membership record keeping.
- m. Provide membership lists to the Newsletter Editor, Director of Electronic Services, regional directors and other officers, as needed.
- n. Handle members' journal subscriptions.
- o. Handle sales of monographs, books and other association publications.
- p. Maintain the association's minutes and other historical documents (e.g., past conference programs, the AETS/ASTE Time Capsule).
- q. Serve on Association committees, as requested.
- r. Carry out the tasks designated by the Board of Directors that ensure the health of the Association.
- s. Report on the fiscal health of the Association in the Spring Newsletter, at Executive Committee meetings, at Board of Directors meetings, and during the Business luncheon.
- t. Create semi-annual financial reports for the Executive Committee.
- u. Submit Board of Directors reports as requested.
- v. Manage contact information requests and information rental requests.
  - i. Contact Information. Any member wanting to use the ASTE membership database for the dissemination of information should contact the Executive Director for details. ASTE reserves the right to refuse shipment if the material to be disseminated is not in alignment with the mission of the Association. Only name, Institutional affiliation, and email address can be provided. All other contact information is considered confidential.
  - ii. Contact Information Rental. Organizations or companies wishing to disseminate information or advertise to the ASTE membership should contact the Executive Director for details. ASTE reserves the right to refuse requests if the material to be disseminated is not in alignment with the mission of the

Association. The organization or company will provide the information to be disseminated to the Executive Director for review. Upon approval of the Executive Director and President, The Executive Director will send out the information via email only to those members who have elected to receive such information. No contact information will be given directly to the organization or company. The cost of service will be \$125 per emailing job.

## **2I. Director of Electronic Services**

The Director of Electronic Services (DES) has the primary responsibility of ensuring that the electronic communications used by ASTE members are current and trouble free. In performing such duties, the DES works under the direction of the Executive Committee of the Board of Directors.

### **1. Director selection:**

- a. The Director of Electronic Services should be a member in good standing in ASTE, experienced in technology, and have good organizational skills. In addition, this person should have strong institutional support for this position, as s/he may draw upon technological resources at the university/college.
- b. A call for a Director of Electronic Services will be put out by the Executive Committee. The call should contain a description of the position, the term of the position, projections regarding the position, financial commitments from ASTE and from the potential Director's Institution, and other information that the Executive Committee feels is needed. The Executive Committee will review the submitted applications and select a DES to present to the Board of Directors for approval.

2. Term of position: The position will last up to five years and will begin upon conferral of the Board of Directors. There will be a twelve-month phase in and phase out process in which the outgoing Director will be responsible for assisting the new Director. The Director of Electronic Services can re-apply to continue in this role for the organization.

### **3. Responsibilities:**

- a. Ensure that the electronic communications used by ASTE members are current and trouble free. In performing such duties, the Director works with the Executive Director and reports to the President.
- b. Post regular and timely updates to the ASTE web page
- c. Post information on the ASTE web page as directed and approved by the President or Executive Director.
- d. Maintain a list of current ASTE members for electronic access
- e. Create an electronic archive of the Newsletter
- f. Monitor the ASTE listservs.
- g. Post information for ASTE members as approved by the Membership and Conference Planning Committee.
- h. Write and submit a semi-annual report to the Board of Directors
- i. Work under the direction of the Executive Committee of the Board of Directors
- j. Modify responsibilities as technology and the use of technology changes in relationship to the organization

- k. Work with the Executive Director, Membership & Participation and Equity Committee Chairs to make updates to the membership form annually.
- l. Work with the Conference Planning Committee Chair and Executive Director to create the annual conference registration forms.

## CHAPTER 3: COMMITTEES

### 3A. Committee Procedures

Committee membership begins in January after the close of the annual conference. Committee membership ends during the business meeting of the last year of the committee term. For example, a three-year committee appointment beginning in January 2021 would end in January 2024 at the business meeting thus allowing members three full conference cycles. All committees will meet at least once at the annual conference and as needed through alternative formats throughout the year. To ensure that committees operate efficiently, each committee will have a chair appointed by the President-elect. Chairs of Operating Committees are members of the Board of Directors.

#### 3A (1). Committee Chair

1. The Committee Chair should:
  - a. Review and update committee procedures/SOPS each year and submit changes to the Board of Directors for approval and inclusion in the SOPS.
  - b. Contact and thank new and outgoing members and recommend new members to the President-Elect.
  - c. Maintain the history of actions, events, and charge of the committee.
  - d. Ensure that needed changes to the bylaws and operating procedures are voted on and completed.
  - e. Publicize meetings to members, develop and disseminate meeting agendas, take meeting notes, and submit and deliver Board of Directors reports.
  - f. Share committee and associated committee reports with committee members one month prior to each Board of Directors meeting.
2. Each committee chair is responsible for writing and submitting a committee report for each Board of Directors meeting to include the following:
  - a. Committee Name
  - b. Committee Chair and Membership
  - c. Committee Charge(s)
  - d. Summary of Activities and Accomplishments since the last Board of Directors report
  - e. Forwarded Motions
  - f. Recommendations
3. During transition years of committee leadership, the committee meeting at the annual conference will be co-chaired by the incoming and outgoing chairs. The outgoing chair will be responsible for calling and conducting the meeting, and for submitting a report of that meeting.

#### 3A (2). Removal of Members from Committees

If a committee chair is determined to no longer be interested in carrying out his/her assigned duties, the President will follow the same action as delineated in removing a member of the Board of Directors (2G).

Should it be determined that any appointed committee member is no longer interested in carrying out or appropriately completing their assigned duties, the chair should first contact the individual to determine if internal assistance can remedy the problem. If the committee member does not respond in two weeks or indicates that he/she will not or cannot participate productively, the chair should contact the Executive Committee to discuss the removal of the Committee Member. An appointed committee member may be removed from his/her position upon a majority vote of the Executive Committee. When the termination occurs, the President, in cooperation with the chair, will recommend a member of ASTE to finish out the duration of the appointment.

### 3A (3). Conflicts of Interest and Confidentiality Policy

In situations that involve positions (e.g., Executive Director, Director of Electronic Services, and editors), potential benefits (e.g., salaries, nominations, stipends, travel money, book contracts, awards, etc.) and/or sensitive issues, committee and Board members need to be aware of the potential conflict situations that may arise. Examples of potential conflict of interest situations include (but are not limited to):

1. A Committee or Board member is a candidate, employee, editor, nominee;
2. Employment at the same institution;
3. Employment in an advisory capacity with the individual or with his/her academic department;
4. Recent employment (within the last 12 months) with the individual or with his/her academic unit;
5. Collaborated (within the last five years) with the individual on a professional project, research investigation, or scholarly publication/presentation;
6. Family relationship with individual;
7. Close personal relationship with the individual;
8. Business association with individual;
9. Past or present association as thesis advisor or advisee with individual.

Should these or any other conflicts exist, the issue must immediately be brought to the attention of the ASTE Committee chair or Board President before work continues. The individual with a clear conflict of interest will be recused. If the conflict of interest is not clear but possible, the chair or President should then bring the conflict to the attention of the Committee or board for a decision.

### Confidentiality Statement

All information about positions (e.g., Executive Director, Director of Electronic Services, editors), potential benefits (e.g., salaries, nominations, stipends, travel money, book contracts, awards, etc.), and/or sensitive issues is to be kept in the strictest confidence. Committee and board members must not copy, quote, or otherwise use or disclose to anyone outside the immediate committee or board, any relevant material.

### 3B. Elections Committee

1. The purpose of the Elections Committee is to develop a slate of nominees for all elected positions. The Elections Committee shall prepare a slate consisting of twice the number of Directors at Large candidates on the ballot than open positions, twice the number of Elections Committee candidates on the ballot than open positions and no more than three candidates for President. The Elections Committee is composed of five members; the chair and members of the committee may not be current members of the Board of Directors. All members of the committee will be elected to two-year terms by a vote of the membership. Elections will be held on a rotating basis with two members elected one year and three the next. The chair of the Elections Committee will be an individual in the second year of his/her term. The chair-elect of the Elections Committee will be an individual in the first year of his/her term. Both chairs are selected by the Election Committee members. The chair of the committee will notify the President of his/her selection and the chair-elect's selection.
2. Initial contact with the Elections Committee by its chair begins in November and December to clarify the charge of the committee. During the annual conference, the Elections Committee meets and begins solicitation of names to be considered for nomination for each office to be filled. After a call for nominations and a deadline is printed in the February newsletter, the committee collects names until the deadline and then begins the process of selecting those whose names will be submitted to the Board of Directors. This process can be completed via email, telephone conversations, a convened meeting of the elections committee, or any combination thereof.
3. The Newsletter Editor shall publish in the *ASTE Newsletter*, or otherwise send to the membership, the slate prepared by the Elections Committee. This information should be completed and sent by August 1<sup>st</sup>.
4. Elections Committee Timeline, Procedures, and Activities. [Appendix I](#) specifies each election task, timeline, and procedures for completing the task.
5. In the event of a tie, a run-off election will occur. The Executive Director shall prepare and notify all members of the association regarding the on-line run-off election voting. The position shall be filled by plurality based upon the ballots submitted within 14 days of the date the ballot initially becomes available and the call for voting is announced. In the event of a tie in the run-off election, the winner for the elected position will be determined by a coin flip during the first board meeting at the annual conference.

### 3C. Committee of Regional Units

1. The purpose of the Committee of Regional Units is to: a) represent the interests/concerns of the Regional Units; b) communicate the work/actions of the Association to members of the regions; c) recommend policy to the Regions and/or the Board of Directors concerning regional matters (e.g., what constitutes a region, recommendation of changes to regional designations, recognition of new regions, etc.); and d) elect Regional Representatives to serve on the ASTE Board of Directors in accordance with the schedule in [Table 2 above](#).

2. The Committee of Regional Units shall consist of one voting member from each regional unit who is also a member of the Association. Representation is based on the governing procedures of the region with a recommended term of three years.
3. One new Regional Representative each year shall begin service as a member of the Board of Directors pursuant to Section 2D of this document. As with the Operating Committees, a Regional Representative will be appointed by the President-Elect to serve as chair of the Committee on Regional Units. The Chair of the committee should summarize the Regional Unit reports for the Board of Directors.

### 3D. Operating Committees

Operating Committees are responsible for carrying out the operations of the Association including, but not limited to program, publications, awards, finances, and planning.

Operating Committees are established and rescinded by the Board of Directors. Their duties, composition, and terms of office are defined in the Standard Operating Procedures. To ensure that committees operate efficiently, each committee will have a chair appointed by the President-Elect. Chairs of Operating Committees are members of the Board of Directors. [Appendix II](#) outlines the leadership, the terms of office, and the number of positions in each operating committee. Members-at-large will be appointed by the President-Elect to staggered three-year terms. Appointed members may not serve on more than one committee. Graduate students are appointed for two years.

#### 3D (1). Awards

The purpose of the Awards Committee is to recommend policy to the Board of Directors related to any Association awards and to administer the awards program. This committee shall consist of nine voting members including a chair, co-chair, six at-large members, and one graduate student. A member of the Equity Committee serves as a non-voting ex officio member. Two voting members shall be appointed each year to serve two or three-year terms as needed. The President-Elect shall appoint elected members of the Board of Directors to serve as chair and co-chair for one or more years. The function of the chair and co-chair is to facilitate the work of the committee, advertise the awards, collect and distribute nomination materials, organize reviewer data, and recommend awardees to the Board of Directors for confirmation. The Chair and Co-Chair decide who is responsible for the ASTE member awards and who is responsible for the ASTE paper awards.

1. This committee shall administer the five awards listed in 3D (1) a below, according to the stipulated criteria. It should be noted that ASTE is not obligated to give awards when nominations of high quality are not provided. Each reviewer indicates a judgment of this quality criterion for each award. A discussion of each set of candidates is the second step before making final decisions. Consensus opinion prevails. Detailed procedures for managing the selection process are listed in [Appendix III](#).
2. If a committee member has a conflict of interest, the committee member must remove him/herself from the deliberations and the vote. See *3A (3) f Conflicts of*

*Interest and Confidentiality Policy.* In the case of a tie, a co-chair may serve as the tiebreaker. The co-chairs of the committee are responsible for carrying out this process.

3. In the event that the Awards Committee Chair and/or Co-Chair should be nominated for Awards I – V, the Equity Representative on the Committee will receive and tally the Committee Members' scores for that Award and facilitate the Committee discussion and voting for that Award. In the case of a tie, the Awards Committee Equity Representative may serve as the tiebreaker.
4. Should the Awards Committee Chair and/or Co-Chair be selected for any Award I – V, the Awards Committee Equity Representative will replace that Committee Chair and/or Co-Chair at the ASTE Conference Luncheon and take on the responsibility of presenting the people Awards (Awards I – III) and/or paper Awards (Awards IV – V).

3D (1) a. Award I: Outstanding Science Teacher Educator of the Year

1. The purpose of this award is to broaden awareness of individual contributions and to encourage continued leadership activity of two individuals (one 0-10 years of service and one 11+ years of service).
2. The recipient(s) of Award I receive a plaque and cash award.
3. Submitted documentation should address some or all of the following: competency in teaching, development of pre-service and/or in-service science teacher education programs including partnerships with school districts, research activities, science curricula development, leadership in science education, and leadership outside of science education. Nominators must submit electronic copies of a nomination letter, the nominee's curriculum vita a 1-page personal statement from the nominee and three letters of support from colleagues or students.
4. Submissions for the Outstanding Science Teacher Educator of the Year Award nominations and application must address the criteria in section 6 below.
  - a) Electronic submissions are required.
  - b) Because of the nature of this award, it is not a masked review and the nominee's name will appear on documents.
5. Selection of the recipients will be on a point system, with a composite score based on independent ratings by each voting member of the Awards Committee. Thus, an individual may receive a high rating on the composite score, even though these achievements on one or more criteria may be very limited.
6. The Scoring Guide and Values for Award I are listed in Appendix IV: [Criteria/Values for Award I: Outstanding Science Teacher Educator.](#)

3D (1) b. Award II: Outstanding Mentor Award

1. This award honors and encourages ASTE members who support and encourage preservice and in-service science teachers and/or new science teacher educators entering our profession and seeks to recognize the valuable contributions of mentors to the profession of science teacher education.
2. Recognition comes in the form of a plaque and cash award.

