

## 5 **Policy & Procedures**

Approved December 2024

IDEC's Policy and Procedures document is composed of nine (9) integrated documents. The policies of Document 1 apply across and supersede any policy in Documents 2 through 7.

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- Document 1 – General Policies
- Document 2 – Officers and Committees of the Organization
- Document 3 – Communities Collaborative
- Document 4 – Professional Development Collaborative
- Document 5 – Scholarship Collaborative
- Document 6 – Strategic Initiatives Collaborative
- Document 7 – Teaching Collaborative
- Document 8 – Council of Fellows
- Document 9 – Journal of Interior Design

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## **DOCUMENT 4 – Professional Development Collaborative**

COLLABORATIVE PURPOSE AND CHARGE

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ROLES AND RESPONSIBILITIES OF COLLABORATIVE MEMBERS

- Director
- Collaborative Coordinator
- IDEC Awards Committee
- Emerging Educator Professional Development Committee

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CALENDAR

**PURPOSE**

5 The Professional Development Collaborative supports IDEC member professional development and interpersonal connections that occur across or outside the boundaries of Teaching and Scholarship. Our initiatives promote the careers of our members through awarding excellence and promoting mentorship across the organization.

**CHARGE**

10 The goals, objectives, and responsibilities of the Professional Development Collaborative include:

- 15 • **Support professional development initiatives across the organization working synergistically with the other collaboratives**
  - Plan and execute professional development opportunities that support members across the organizations who are in varying roles and institution types
  - Work collaboratively with members of the Teaching and Scholarship collaboratives to foster professional development in teaching and research
  - Support inclusion, diversity, equity, and belonging (IDEB) initiatives within the Strategic Initiatives collaborative.
  - 20 • Consider synergies with the networks of communities within the Communities Collaborative
- **Manage annual IDEC Awards process**
  - Oversee the drafting of the call, collection of nomination packets, jury of award nominees, and communications regarding the final selection of awardees.
  - 25 • Assist with the planning of the award ceremony at the annual conference where the year’s awardees will be recognized.
- **Promote opportunities for IDEC members to develop leadership skills** through participation in committees, work groups, and task forces.
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## ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE MEMBERS

### Director-at-Large, Professional Development Collaborative

- 5 The Director of the Professional Development Collaborative (PDC) serves as the visioning entity on matters of IDEC support for members' careers and works with the Professional Development Collaborative Coordinator and the Professional Development Collaborative chairs to realize those visions.
- 10 The Director-at-Large for Professional Development also liaises on behalf of the IDEC Board with the Professional Development Collaborative Coordinator and the chairs and co-chairs of the various Professional Development Collaborative initiatives.

#### Appointment

- 15 Elected by the membership

#### Term of Service

- 20 2 years (may serve for two consecutive terms for a total of 4 years). Term begins May 1 and concludes April 30. New officers attend the Board meeting held in conjunction with the annual conference before beginning their term of office for transition and orientation.

#### Time Commitment

- 25 Approximately 4 to 6 hours per week. This can vary based on the number and intensity of active programs and initiatives in any given month. The actual time spent may fluctuate depending on the workload and responsibilities associated with these activities.

#### Responsibilities and Duties

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- Serves on the Board of Directors and carries out Board responsibilities.
  - Completes responsibilities of elected leaders as outlined in the Elected Leaders Responsibilities section of this document.
  - Presents collaborative proposals to the Board.
  - Attends and oversees collaborative meetings.
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- Retains general knowledge of progress, activities, and proposals of groups in the collaborative.
  - Represents the Professional Development Collaborative during IDEC Board strategic visioning.
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- Coordinates alignment of Collaborative initiatives with Strategic Plan.
  - Provide on-going visioning for the direction of the collaborative.

**Programs, Events, and Committees**

- Emerging Educator Professional Development Committee
- IDEC Awards Committee
- Service Charrette

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**Calendar**

• **May – June**

- Proposals with yearly operating budget requests due from committees and collaborative coordinator, including any strategic initiatives.
- Call for Interim reports from collaborative committees

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• **July – August**

- BOD Retreat
- Working with relevant committee, prepare Awards Call with IDEC Awards Committee
- Working with relevant committee, manage any potential summer professional development opportunities

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• **September- November**

- Working with relevant committee, collect IDEC Award Nomination packets
- Working with relevant committee, begin planning of professional development opportunities for the next annual conference

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• **January – February**

- Working with relevant committee, provide an IDEC 101 virtual event
- Event planning for annual conference across initiatives

• **March – April**

- Execute collaborative’s annual conference events
- Annual Conference, BOD meeting, Strategic Planning

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• **Monthly** conference call with Board of Directors

- **Monthly** conference call with Professional Development Collaborative during the 9-month academic year

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**Collaborative Coordinator**

The Professional Development Collaborative Coordinator provides leadership for the Professional Development Collaborative and oversees the collaborative’s planning and implementation of initiatives and activities.

