



Policies of the APTA Academy Education, Inc.

There shall be policies and procedures intended to specify operating parameters of the Academy. Policies lie herein and may be adopted, discarded, or amended by a two-thirds majority of the Board of Directors. They may be approved on an interim basis by the Executive Committee, subject to approval at the next Board meeting. Amendments shall be effective immediately unless otherwise noted. Procedural documents may be amended as needed by the President, President-Elect, Vice President, Executive Director, or appropriate Chair/leader but must be submitted to the Executive Committee for review.

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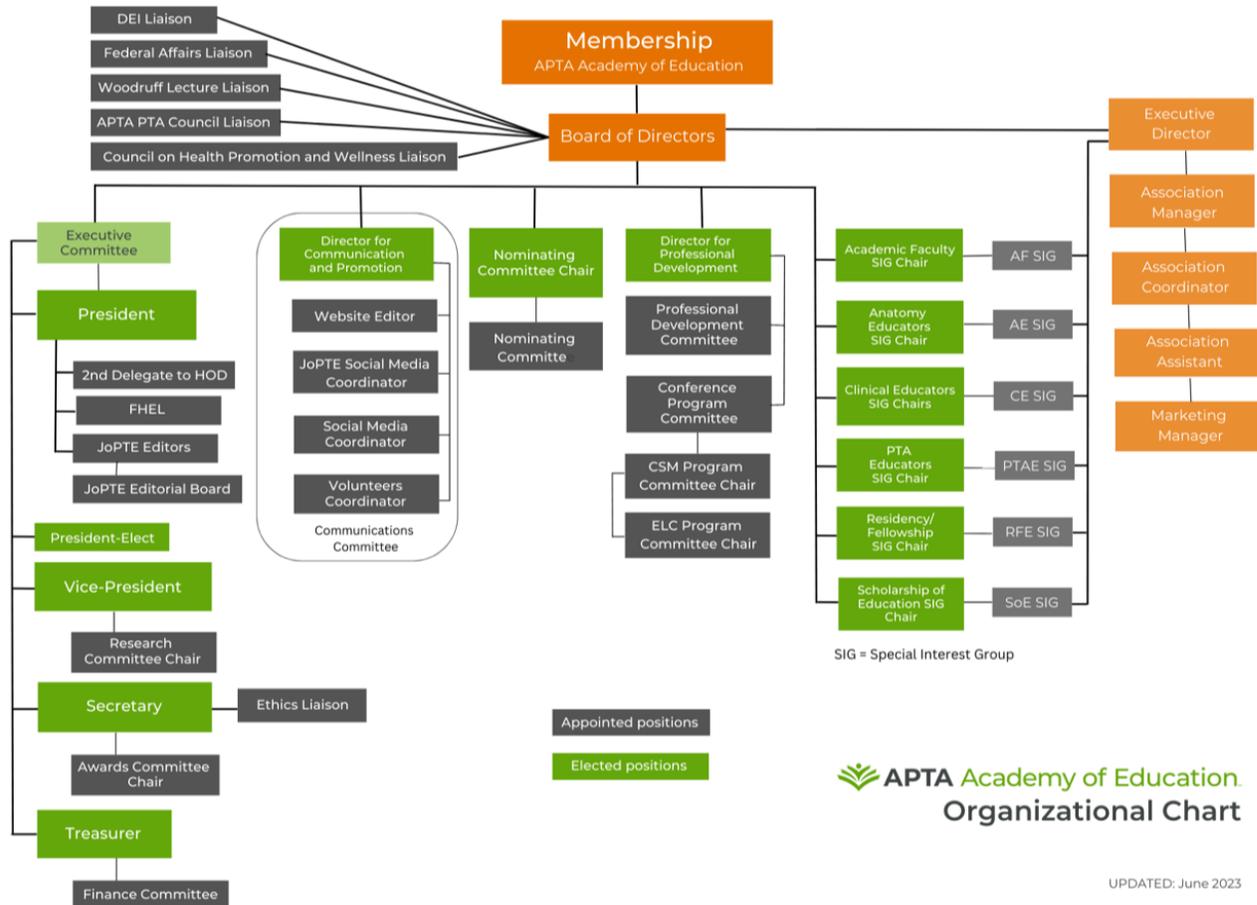
Section I. General Information

A) Academy Strategic Plan

The Board of Directors retains authority for determining, approving, and revising any strategic plans.