3. Outstanding mentor's accomplishments in contributing to the professional development of science teachers and teacher educators are evidenced by assisting in the application of research to practice in science teaching; encouraging participation in professional associations related to science teaching; encouraging contributions to the knowledge base of science teacher educators; and providing opportunities for their professional growth.
4. Required documentation includes:
  - a. Nomination cover letter explaining the reasons the nominated mentor should receive the award;
  - b. Nominee's curriculum vita
  - c. 1-page personal statement from the nominee
  - d. Letters of support from three colleagues
5. Submissions for the Outstanding Mentor Award nominations and application must address the criteria listed in section 6 below.
  - a. Electronic submissions are required.
  - b. Because of the nature of this award, it is not a masked review and the nominee's name will appear on documents.
6. The Scoring Guide and Values for Award II are listed in Appendix IV: [Criteria/Values for Award II: Outstanding Mentor](#)

3D (1) c. Award III: Long-term Service to ASTE

1. This award provides recognition for outstanding service by a senior member of ASTE. For the purpose of this award, *service* is defined as work accomplished over 15 consecutive or nonconsecutive years by a committed ASTE member in an effort to address issues, goals, and actions that have intellectual merit and broader impact on science teacher education, while simultaneously serving the needs of ASTE members. Any ASTE science educator who has demonstrated distinguished service to ASTE during his/her career in science teacher education is eligible for this award. Award III can be received posthumously.
2. ASTE service-related activities may include, but are not limited to, the following:
  - a. Participation in and/or volunteer efforts at regional and national ASTE meetings.
    - i. *Examples:* Conference Chair or Co-Chair, Workshop organizer, Thread coordinator, Proposal Reviewer, Paper presenter, Registration desk worker, Session presider, Forum Chair;
  - b. Membership on ASTE committees and/or the ASTE Board.
    - i. *Examples:* Chair of elections committee, member of Elections Committee, Member at Large for ASTE Board, Regional Representative, and/or Member of Other committees;
  - c. Service to ASTE-affiliated journal publications.
    - i. *Examples:* Editor of an ASTE Journal, Editorial Review Board member, Author of papers published in ASTE, Reviewer for ASTE Journal(s).
3. Required documentation includes evidence of the following:
  - a. The Nominee has been an active ASTE/AETS member for at least 15 consecutive or nonconsecutive years

- b. Nominee's Name, Email, and Institution of current appointment or from which he/she retired.
- c. Nomination cover letter will include:
  - i. Number of years the nominee has been a member of ASTE
  - ii. List of any offices the nominee has held at the regional and/or national level(s) of ASTE
  - iii. List of service contributions the nominee has made to ASTE both at the regional and national levels (committees, etc.)
  - iv. List of presentations the nominee has made at regional and/or national ASTE conferences
  - v. Evidence of the Nominees' distinguished service to the field of science teacher education and to ASTE including impact of his/her service on ASTE and/or ASTE membership
  - vi. Nominee's curriculum vita
  - vii. Letters of support from five active members of ASTE
- 4. Optional documentation includes evidence of the following:
  - a. Development of exemplary or innovative science teacher education programs
  - b. Research and scholarship activities
  - c. Science curriculum development
  - d. Leadership in science education
- 5. The Scoring Guide and Values for Award III are listed in Appendix IV: [Criteria/Values for Award III: Outstanding Long-standing Service to ASTE](#)

3D (1) d. Award IV: Innovation in Teaching Science Teachers

- 1. This award seeks to encourage the development and dissemination of new designs for courses and curricula, new instructional methods or approaches, and other types of innovations in the pre- or in-service education of teachers of science. Papers may deal with practices for the preparation of elementary, middle school, or secondary teachers and must have been presented at the previous year's annual conference. There are two levels for this award - one that is only open to graduate students and another that is open to all ASTE members. Graduate students who apply for this award must submit a letter from their advisor or faculty member verifying that they are the first author on the paper and completed the manuscript with minimal/no input from others. Papers will not be considered for both levels of the award simultaneously, but graduate students may apply to either level.
- 2. Recognition comes in the form of a plaque and cash award for the level open to all ASTE members. The graduate student awardee is recognized through a plaque and complimentary conference registration for the year in which the award is presented.
- 3. Details for submitting to the Innovation in Teaching Science Teachers Award:
  - a. The submissions should describe innovative programs and/or activities, and may center upon elementary, middle school, or secondary teachers.
  - b. Electronic submissions are required.

- c. The author's name, address, telephone number, and institution must not be identifiable within the document, but should be clearly detailed on a cover sheet accompanying the document.
4. The Scoring Guide and Values for Award IV are listed in Appendix IV: [Criteria/Values for Award IV: Innovations in Teaching Science Teachers](#)

3D (1) e. Award V: Implications of Research for Educational Practice

1. This award is designed to stimulate the writing of creative papers that interpret theory and research for practice. Within this context, papers submitted should identify a persistent and recurring problem in the practice of science teacher education, with the author showing development of strategies to resolve the problem, based upon a comprehensive synthesis of relevant research evidence. In addition, papers should be both understandable and interesting to the general reader. There are two levels for this award- one that is only open to graduate students and one that is open to all ASTE members. Graduate students who apply for this award must submit a letter from their advisor or faculty member verifying that they are the first author on the paper and completed the manuscript with minimal/no input from others. Papers will not be considered for both levels of the award simultaneously, but graduate students may apply to either level.
2. Recognition comes in the form of a plaque and cash award for the level open to all ASTE members. The graduate student awardee is recognized through a plaque and complimentary conference registration for the year in which the award is presented
3. Electronic submissions are required.
4. The author's name, address, telephone number, and institution must not be identifiable within the document, but should be clearly detailed on a cover sheet accompanying the document.
5. The Scoring Guide and Values for Award V are listed in Appendix IV: [Criteria/Values for Award V: Implications of Research for Educational Practice](#)

3D (2) Communications Committee

The charge of the Communications Committee is to ensure mechanisms are in place for year-long communication with ASTE members and the public. Specific responsibilities include:

- Creation of a social media toolbox (e.g., webinar mechanisms, Facebook page, etc.)
- Writing an ASTE policy on social media
- Development of branding/promotional materials
- Overseeing the ASTE newsletter
- Building a discourse community on science teacher education

The Committee is chaired by a Board Member appointed by the President and consists of one newsletter editor, one graduate student, three additional members appointed by the President Elect to achieve a total number of 6 members and the chair. In addition, one

member of the Equity committee serves in a non-voting ex officio capacity. In the event there is more than one newsletter editor, one will serve as a voting member on the Committee and the other(s) will serve in an ex-officio capacity.

### 3D (2) a. ASTE Newsletter

1. The purpose of the *ASTE Newsletter* is to share information about the Association and its activities to its members and interested others. Each Association business year, the Association will publish ONLINE a minimum of four issues of the *ASTE Newsletter*, designated as the Winter, Spring, Summer, and Autumn issues.
2. Editor(s) Selection: The editor(s) must be an active member of and in good standing with ASTE. They should have experience in publishing, reviewing documents, word-processing, and electronic publications.
3. A general call for the nominations (self and other) for Newsletter Editor(s) will come from the Communications Committee in the spring. From the nominees, a letter of interest and a vita will be requested. A sub-committee of the Communications Committee will review the materials, and a recommendation for Newsletter Editor(s) will be made to the Board of Directors, after the search and to allow for the 6-month transition period.
4. Term of Office: The appointment of Newsletter Editor(s) will begin immediately upon Board of Directors conferral. The term of office for the Newsletter Editor will last three and a half years. During the first six months, the incoming Newsletter Editor(s) will acquire all of the past Newsletter Editors' materials and begin the process of disseminating the newsletter. The outgoing Newsletter Editor(s) should work closely with the new Newsletter Editor(s) to ensure a smooth transition. During the next three years, the Newsletter Editor(s) should collect and review materials for the Newsletter and create and disseminate the newsletter. Once a new Newsletter Editor(s) has been selected, the outgoing Editor(s) should work closely with the incoming Editor(s) to ensure a smooth transition for six months, which will begin on July 1 during the last year of the outgoing Editor's term. The total duration of the appointment is 3.5 years, with full responsibilities beginning January 1, plus 0.5-year overlap with the current editor from July 1 to December 31 of the outgoing Editor's term. Thus, the incoming editor(s) will assume full editing responsibilities of the *ASTE Newsletter* from January 1 to December 31 for a 3-year period during their 3.5-year term.
5. Responsibilities:
  - a. The Newsletter Editor should have close communications with the Executive Director, Director of Electronic Services, and Communications Committee Chair for ASTE.
  - b. The Newsletter Editor should call for newsletter information from the operating committees, forums, and members of ASTE.
  - c. The Newsletter Editor(s) should edit and format the electronic ASTE Newsletter. Prior to disseminating the ASTE Newsletter, the chair or designated member of the Communications Committee should review the ASTE Newsletter for the Editor.

- d. The Newsletter Editor should submit Board of Directors reports to ASTE through the Communications Committee.
  - e. The Newsletter Editor should be expected to provide his/her own computer.
  - f. The Newsletter Editor will serve on the Communications Committee as an ex officio non-voting member.
  - g. If the Newsletter Editor is unable to successfully accomplish the task of Editor, the Executive Director will assume the responsibilities of the newsletter editor until a new Editor is identified.
6. Content of the Newsletter:
- a. The content of the Newsletter will be determined by both the chair of the Communications Committee and the Editor of the Newsletter. The items selected for publication in the Newsletter should be relevant to the ASTE membership and can include the slate of candidates developed by the Elections Committee, by-law revisions, and brief reports from ASTE committees. Each issue may include a President's Message at the discretion of the President.
  - d. Advertisements may be included in the ASTE Newsletter as room permits and that placing advertisements should be free to ASTE members. A [fee structure](#) exists for non-members who wish to advertise in the ASTE Newsletter. This charge can be waived for people or organizations that are providing free services or services of interest to ASTE members (e.g., free workshops for ASTE members, international conferences). The charge for an advertisement can be waived by a majority responding vote of the Communications Committee. The ASTE Executive Committee reviews all paid advertisements to the ASTE Newsletter to ensure that they are appropriate for publication in ASTE publications.

### 3D (3). Conference Planning Committee

1. The Conference Planning Committee develops and implements all components of the annual conference. The committee is chaired by the Professional Development Committee chair, and only meets as needed. Members include the Past President, current conference chairs, conference program coordinator, one graduate student, Executive Director, and the Director of Electronic Services. Future conference chairs, President, and one equity committee member serve as ex-officio members.
2. The *Conference Chairs* plan and guide the overall development of the event, coordinate local activities, work with the communications committee to promote conference activities, and work with the ASTE Board and Executive Director to raise funds and implement the conference budget. They ensure that communications with all committee members occur as needed.
3. The *Conference Program Coordinator* manages the process for building the daily breakout session calendar, including identifying and communicating with thread coordinators, solicitation, organization, and review of proposals, making final acceptance decisions, constructing the schedule of events, and producing app output and a printable program. The program coordinator works closely with the ASTE President, Executive Director, Director of Electronic Service, and committee chairs to ensure that meetings, workshops, offsite events and field trips are included in the daily

calendar. Procedures for proposing and planning field trips are included in [Appendix VI](#).

4. *Thread Coordinators* are appointed to serve as co-chairs for each of the ASTE Conference Threads. Thread Coordinators are appointed by and work under the supervision of the Conference Program Coordinator, who sends out the call for Thread Coordinators annually in spring. Thread Coordinators are responsible for evaluating the reviews of each proposal and making a recommendation to accept/accept if space/reject). The term of service is two years, and begins/ends at the Thread Coordinators meeting held at the ASTE conference (both outgoing and incoming Thread Coordinators attend the meeting). Appointments occur annually to allow overlap between incoming and outgoing coordinators. Thread Coordinators must be members in good standing of ASTE.

### 3D (4). Equity Committee

1. The Equity Committee works to ensure that the Association, in all forms and representations, addresses equity issues, including representation, access, and compliance with ASTE SOPs and By-Laws. It is led by a chair who is a member of the Board of the Directors and has nine voting members. Three members of the committee are appointed by the President-Elect to the committee each year for a three-year term period. One graduate student member shall be appointed by the President-Elect every other year to serve a two-year term. The chair of the Inclusive Science Education Forum serves as an ad hoc, non-voting member. Individual voting members of the equity committee serve as ex officio, non-voting members of each of the organization's operating committees.
2. The Equity committee meets twice a year at the annual conference at a time other than that reserved for all other operating committees. The committee also works through a listserv to complete other business associated with the work of the committee. The committee works closely with the Inclusive Science Education Forum as they conduct their work. The committee chairs work with the Executive Director, Director of Electronic Services, and Membership & Participation chairs to make updates to the membership form annually.
3. The Equity Committee reviews and revises the Equity Indicators every five years and reports modifications to the President and ASTE Board of Directors. Also using a five-year cycle, the Equity Committee will use the 5-question ASTE Demographic Survey (gender, academic status, ethnicity, Carnegie classification for the higher education institution, and participation on ASTE operating committees) to collect information to be used to correlate membership data with service to ASTE data. The Equity Committee is responsible for the following Equity Indicators as these relate to ASTE as an equitable and inclusive organization:
  - a. provides publicized opportunities to facilitate interactions among members within each committee
  - b. assesses the promotion of equitable representation within the organization
  - c. assesses the promotion of equitable representation of committee membership

- d. uses a variety of communication modes that are accessible and understandable by individuals having different disabilities
- e. provides accommodations for access to and participation in meetings and/or conferences for individuals having physical disabilities
- f. provides opportunities (e.g., webinars, workshops, presentations) for members to develop and strengthen knowledge, skills, attitudes, and advocacy with respect to diversity, inclusion, and social justice

### 3D (5). Membership and Participation Committee

1. The purpose of the Membership and Participation Committee is to recruit and retain members from the various participants in science teacher education, and to mentor new members of the organization. The Membership and participation Committee works with the Communications Committee and the Executive Director to support activities related to recruitment of new members and retention of current members. The committee chairs work with the Executive Director, Director of Electronic Services, and Equity chairs to make updates to the membership form annually.
2. The President-Elect shall appoint one elected member of the Board of Directors to serve as chair of the committee. The Graduate Student Director at Large Serves as the Co-Chair The Membership and Participation Committee shall consist of at least six members at large who serve three-year terms, one graduate student who serves a two-year term, and one equity committee member serving in a non-voting ex officio capacity. The President-Elect will appoint new members to a three-year term annually and appoint a graduate student every other year.

