

## 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
- 15 Document 5 – Scholarship Collaborative
- Document 6 – Strategic Initiatives Collaborative
- Document 7 – Teaching Collaborative
- Document 8 – Council of Fellows
- 20 Document 9 – Journal of Interior Design

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### **DOCUMENT 5 – Scholarship Collaborative**

COLLABORATIVE PURPOSE, CHARGE, AND ORGANIZATION

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ROLES AND RESPONSIBILITIES OF COLLABORATIVE MEMBERS

- Director
- Collaborative Coordinator
- Abstract Review Coordinator and Co-Coordinator
- 30 Conference Abstract Reviewers
- Creative Scholarship (CS) Coordinator and Co-Coordinator
- Proceedings Coordinator and Co-Coordinator
- Annual Conference Awards
- Grants Committee
- 35 Journal of Interior Design (refer to Document 9)

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CALENDAR

**PURPOSE**

The Scholarship Collaborative promotes design excellence by supporting, enhancing, and expanding the body of knowledge in the interior design discipline.

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**CHARGE**

The goals, objectives, and responsibilities of the Scholarship Collaborative include:

- **Establish excellence and rigor for all forms of IDEC Scholarship**
  - Uphold standards and rigor in all scholarly activities and outputs associated with IDEC through continuous improvement, innovation, recognition and reward, and resource optimization.
- **Facilitate communication between the IDEC Board and IDEC Collaboratives regarding the interior design body of knowledge**
  - Assure communication about the interior design body of knowledge among various stakeholders, IDEC collaboratives, and external constituents with clarity, efficiency, empathy, prompt feedback, active listening, and adaptability.
- **Promote leadership opportunities**
  - Promote opportunities for IDEC members to develop leadership skills through participation in committees, work groups, and task forces.
- **Manage annual IDEC conference scholarship processes**
  - Oversee the planning, organization, leadership, communication, management, and decision-making for the annual conference: 1) call for abstracts, 2) the abstract review process, 3) the acceptance and rejection of abstracts, 4) proceedings and 5) recruiting and managing the reviewers for the abstract reviews.
  - Co-coordinate the conference award processes with the Professional Development Collaborative.
- **Manage IDEC symposia scholarship processes**
  - In collaboration with host committees, oversee the planning, organization, leadership, communication, management, and decision-making for IDEC symposia: 1) call for abstracts, 2) the abstract review process, 3) the acceptance and rejection of abstracts, and 4) proceedings and 5) recruiting and managing reviewers for the abstract reviews.
- **Oversee the planning, organization, communication, management, and decision-making for IDEC grants:**
  - Oversee the smooth operation and administration of grants funded by the IDEC Foundation (IDECF) and the IDEC Board of Directors (BOD).
  - Maintain regular and transparent communication with the IDEC Foundation to align on grant objectives and processes.

- Coordinate the comprehensive review and timely approval of grant applications to ensure they meet the necessary criteria and align with the shared missions of IDEC and the IDEC Foundation.

## ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE MEMBERS

### Director-at-Large, Scholarship Collaborative

5 The Director of the Scholarship Collaborative serves as the visioning entity on matters related scholarship and works with the Scholarship Collaborative to direct those visions.

#### Appointment

10 Elected by the membership

#### Term of Service

15 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

20 Approximately 3 to 4 hours per week. More time is needed during the abstract review process as well as before, during, and after the annual conference (approximately 10- 15 hours per week).

#### Responsibilities and Duties

- 25 • 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 and maintains communication with the Scholarship Collaborative Coordinator.
- 30 • Attends and reports on JID board meetings and operations.
- Represents the Scholarship Collaborative during IDEC Board visioning.
- Coordinates alignment of Collaborative initiatives with Strategic Plan.
- Provide on-going visioning for the direction of the collaborative.
- 35 • Works directly with the Professional Development Collaborative on awards for best presentation, poster, and creative scholarship to be awarded at the conference.

#### Programs, Events, and Committees

- 40 • Scholarship Collaborative Coordinator
- Abstract Review Coordinator
- Conference Abstract Reviewers
- Creative Scholarship Coordinator
- Conference Proceedings Coordinator

- Grants Committee
- *Journal of Interior Design*

5 **Scholarship Collaborative Coordinator**

The Scholarship Collaborative Coordinator works directly with the Director of Scholarship and facilitates communication among the various entities: Creative Scholarship Coordinator, Abstract Review Coordinator, and Proceedings Coordinator.

10 **Appointment**

Nominated by the Director and confirmed by the IDEC Board.

**Term of Service**

15 2 years (maybe reappointed for two consecutive terms). Responsibilities begin May 1 and end April 30.

**Time Commitment**

20 Approximately 3 to 4 hours per week. More time is needed during the abstract call release, and review process, and before the annual conference (approximately 10 to 15 hours per week).