Section I. General Information

B) Organizational Chart



Section I. General Information

C) Conflict of Interest Policy

VI) General

- A. APTA The Academy of Education (Academy) is committed to conducting all of its activities in accordance with the highest ethical standards.
- B. This Policy is intended to supplement but not replace any applicable laws or other Academy policies. In case of any conflict between this Policy and a more specific Academy policy the more specific policy shall control.
- C. Academy Covered Persons are expected to disclose any actual, potential, or apparent conflicts of interest. A conflict of interest exists when there is another interest that might suggest divided loyalty between the Academy and other obligations (which may be relational, financial, etc.). A relationship or interest should be disclosed even if there is uncertainty as to whether the interest presents a conflict.

VII) Glossary

- A. Buy: The term “Buy” includes rent from.
- B. Covered Person
 - 1. a member of the Academy Board of Directors
 - 2. Academy staff, including the Academy Executive Director
 - 3. other Academy volunteer leaders
- C. Major Vendors List: The Major Vendors List shows all companies/parties that have sold goods and services to the Academy in an amount greater than \$2,500 during the previous twelve months.
- D. Related Person: A Related Person, with respect to any Covered Person, is the Covered Person’s:
 - 1. spouse or domestic partner
 - 2. child or grandchild
 - 3. parent
 - 4. sibling
- E. Sell: The term “Sell” includes rent to.

- F. Substantial Interest: A Substantial Interest in a company/party is (a) any direct or indirect ownership interest in a company/party whose cost or value exceeds \$50,000 or (b) any arrangement with the company/party involving compensation of more than \$25,000 in a year. The term “Substantial Interest” does not include an ownership interest of less than 5% in a company/party that is publicly traded or that has more than fifty owners.
- G. Supervisor: The Supervisor of a Covered Person is the following individual:
 - 1. for the President – the Vice President
 - 2. for any member of the Board of Directors other than the President – the President
 - 3. for any other volunteer – the Chair or Board liaison
 - 4. for the Executive Director – the President
 - 5. for any other staff member – the individual’s immediate supervisor

VIII) Conflicts

- 1. A Covered Person shall not exercise decision-making authority with respect to any decision by the Academy
 - 1. to buy goods or services from,
 - 2. to sell goods or services to,
 - 3. to award a grant to, or
 - 4. to endorse goods or services offered by

the Covered Person or a company/party in which the Covered Person (or a Related Person) has a Substantial Interest.

- 2. In case of any such conflict, the Covered Person shall disclose his/her interest and shall refrain from participating in the decision. He/she shall not participate in or be present during deliberations or discussion prior to the making of the decision, except to the extent requested by his/her colleagues. He/she shall not be present when the colleagues make the decision or participate in making the decision.

IX) Disclosure of Interests

- D) Each member of the Board of Directors shall complete and sign, at least annually, a statement attesting that he/she has read and understands this Policy and disclosing whether he/she (or a Related Person) has a Substantial Interest in any company/party that appears on the Major Vendors List (included below) or any other actual, potential, or apparent conflict of interest.

- E) Should a conflict arise after completion of this disclosure, please immediately notify your supervisor.
- F) Disclosure under this policy should not be construed as creating a presumption of impropriety.

X) Gifts

- D) A Covered Person shall not accept gifts from a company/party that sells goods and services to the Academy or is interested in doing so. However, a Covered Person may accept occasional non-cash gifts provided that they (i) are consistent with customary business practices, (ii) are not excessive in value, and (iii) could not reasonably be construed as a bribe or kickback. A Covered Person must report any such gift to his/her Supervisor.