### 3D (6). Oversight Committee

1. The Oversight Committee ensures the organizational health of the Association. As such, this committee should review and recommend changes to policy and procedures and investigate mechanisms to promote the achievement of the mission statement of ASTE. The Immediate Past-President shall chair the Oversight Committee.
2. Committee members shall include the two preceding immediate Past Presidents, three appointed Members-at Large, one graduate student serving a two-year term and an ex officio Equity Committee member.
3. Each year, the President-elect shall appoint one Member-at-Large to serve a three-year term and every other year appoint a graduate student to serve a two-year term.

### 3D (7). Professional Development Committee

1. The purpose of the Professional Development Committee is to organize and coordinate professional development opportunities for ASTE to assist members and other science teacher educators in the pursuit of life-long learning related to science teacher education.
2. The Professional Development committee is composed of the committee chair plus 12 at-large members appointed by the President-Elect to serve staggered three-year

terms, one graduate student serving a two-year term, and one ex officio member from the Equity Committee.

3. The President-Elect shall appoint an elected member of the Board of Directors to serve as chair for one or more years. The function of the chair is to facilitate the work of the committee. The chair should attend ASTE Board of Directors meetings at the annual ASTE meetings and during the summer months. The chair should report to the Board of Directors on the work of the committee. The chair should keep updated results of the ASTE survey of members, particularly those sections that pertain to professional development needs. In December of each year, the Professional Development Committee chair should contact all Professional Development Committee members to inform them when and where the committee will be meeting at the ASTE annual conference. Members should be encouraged to check this information in the annual conference program. The chair should conduct a meeting of the Professional Development Committee at the annual ASTE conference to fulfill the purposes of the committee. This work should continue throughout the year through available means of communication, which may include email and telephone calls.
4. The Professional Development Committee shall accomplish this through the following endeavors:
  - a. In conjunction with the Equity Committee and the Membership and Participation Committee, oversee the administration of the ASTE Grand Combined Member Survey via the ASTE web page every five years. In addition, the Committee shall analyze data from the Survey to best serve the professional development needs of ASTE members.
  - b. Coordinate and implement pre, post and within conference programs at the annual conference.
  - c. Coordinate and implement commercial preconference workshops at the annual conference.
    - i. Commercial is defined as an intent to gain financially by the presentation
    - ii. Vendors are charged a fee of \$700 for a two-hour workshop. If a vendor chooses to have an exhibitors' table as well, ASTE will reduce the workshop fee by \$100.
  - d. Provide for a 'Syllabus Sharing' session at the annual conference.
  - e. Facilitate opportunities for Professional Development Institutes for Science Teacher Educators
  - f. Investigate other opportunities for professional development.
  - g. Work with other ASTE committees and forums.
  - h. Recommend to the Board of Directors a variety of appropriate venues and strategies for professional development of science teacher educators, both within the Association and beyond.

#### 3D (8). Publications Committee

1. The purpose of the Publications Committee is to recommend policy and advise the Board of Directors relative to any publication activity sponsored by the Association.

Contracts with publishers are negotiated by the Publications Committee and approved by the Board of Directors. In addition, the Publications Committee is responsible for searches for Editors and Section Editors of ASTE publications.

2. The President-Elect shall appoint one elected member of the Board of Directors to serve as Co-chair of the committee for one or two years and serve the following year or two as chair.
3. The Publications Committee shall consist of six voting members at large, whose three-year terms will be staggered such that two will rotate off the committee each year. The President-Elect will appoint two new members at large to replace retiring members. The committee also includes one graduate student serving a two-year term and a non-voting ex officio member from the Equity committee. Additional non-voting members include an Editor from each of the ASTE periodic publications: The Journal of Science Teacher Education, Innovations in Science Teacher Education, and the Science Education section of Contemporary Issues in Technology and Teacher Education.

### 3D (8) a. Journal of Science Teacher Education

1. *The Journal of Science Teacher Education* is the official journal of the Association for Science Teacher Education. Information is disseminated regarding innovations, theory, and research in science teacher education in the mechanism. All ASTE members receive the journal with their membership in the organization. Libraries and non-ASTE members can also subscribe to the journal and access articles electronically for a fee. As the journal represents the organization, the Editors, Associate Editors and Editorial Review Board member appointments are made in cooperation with the ASTE Board of Directors.
2. Background: When the *Journal of Science Teacher Education* first began, it was an in-house publication that was published 4 times a year and consisted of sections that were dedicated to research, innovations, and feature articles. The *Journal of Elementary Science Education* was established in 1989 at the University of Tennessee at Martin through its Center of Excellence for the Enrichment of Science and Mathematics Education. The journal was printed twice a year and distributed to anyone wishing to receive it. In 2010, the *Journal of Elementary Science Education* became incorporated into the *Journal of Science Teacher Education* as the *Elementary Science Education* (ESE) issues and published as two of the eight JSTE issues. In 2012, the ESE issues were discontinued, and *Elementary Science Education* became a section of JSTE in each issue and renamed the *Elementary Science Teacher Education Section*. In 2015, the *Elementary Science Teacher Education Section* was discontinued. Currently, there are eight issues of the *Journal of Science Teacher Education* published each year. Taylor Francis currently oversees the publication of the journal.
3. Editor Selection: The Editor(s) must be an ASTA member who has and is currently participating in ASTE and is familiar with the direction and mission of the organization. The editors should have expertise in science teacher education, experience in publishing manuscripts in peer-reviewed journals, experience in reviewing articles for peer-reviewed journals, and be knowledgeable about project management.

- a. Two years before the current Editor(s) term ends, the search process will begin for a new Editor(s), to include a general call for the nominations for the Editor(s). The call will go to the general membership of ASTE. Applicants for the position of Editor must respond to the Call for Editor(s) and submit the requested application documents to the chair of the Publications Committee. These documents will be reviewed by a sub-group of the Publications Committee who then forwards the recommendation to the Board of Directors for formal approval. Upon approval of the Board of Directors, the incoming Editor(s) will work with the outgoing Editor(s) for a 6-month overlap period.
- b. An application for Editorship must include but is not limited to: vita of the applicant; an application letter which indicates institutional commitments; a statement regarding abilities and desires to serve as Editor(s) for the ASTE journal division; aspirations for the journal as a representative document of ASTE; and other documents that highlights qualifications and abilities to serve as an Editor (limited to 10 pages). A digital copy of the application documents should be submitted to the chair of the Publications Committee.
4. Term of Office: The Editor(s) will serve for 5.5 years, with the first six months serving as the transition period with the current Editor(s). During transition, the incoming Editor(s) will incrementally assume responsibility for the publication of the journal division and will work closely with the outgoing Editor(s) to ensure a smooth transition that does not impact the publication of the journal. The transition period begins on July 1 of the last year of the outgoing Editor(s)'s term. The incoming Editor(s) assumes full publication responsibilities on January 1 of the first full year of the term through December 31 of the last full year of the 5.5-year term. The Editor(s) assume full responsibility for five years.
5. An Editor may be removed from office upon a motion from the ASTE Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the ASTE Publications Committee will recommend a member of ASTE to serve as an interim Editor until a formal search procedure can be enacted.
6. Responsibilities of the Editor(s):
  - a. Work with the current publisher to ensure that publication deadlines are met.
  - b. Maintain high academic and scholarly standards that are comparable to other highly reputable journals in the field of science education.
  - c. Submit a JSTE report for each ASTE Board of Directors meeting. The report should include, but not be limited to:
    - i. a list of all editorial staff and Editorial Review Board members that includes each person's home institution and the end of term year
    - ii. a budget report (if applicable)
    - iii. manuscript submissions during the past year
    - iv. status of received manuscripts (accepted, accept with minor revision, accept with major revision, reject)
    - v. annual acceptance rate (note: a manuscript is defined as "accepted" when the author is issued a letter that says that his/her manuscript is accepted and ready for copy editing)

- vi. types of manuscripts
  - vii. journal turn-around time
  - viii. reviewer performance activity
  - ix. descriptive data regarding author information (e.g. international submissions)
  - x. improvements that can be made
  - xi. suggestions related to journal dissemination.
- d. The Editor(s) will work closely with the Publications Committee, serving as Ad-hoc member(s) of the Publications Committee.
  - e. Identify and nominate Associate Editors and Editorial Review Board members and submit nominees to the chair of the Publications Committee for review and approval. The Committee will submit a motion to the ASTE Board of Directors for a final approval of appointments.
  - f. By January 31 of each year, verify that all Associate Editors and Editorial Review Board Members are members in good standing with ASTE, and notify the Publications Chair of anyone who is not a member. Contact any non-members and remind them of the membership requirement.
  - g. Engage in responsibilities that are consistent with serving as an Editor that include, but are not limited to; developing procedures for assigning manuscripts for review, notifying authors of the status of their manuscript in a timely manner, providing feedback that is productive to authors, working with authors to revise their manuscripts, maintaining correspondence with Editorial Review Board members (including copies of review summary letters), and thanking outgoing editorial Board members for their contributions.
  - h. Editors may suggest theme issues, but these must be approved by the Publications Committee.
  - i. Participate in two Publication Committee sponsored sessions during the annual ASTE conference. One session will focus on publishing in ASTE journal and the other will provide information about reviewing for ASTE publications.
  - j. Review and develop policies regarding submitting manuscripts, reviewing manuscripts, and providing feedback to authors.
  - k. Work closely with staff who are affiliated with the journal.
  - l. Work closely with the Publications Committee to understand how the journal can respond to the membership of ASTE.
  - m. During years in which a contract is negotiated with a publisher, the Editors should work closely with the Publications Committee in negotiating the contract with final approval by the Board of Directors.
8. JSTE Editorial Review Board Members:
- a. The Editorial Review Board shall consist of a minimum of 99 members.
  - b. Editorial Review Board members must be ASTE members with full or honorary limited memberships. These individuals should have experience publishing in and reviewing manuscripts for scholarly, refereed journals or have extensive experience in publishing or written dissemination about teacher education programs and/or the delivery of professional development for teachers; competence in research and/or methodology within some aspect of science teacher education; ability to

- judge the quality of a manuscript within an area of science teacher education; ability to identify particular strengths and weaknesses of a manuscript and, in a professional manner, to offer suggestions and recommendations for revising manuscripts.
- c. The Editorial Review Board membership should be representative of the ASTE membership with regards to the balance of gender, academic experience, and international members.
  - d. As vacancies occur, the Editor(s) will recommend to the Publications Committee individuals to serve on the Editorial Review Board who then forwards this request to the Board of Directors for approval.
  - e. The number of Editorial Review Board members can be increased with a request that demonstrates need. This request must be made to the Publications Committee who then forwards this request to the Board of Directors for approval.
  - f. Guest reviewers may be appointed as deemed necessary by the Editor(s) to meet the review needs of the journal. Guest reviewers are not required to be members of the organization and can be appointed without a recommendation of the Publications Committee or approval by the Board of Directors.
  - g. Terms of Office:
    - i. Editorial Review Board members will serve a 3-year term (years will be calendar years). Term expiration occurs on December 31st of their third year.
    - ii. Members' terms will be staggered so that 33% of the members will retire each year, to be replaced by an equal number of new members.
    - iii. If a member resigns or is unable to complete his or her term, the Editor(s) will nominate a replacement to the Publications Committee, which if approved, will forward the nominee to the Board of Directors for approval.
  - h. Duties and Responsibilities:
    - i. Read and evaluate manuscripts within his or her area of expertise.
    - ii. Provide written reports on manuscripts reviewed using the criteria and evaluation form provided by the Editor(s).
    - iii. Review manuscripts within four weeks of receipt.
    - iv. Failure to comply with these requests repeatedly (e.g., timely review, appropriate feedback), may result in dismissal from the review board. The Editor(s) will make recommendations for such dismissals to the Publications Committee who then forwards the request to the Board of Directors. If a mid-term termination occurs, the Editor(s), in cooperation with the Publications Committee, will recommend a member of ASTE to finish out a dismissed reviewer's term.
9. Paid advertisements: The ASTE Executive Committee reviews all submitted advertisements to JSTE to ensure that they are appropriate for publication in ASTE publications. A [fee structure](#) exists for non-members who wish to advertise in the journal.