**Responsibilities and Duties**

- Coordinates with the Director regarding appointment of the Collaborative volunteers.
- 25 • Facilitates communication within each collaborative area, between collaborative areas, and with the IDEC Board (through the Director)
- Facilitates coordination and connections within and between collaborative areas and, as appropriate, external constituents
- Facilitates formative ideas, issues, or initiatives within the collaborative
- 30 • Oversees the creation of calls, evaluation criteria, and the conference schedule.
- Coordinates the following IDEC committees and initiatives:
  - Abstract Review Coordinator & Reviewers
  - Creative Scholarship Coordinator & Jurors
  - Conference Proceedings Coordinator & Committee
  - 35 • Annual Conference awards (in conjunction with the Professional Development Collaborative)
- Appoints ad hoc abstract review committee members to support IDEC symposia (as required)
- Organizes and leads monthly meetings for committees and initiatives above
  - 40 • May through June: welcome, updates, determine the call, evaluation criteria, coordinate with abstract reviewers.

- August through November: updates and determines conference abstract review process
- December through February: planning for the conference
- March through April: wrap up/next year's calls
- 5 • Include a representative from the IDEC management company on the calls
- Record minutes during meetings
- Coordinates calls for Creative Scholarship (CS), SOTL, SODR, SODP, and T&L in the Round
- 10 • Determines the work schedule for the collaborative for the calendar year.
- Oversee the calls for abstracts and evaluation criteria
- Check for inconsistencies between the rubric and posted evaluation criteria
- Coordinate with IDEC management so documents such as calls, rubrics, and conference information are published on the IDEC website.
- 15 • Oversee abstract submission systems before the call is published (confirm site accuracy and operation)
- Respond to questions and issues that come up during the submission and review process.
- Oversees the reviewers for abstracts
- 20 • Review abstract submissions in each presentation category, format, and content area to determine if changes should be made for the following conference.
- Check for inconsistencies between CS and SOTL/SODR/SODP
  - Number of submissions
  - Who is allowed to submit
  - 25 • Joint call with Abstract Review Coordinator and CS coordinator to review proposed changes
- Oversees the acceptance and non-acceptance letters sent to individuals who submitted abstracts
- Oversees production of conference proceedings
- 30 • Coordinate thank you letters to the reviewers (with IDEC management)

**Abstract Review Coordinator and Co-Coordinator**

The Abstract Review Coordinator manages all aspects of the review process for written scholarship. This includes managing the research, practice, and teaching presentations, panels, and poster abstract calls, organizing reviewers, and the review process. This individual also oversees the development of the schedule of presentations for the annual conference. The person in this role may not submit an abstract while in leadership, but they may submit to formats where they do not determine the cut-off scores.

**Appointment**

Appointed by the IDEC Director of Scholarship in coordination with the Scholarship Collaborative Coordinator.

**Term of Service**

2 years. Responsibilities begin May 1 and end April 30. The first year of service is in a shadow role, termed the co-coordinator.

**Time Commitment**

Approximately 2 to 3 hours per month. Time becomes more intensive during the abstract call release and review process and when scheduling the presentations for the conference (closer to 10-15 hours per week).

**Responsibilities and Duties**

- Review and edit the Annual Conference call for SOTL, SODR, and SODP categories, including the evaluation criteria for all these categories.
- Work with the coordinator to determine the selection of reviewers
- Work with the coordinator to determine the selection criteria and the number of selections for the conference in the SOTL, SODR, and SODP categories.
- Work with the coordinator to identify the highest scoring abstracts in each category.
- Work with the coordinator to determine the presentation schedule for the conference.
- Assist the coordinator in determining the work schedule for the calendar year.
- Provide mentorship as needed to the co-coordinator for this role.
- Answer questions regarding abstract submittals
- Prepares the acceptance and non-acceptance letters sent to abstract authors by the IDEC management.
- Coordinates thank you letters to the reviewers (with IDEC management)

**Creative Scholarship (CS) Coordinator and Co-Coordinator**

The Creative Scholarship Coordinator manages all aspects of the review process for creative scholarship. This includes reviewing and editing the call for scholarship and the

review process. This individual oversees the development of the schedule of creative scholarship presentations for the annual conference. The person in this role may not submit an abstract in the creative scholarship category while in leadership, but they may submit to the formats where they do not determine the cut-off scores.

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**Appointment**

Appointed by the IDEC Director of Scholarship in coordination with the Scholarship Collaborative Coordinator.

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**Term of Service**

2 years. Responsibilities begin May 1 and end April 30. The first year of service is in a shadow role, termed the co-coordinator.

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**Time Commitment**

Approximately 3 to 4 hours per month. Time becomes more intensive during the abstract call release, and review process and when scheduling the presentations for the conference (closer to 10-15 hours per week).