XI) Procedures

- D) Members of the Board of Directors each year will sign a statement attesting that they have read this Conflict of Interest Policy and disclosing any Substantial Interest in a company/entity on the Major Vendors List.
- E) A copy of this Policy shall be included in the orientation materials for newly-elected Board members and shall be given to staff members who become Covered Persons.
- F) The entity (Board of Directors, committee, etc.) shall determine whether a conflict of interest exists, the ACADEMY President shall be made aware of this determination, and the individual with the actual, potential, or apparent conflict of interest shall have the right to appeal the decision of the entity to the Board of Directors. The Board of Directors has ultimate discretion to determine whether a relationship or interest is a conflict of interest.
- G) Determination of the entity/committee or Board of Directors that a conflict exists results in one of the following actions:
 1. Waiving of the actual, potential or apparent conflict as unlikely to affect the volunteer or staff's ability to act in the best interests of Academy or affect the integrity of Academy;
 2. Determine that the individual should be recused from discussions and/or decision-making related to the particular transaction or matter at issue; or
 3. Recommend that the individual resign from his/her service because the actual, potential, or apparent conflict is so pervasive that the volunteer or

staff would seldom, if ever, likely be able to act in the best interests of Academy.

Section I. General Information

D) Records Retention Policy

- I) It is the Academy's policy to maintain complete, accurate and high-quality records.
- II) Unless noted below, records are to be retained for the period of their immediate use, unless longer retention is necessary for historical reference, contractual, legal, or regulatory requirements or for other purposes as may be set forth. Records that are no longer required or have satisfied their required periods of retention shall be destroyed.
- III) All records (paper or electronic) shall be transferred to and maintained by the Academy Office.
- IV) The following records shall be kept indefinitely in paper or electronic form:
 - A) Governance records: Articles of Incorporation, Bylaws, Policies, minutes of meetings, strategic plan
 - B) Tax records: IRS exemption letter, copies of filed form 990, audit/review reports
 - C) Financial & legal records: contracts, insurance policies, etc. still in effect; year-end financial statements; legal correspondence
 - D) Intellectual property: copyright and trademark registration
- V) The following records shall be kept for seven years in paper or electronic form:
 - A) Financial & legal records: bank statements; cancelled checks; contracts, insurance policies, etc. which have expired; supporting data for income and expenses
- VI) No paper or electronic documents will be knowingly destroyed or deleted if pertinent to, or with the intent to obstruct or influence, any ongoing or anticipated government investigation or proceeding or private litigation.



Section I. General Information

E) Whistleblower Policy

- I) The Academy is committed to maintaining an environment where staff and volunteers are free to raise good faith concerns regarding the Academy business practices. Staff and volunteers are encouraged to report suspected violations of the law or Academy policy, including those contained in Bylaws or these Standing Rules, and to provide truthful information in connection with any official inquiry or investigation. The Academy expressly prohibits any form of retaliation against those who raise aforementioned suspected violations, whether staff (including employees of a contracted Association Management Company) or volunteer.

- II) Procedure
 - A) Reports of suspected violation of law or policy and reports of retaliation will be investigated promptly and, in a manner, intended to protect confidentiality. The President will manage such an investigation and may request the assistance of counsel or other parties as s/he deems necessary. The President will prepare a report of the findings and submit it to the Executive Committee.
 - B) In the event that a suspected violation concerns the President, s/he will recuse him/herself from proceedings and the Executive Committee shall select an appropriate Officer of the Academy to conduct the investigation.
 - C) Any staff or volunteer who believes that s/he has been subjected to any form of retaliation as a result of reporting suspected violation should immediately report such incident to his/her supervisor or Academy President.



Section II. Executive Committee and Board of Directors

A. Board of Directors

I) Composition

- A) The Board of Directors shall be comprised of the Executive Committee (II. B. I. A), Director for Communications and Promotion, Director for Professional Development, Chairs of Special Interest Groups and the Chair of the Nominating Committee.
- B) Each member of the Board shall carry one (1) vote except the Clinical Education Special Interest Group Co-Chairs who shall carry only one (1) vote between them.
 - 1. If the President-Elect is completing service in another position on the Board (i.e., holding two positions on the Board) that person shall have only one (1) vote on the Board of Directors.
- C) No member shall hold more than one position on the Board of Directors except the person serving as President-Elect if they are concluding service in another Board position.
 - 1. If the President-Elect holds a position on the Board at the time of election, that person may complete that term so long as that term ends before the President-Elect assumes the position of President.

II) Qualifications

- A) Only members in good standing in the Academy shall be eligible to serve on the Board of Directors.

III) Tenure

- A) Members of the Academy Board shall serve for three-year terms or until the election and succession to office of their successors except the President and President-Elect.
- B) The President-Elect shall serve a 1-year term, followed immediately by a 2-year term as President.
- C) All officers shall assume office on July 1st following the Academy and Special Interest Group elections.
- D) No officer shall serve more than two complete consecutive terms in the same office.
- E) A full-term shall be considered to be more than one-half of a term.