3D (8) b. Innovations in Science Teacher Education [Innovations]

1. Purpose: The Innovations in Science Teacher Education is a new peer-reviewed, online journal published quarterly through the ASTE website and focuses on all issues related to science teacher education, including pre-service, induction, and in-service. The journal publishes manuscripts discussing innovative, inspirational and concrete ideas for enhancing teaching for all those associated with preparing and supporting the professional development of K-12 science teachers. Articles are written by science teacher educators for science teacher educators, in the broadest sense of the word. The journal audience includes those with responsibilities for teaching science content to in/preservice teachers, teaching science methods and related courses to in/preservice teachers, coordinating and supervising science field practica for in/preservice teachers, professional development and instructing in/preservice teachers in all issues connected with science teaching more broadly. All ASTE members receive access to the journal with their membership in the organization. Libraries and non-ASTE members can also subscribe to the journal and access articles electronically for a fee. As the journal represents the organization, the Editors, Associate Editors and Editorial Review Board member appointments are made in cooperation with the ASTE Board of Directors.
2. Background: The ASTE Board approved the development of the Innovations journal in May 2015. A call for editors was put out that summer. Applicants were reviewed by the Publications committee and a two-person editorial team was recommended to the Board for approval in November 2015. The editors were announced at the 2016 ASTE annual conference. Following this announcement, work began to form the inaugural editorial review board, the submission criteria for the journal, and the platform for submitting manuscripts as well as publishing. The first volume (and issue) was released July 1, 2016.
3. Editor Selection: The Editor(s) must be an ASTA member who has and is currently participating in ASTE and is familiar with the direction and mission of the organization. The editors should have expertise in science teacher education, experience in publishing manuscripts in peer-reviewed journals, experience in reviewing articles for peer-reviewed journals, and be knowledgeable about project management. Eighteen months before the current Editor(s) term ends, the search process will begin for a new Editor(s), to include a general call for the nominations for the Editor(s). The call will go to the general membership of ASTE. Applicants for the position of Editor must respond to the Call for Editor(s), and submit a cover letter of application, curriculum vita(s), and a statement detailing institutional support, if applicable. The cover letter should include a description of the applicant(s) commitment with a specific focus on ASTE (and non-ASTE) experiences as an author, reviewer and editor (conference proposals, journals, ASTE newsletter etc.). Applicant(s) should also address their vision for the journal, especially regarding advances in technology, operating procedures such as securing and training reviewers, and other documents that highlight qualifications and abilities to serve as an Editor (limited to 10 pages). The requested application documents are to be sent electronically to the chair(s) of the Publications Committee. These documents will be reviewed by a sub-group of the Publications Committee who

- then forwards a recommendation to the full publications committee for a vote. This recommendation is then put forward to the Board of Directors for formal approval. Upon approval of the Board of Directors, the incoming Editor(s) will work with the outgoing Editor(s) for a 6-month overlap period.
4. Term of Office: The Editor(s) will serve for 3.5 years, with the first six months serving as the transition period with the current Editor(s). During transition, the incoming Editor(s) will incrementally assume responsibility for the publication of the journal division and will work closely with the outgoing Editor(s) to ensure a smooth transition that does not impact the publication of the journal. The transition period begins on July 1 of the last year of the outgoing Editor(s)'s term. The incoming Editor(s) assumes full publication responsibilities on January 1 of the first full year of the term through December 31 of the last full year of the 3.5-year term. The Editor(s) assume full responsibility for three years.
  5. An Editor(s) may be removed from office upon a motion from the ASTE Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the ASTE Publications Committee will recommend a member of ASTE to serve as an interim Editor until a formal search procedure can be enacted.
  6. Responsibilities of the Editor(s):
    - a. Maintain high academic standards for published manuscripts
    - b. Publish four issues of the journal each year on January 1, April 1, July 1, and October 1.
    - c. Work with the ASTE Director of Electronic Services to ensure that publication deadlines are met given the online platform.
    - d. Originate the call for and the selection of an Editorial Review Board.
    - e. Editorial Review Board Members must be members in good standing with ASTE, therefore before the end of each calendar year the Editors must notify the Publications Chair of anyone who is not a member and contact any non-members to remind them of the membership requirement.
    - f. Provide training for reviewers.
    - g. Solicit manuscripts for the journal
    - h. Screen submissions for relevance to journal and then assign manuscripts fitting the journal mission to two reviewers
    - i. Consider reviews, decide the disposition of manuscripts, and communicate decisions with authors. Also, continuously review and develop policies with regards to submitting manuscripts and reviewing manuscripts
    - j. Maintain communication between the journal and ASTE
    - k. Maintain correspondence with ASTE reviewers
    - l. Compile statistics and maintain files as appropriate for the journal
    - m. Ensure that reviewers are thanked publicly on an annual basis
    - n. Work closely with the Publications Committee, serving as Ad-hoc member(s) of the Publications Committee.
    - o. Coordinate, conduct and/or participate in a "Publishing in Science Education" session at the annual ASTE meeting.

- p. Submit semi-annual board reports to ASTE through the Publications Committee. The report should include, but not be limited to:
    - i. a list of all editorial staff and Editorial Review Board members that includes each person's home institution and the end of term year
    - ii. a budget report (if applicable)
    - iii. manuscript submissions during the past year
    - iv. status of received manuscripts (accepted, accept with minor revision, accept with major revision, reject)
    - v. annual acceptance rate (note: a manuscript is defined as "accepted" when the author is issued a letter that says that his/her manuscript is accepted and ready for copy editing)
    - vi. types of manuscripts
    - vii. journal turn-around time
    - viii. reviewer performance activity
    - ix. descriptive data regarding author information (e.g. international submissions)
    - x. improvements that can be made
    - xi. suggestions related to journal dissemination.
7. Editorial Review Board: These individuals should have experience publishing in and reviewing manuscripts for scholarly, refereed journals or have extensive experience in publishing or written dissemination about teacher education programs and/or the delivery of professional development for teachers; competence in research and/or methodology within some aspect of science teacher education; ability to judge the quality of a manuscript within an area of science teacher education; ability to identify particular strengths and weaknesses of a manuscript and, in a professional manner, to offer suggestions and recommendations for revising manuscripts.
- a. The Editorial Review Board membership should be representative of the ASTE membership with regards to the balance of gender, academic experience, and international members.
  - b. As vacancies occur, the Editor(s) will recommend to the Publications Committee individuals to serve on the Editorial Review Board who then forwards this request to the Board of Directors for approval.
  - c. The number of Editorial Review Board members can be increased with a request that demonstrates need. This request must be made to the Publications Committee who then forwards this request to the Board of Directors for approval.
  - d. Guest reviewers may be appointed as deemed necessary by the Editor(s) to meet the review needs of the journal. Guest reviewers are not required to be members of the organization and can be appointed without a recommendation of the Publications Committee or approval by the Board of Directors.
  - e. Terms of Office: Editorial Review Board members will serve a 3-year term using calendar years (with a 1-3-year exception for the inaugural ERB).

Term expiration occurs on December 31st of their third year. Members' terms will be staggered so that 33% of the members will retire each year, to be replaced by an equal number of new members. If a member resigns or is unable to complete his or her term, the Editor(s) will nominate a replacement to the Publications Committee, which if approved, will forward the nominee to the Board of Directors for approval.

- f. Duties and Responsibilities: Read and evaluate manuscripts within his or her area of expertise. ii. Provide written reports on manuscripts reviewed using the criteria and evaluation form provided by the Editor(s). Review manuscripts within four weeks of receipt. Failure to comply with these requests repeatedly (e.g., timely review, appropriate feedback), may result in dismissal from the review board. The Editor(s) will make recommendations for such dismissals to the Publications Committee who then forwards the request to the Board of Directors. If a midterm termination occurs, the Editor(s), in cooperation with the Publications Committee, will recommend a member of ASTE to finish out a dismissed reviewer's term.
8. The ASTE Executive Committee reviews all submitted advertisements to Innovations to ensure that they are appropriate for publication in ASTE publications. A [fee structure](#) exists for non-members who wish to advertise in Innovations.

### 3D (8) c. Contemporary Issues in Technology and Teacher Education

1. The Society for Information Technology and Teacher Education (SITE) has established an interactive, online journal that supports the national Department of Education initiative, Preparing Tomorrow's Teachers to Use Technology (PT3). The journal, *Contemporary Issues in Technology and Teacher Education* (CITE), provides a national forum for discussion of methods of preparing teachers to appropriately integrate technology in instruction. The focus of the journal is the use of technology in core subject areas science, mathematics, language arts, and social studies. In addition to SITE and the U.S. Department of Education, other partners in this venture include the University of Virginia Digital Library and Department of Computing Science, which lend technical expertise, and the AACE, which serves as the publisher.
2. The Association for Science Teacher Education (ASTE) sponsors the Science Education Section of CITE (approved '02). Full editorial responsibility and the appointments of the section editor for science and science education editorial board reside with ASTE.
3. Each CITE article may be published with substantive accompanying commentary by two to three reviewers. An opportunity will be provided for submission of subsequent commentary by other correspondents. This commentary will undergo editorial review to ensure a strong, on-going intellectual discourse centered on technological topics of importance to the science teacher education community.
4. CITE Science Education Section Editor Selection: The CITE Science Education Section Editor(s) must be a member in good standing of ASTE. This individual should have expertise in research in science teacher education and applications of technology as

well as experience publishing and reviewing manuscripts for professional refereed educational journals. The CITE Science Education Section Editor will be selected from the membership at large. A general call for nominations for the CITE Science Education Section Editor should be conducted by the ASTE Publications committee one year prior to the appointment of a new CITE Science Education Section Editor.

5. ASTE members who apply for the position of Science Education Section Editor must respond to the Call for Editors and submit the requested documents to the chair of the Publications Committee. These documents will be reviewed by a sub-group of the Publications Committee, with a recommendation being forwarded to the Board of Directors for formal approval. Upon approval of the Board of Directors, the incoming Editors should work with the outgoing Editors for a 6-month transition time prior to assuming full editorship responsibilities.
6. Term of Office: The term of office for the CITE Science Education Section Editor is 3.5 years, with a 6-month transition period for incoming and outgoing Editors. During transition, the incoming Editor(s) will incrementally assume responsibility for the publication of the journal and will work closely with the outgoing Editor to ensure a smooth transition that does not impact the publication of the journal. The transition period begins on July 1 of the last year of the outgoing Editor's term. The incoming Editor assumes full publication responsibilities on January 1 of the first full year of the term through December 31 of the last full year of the 3.5-year term.
7. The past CITE Science Education Section Editor(s) will provide the new Section Editor(s) with copies of all electronic files and templates and will complete the review process with any outstanding manuscripts.
8. A CITE Science Education Section Editor(s) may be removed from office upon a motion from the ASTE Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the ASTE Publications Committee will recommend a member of ASTE to finish out the current term of office until a formal search procedure can be enacted.
9. Support for the CITE Science Education Section Editor position includes:
  - a. Complimentary registration to attend the annual SITE conference provided by the Society for Informational Technology and Teacher Education (SITE).
  - b. Complimentary membership in ASTE for each year of full editorial responsibilities.
  - c. A yearly stipend of \$800 from ASTE.
10. Responsibilities: CITE Science Education Section Editor(s) include:
  - a. Maintaining academic standards that are comparable to those of the *Journal for Science Teacher Education*.
  - b. Soliciting manuscripts for the CITE Science Education Section.
  - c. Assigning each manuscript submission a minimum of two review board members.
  - d. Deciding on the manuscript based on reviewers' comments and the disposition of the manuscript with respect to the purpose of the CITE journal and communicating the decision with authors.
  - e. Identifying one to two articles for the Science Education Section in each issue of the CITE journal (Note: published quarterly, so four to eight articles per year).

- f. Originating the call for and the selection of Editorial Review Board (ERB) members yearly.
  - g. Providing the ASTE publication committee the application materials for those applying to be ERB members, as well as a recommendation for whom to accept as an ERB member. The ASTE publication committee reviews the applications and provides a recommendation to the ASTE Board of Directors for approval.
  - h. Ensuring that reviewers are thanked publicly on an annual basis.
  - i. Maintaining communication between CITE and ASTE.
  - j. Maintaining correspondence with CITE reviewers (including annual thank-you letters).
  - k. Communicating regularly with the ASTE Newsletter editor(s) to promote the CITE Journal with the ASTE membership.
  - l. Compiling statistics and maintaining files as appropriate for the Science Education Section.
  - m. Working with the ASTE Publications Committee and Editors of other ASTE-related publications to coordinate a "Publishing in Science Education" or "Publishing in ASTE journals" session at the annual ASTE conference.
  - n. Submitting semi-annual Board reports to ASTE through the Publications Committee.
  - o. Interacting regularly with CITE general Editors.
  - p. Attending quarterly editors' meetings via conference call from CITE.
  - q. Participating annually in the NTLI technology award selection process.
11. CITE Science Education Section Reviewers: CITE Science Education Section Reviewers must be members in good standing of ASTE. These individuals should have experience publishing in and reviewing manuscripts for professional refereed journals.
- a. Primary selection considerations should include:
    - Balance of Review Board (e.g., national/international, academic areas of interest)
    - Experience in science education or technology in education review boards.
    - Publication record in journals of science education, technology in education, or journals of similar nature.
  - b. Term of Office: Twelve (12) individuals review for the CITE Science Education section; each serves a 3-year term of office. Each year, four members will complete their term of duty and four new members will be appointed.
  - c. A reviewer may be removed from office upon a motion from the Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the Section Editor, submit a nomination for a replacement member to the Publications Committee. If approved, the Publications Committee will then submit the nominee to the ASTE Board of Directors for final approval.
  - d. Responsibilities of Reviewers: Each CITE Reviewer will:
    - i. Review manuscripts in a timely fashion as established by the CITE Section Editor in cooperation with the CITE Editor.

- ii. Bring issues important to the continued quality of CITE to the attention of the CITE Section Editor or CITE Editor.

