

Innovative Teaching Ideas Coordinator

IDEC's Innovative Teaching Ideas are examples of Interior Design projects, assignments, or other planning learning activities, developed and facilitated by an Interior Design educator that advance creativity and effectiveness in teaching and learning in Interior Design. The Innovative Teaching Ideas Coordinator administers and facilitates the annual Innovative Teaching Ideas Collection.

Eligibility

The Innovative Teaching Ideas Coordinator must be an active IDEC member in good standing with teaching experience in the discipline of Interior Design. Prior knowledge and/or experience with a double-blind peer review processes is desirable.

Election & Term of Service

Appointment: Appointed by the IDEC Board

Term: 2-year term. Responsibilities begin May 1 of the appropriate year and run until April 30. May be reappointed for 2 consecutive terms.

Time Commitment: 2 hours per week, with responsibilities concentrated during the call, review and dissemination of the annual Innovative Teaching Ideas collection between January and July.

Responsibilities and Duties

- Participate in quarterly Teaching Collaborative meetings facilitated by the Teaching Collaborative Coordinator and, if possible, attend the annual Teaching Collaborative meeting during the annual IDEC conference.
- Update the annual call for proposals and evaluation rubric
- Manage the schedule for proposal submittals
- Facilitate a double-blind peer review process
- Notify authors of acceptance and provide format guidelines
- Communicate with IDEC to oversee the dissemination of the annual collection on the website.
- Submit an annual report of activities to [Director of the Teaching Collaborative](#), and, when appropriate, submit a proposed budget for new and/or ongoing activities.

Programs, Events, & Committees

- [Director of Teaching Collaborative](#) and [Teaching Collaborative Coordinator](#)
- Teaching Collaborative
- Annual Innovative Teaching Ideas Collection

Timeline

- **Quarterly** conference call with Teaching Collaborative
- **January:** Update call for proposals for review by the Teaching Collaborative Coordinator and IDEC Director of Teaching Collaborative; Disseminate call, identify and confirm reviewers, and update evaluation rubric

- **May (mid) to June (late):** Proposals are due and evaluated by reviewers; authors notified of acceptance and provided with format guidelines
- **July (late):** Authors update submissions to conform with format guidelines and submit release form; Annual Innovative Teaching Ideas collection available on IDEC's website