- F) For purposes of this Academy, one year as President-Elect shall not be considered a complete term unless at least a year as President is completed.

IV) Duties: The Board of Directors shall:

- A) Direct all business and financial affairs for and on behalf of the Academy. The Board shall not commit the Academy to any financial obligations in excess of its current financial resources.
- B) Carry out mandates and policies of the Academy membership as determined at the Annual Meeting. Between Annual Meetings, the Board of Directors may make and enforce such policy on behalf of the Academy as is consistent with the mandates and policies of Academy membership.
- C) Develop, approve, and manage the annual budget with the assistance of the Treasurer and the Finance Committee.
- D) Approve special projects that the Board of Directors and the Academy will address during a given year or specific period of time.
- E) Participate in development and have oversight for implementation of the Academy's strategic plan, including revision of the Mission and Vision as needed.
- F) Maintain active communication with the Academy committee or component leader (Article VII) to which each Board member is assigned as liaison to assure that the Board is aware of the interests of those groups in Board decision-making.
- G) Appoint annually by majority vote (1) the Academy's alternate delegate to the APTA HOD after consideration of all applications received from Academy members, and (2) the Academy's second delegate to the APTA HOD with first consideration given to the previous year's alternate delegate.
- H) Foster the growth and development of the Academy for the benefit of the Academy membership and the Association.
- I) Have responsibility for keeping accurate records of the members of the Academy.
- J) Carry out directives from the Academy membership as approved by membership at the annual business meeting. If the Board determines that any specific action is not advisable, the Board shall report the reasons for its determination to the membership.

V) Quorum



- A) A quorum for the Board of Directors to conduct business shall consist of the presence (onsite or virtually) of Board members, including at least two members of the Executive Committee, eligible to cast 7 of 13 votes.

VI) Proxy

- A) Board members may not participate nor vote via proxy.

VII) Board Liaisons

- A) Liaisons appointed to represent the Academy at other stakeholder groups shall not commit Academy resources without Executive Committee or Board approval, and shall not make commitments that are not in the interest of the Academy or in violation of Academy Bylaws or policy.
- B) Liaisons to the Academy Board from other organizations must adhere to the Academy Bylaws and Policies.

VIII) Vacancies

- A) In the event of a vacancy in the office of President, the President-Elect (if seated) shall succeed to the Presidency for the unexpired portion of the President's term as well as the remaining two (2) years of the term to which the President-Elect was elected.
 - 1. In the event of a vacancy in the office of the President in a year when there is no President-Elect or if the President is also the President-Elect, the Vice President shall succeed to the Presidency for the unexpired portion of the President's term.



Section II. Executive Committee and Board of Directors

B. Executive Committee

I) The Executive Committee

A) Composition: The President, President Elect (if seated), Vice President, Treasurer, and Secretary, with Executive Director serving in a non-voting capacity.

B) Duties:

1. Carry out mandates and policies of the Board of Directors. Between Board of Director meetings, the Executive Committee may make and enforce such policy on behalf of the Academy as is consistent with the mandates and policies of Academy membership and the Board of Directors.
2. Keep an accurate record of the members of the Academy.
3. Set the agenda for all business meetings of the Board of Directors and the Executive Committee.
4. Manage the annual budget in concert with the Board of Directors, the Treasurer, and the Finance Committee.

B.Executive Committee

1) President

I) Description

- A) The President serves as official leader and public spokesperson for the Academy.

II) Composition

- A) Election of the President is by membership vote. Nominees must be members in good standing and meet any other qualifications required by the bylaws.
- B) The President is directly responsible to the BOD and the Academy membership.
- C) In the event of a vacancy, the Vice-President will succeed as the President for the unexpired portion of the term.