3D (8) d. Edited Books, Volume Series, Monographs/Books, and Handbooks (PUBS)

1. Edited books, volume series, monographs/books, and handbooks (PUBS) are scholarly publications by ASTE members for educators of teachers of science. PUBS focus on a scholarly theme of interest related to innovation in science teacher education. There is no established publication cycle for these documents.
2. Facilitate the publication of a wide range of scholarly topics or themes of interest to ASTE members and other science teacher educators.
3. New PUBS for ASTE will be proposed in one of the following ways (see Guidelines for PUBS proposals):
  - a. by the ASTE President
  - b. by the ASTE Publications Committee
  - c. by an ASTA member(s) via the Publications Committee
4. Guidelines for PUBS proposals: PUBS proposals should be a maximum of 7 pages and contain the following information:
  - a. Proposed title
  - b. Abstract
  - c. List and qualifications of editors
  - d. Rationale/statement of need
  - e. Purpose
  - f. Proposed format
  - g. Proposed outline of chapters/parts. A list of potential contributors may be included.
  - h. Proposed timeline
5. The Publications Committee will review submitted PUBS proposals, vote on the merits of the proposal and in the cases of an "Accept" make a recommendation to the ASTE Board of Directors. The Board will vote on whether to accept the proposal. In cases of "Revise and Resubmit" or "Reject" the Publications Committee Chair(s) will communicate with the editor(s) or author(s) at that time. The chair of the Publications Committee will be responsible for communications with the editor(s) or author(s) of the PUBS. For any PUBS that is approved, the chair of the Publications Committee will coordinate with the ASTE publisher and the PUBS editor(s) or author(s) with regards to the ASTE publisher's requirements for a completed book prospectus.
6. *For accepted Edited Books the following steps will also occur:* The PUBS primary editor will draft a call for chapter contribution proposals and publish it in:
  - a. The ASTE Newsletter
  - b. ASTE and other appropriate listservs
  - c. ASTE web page
7. The call for proposals will include the following information:
  - a. Purpose of the monograph
  - b. Deadlines
  - c. Submission guidelines

8. The primary editor will issue a call for volunteers to serve as manuscript reviewers. The editor(s) will develop a review protocol and have each manuscript reviewed by 2 or 3 reviewers.
9. The editor(s) will collate all reviews and make selections for inclusion. The primary editor will inform all contributing proposal authors of the status of their chapter proposals. Authors of accepted chapter proposals will be sent guidelines for final chapter manuscript preparation.
10. The editor(s) will be responsible for final decisions regarding the disposition of all manuscripts.
11. The editor(s) will work with the ASTE publisher to prepare all chapter manuscripts for publication and write the Introduction to the final product.
12. The primary editor will be responsible for submitting biannual reports to the Chair of the Publications Committee for inclusion in the ASTE Board of Directors report regarding the progress of the PUBS from inception to final publication.

3D (9). NSTA Partnership Committee

The NSTA Partnership Committee shall consist of at least 6 members appointed by the ASTE Representative to NSTA (member of the Presidential team designated in this role). The term of service will be three years. This committee will be chaired by the member of the Presidential team who serves as the NSTA Representative, and will submit annual reports to that designee.

Two co-chairs will be designated to serve as ex officio members of the NSTA Preservice Committee, and will work with the ASTE Representative to NSTA and the NSTA Representative on the ASTE Board to develop synergistic activities between the organizations. Examples of synergistic activities might include development of programming for the allotted hours in the conference schedule that NSTA provides for preservice education (including those hours allotted specifically to ASTE).

3E. Ad Hoc Committees

1. Ad hoc committees are created to complete specific and short-term tasks. Ad hoc committees are established by the Executive Committee or by the President with the approval of the Board of Directors. The duties of the ad hoc committees shall be defined at the time of appointment, and such committees shall exist only for the length of time designated in their charge.

Ad Hoc Committee	Purpose	Status:
International Science Teacher Education	Increase international connections.	unknown
Development	To investigate future external funding sources for ASTE.	unknown

Public Policy	Exploring opportunities for ASTE to impact public policy.	unknown
Position Statements	Review current position statements and make recommendations.	Not appointed
Website Committee	Make recommendations and work with DES to revise the ASTE website	Work Completed

### 3F. Guidelines for Development of ASTE Position Statements

#### 1. Rationale for Position Statements

- a. ASTE provides national and international leadership in science education by identifying the qualities and standards necessary for the professional development of teachers of science. ASTE Position Statements are used to document those qualities and standards.
- b. Position Statements should be far-reaching statements for science teacher education, should reflect the organization's official stand on issues and membership's responses to issues. Position Statements are statements of intent and goals for science teacher education. The statements should reflect the desired state, be future oriented, data and research based, and reach beyond a statement of standards. Position statements should be useful to our membership.

#### 2. Development Procedures:

- a. *Member*: Any member or constituent body of ASTE may initiate development of a position statement. There should be wide membership input. During development, membership discussion can take place during convention feedback sessions and panel reviews. Review panels should consist of individuals from constituencies appropriate to the topic.
- b. *Board*: The Board of Directors approves the development of a Position Statement prior to formation of an ad hoc committee. A Position Statement may, however, be submitted for adoption with prior approval of the Board of Directors (Route II). The Board of Directors recommends composition of the task force by categories of representation. Recommendations of individuals and volunteers can be given to the President by Board of Directors Members. The Board of Directors advises the President in regard to the charge to the ad Hoc committee, and the Board votes to accept, amend, or return a Position Statement with reference to the advice and review by membership.
- c. *President*: The President receives nominations/volunteers for service on the ad hoc committee. The President considers all nominations in good faith, names the ad Hoc committee and the chair. The President gives the charge, with a timeline, to the ad Hoc committee.
- d. The President is also responsible for having the position statements reviewed every 5 years. The President should charge a review committee who will determine if the statement should be reviewed or not. If the Position statement is to be reviewed, this committee will be responsible as an ad Hoc committee.
- e. *Ad Hoc Committee*: An ad hoc committee, if initiated by an individual or a group, should be composed of members with expertise in the topic area. Ad hoc

committee members are responsible also for obtaining input from persons outside the ad hoc committee.

3. Development and Revision Sequence Routes
  - a. Route I: Board Authorized Development (follow steps 1-6, 8-12)
  - b. Route II: Individual/ Group Development (follow steps 7A, 8-12)
  - c. Route III: Revision of Existing Position Statement (follow steps 7B, 8-12)
4. Development and Revision Sequence Steps
  - a. Recommendation for development submitted to the Board by President, Board member, committee, Forum, ASTE member, or ASTE Affiliate.
  - b. Board approves development.
  - c. Board recommends composition of an ad hoc committee.
  - d. President receives nominations/volunteers.
  - e. President considers all nominations in good faith, names an ad hoc committee and chair.
  - f. President gives charge, with a timeline, to the ad hoc committee.
  - g. An individual or group, after identifying a need for a Position Statement, will assemble an ad hoc committee to research and develop a statement.
  - h. (For Position Statement Revision) Board of Directors approves the need for revision. President names ad hoc committee. Ad hoc committee obtains wide membership input on suggestions for revision by publicizing the existing statement and requesting feedback (e.g., using Newsletter, ASTE listserv, and conference sessions).
  - i. Ad hoc committee develops preliminary draft/outline.
  - j. Wide review of draft/outline by membership (refer to Review Procedures below).
  - k. Final draft prepared.
  - l. Position Statement support document prepared (refer to Supporting Documentation below).
  - m. Final Draft of Position Statement and support documentation is submitted to the Board of Directors for adoption as an ASTE Position Statement. This should be accomplished in a timely manner for consideration during a regularly scheduled Board of Directors meeting.
- a. Format for Position Statements: See Suggested Format for an ASTE Position Statement
- b. Review Procedures:
  - a. Wide membership review should be obtained. The following review sources are suggested for feedback:
    - i. ASTE Newsletter
    - ii. ASTE listserv
    - iii. Other appropriate ASTE publications
    - iv. Direct solicitation from a sufficient national sample of members representing appropriate expertise and/or constituencies.
  - b. *Review for a New Position Statement*: Wide membership review during the draft development process can include conference feedback and Board member suggestions. The final draft should be reviewed by the ad hoc committee members, including the Board liaison.

- c. *Review for Revision of Position Statement:* Revision can involve a publicized request to membership for revision suggestions. Conference feedback can be used for suggestions. Wide membership review during the draft process should be used. The final draft should be reviewed by the ad hoc committee members, including the Board liaison.
9. **Dissemination Procedure:** All position statements will be vigorously disseminated through publication in the ASTE newsletter, appropriate publications of other professional and governmental organizations, and posting on the ASTE listserv. The ad hoc committee membership will be included with the Position Statement. The Position Statement and references to support documents for this statement will be available upon request.
  10. **Endorsement Procedures:** The ASTE President may circulate new Position Statements to other appropriate professional organizations for information and/or proposed endorsement.
  11. **Suggested Format for an ASTE Position Statement:** This format is in keeping with the Guidelines for the Development of ASTE Position Statement and applies to publication.
    - a. All published official ASTE Position Statements must contain:
      - i. Title
      - ii. Brief introductory paragraph
      - iii. Bulleted declarations
      - iv. Date of adoption
    - b. Supporting discussion papers/documents must be accepted by the ASTE Board of Directors at the time a Position Statement is considered for adoption; however, such documents will not necessarily be published and will not be considered as part of the Position Statement.
    - c. Upon first publication of an official ASTE Position Statement, it may be accompanied by a listing of the writers/developers, endorsers, and/or references.
    - d. **Format Options for an ASTE Position Statement**
      - i. *Title:* Clear, concise, identify the issue/point. Example: An ASTE Position Statement on Student Teacher Supervision.
      - ii. *Introductory Remarks:* Succinct comments of one or two paragraphs that explain the importance of the position/issue to science educators and/or why ASTE desires to go on record with an opinion. Summaries are not necessary. The introductory remarks may take one of the following forms:
        - a) **RATIONALE: (The Why).** In cases where it is necessary to establish why a position is taken, a short explanation may be in order. In some instances, this could be a listing of the sequence of events that led members to feel that ASTE needed to define its role in this particular issue.
        - b) **PREAMBLE: (The What).** Use this style when it is necessary to define the issue(s), terms, and set the stage for the statements that follow, e.g., The Role of Research in Science Teaching.
        - c) **INTRODUCTION: (The How).** The method of developing and refining the statement may be useful.

- iii. *Declarations*: Bulleted sentences that make up the body of the Position Statement. Each declaration should be a complete declarative sentence, e.g., from the position statement on the role of action research in the classroom: In order to verify the effectiveness of developed curriculum, teachers should be encouraged and provided with support to conduct research in their own classrooms.
- A declaration may be followed by a series of sub-clauses, but not additional narrative text.
  - Each declaration should be parallel in grammar to the other declarations in the Position Statements.
  - Authors*: A list of author’s names and affiliations is needed at the time of adoption and will be published when the Position Statement is initially introduced to the membership.
  - References*: References are particularly important for Position Statements with collaborative aspects with other organizations.
  - Adoption*: The date when a position statement is adopted by the ASTE Board of Directors is part of the official document.
  - Support Documents*: A reference list of support documents and, if possible, the actual documents for the Position Statement should be on file in the ASTE archives.

#### 12. Position Statements and Revisions

Statement	Status	Board Approved	Review date
<a href="#">Position Statement on Science Teacher Preparation and Career-long Development</a>	Posted	08-04	08-09
<a href="#">Position Statement on Technology in Science Teacher Education</a>	Posted		
<a href="#">Position Statement on Professional Knowledge Standards for Science Teacher Educators</a>	Posted		
<a href="#">Position Statement on Inclusion of Underserved Populations in Science Education</a>	Posted		
<a href="#">Position Statement on Environmental and Sustainability Education</a>	Posted		
<a href="#">Position Statement on Teaching Biological Evolution</a>	Posted		
Position statement on assessment	Submitted to Board		

### 3F. Forums

1. Forums are committees dedicated to member interests and commitments. Forums serve the interests of the membership by influencing the policy, procedures, and activities of the Association with the assistance of the Board of Directors. Forums are proposed by petition of the members and are approved and rescinded by the Board of Directors.
2. To create a Forum, a petition of 10 members of the Association must be forwarded to the Board of Directors. The petition should include the following: Name of the Forum; purpose; name of a long-term contact person; description of chair selection and rotation; the administrative structure of the Forum; potential plans of action; and length of existence. Forums should propose a length of existence between 3 and 5 years. At the end of the Forum term, active forums will be automatically renewed. The Board of Directors may dissolve a forum if it is deemed inactive. Items to be considered for inactive status include: has limited membership (fewer than 10), has accomplished few goals, and/or has inconsistently submitted Forum reports to the Board of Directors. Forums may be approved or rescinded at any Board of Directors meeting or between Board meetings by vote of the Executive Committee.
3. Forums are responsible for the recruitment and maintenance of their own membership; for communication among members; and for selecting their own projects, goals, and activities. Each Forum will hold a minimum of one forum meeting at the annual Conference (space, time, and advisement of location to be provided by the Conference Program Committee) and may meet as needed throughout the year using alternative formats.
4. Established Forums may access all ASTE support structures by following the policies and procedures that exist for the Association. For instance, Forums may suggest keynote speakers or conference strands by working through the Conference Program Committee, may recommend publications by working with the Publications Committee, and may monitor and enhance membership by working with the Membership and Conference Planning Committees.
5. Each Forum chair will be expected to provide a written report to the Board of Directors for each Board of Directors meeting and will be provided time during the second Board of Directors meeting at the annual Conference to present verbal updates of actions or initiatives.

#### 3F (1). Environmental Education (EE) Forum

The Environmental Education Forum is dedicated to members' interests in Environmental Education topics as they relate to science teacher education. This forum provides instructional support and professional development for issues related to environmental education as they pertain to science teacher education.

#### 3F (2). Graduate Student Forum

The Graduate Student Forum is dedicated to increasing graduate student involvement in ASTE as well as providing resources to graduate students to aid them in their

scholarship and careers. A current board position will be modified to include serving as the liaison to the graduate student forum.

3F (3). Inclusive Science Education Forum (ISEF)

The Inclusive Science Education Forum is dedicated to developing ways to enable ASTE members to improve understanding and sensitivity to human diversity. The Forum is concerned with science teacher education as it pertains to teaching science to students with disabilities and/or students whose race, class, ethnicity, sexual orientation, and gender have alienated them from full participation in science. The Forum acts as an umbrella group within which operates more focused interest areas, such as those listed above.

3F (4). Policy and Government Relations Forum

The Policy and Government Relations Forum is dedicated to informing policymakers at all levels of government and other stakeholders (e.g., the business community) about principles and practices for educating highly qualified science teachers. Forum members are engaged in becoming more informed about and involved in policymaking and legislative processes as they relate to the recruitment, education and licensure, and ongoing professional development of science teachers. The forum also serves to inform and educate ASTE members about policy-related issues and to develop collaborations with other science education organizations (e.g., NSTA and NARST) to increase ASTE’s influence upon educational policy and legislation.