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**Appointment**

Nominated by the Director and confirmed by the IDEC Board.

**Term of Service**

2 years (maybe reappointed for two consecutive terms). Responsibilities begin May 1 and end April 30.

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**Time Commitment**

5 Approximately 3 to 4 hours per week. This can vary based on the number and intensity of active programs and initiatives in any given month. The actual time spent may fluctuate depending on the workload and responsibilities associated with these activities.

**Responsibilities**

- 10 • Facilitate communication within the Professional Development Collaborative.
- Facilitate formative ideas, ideas, issues or initiatives within the Professional Development Collaborative.
- Work with the Director of the Professional Development Collaborative regarding recruitment and retention of chairs, co-chairs, and volunteers supporting collaborative initiatives.
- 15 • Review and facilitate Professional Development Collaborative objectives supporting IDEC's Strategic Goals.
- Facilitate coordination and connections within and among all collaborative areas and, as appropriate, external constituents.
- 20 • Facilitate Professional Development Collaborative meetings (quarterly or more frequently as needed) and record meeting minutes.
- Assist the Director of Professional Development when preparing and submitting an annual Professional Development Collaborative report to the IDEC Board.
- Communicate specific directives from the IDEC Board Director to volunteer leaders in the collaborative and the reverse.
- 25 • Maintain ongoing communication with the IDEC Board Director.
- As possible, attend the in-person IDEC annual conference each year of service in this role

**Calendar**

- 30 • **May – June**
  - Proposals with yearly operating budget requests due from committees and collaborative coordinator, including any strategic initiatives.
  - Call for Interim reports from all collaborative committees
- 35 • **July – August**
  - Working with director and relevant committee, prepare Awards Call with IDEC Awards Committee
  - Working with director and relevant committee, manage any potential summer professional development opportunities
- 40 • **September- November**
  - Working with director and relevant committee, collect IDEC Award Nomination packets

- Working with director and relevant committee, begin planning of professional development opportunities for the next annual conference
- **January – February**
  - Working with director and relevant committee, provide an IDEC 101 virtual event
  - Event planning for annual conference across initiatives
- **March – April**
  - Execute collaborative’s annual conference events
  - Annual Conference, BOD meeting, Strategic Planning
- **Monthly** conference call with Professional Development Collaborative during the 9-month academic year

**IDEC Awards Chair(s)**

The IDEC Awards Chair(s) play a critical role in recognizing excellence in teaching, research, and service across the IDEC membership and partnering organizations. Most awards administered by the IDEC organization are managed by this committee.

**Appointment**

Appointed by the IDEC Director of Professional Development in coordination with the Collaborative Coordinator and the outgoing chair.

**Term of Service**

2 years. Responsibilities begin May 1 and end April 30.

**Time Commitment**

3-4 hours per week during awards call release through conference. 0-2 hours per week during non-awards review period.

**Responsibilities and Duties**

- Prepare and disseminate the Call for Award nominations with assistance of IDEC staff.
- Appoint qualified award reviewers. The award recipient(s) of the past two years will be invited to review award nominations. If past award winners are unable to review, the Award Chair(s) will recruit reviewers suitable to review the award nominations.
- Establish and maintain application review criteria.
- Maintain submission timelines.
- Contact past recipients asking for their willingness to review.
- Maintain regular communication with the Director of the Professional Development Collaborative and the Professional Development Collaborative Coordinator through monthly collaborative meetings.

- Prepare awardee materials for the annual conference and coordinate details of the awards presentation that occurs at annual conference.
- As possible, attend the in-person IDEC annual conference each year.
- Liaise with IDEC staff and the Communication Committee to promote award recipients.
- Provide ongoing visioning for the direction of the IDEC awards program.

### Awards Administered

There are numerous awards administered by various entities across the IDEC organization (e.g., JID awards, IDEC Fellows awards, etc.). The following awards administered by the Professional Development Collaborative:

- IDEC Teaching Excellence Award
- IDEC Scholarship Excellence Award
- IDEC Community Service Award
- IDEC Book Award
- IDEC Media Award
- IDEC Partners in Education Award
- Arnold P. Friedmann Educator of Distinction Award

### Calendar

- **June-August**
  - Prepare and disseminate, with the IDEC staff, the Call for Award applications/nominations.
  - Update evaluation rubrics as needed
  - Work with the IDEC Fellows to determine if the collaborative awards will be announced together with IDEC Fellows awards
  - Disseminate call no later than August 15
- **September-November**
  - Promote opportunity to membership to encourage nominations
  - Collect nomination packets across award categories
- **December-January**
  - Coordinate the review process of recruiting eligible reviewers and completing the jurying of nomination packets until each award has a determined awardee
  - Chair contacts IDEC Headquarters with names of all award recipients in preparation of Annual Conference and notifies applicants with sufficient advance notice to register and attend the conference.
- **February-March**
  - Prepare materials for the in-person Awards Ceremony at the annual conference

- Help to organize and execute the Awards Ceremony at the annual conference
- **April-May**
  - Celebrate awardees through communications to the IDEC membership
- **Monthly** conference call with Professional Development Collaborative during the 9-month academic year

**Emerging Educator Professional Development Committee**

This committee is dedicated to supporting the professional development initiatives for IDEC members with a focus on emerging educators, including graduate students, professionals transitioning to education, and undergraduate students considering a future career in education.