III) Responsibilities and Reporting

- A) Represent and serve as the spokesperson for the Academy in an official capacity when Academy business warrants communication within the Academy and with stakeholders outside the Academy, including – when warranted - with media, legislative bodies, and the public at large; the President may delegate this responsibility to an appropriate Academy representative.
- B) The President shall attend APTA's Combined Sections Meeting and the Educational Leadership Conference as well as all other meetings at which the President's presence is required in fulfillment of Academy duties.
- C) The President shall be responsible for orientation and transition of the President-Elect to the Presidency (when a President-Elect is seated) by including the President-Elect in as many of the President's duties as possible with the understanding that the sitting President has ultimate authority and responsibility for those duties.
- D) If the President is unable to be present at a required Academy meeting, the Vice-President shall attend as a representative of the President.
- E) The President will submit a report on activities as called for before each Board meeting, as well as an annual report on the President's activities.
- F) The President shall file an annual report of Academy activities as required and set by the APTA.

IV) Specific Responsibilities

- A) Appoint, with the approval of the BOD, all standing committee members, including committee chairs and the Editor-in-Chief and Associate Editor of JoPTE, or others as the President deems necessary to carry out the work of the Academy. Creates and appoints all special advisory committees necessary to accomplish the functions of the Academy.
- B) Appoint members to any task force developed through motions approved by the Executive Committee, Board of Directors or membership at an Academy business meeting.
- C) Work with the Executive Director to orient new BOD members and other new officers elected or appointed leaders to their duties annually.
- D) Serve as an ex-officio member of all committees except the Nominating Committee.
- E) Have oversight of the agenda for, and preside at, all meetings of the Academy membership, Board of Directors, and Executive Committee.
- F) When unable to attend a BOD or member meeting, delegate authority to preside over the meeting to, in sequential order, the Vice President, Secretary, or Treasurer.
- G) Work collaboratively and meet periodically with the Executive Director to facilitate the operational activities of the Academy.
- H) Submits to the Association and the members a written annual report of the activities of the Academy.
- I) Initiate and coordinate the strategic planning process.
- J) Use Academy, rather than home or work, email to conduct all Academy business.
- K) Have responsibility for negotiation, implementation and evaluation of all contractual arrangements made on behalf of the Academy in collaboration with the Executive Director.
- L) Have ultimate responsibility for communication and correspondence between the Association, the Academy Board of Directors and the Academy membership.
- M) Have responsibility for determining and implementing appropriate action when agreed upon responsibilities are not carried out by an elected or appointed Academy leaders, contracted individuals, committee, or task force chairpersons.
- N) Represents the Academy in an official capacity and serves as spokesperson for the Academy to the media, legislative bodies, related organizations and the public at large or delegates this responsibility to an appropriate Academy representative.

- O) Work with the Executive Director to ensure Academy compliance with all APTA academy/section directives.
- P) Serve as the Academy Chief Delegate to the House of Delegates (HOD) of the Association, including meeting periodically with the Academy's second and alternate delegates to discuss preparation for HOD activities. The President shall not serve as a component, institutional group, or engagement group delegate while holding office.
- Q) Submits a budget request to the Treasurer by the designated deadline each year.
- R) Reviews at least annually, the organizational structure of the Academy, submitting revisions to the Board of Directors for their consideration.
- S) In conjunction with the Board of Directors, approves Academy nominations for APTA office and APTA awards.
- T) Presents Academy Awards as appropriate at official Academy meetings.
- U) Appoints members to fill any vacancy occurring in the elected offices of Vice President, Secretary, Treasurer, Nominating Committee, or At-large Representatives for the unexpired term.
- V) Serves as the liaison for the Editorial Board of the Journal of Physical Therapy Education at meetings of the Board of Directors. As liaison the President shall:
 - 1. Communicate with the Editor-in-Chief 1 month before an Academy Board meeting to be updated on Editorial Board of the Journal of Physical Therapy Education activities and to determine if a written report (short report or annual report) from the Editorial Board of the Journal of Physical Therapy Education is warranted.
 - 2. Be responsible for conveying to the Editorial Board of the Journal of Physical Therapy Education chair in a timely manner any discussions taking place at an Academy Board Meeting that have the potential to affect the function or deliberations of the Editorial Board of the Journal of Physical Therapy Education that are not reflected in the meeting minutes.
- W) Meeting/Event Attendance: The President generally (and as possible) is expected to represent the Academy onsite or virtually at, but not limited to:
 - 1. Academy Board of Directors meetings.
 - 2. Academy membership business meetings.
 - 3. Executive Committee meetings as scheduled.
 - 4. Periodic meetings with the Executive Director.
 - 5. Periodic meetings with the Editor-in-Chief of JoPTE.
 - 6. Meet virtually upon request with one or more Academy elected or appointed leaders or groups.