3F (5). Technology Forum

The Technology Forum is dedicated to ASTE members’ interest in technology in science education topics as they relate to science teacher education. This forum assists ASTE members and other science teacher educators in the pursuit of integrating technology appropriately in science teacher education. The forum advises the board on policy and issues pertaining to technology in science teacher education and communicates, when appropriate, with associations regarding technology issues in science teacher education (e.g., SITE, NSTA, and ISTE). The Technology Forum selects the winner of the John C. Park National Technology Leadership Initiative (NTLI) Fellowship each year.

The Chair of the Technology Forum also serves as Chair of the Science Education SIG at SITE, organizes the annual Forum meeting at ASTE, and oversees the NTLI Fellowship according to the duties provided in the timeline below:

3F (5) a. Timeline for Selection of the NTLI Fellowship

Action	Date	Person Responsible
Email ASTE membership to remind them to consider submitting their proposal for	One month prior to ASTE proposal submission date	Chair of Science Education SIG of SITE

consideration for the NTLI fellowship. Include NTLI eligibility requirements.		
Ensure that there is a box to check on the ASTE conference proposal website for consideration for NTLI Fellowship. Include the eligibility requirements.	ASTE proposal submission deadline	Technology Forum Chair of ASTE
Chair and co-chair provide initial review of proposals for NTLI eligibility.	After ASTE conference acceptances sent	Conference Coordination Committee, Chair and Co-chair of ASTE Tech. Forum
Establish a NTLI Fellowship review committee. Begin by soliciting Technology Forum members of ASTE and former NTLI fellowship winners. (Standing members, ASTE Technology Forum Chair, and Chair of Science Education SIG (SITE))	Sept- Oct	Chair of Science Education SIG and ASTE Tech. Forum Chair
Email all those for consideration of fellowship to encourage SITE submission regardless of being selected for fellowship.	One month prior to SITE submission deadline (typically Feb.)	Chair of Science Education SIG of SITE
Ensure that all submissions for NTLI fellowship are scheduled in the ASTE program before 10:00 AM on Saturday morning of ASTE meeting	Prior to final program	ASTE Technology Forum Chair
Schedule a NTLI Fellowship deliberation room for 11:00 am on Saturday morning of ASTE meeting	Prior to final program	ASTE Technology Forum Chair
NTLI-eligible authors contacted and requested to submit their papers to the chair by Dec. 1	Nov. 1	ASTE Technology Forum Chair
NTLI Fellowship submissions assigned to reviewers, no more than four reviews per person, minimum of two reviewers per submission, sent to reviewers	Dec. 1	Chair of Science Education SIG at SITE, and ASTE Technology Forum Chair
Papers for consideration submitted electronically to Chair of Science Education SIG at SITE, papers distributed to assigned reviewers with rubric for papers and presentations	Two Weeks prior to ASTE conference	Chair of Science Education SIG at SITE
Presentations attended and reviewed according to rubric by selection committee	During ASTE Conference	NTLI Fellowship selection committee

NTLI Fellowship committee deliberation and selection	Prior to 11:00 on last day of ASTE Conference	NTLI Fellowship selection committee
NTLI Fellowship winner announced to ASTE membership	ASTE Award lunch	Chair of Science Education SIG of SITE

Eligibility/Award Requirement

NTLI Fellowship winner receives an Invited Presentation at the Annual SITE (Society for Information Technology and Teacher Education) Conference. This award includes special promotion in the program and recognition at the SITE conference. The SITE conference registration fee is waived, and \$1000 travel stipend is provided thanks to the support of Vernier Technology.

To be considered for the NTLI Fellowship, ASTE presenters must indicate their desire to be considered for the award on the conference proposal submission form. By this indication, candidates for the award agree to send a completed paper for their presentation to the Chair of the Technology Education Forum one month prior to the ASTE conference, for dissemination to the NTLI Fellowship review panel. Candidates understand that at least two members of the NTLI Fellowship review panel will attend their session.

By submitting for the award, candidates understand that acceptance of the award includes a responsibility to attend and present at the SITE conference. The SITE conference is typically held during March each year. The Scoring Guide and Values for the award are listed at [John C. Park National Technology Leadership Initiative Fellowship Rating Sheet](#).

3F (6). Women In Science Education (WISE) Forum

The Women In Science Education (WISE) Forum is dedicated to sharing and examining issues faced by women in science education. The forum discusses current and relevant issues in an informal learning community embracing women's ways of knowing and communicating. The forum aims to provide mentoring, and to identify and collaborate on common research interests.

## CHAPTER 4: AFFILIATES AND AFFILIATIONS

### 4A (1). Purposes and Overview

Statement of Purpose: The ASTE mission statement is to promote leadership in, and support for those involved in, the professional development of teachers of science. To this end, ASTE encourages relationships with other like-minded organizations for the benefit of collaboration, coordination and information exchange.

Guidelines for Becoming an Affiliate of ASTE: The role of the Affiliate is to represent stakeholders in specific areas of education whose goals and membership overlap with those of ASTE. These Affiliates can work cooperatively with ASTE in their specific areas of expertise. Likewise, ASTE can provide input to Affiliates with a broad view of the state of education and specific direction that might be taken by the individual Affiliates. The specific areas of expertise of Affiliates and general overview of ASTE serve to interface well and provide a solid base for decision-making and action.

### 4A (2). Requirements for consideration:

These requirements refer to characteristics of the organization seeking affiliate status. The organization seeking affiliation:

- a. Demonstrates a philosophy and a dedication to promoting quality education;
- b. Represents a major organization whose goals complement ASTE;
- c. Has a constitution and/or bylaw stating its purpose, which is not in conflict with the constitution and bylaws of ASTE and includes a disbandment clause;
- d. Has elected officer(s);
- e. Approves a motion for affiliation with ASTE and endorses ASTE's by-laws (this vote is taken in accordance with the affiliate's constitution and by-laws that describe the affiliation process);
- f. Is a not-for-profit 501 (c) (3) organization;
- g. Agrees that both parties are to be signatories of an agreement of protective exclusion listed below.
- h. In this affiliation between the Association for Science Teacher Education and \_\_\_\_\_(Organization)\_\_\_\_\_ both parties mutually agree to hold the other party harmless in the event of litigation against either organization wherein the other party is not named.

### 4A (3). Procedures for Becoming an Affiliate of ASTE

The following procedure must be followed for a petitioning organization to become an affiliate of ASTE:

- a. The President of the petitioning organization will provide a *Letter of Request* and required documentation to the ASTE Executive Director. Documentation indicating adherence to the *Affiliate Requirements* cited above should be included. The ASTE Executive Director will then forward said letter and documentation to the ASTE President.

- b. The Executive Committee will review documentation and make a recommendation to the ASTE Board of Directors within six months of receipt of materials.
- c. The ASTE Board of Directors will discuss the report at a regularly scheduled meeting. At that time, the Board of Directors will vote on the request.
- d. The ASTE President will inform the petitioning organization of the outcome. In the case of denial, rationale for the refusal of Affiliate status will be outlined to the petitioning organization. A group seeking Affiliation may resubmit after a period of one year.

#### 4A (4). Rights and Responsibilities of ASTE

The ASTE President (or designee) will:

- a. Represent ASTE on governing bodies and/or programs of the Affiliate.
- b. Fulfill all responsibilities of an Affiliate Board Member as identified in by-laws and operating policies of Affiliates.
- c. Appoint Affiliate President or representative to appropriate ASTE committee(s).

As an Organization, ASTE:

- a. Will extend to Affiliate President or appointee all rights and privileges of ex-officio ASTE Board Members, e.g., to include committee appointments and financial assistance in accordance with their responsibilities.
- b. Will provide a copy of documents that are directed toward the Affiliate for review/input prior to vote by ASTE Board of Directors, e.g., position statements.
- c. May promote membership in Affiliate Groups, Affiliate publications, conference sessions, Affiliate Awards and recognition programs, and other activities as deemed appropriate and essential by officers of ASTE and Affiliates.
- d. May provide presentation and/or meeting time and rooms at regional or national conventions.
- e. Will designate the ASTE Executive Director as Affiliate liaison.

#### 4A (5). Rights and Responsibilities of Affiliates

- a. Affiliate President: The affiliate president (or designee) will represent the affiliate on the ASTE Board of Directors, with all of the rights and privileges of an ex-officio ASTE Board of Directors member.
- b. The Affiliate Organization:
- c. Will provide ASTE President or appointee with the rights and privileges of Affiliate Board members – to include committee appointments and financial assistance in accordance with their responsibilities.
- d. May promote ASTE membership, ASTE Regional and National Conventions, ASTE publications, ASTE Awards and recognition programs, and other activities as deemed essential by officers of ASTE and Affiliates.
- e. May organize a convention/meeting held in conjunction with the ASTE annual conference or regional meetings.
- f. May provide ASTE adequate time on Affiliate programs, if requested.
- g. May, with Board of Directors approval, designate an ASTE publication as their own.
- h. May provide financial incentives for dual membership.

- i. Will inform the ASTE Executive Director of all newly elected officers and Board Members in a timely manner.
- j. Will Inform the ASTE Executive Director of any changes in constitution or bylaws in a timely manner.
- k. By request, will provide the ASTE Executive Director with an active membership list when requested, for internal use only.
- l. Will inform ASTE of all conferences, seminars, etc. that are being conducted by or in conjunction with the Affiliate where science teacher education concerns are being addressed.

#### 4A (6). Disaffiliation

##### Written notice by initiating organization

- a. An Affiliate may disaffiliate from ASTE at any time by submitting a letter to the ASTE Executive Director citing the Affiliate's Board action to initiate disaffiliation and the reasons for this request. It is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.
- b. ASTE may move to conclude an Affiliation relationship by submitting a letter from the ASTE President to the Affiliate President citing related ASTE Board action to initiate disaffiliation and the reasons for this request. It is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.

##### Board Action

- a. The ASTE Board of Directors must act on any disaffiliation request and on the resolution of any related business issues to confirm and effect disaffiliation.
- b. The governing body of the disaffiliating organization must confirm such disaffiliation and accommodate for this action in their bylaws and records. Upon confirmation, the affiliation will be terminated.

#### 4B. Affiliate Organizations

##### 4B (1): Affiliation with NSTA

- a. The National Science Teachers Association and ASTE have maintained affiliate relationships with each other for an extended period. The NSTA representative holds an ex officio (non-voting) position on the ASTE Board of Directors, is invited to all Board meetings, and is expected to act as a voice of NSTA, to find mechanisms for collaboration and to abide by policies of both organizations where possible. The NSTA representative is appointed by the President of NSTA and is most typically the Director of Preservice Teacher Education.
- b. The ASTE representative who serves as Affiliate Representative attends NSTA Alliance of Affiliate meetings, is a member of the Preservice Teacher Education Committee, and fulfills other responsibilities of Affiliate Representatives of NSTA. Affiliate representatives for both associations are expected to maintain membership in each association.
- c. Cost of Affiliation: The affiliation between ASTE and NSTA is based upon mutual agreement and position in a leadership capacity in each association. ASTE

- supports the NSTA affiliate representative to attend ASTE Board of Directors meetings at the same rate as support is provided to other ASTE Board members. NSTA supports the ASTE affiliate representative to attend the NSTA Alliance of Affiliate Meeting held during the Summer Congress on Science Education. During years when the ASTE representative is on the NSTA Alliance of Affiliate Leadership Team, NSTA supports the ASTE affiliate representative to attend the NSTA Alliance of Affiliate Leadership Team Meeting held in conjunction with the February NSTA Board Meeting. ASTE also supports the ASTE representative to attend the NSTA National Conference, during which time the NSTA Alliance of Affiliates meets.
- d. Benefits of Affiliation: ASTE maintains a voice on the NSTA Alliance of Affiliates, can seek and implement projects of mutual benefit and **receives electronic updates on legislation related to science education**. In return, NSTA is invited to provide a display at the ASTE annual Conference and may solicit members as approved by the Board of Directors.
  - e. Duties, Responsibilities and Timeline of ASTE Affiliate Representative to NSTA: The president who assumes responsibility as the representative to NSTA has a term of affiliate office for three years. If the person designated by this policy cannot fulfill his or her obligations to NSTA the president shall appoint with the approval of the Board a replacement representative to complete the term.
  - f. Responsibilities as affiliate representative are as follows:
    - i. February: During years when on Alliance of Affiliate Leadership Team, attend Board/Council/Alliance of affiliate Meeting, NSTA Headquarters
    - ii. March: NSTA National Convention and Committee Meeting ASTE/NSELA Luncheon, NSTA Convention
    - iii. July: Board/Council/Congress/Alliance Meeting
    - iv. Winter/Spring: Coordinates presentations at the regional and national NSTA Conferences

#### 4B (2): Responsibilities as an Affiliate Representative to CSSP

History of Affiliation: The Association is a member of the Council of Scientific Society Presidents (CSSP). The Council of Science Society Presidents and ASTE have maintained affiliate relationships since the mid-1990s.

Nature of Affiliation: The ASTE representative to CSSP is the person in presidential succession, following the approved rotational schedule.

Cost of Affiliation: To be an affiliate of CSSP, ASTE pays dues on a sliding scale based on membership. In addition, ASTE agrees to support the president-representative with travel costs to two meetings each year.

Benefits of Affiliation: ASTE receives electronic updates on legislation related to science and science education. ASTE can join with other science and science education organizations to lobby the US Congress and influence educational policy.

Duties, Responsibilities, and Timeline: The president who assumes responsibility as the representative to CSSP has a term of affiliate office for three years. Responsibilities as affiliate director are as follows:

May CSSP Meeting

Through CSSP, ASTE and other science education organizations have numerous opportunities to meet with and influence scientists, legislators, and directors of influential government agencies.

If the person designated by this policy cannot fulfill his or her obligations to CSSP the president shall appoint with the approval of the Board a replacement representative to complete the term.