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**Responsibilities and Duties**

- Review and edit the Annual Conference call for the CS category, including the evaluation criteria for all these categories.
- Work with the coordinator to determine the selection of reviewers
- Work with the coordinator to determine the selection criteria and the number of selections for the conference for the CS category.
- Work with the coordinator to select the highest scoring abstracts in this category.
- Work with the coordinator to determine the presentation schedule for the conference.
- Assist the coordinator in determining the work schedule for the calendar year.
- Provide mentorship as needed to the co-coordinator for this role.
- Answer questions regarding abstract submittals for the IDEC Annual Conference.

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35 **Proceedings Coordinator and Co-Coordinator**

The Conference Proceedings Coordinator is responsible for reviewing and editing the conference proceedings. The proceedings are posted on the IDEC website post-conference.

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**Appointment**

Appointed by the IDEC Director of Scholarship in coordination with the Scholarship Collaborative Coordinator.



**Term of Service**

2 years. Responsibilities begin May 1 and end April 30. The first year of service is in a shadow role, termed the co-coordinator.

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**Time Commitment**

1 hour a month throughout the year and around 20-25 hours after the conference to review and post the proceedings by June 1.

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**Responsibilities and Duties**

- Reviewing and editing the conference proceedings
- Coordinate with IDEC management to procure, organize, and post the proceedings.

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**Grants Committee**

The Grants Committee Chair coordinates the review, approval, and administration of Grants funded by IDEC Foundation (IDECF) and the IDEC BOD. The Grants Committee coordinator communicates regularly with the IDEC Foundation, IDEC Scholarship Collaborative Coordinator and IDEC Director of Scholarship.

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**Appointment**

Appointed by the IDEC Director of Scholarship in coordination with the Scholarship Collaborative Coordinator

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**Term of Service**

2 years. Responsibilities begin May 1 and end April 30. The first year of service is in a shadow role, termed the co-coordinator.

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**Time Commitment**

Approximately 2 to 3 hours per week but may vary during the grant review process.

**Responsibilities and Duties**

- Coordinate with IDEC management to disseminate calls for IDEC Foundation-funded grants (call text provided by IDECF)
  - Applications consist of detailed proposals that include composition, timeline, budget, expected results, dissemination of findings, and additional potential funding sources and qualifications.
- Coordinate with IDEC management to prepare and disseminate call for IDEC-funded grants.

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- Applications consist of detailed proposals that include composition, timeline, budget, expected results, dissemination of findings, and additional potential funding sources and qualifications.
- Establish and maintain proposal review criteria.
- 5     • Review grant submissions and make recommendations for the funding of grant projects.
- Enforce grant conditions and track the progress and accountability of funded projects.
- 10    • Maintain regular communication, at least once quarterly, with the IDEC Director of Scholarship, Scholarship Coordinator and the IDEC Foundation.

### Journal of Interior Design

15     The *Journal of Interior Design* (JID) Board maintains a separate Policy and Procedures document for the management of the Journal’s editorial and business responsibilities. The JID P&P document is approved by the IDEC Board to ensure alignment with the IDEC document. Refer to Document 9 (Journal of Interior Design) for details.

### 20     **COLLABORATIVE CALENDAR**

- **April**
  - One Meeting during April
  - Complete Proceedings from the Annual Conference
  - Prior year position terms conclude
  - 25    • Breakout sessions to bring on new shadows
  
- **May**
  - New position terms begin
  - One meeting in May to welcome new leaders and organize the year
  - 30    • Organize the folders for the Annual Conference for the new committee
  - Review the Call and the Rubrics for annual abstracts
    - One sub-committee meeting to refine the call and rubric
  
- **June**
  - 35    • One meeting to review the final call, rubrics, and website with the collaborative
  - Publish annual conference call
  - Organize the list of reviewers (new and past) and email previous reviewers to ensure they will serve again.
    - Responses are collected using an online survey tool.
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- **July and August:**
  - No meetings
  - IDEC management to provide bi-weekly email updates to coordinators on the number of submissions.
  - 5 • Coordinate the reviewers' list and assign the reviewers to appropriate categories.
  - IDEC management to verify all reviewers are current IDEC members.
  
- 10 • **September**
  - One meeting
  - IDEC management to provide bi-weekly email updates to coordinators on the number of submissions.
  - Field questions from abstract authors
  
- 15 • **October**
  - Two meetings
  - Schedule a conference call for new reviewers regarding IDEC peer review protocols.
  - Review of abstracts begin
  - 20 • Review abstract management systems to eliminate issues
  
- **November**
  - Two meetings
  - Schedule a meeting to determine the final cutoffs and discuss scenarios (entire collaborative)
  - 25 • Send a thank you email to the reviewers
  - Send email notice of acceptance/rejection
  
- **December**
  - 30 • One meeting to develop conference schedule.
  
- **January**
  - One meeting
  - Review / Assist with conference schedule and awards
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- **February**
  - No meetings
  - Review / Assist with conference schedule and awards
  
- 40 • **March**
  - One Meeting

- Begin to work on proceedings
- Identify/recruit new volunteers at annual conference