7. Combined Sections Meetings, including attending Academy-related (e.g., SIG) meetings to provide an Academy update as requested and other stakeholder sessions where Academy representation is expected or desirable.
 8. Education Leadership Meetings, including attending Academy-related (e.g., SIG) meetings to provide an Academy update as requested and other stakeholder sessions where Academy representation is expected or desirable.
 9. APTA's Council of Section Presidents meetings (virtual or onsite).
 10. APTA Component Leadership Meetings.
 11. APTA BOD open meetings and invited sessions.
 12. Meetings of CAPTE or CAPTE subgroups open meetings and invited sessions.
 13. APTA HOD as Chief Delegate as well as other HOD-related virtual meetings.
- X) Reimbursement
- a) The Academy President, or his/her designee shall be reimbursed for actual expenses related to the Academy business within the constraints of the approved annual budget. Travel approval form must be completed for each instance of travel and submitted to the Executive Director prior to making non-refundable reservations.
 2. Rates of Reimbursement for Expenses shall be consistent with Academy policy.



Section II. Executive Committee and Board of Directors

B. Executive Committee

2) President-Elect

I) Description

- A) The President-Elect serves a one-year term as president-in-training, followed by a 2-year term as President.

II) Composition

- A) Election of the President-Elect is by membership vote. Nominees must be members in good standing and meet any other qualifications required by the bylaws.
- B) The President-Elect is directly responsible to the BOD and the Academy membership.
- C) In the event that the President-Elect cannot complete the term, the Vice-President will succeed as the President-Elect for the remainder of the terms for both President-Elect and President.

III) Responsibilities and Reporting

- A) The President-Elect shall be familiar with the position description for the Academy President (Section II.A.1 of the Policies and Procedures) to understand the scope of responsibilities being undertaken.
- B) The President-Elect shall learn the responsibilities of the President by attending all Board and Executive Committee Meetings, as well as other meetings per request/authorization of the President and Executive Committee.

IV) Specific Responsibilities: The President-Elect shall:

- A) Serve as a voting member of the Academy BOD and Executive Committee.
- B) Review the organizational structure, Bylaws, and all policies and procedures, discussing recommendations with the President, and presenting proposed modifications to the Executive Committee if authorized by the President.

V) Reimbursement

- A) The President-Elect shall be reimbursed for actual expenses related to the Academy business within the constraints of the approved annual budget.
- B) A travel approval form must be completed for each instance of travel and submitted to the Executive Director prior to making non-refundable reservations.
- C) Rates of Reimbursement for Expenses shall be consistent with Academy policy.



Section II. Executive Committee and Board of Directors

B. Executive Committee

3) Vice President

I) Description

- A) The Vice President assists the President in the discharge of the duties of that office and assumes the duties of president in the event of the President's absence.

II) Composition

- A) Election of the Vice President is by membership vote. Nominees must be members in good standing for two (2) years prior to the election and meet any other qualifications required by the bylaws.
- B) The Vice President is directly responsible to the Board of Directors and the Academy membership.
- C) In the event of a vacancy, the Executive Committee will appoint an individual to serve the unexpired portion of the term.

III) Responsibilities and Reporting.

- A) The Vice President shall:
 - 1. The Vice President shall attend APTA's Combined Sections Meeting and Educational Leadership Conference.
 - 2. If the Vice President is unable to be present at a required Academy meeting, the President is provided with a written report, and a copy is sent to the Secretary.
 - 3. Reports of the Vice President's activities shall be presented at BOD meetings. A written summary will be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.

IV) Specific Responsibilities

- A) Assumes the duties of the President if the President is absent or incapacitated.