4B (3): Responsibilities as an Affiliate Representative to the East Asian Association for Science Education (EASE)

4B (4). Presidential Rotation Schedule of Representatives to Affiliates

Each president will serve 3 years (as President-elect, President, Past-President) representing ASTE. Term is January-January, beginning at ASTE International Conference.

		<b>President Elect</b>	<b>President</b>	<b>Past President</b>
20 Pres-Elect	NSTA	20-21	21-22	22-23
21 Pres-Elect	CSSP	21-22	22-23	23-24
22 Pres-Elect	EASE	22-23	23-24	24-25
23 Pres-Elect	NSTA	23-24	24-25	25-26
24 Pres- Elect	CSSP	24-25	25-26	26-27
25 Pres-Elect	EASE	25-26	26-27	27-28
26 Pres-Elect	NSTA	26-27	27-28	28-29

#### 4C. Academic Relationships

The Association may wish to form a special collaboration with another association without incurring or formalizing a financial commitment. To this end, the Association can pursue an academic relationship with another association, where both organizations share conference announcements and other appropriate information with members. To set up an academic relationship, the interested association designee should submit a letter of interest to the Executive Director, who will then forward the letter to the President. The President can then review and present the letter for discussion and/or vote at one of the Board meetings. The President then informs the designee of the interested association of the outcome of the vote. Should the vote be negative, the interested association may re-submit a letter of interest in a year.

#### 4D. Collaborations and Endorsements

As an association, ASTE will consider collaborations and endorsements. ASTE typically does not endorse products but will consider each request on a case-by-case basis.

Examples may include, but are not limited to:

- Entering into a collaboration, producing a product, or delivering services
- Providing a signature of support on a public letter or position statement on behalf of the organization

- Endorsing a product through ASTE dissemination mechanisms such as the ASTE Web site and ASTE Newsletter

In such instances, the following considerations must be made:

- How does this collaboration or endorsement reflect the mission of ASTE?
- What are the benefits, obligations, and risks of this collaboration or endorsement?

If the collaboration or endorsement being considered is already covered by policy and/or procedure in the ASTE by-laws or statement of operating procedures, then follow those guidelines. Support of a personal nature, such as letters of support for tenure, may be requested of any member or officer of the Board of Directors using their position title, as long as it is evident that the support is not on behalf of the organization.

## CHAPTER 5: PROJECT/PRODUCT SUPPORT

### 5A. Guidelines for Project/Product Support

1. As an association, ASTE must carefully consider when, how, and with whom to offer its support. Examples of support include but are not limited to the following:
  - a. Endorsement of a product, such as a textbook, curriculum, or educational website.
  - b. Entering into a partnership, such as a grant, to produce a product or to deliver services.
  - c. Providing a signature of support on a public letter or position statement on behalf of the organization.
2. In such instances, the following must be considered:
  - a. Does support of this project/product accurately reflect the mission of the ASTE?
  - b. What are the financial and political benefits, obligations, and risks involved in providing support for this project/product? Can they be supported by the Board of Directors and the membership?
  - c. Is the issue already covered by policy and/or procedure in ASTE by-laws or statement of operating procedures? (For instance, issues related to sponsoring publications, entering affiliations and or being an affiliate of another organization, and procedures for electing representatives to other associations are currently covered by existing policy.)
  - d. Is the support being requested of an organizational or personal nature? Support of a personal nature, such as letters of support for tenure, can be provided by any member or officer of the Board of Directors using their position title, as long as it is evident that the support is not on behalf of the organization. Support of an organizational nature must undergo the procedures outlined below.
3. Procedures to Provide ASTE Support on a Project/Product
  - a. Any individual, either a member or non-member of ASTE, may request consideration for support by ASTE for a project/product. Contacts should be made with the ASTE President, preferably in writing.
  - b. Once contacted, the ASTE President should present the nature of the proposal to the Board of Directors, either at a Board meeting or electronically between Board meetings. The initial presentation is to determine: a) an assessment of whether the proposal warrants further discussion (based on mission, benefit/obligation/risk, and personal/organizational nature of the request), b) interest in the Board of Directors to pursue the proposal, and c) elicitation of additional questions/concerns that need exploration.
  - c. If, after the initial presentation, the Board of Directors is satisfied with the considerations listed above, is interested in the proposal, and have no further questions, following a formal vote of the a quorum of the Board and a two-thirds majority vote, the President (or designee) may act on behalf of the Board to take action as directed.
  - d. If there are questions/considerations that require additional research or consideration, the President will appoint an ad hoc committee to study the issues and make a recommendation to the Board of Directors. At least one member of

the Board of Directors should serve on the committee. The committee should consider the questions posted in this policy statement and any additional questions posed by the Board of Directors. At the end of the work period, the committee should provide a written report and recommendation to the Board of Directors that can be considered at the Board meeting or electronically if between Board meetings.

- e. Following presentation and discussion, if the Board of Directors is satisfied with the information provided by the ad hoc committee and there are no further questions, following a formal vote of a quorum of the Board and a two-third majority vote, the President (or designee) may act on behalf of the Board of Directors to take action as directed.
- f. If the directed action is simple, such as a signature, no additional actions may be required. If the desired action is complex or long term, such as participating in a grant, a formal written agreement with the entity should be drafted and approved by the Board of Directors. The President should then appoint an ad hoc committee to see the project through completion, with a member of the Board of Directors serving on the committee (preferably the same committee member as described in section 3d in order to provide continuity of leadership) and request bi-annual reports as one of the committee members.
- g. If the nature of the requested ASTE support on a public letter, position statement, or product/project is time sensitive due to a submission deadline or other supporting need deadline, the President should present the nature of the proposal to the Board of Directors electronically with a drafted letter of ASTE support (if applicable) and request an expedited period of seven days for proposal discussion a) based on mission, benefit/obligation/risk, and personal/organizational nature of the request), b) interest in the Board of Directors to pursue the proposal, and c) elicitation of additional questions/concerns that need exploration. Following presentation and discussion, if the Board of Directors is satisfied with the nature of the proposal, following a formal vote of a quorum of the Board and a two-third majority vote, the President (or designee) may act on behalf of the Board of Directors to take action as directed.

Appendix I: Elections Committee Tasks and Timeline

Task	Target Date
Chair will contact all Elections Committee members to inform them when and where the Committee will be meeting at the ASTE annual conference. Encourage them to check this information in the annual conference program. (Information regarding a place/time will be printed in the annual program for this meeting.)	December, prior to annual meeting
Committee meets at the ASTE annual meeting and begins solicitation of names to be considered for nomination for each office to be filled	January, annual meeting
Chair makes a call for nominations sent via listserv and posted on ASTE website. Also, place a notice in the ASTE Winter Newsletter	By January 15
Deadline for nominations	March 15
Chair contacts nominees to see if they agree to be nominated	Round 1 Feb 15  Round 2 March 15
Nominees notify Chair that they are or are not willing to be considered as a candidate  Recommend <b>1 week</b> for candidates to notify Chair	Round 1 Feb 22  Round 2 March 22
Nominees who wish to be considered submit materials to Chair.  The chair of the committee will request a two-to-three paragraph narrative and short ASTE 2-page vita from each nominee for consideration in the committee’s decision on the slate of recommended nominees. The information requested would include a discussion by each nominee of the following relevant items:  i. a description of the nominee’s personal rationale for serving in an elected capacity; ii. a brief listing of involvement in ASTE activities (i.e., committee participation including the number of years on the committee, activities and other aspects of ASTE at the regional and national level, etc.) iii. other relevant experiences that would contribute to the nominee’s efficacy as an elected official in the ASTE  Note: all candidates are given the same amount of time ( <b>3 weeks</b> ) from the date of notification of nomination to submit materials	Round 1 March 8  Round 2 April 5
Chair distributes materials to the committee and committee scores and ranks Nominees using the Elections committee rubric. If an Elections committee member is nominated for another elected office,	Begin first week of April

that member is excused from submitting scoring or ranking for nominees of the same office. Committee members will notify the Chair of any potential conflict of interest within 5 days. See Conflict of Interest Policy. If an Elections committee member is nominated for another elected office, that member is excused from submitting scoring or ranking for nominees of the same office.	
Scores and rankings are sent to Chair	Third week of April
Chair compiles scores and rankings in a spreadsheet and distributes it to committee	Third week of April
Committee verifies scores and rankings	April 30
Committee discusses scores and rankings and determines slate	First week of May
Chair sends report including slate to Board for the June Board Meeting	Mid May
Board approves slate or asks the committee to revise slate	July 1
Chair notifies the Newsletter Editor of the slate and the election process	August 1
Chair notifies nominees of the status of their nominations	Last week of July
Executive Director prepares the electronic ballot	September 1
Chair reviews and tests ballot	Mid-September
Executive Director notifies membership of the election process and the availability of the ballot (distribution of ballots) Members are given 45 days from the date they are notified that the electronic ballot is available for voting	October 1
Executive Director notifies membership that the voting process will close in one week	November 8
Voting ends 45 days from the date the members are notified that the electronic ballot is available for voting	November 15
Executive Director prepares a spreadsheet, which includes the voting data and sends this information to the Committee Chair.	November 15
Chair reviews the data and checks the totals for each candidate.	By November 22
Chair notifies the President, Executive Director, and Elections Committee Members of the election results.	By November 22
Chair notifies all candidates who are on the ballot of the election results.	By November 22
Chair submits an announcement of the election results to the editor of the ASTE newsletter and sends an announcement to the ASTE listserv. The chair also notifies the membership of the percentage of individuals who voted in the election.	After candidates have been contacted
Chair submits a Winter Board report to the President	Mid December

[Back to 3B. Elections Committee](#)

Appendix II: Purpose and Structure of Operating Committees

Committee	Purpose/charges	Composition
Awards	<p>Recommend policy to the Board of Directors related to Association awards and administer the awards program.</p> <ul style="list-style-type: none"> <li>● Advertise the awards.</li> <li>● Collect and evaluate nomination materials.</li> <li>● Recommend awardees to the Board of Directors for confirmation.</li> </ul>	<p>Two Co-Chairs: Board Members</p> <ul style="list-style-type: none"> <li>- 6 members-at-large</li> <li>- Graduate Student member (two yrs)</li> <li>- Equity committee member ex officio/nonvoting</li> </ul>
Communications	<p>The charge of the Communications Committee is to ensure mechanisms are in place for year-long communication with ASTE members and the public. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>● Creation of a social media toolbox (e.g., webinar mechanisms, Facebook page, etc.)</li> <li>● Writing an ASTE policy on social media</li> <li>● Development of branding and promotional materials</li> <li>● Overseeing the ASTE newsletter</li> <li>● Building a discourse community on science teacher education</li> </ul>	<p>Chair: Board Member</p> <ul style="list-style-type: none"> <li>- 3 members-at-large</li> <li>- 1 Newsletter Editor</li> <li>- Graduate Student member (two yrs)</li> <li>- Equity committee member ex officio/nonvoting</li> <li>- Co-newsletter editors (when relevant) ex officio, nonvoting</li> </ul>
Conference Planning	<p>Develops and implements all components of the annual conference.</p> <p>The <i>Conference Chairs</i> plan and guide the overall development of the event, coordinate local activities, work with the communications committee to promote conference activities, and work with the ASTE Board and Executive Director to raise funds and implement the conference budget. They ensure that communications with all committee members occur as needed.</p>	<p>Chair: Chair of Professional Development Committee</p> <ul style="list-style-type: none"> <li>- Past-President</li> <li>- Current Conference Chairs</li> <li>- Conference Program Coordinator</li> <li>- Executive Director</li> <li>- Director of Electronic Services</li> <li>- Graduate Student member (two yrs)</li> </ul>

	<p>The <i>Conference Program Coordinator</i> manages the process for building the daily breakout session calendar, including identifying and communicating with thread coordinators, solicitation, organization, and review of proposals, making final acceptance decisions, constructing the schedule of events, and producing app output and a printable program. The coordinator works closely with the ASTE President, Executive Director, Director of Electronic Service, and committee chairs to ensure that meetings, workshops, offsite events and field trips are included in the daily calendar.</p>	<ul style="list-style-type: none"> <li>- Future Conference chairs ex officio, non-voting</li> <li>- President ex officio, non-voting</li> <li>- Equity committee member ex officio/ nonvoting</li> </ul>
Equity	<p>Ensure that equity issues (i.e., representation, access, and power) are addressed throughout the Association.</p> <ul style="list-style-type: none"> <li>● Serve as resource for equity issues</li> <li>● One member serves as ex-officio, non-voting member on each operating committee and the elections committee</li> <li>● Review and recommend policy and procedures to the Board of Directors</li> <li>● Submit recommendations for committee appointments</li> <li>● Oversee access for people with disabilities at the annual conference</li> </ul>	<p>Chair: Board Member</p> <ul style="list-style-type: none"> <li>- 9 members-at-large</li> <li>- Graduate Student member (two yrs)</li> <li>- Chair of the Inclusive Science Education forum/ex officio/non-voting</li> </ul>

<p>Membership &amp; Participation</p>	<p>Recruit and retain members in the Association.</p> <ul style="list-style-type: none"> <li>● Market the Association to potential members (international, underrepresented populations) liaison with other associations, recruit potential members.</li> <li>● Provide new member services (e.g., coordinate a meet the mentor session and program at annual conference).</li> <li>● Encourage active participation of members through mentoring.</li> <li>● Access membership records to determine representation of groups and to assist in retention.</li> <li>● In collaboration with the Professional Development and Equity Committees, every five years oversee the development and administration of an ASTE membership survey regarding professional development, equity issues, and other matters important to the organization.</li> </ul>	<p>Chair: Board member Co-Chair: Graduate Student Board Member</p> <ul style="list-style-type: none"> <li>- Executive Director (ex-officio)</li> <li>- 6 members-at-large</li> <li>- Graduate Student member (two yrs)</li> <li>- Equity committee member ex officio/ nonvoting</li> </ul>
<p>Oversight</p>	<p>Provides oversight for a variety of aspects of the current and future Association.</p> <ul style="list-style-type: none"> <li>● Study and provide recommendations related to:</li> <li>● Association history, including maintaining an archive</li> <li>● Organizational health, including finance, and future needs and directions</li> </ul>	<p>Chair: Immediate Past President</p> <ul style="list-style-type: none"> <li>- The two preceding Past Presidents</li> <li>- 3 Members-at-Large</li> <li>- Executive Director</li> <li>- Graduate Student member (two yrs)</li> <li>- Equity committee member ex officio/ nonvoting</li> </ul>