**Appointment**

Appointed by the IDEC Director of Professional Development in coordination with the Collaborative Coordinator. There is no cap on the number of members in this committee, though the function of the committee is adequately served by three members.

The committee shall elect a chair, in consultation with the Director of Professional Development.

**Term of Service**

2 years. Responsibilities begin May 1 and end April 30.

**Time Commitment**

1 hour per week, as needed to facilitate communication between members, leaders, and the Collaborative leadership; 2-3 hours per week in the months leading up to the annual conference

**Responsibilities**

- Maintain regular communication with the IDEC Director of the Professional Development Collaborative and the Professional Development Collaborative Coordinator through monthly collaborative meetings
- Coordinate the Inspire initiative that supports design professionals who are career-changing into interior design education
- Coordinate IDEC 101 informational sessions at least once annually
- Coordinate emerging professional events for the annual conference that can include but are not limited to:
  - CV Review
  - Networking Events
  - Informational Presentations or Panels



- Liaise with IDEC staff to promote events and opportunities
- Attend the in-person IDEC annual conference each year of service in this role
- Provide ongoing visioning for programmatic offerings that support professionals within the IDEC network at in-person conferences and in the months between

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The Chair shall be responsible to:

- Ensure the committee maintains sufficient members to complete the work.
- Coordinate communication with Director of Professional Development, the Professional Development Collaborative Coordinator, and any relevant IDEC volunteers in other collaboratives (e.g., Teaching Collaborative, Research Collaborative, etc.).
- Organize the production of reports.
- Call committee meetings.

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**Calendar**

- **May – June**
  - Potential for summer professional development events
- **September – November**
  - Begin planning for IDEC 101 and Annual Conference Events
- **December – March**
  - Planning and execution of Annual Conference Events
- **April**
  - Debrief conference events with the Professional Development Collaborative
- **Monthly** conference call with Professional Development Collaborative during the 9-month academic year

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**IDEC Service Charette Chair(s)**

The IDEC Service Charette occurs annually at the IDEC conference and offers members an opportunity to support a current project with collective design thinking. When possible, the Service Charette serves the local community where the conference is located.

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**Appointment**

Appointed by the Director of Professional Development in coordination with the Collaborative Coordinator and the outgoing chair.

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**Term of Service**

2 years. Responsibilities begin May 1 and end April 30.

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**Time Commitment**

1 hour per week in the Fall, as needed to recruit charette partners and facilitate communication between members, leaders, and the Collaborative leadership; 2-3

hours per week in the months leading up to the annual conference. Attendance at the annual conference each year of service is expected to coordinate event logistics.

## 5 **Responsibilities and Duties**

- Recruit partners for the annual Service Charette in the Fall-Winter leading up to the annual conference.
- Liaise with IDEC staff and the Communication Committee to promote the event.
- Coordinate the logistics of running the Service Charrette (e.g., facilitation processes, materials needed, snacks, etc.).
- Facilitate, or coordinate facilitators for, the Service Charette.
- Maintain regular communication with the Director of the Professional Development Collaborative and the Professional Development Collaborative Coordinator through monthly collaborative meetings.
- Attend the in-person IDEC annual conference each year of service.
- Communicate the Service Charette outcomes with the IDEC Board and membership.
- Provide ongoing visioning for the direction of the IDEC Service Charette.

## 20 **Calendar**

- **June-August**
  - Recruit committee members to support the initiative and planning process
- **September-November**
  - Identify possible topics for the Service Charette
  - Recruit partners for the Service Charette
  - Liaise with the conference planning committee regarding the time, location, and format of the event
  - Coordinate with the Director of Professional Development to communicate needs for the conference registration portal
  - Work with IDEC staff and the Communication Committee to disseminate save-the-date announcements
- **December-January**
  - Plan Service Charette logistics
  - Continue event promotion with IDEC staff and the Communication Committee
- **February-March**
  - Prepare materials for the event
  - Execute event at the annual conference
- **April-May**
  - Create a summary of the Service Charette outcomes to share with the IDEC Board and membership

- **Monthly** conference call with Professional Development Collaborative during the 9-month academic year