- B) Assists the Academy President in the discharge of the duties of that office.
- C) Works with the President, Executive Committee, and BOD to develop policies and plan programs that further the objectives of the Academy and the APTA.
- D) Acts as an information source for Academy members and the public.
- E) Update the policies and procedures manual as needed with input provided by relevant parties.
- F) Be responsible for the Bylaws:
 - 1. Prepare proposed bylaw amendments at the request of the Board of Directors or members of the Academy for consideration at the annual meeting.
 - 2. Arrange for publication of proposed bylaw amendments in a timely fashion prior to anticipated action.
 - 3. Make recommendations to the Board of Directors regarding bylaw matters.
 - 4. Review the Academy Bylaws and SIG Rules of Order every fourth year.
- G) Serves as the liaison for the Research Committee at meetings of the Board of Directors. As liaison the Vice President shall:
 - 1. Communicate with the Research Committee chair 1 month before an Academy Board meeting to be updated on Research Committee activities and to determine if a written report (short report or annual report) from the Research Committee is warranted.
 - 2. Be responsible for conveying to the Research Committee chair in a timely manner any discussions taking place at an Academy Board Meeting that have the potential to affect the function or deliberations of the Research Committee that are not reflected in the meeting minutes.

V) Reimbursement

- A) The Vice-President shall be reimbursed for actual expenses related to activities conducted on behalf the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for Expenses shall be consistent with Academy policy.

VI) Orientation of Successor

- A) The outgoing Vice President shall orient the newly elected Vice President prior to the date upon which the newly elected Vice President assumes the office.



- B) Orientation of the incoming Vice President shall include identifying the location of all governance documents as well as acquainting the incoming Vice President with the functions of committees, SIGs and other appointed Academy leaders.



Section II. Executive Committee and Board of Directors

B. Executive Committee

4) Secretary

I) Description

- A) The Secretary maintains an accurate account of Academy business, minutes of meetings, membership, and official Academy correspondence.

II) Composition

- A) Election of the Secretary is by member vote. Nominees must be members in good standing for two (2) years prior to the election and meet any other qualifications required by the bylaws.
- B) The Secretary is directly responsible to the BOD and the Academy membership.
- C) In the event of a vacancy, the Executive Committee will appoint an individual to serve for the unexpired portion of the term.

III) Responsibilities and Reporting

- A) The Secretary shall attend all Academy Executive Committee, Board and Business meetings and record minutes for each.
 - 1. If the Secretary is unable to be present at a required Academy meeting, the President shall appoint another individual to take minutes, with a copy sent to the Secretary.
- B) The Secretary shall serve as the Academy's Ethics Liaison (see Section V.H. of the Policies and Procedures for liaison roles and responsibilities).
- C) The Secretary shall provide an update on activities related to roles and responsibilities of the Secretary as requested by the Academy's Executive Director.

IV) Specific Responsibilities. The Secretary shall:

- A) Maintain permanent records of meetings and actions of the Academy in collaboration with the Executive Director of the Academy, including assuring that posted Bylaws, Policies and Procedures are accurate and current.

- B) Ensure that Board and committee chairs update Policy and Procedures Manual as needed.
 - C) Keep minutes of the proceedings of all Board of Directors meetings, conference calls, Executive Committee Meetings and Academy Business Meetings.
 - D) Distribute minutes of the Academy's annual business meetings to APTA, to the BOD, and to the executive officers within forty-five (45) days of the meeting, in collaboration with the Executive Director of the Academy.
 - E) Notify members of special meetings at least thirty (30) days prior to the meeting date in collaboration with the Executive Director of the Academy.
 - F) Act as an information source for Academy members and the public.
 - G) Distribute agenda and reports to all executive committee members and board of directors at least one week prior to BOD meetings or special meetings in collaboration with the Executive Director of the Academy.
 - H) Complete other secretarial functions as may be required by the Board of Directors.
 - I) Serve as a member of the Awards Committee and as the Board liaison for the Awards Committee at meetings of the Board of Directors. As Awards Committee liaison, the Secretary shall:
 - 1. Communicate with the Awards Committee chair 1 month before an Academy Board meeting to be updated on Awards Committee activities and to determine if a written report (short report or annual report) from the Awards Committee is warranted.
 - 2. Be responsible for conveying to the Awards Committee chair in a timely manner any discussions taking place at an Academy Board Meeting that have the potential to affect the function or deliberations of the Awards Committee that are not reflected in the meeting minutes.
- V) Reimbursement Procedures
- A) The Secretary shall be reimbursed for actual expenses related to Academy activities authorized by the Executive Committee or Board.
 - B) Reimbursement for Expenses shall be consistent with the Academy policy.
- VI) Orientation of Successor
- A) The outgoing Secretary shall orient the newly elected Secretary prior to the date upon which the newly elected Secretary assumes the office.