Professional Development	Organize and coordinate professional development opportunities across the Association. <ul style="list-style-type: none"> <li>● In conjunction with the Equity Committee and the membership and Participation Committee, oversee the administration of the ASTE Grand Combined Member Survey via the ASTE web page every five years. In addition, the Committee shall analyze data from the Survey to best serve the professional development needs of ASTE members;</li> <li>● Coordinate and implement the workshops at the annual conference;</li> <li>● Facilitate opportunities for Professional Development Institutes for Science Teacher Educators;</li> <li>● Work with other ASTE committees and forums</li> </ul>	Chair: Board Member - 12 members-at-large Graduate Student member (two yrs) - Equity committee member ex officio/nonvoting
Publications	Recommend policy and advise the Board relative to publication activities sponsored by the Association. Current publications include: <ul style="list-style-type: none"> <li>● Journal of Science Teacher Education (JSTE)</li> <li>● Innovations in Science Teacher Education</li> <li>● Science Education Section in Contemporary Issues in Technology and Teacher Education (CITE)</li> <li>● Edited Books, Volume Series, Monographs/Books, and Handbooks (PUBS)</li> <li>● ASTE Conference Proceedings</li> </ul>	Chair and Co-Chair: Board Members - 6 members-at-large - Graduate Student member (two yrs) - Equity committee member ex officio/nonvoting - JSTE Editor* - Innovations Editor* - CITE Section Editor* - Newsletter Editor* *Non-voting

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### Appendix III: Awards Committee Timeline, Procedures, and Activities

5. January
  - a. Co-chairs attend winter ASTE Board of Directors meetings.
  - b. Co-chairs present plaques/checks at Business luncheon during the ASTE annual conference.
  - c. Co-chairs and committee members attend/facilitate presentation of award-winning papers immediately after the Business luncheon.
  - d. Co-chairs conduct a committee meeting at the annual conference.
6. February
  - a. Co-chairs work with the Executive Director to develop and maintain an electronic database to record awards nominations and papers submitted.
  - b. Co-chairs and Executive Director advertise the awards on e-mail, ASTE web page, etc.
7. March/April/May
  - a. *March 1, deadline for submission/nominations for Awards IV and V.*
  - b. Co-chairs add paper submissions and nominations to the database.
  - c. Co-chairs send email acknowledgment to individuals submitting materials for Awards IV and V.
  - d. Co-chairs work with the Executive Director to confirm that all nominations/submissions meet required guidelines.
  - e. Co-chairs email the members of the Awards Committee to begin the review process.
  - f. Co-chairs communicate with the committee members on any questions or issues related to the review process.
8. *May 1, deadline for reviews of submissions/nominations for Awards IV and V completed by members of Awards Committee.*
  - a. Co-chairs tabulate reviews and scores submitted by members of the Awards Committee and prepare a summary of the results.
  - b. Co-chairs facilitate a conference call with members of the Awards Committee to discuss the summary of results and vote on awardees.
  - c. Co-chairs submit recommendations to the Board of Directors for approval (three-fourths vote necessary).
  - d. Co-chairs prepare and submit report for the summer ASTE Board of Directors meeting.
9. June/July/August
  - a. *June 1, deadline for nominations for Awards I, II, and III.*
  - b. Co-chairs work with Executive Director to prepare dossiers and supporting documents for nominees for committee review.
  - c. Co-chairs email the members of the Awards Committee to begin the review process.
  - d. Co-chairs work with the Executive Director to confirm that all nominations/submissions meet required guidelines.
  - e. Co-chairs communicate with the committee members on any questions or issues related to the selection process.

- f. *July 1, deadline for reviews of submissions/nominations for Awards I, II, and III completed by members of Awards Committee.*
  - g. Co-chairs tabulate reviews and scores submitted by members of the Awards Committee and prepare a summary of the results.
  - h. Co-chairs facilitate a conference call with members of the Awards Committee to discuss the summary of results and vote on awardees.
  - i. Co-chairs submit recommendations to the Board of Directors for approval (three-fourths vote necessary).
  - j. Co-chairs send electronic letters to all award and non-award recipients.
10. September/October/November
- a. Co-Chairs obtain biographies from award recipients and send a copy of these to the Executive Director for posting on the ASTE Awards Website.
  - b. Co-Chairs send the list of awardees to the ASTE newsletter editor for publication in the newsletter.
  - c. Executive Director sends a letter to sponsoring companies notifying them of award recipients, time, date and location of annual conference with directions to send the honoraria to ASTE.
  - d. Co-Chairs notify the Conference Program Chair the names of award recipients for the annual conference program.
  - e. Co-Chairs notify the Executive Director of award recipients and the correct spelling of their name and institution for award plaques.
  - f. Co-Chairs communicate with committee members any pending issues that need action for the winter Board of Directors report.
  - g. Co-Chairs prepare a report for the winter Board of Directors meeting.
11. December
- a. Co-Chairs confirm arrangements for Executive Director to bring plaques and honoraria.
  - b. Co-Chairs update the ASTE Award website and indicate at the Awards luncheon (and later by email) that the awards information is available on the ASTE website.
  - c. Co-Chairs work with the Executive Director to prepare PowerPoint presentation slides for use during the Awards luncheon that includes the names of the awardees for each award and the name of the paper for Awards IV and V. The sponsoring company is recognized as well on all relevant awards.
  - d. Co-Chairs prepare the text to thank the committee members and the awardees at the Business luncheon.

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## Appendix IV: Rubrics/Scoring Guides for ASTE Awards and John C. Park NTLI Fellowship

### Criteria/Values for Award I: Outstanding Science Teacher Educator

- a) Competency in Teaching: This competency should be established by evidence including testimony of colleagues, student evaluations, and requests for demonstration teaching, creative lessons or materials, instructional models and strategies, etc. (10 points)
- b) Development of Science Teacher Education Programs: These types of programs may be preservice, in-service, or graduate. The report shall specify the role of the nominee in the program including information on conceptualizations and/or activity in field-based programs, grants, source or absence of funding, evaluation activities, etc. (10 points).
- c) Research Activities: Quality as well as quantity of research will be considered. Presentations at regional and national conferences and publication in refereed journals are expected. Theoretical basis, clarity, relevance of topics, rationale, appropriateness of design, validity and reliability of instrumentation, and credibility of conclusions are essential factors for judgment. (Research is interpreted to include analytical and evaluation studies, philosophical examinations of assumptions, developmental studies as well as experimental studies.) Impact of research on policy or practice in science education is another expectation. Participation in team or broad area research activities will be considered. (10 points)
- d) Science Curricula: Work toward the development of science curricula. Statements of associates describing, in detail, the role and contributions of the nominee are expected. (10 points)
- e) Leadership - Science Teacher Education: Service in a leadership capacity to professional organizations related to science education (ASTE, NSTA, NARST, AAAS, etc.). A list of services or leadership rendered, and letters of recommendation are suggested. (10 points)
- f) Leadership - External: Recognition of work in broader aspects of education and government. Influence and recognition regionally or nationally for significant contributions. Specific description of activities and impact should be included. (10 points)

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### Criteria/Values for Award II: Outstanding Mentor

- a) Participation: Encouraging participation in professional associations related to science teacher education, including ASTE. (10 points)
- b) Knowledge Base: Encouraging contributions to the knowledge base of science teacher education. (10 points)
- c) Professional Growth: Providing opportunities for professional growth (10 points).

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### Criteria/Values for Award III: Outstanding Long-standing Service to ASTE

- a. All required documentation has been supplied by the nominee and provides sufficient evidence of the nominee's longtime (>15 years) active participation in the ASTE conferences. In particular, the nomination package shows the nominee's involvement through continued paper, poster, or roundtable presentations at national and/or regional ASTE conferences.
- b. All required documentation has been supplied by the nominee and provides sufficient evidence of the nominee's longtime (> 15 years), active service involvement to ASTE. This service may include some or all of the following: proposal review for regional or national meetings, involvement in conference planning at national and/or regional levels (e.g., strand coordinator, conference planning committee), committee involvement, and/or other ASTE leadership activities.
- c. The nominee has demonstrated service and leadership beyond ASTE in the area of science teacher education. This includes mentorship of teachers and teacher educators and service to other science education organizations.
- d. The nominee's teaching and research record reflects the mission of ASTE to promote excellence in science teacher education through scholarship and innovation.

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#### Criteria/Values for Award IV: Innovations in Teaching Science Teachers

- a. Innovation: the manuscript is current and explicitly identifies what the innovation is and how it is an innovative practice. (30 points)
- b. Evidence of Effectiveness: Provides rigorous empirical evidence that the innovation was implemented and effectively addressed a measure of student or course outcomes. (20 points)
- c. Research/Theory Base: provides a well-reasoned rationale for how the innovation is consistent with best practices in science teacher education and consistent with existing literature and theoretical frameworks. (20 points)
- d. Possibility for Generalizability: Describes how the innovation could be used in other contexts or scaled to a larger degree and how the innovation is relevant and appeals to a broad audience of science educators who prepare in-service or pre-service teachers. (10 points)
- e. Responds to Recognized Weaknesses: Acknowledges and counters weaknesses/ limitations associated with the innovation. (10 points)
- f. Clarity of Communication: Written in a clear, unambiguous, and succinct manner. (10 points)

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#### Criteria/Values for Award V: Implications of Research for Educational Practice

- a. Problem: Describes a significant problem in science teacher education related to policy, supervision, curriculum, instruction, and assessment in science teacher education. (10 points)

- b. Rationale: Presents a clear rationale, model, and/or theoretical framework to address the described problem (10 points)
- c. Literature Review: Thorough literature review providing an overview of existing research and evidence related to the problem. (20 points)
- d. Research Synthesis or Methodology: Provides a thorough synthesis of a body of research to develop an argument for addressing the described problem OR provides a detailed methodology and results from an original empirical study of the described problem (20 points)
- e. Implications: Provides information that is relevant and useful for classroom teachers and/or teacher educators. Illustrates in detail how research findings may be applied to teaching and learning. Suggests implications that have the potential to make a significant impact on the described problem. (30 points)
- f. Quality of writing: Written in a clear, unambiguous, and succinct manner. (10 points)

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John C. Park National Technology Leadership Initiative Fellowship Rating Sheet

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Rating Criteria: 1-5 subscale

5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

Criteria	Rating
Research and/or ideas contribute important new knowledge to the area of technology integration in science teaching and learning, science teacher preparation, or development of instructional materials	
Paper shows innovation in science teacher preparation or research	
Technology is used in a manner consistent with prior research and new ideas being presented	
Paper is relevant to science teacher education and is supported with a theoretical framework	
Evidence is provided to support effectiveness in science teaching and/or learning	
Paper has a clear focus	
Paper and presentation are of interest to ASTE and SITE membership	
Presentation is informative and engaging and will represent ASTE well	

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## Appendix V: Non-member Pricing for Advertisements in ASTE Publications

\$800 for a full-page ad per issue

\$600 for a 3/4-page ad per issue

\$400 for a 1/2-page ad per issue

\$200 for a 1/4-page ad per issue

\$135 for a 1/6-page ad per issue

\$100 for a 1/8-page ad per issue

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## Appendix VI: Pre and Post Conference Field trips

1. Pre and post conference field trips provide ASTE members with professional development experiences that take place offsite away from the ASTE conference hotel. Field trips are required to be self-supporting or externally sponsored. ASTE will provide funds to cover deposits if necessary and deduct those amounts from registration revenues. Field trips are limited to activities that are covered by ASTE's liability insurance and the approval of any field trip proposal is contingent on a review by the underwriters.
2. Pre and post conference field trips may be proposed by any ASTE member.
3. Guidelines for pre and post conference field trips.
  - a. Submit *intent to submit a pre or post conference field trip* proposal to the conference chair and the Executive Director by March 1 prior to the conference.
  - b. The Conference Chair and Executive Director will review the submissions and determine suitability for the conference.
  - c. A pre or post conference field trip proposal based on an approved intent proposal should be submitted to the Conference Chair and Executive Director by May 1 prior to the conference and contain the following information:
    - i. Locations of the field trip.
    - ii. A detailed itinerary.
    - iii. Contact information at the field trip locations.
    - iv. Field trip locations information and fee costs including: (1) timeline for contract fulfillment, (2) required fees, (3) deposit payment amount and due date, (4) outstanding balance amount and due date, and (5) cancellation information. Cancellation date should be set for the day after the conference pre-registration deadline date.
    - v. Transportation contact information and fee costs including: (1) name of transportation provider and contact information, (2) timeline for contract, (3) required fees, (4) deposit payment amount and due date, (5) remaining balance amount and due date, and (6) cancellation information including stipulations and timelines. Cancellation date should be set at the day after the conference pre-registration deadline date. If no transportation is needed, provide the distance from the ASTE conference hotel to the field trip locations.
    - vi. Detailed budget including: (1) cost per person, (2) itemized list of field trip location and transportation fees and costs (including food costs), and (3) all up-front fees that ASTE is expected to pay or guarantee such as required contract deposits.
    - vii. Minimum number of participants needed to run the field trip and maximum number of participants that may register for the field trip.
    - viii. Statement if lunch is included or not.
  - d. Final approval of field trip proposals is made by the Conference Chair and the Executive Director.

- e. The conference chair will inform the conference program coordinator about field trip decisions to ensure they are included in the program.
- f. All field trip contracts are reviewed and approved by the Executive Director. The Executive Director submits payment to the field trip locations and transportation providers.

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