- B) Orientation of the incoming Secretary shall include identifying the location of all governance documents as well as acquainting the incoming Secretary with the functions of committees, SIGs and other appointed Academy leaders.



Section II. Executive Committee and Board of Directors

B. Executive Committee

5) Treasurer

I) Description

- A) The Treasurer oversees the financial integrity of the Academy and collaborates with the Finance Committee to prepare and present the annual budget to the Board of Directors.

II) Composition

- A) Election of the Treasurer is by member vote. Nominees must be members in good standing for two (2) years prior to the election and meet any other qualifications required by the bylaws.
- B) The Treasurer is directly responsible to the BOD and the Academy membership.
- C) In the event of a vacancy, the Executive Committee will appoint an individual to serve for the unexpired portion of the term.

III) Responsibilities and Reporting. The Treasurer shall:

- A) Attend the Academy's Board of Director meetings, Executive Committee meetings and the annual business meeting of the Academy held during CSM. If the Treasurer is unable to be present at a required Academy meeting, the President is provided with a written report, and a copy is sent to the Secretary.
- B) Provide the Board of Directors, SIG Treasurers, and Finance Committee with year-to-date income and expense statements at least two times per year
- C) Provide reports of the Academy's financial performance quarterly to the Academy President and semi-annually to the Board of Directors and the Executive Committee and to the membership annually.
- D) Annually, have accounts reviewed by the Finance Committee. The Finance Committee shall submit a report of findings to the President.
- E) Every three years, the Treasurer will submit finances to an external auditing agency or group determined by the Board of Directors.

- F) The Treasurer sends a copy of the external audits to the Association Headquarters, if required.
- G) Other appropriate records of activities during the term of office shall also be maintained.

IV) Specific Responsibilities

- A) Presents a budget to the Board of Directors prior to the start of the fiscal year.
- B) Serves as Chair of the Finance Committee and in that role communicates, plans and conducts, either by phone or by mail, a meeting with the Finance Committee.
- C) Develop and manage the annual budget in concert with Finance Committee and Board of Directors.
 - 1. August/September - budget materials sent to Officers, SIG and Committee Chairpersons.
 - 2. October/November - Goals of the Academy for the next fiscal year discussed/determined with budget materials returned to the Finance Committee.
 - 3. December – Budget is finalized.
 - 4. January/February - Budget discussed/adopted by Board of Directors and presented to members during annual business meeting.
- D) Maintains complete and accurate financial records in collaboration the Executive Director and the Finance Committee.
- E) Oversee filing of appropriate tax forms and annual Treasurer's report to APTA by the Academy's management services.
- F) Evaluates and recommends the contents of the Academy's investment portfolio.
- G) Oversees the collection and depositing of Academy receipts, including membership dues, publication (i.e., Journal of Physical Therapy Education), and other income (i.e. conferences).
- H) Acts as an information source for Academy members and the public regarding financial matters of the Academy.
- I) Complete other duties as may be required by the Board of Directors.
- J) Serves as the liaison for the Finance Committee at meetings of the Board of Directors. As liaison the Treasurer shall:
 - 1. Be responsible for conveying to the Finance Committee in a timely manner any discussions taking place at an Academy Board Meeting that have the



potential to affect the function or deliberations of the Finance Committee that are not reflected in the meeting minutes.

V) Reimbursement

- A) The Treasurer shall be reimbursed for actual expenses related to activities conducted on behalf the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for Expenses shall be consistent with Academy policy.

VI) Orientation of Successor

- A) The outgoing Treasurer shall orient the newly elected Treasurer prior to the date upon which the newly elected Treasurer assumes the office.
- B)** The Treasurer shall include budget and finance materials, location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Treasurer activities and other material necessary for the smooth transition of operations.



Section II. Executive Committee and Board of Directors

C. Board of Directors

1) Director for Communication and Promotion

I) Description

- A) The Director for Communication and Promotion has oversight over all outward facing Academy communications and coordinates member recruitment and retention activities in conjunction with the Academy's executive office and the Academy's Communications Committee (see Section IV.D.) Composition.
- B) Election of the Director for Communication and Promotion is by member vote. Nominees must be members in good standing for two (2) years prior to the election and meet any other qualifications required by the bylaws.
- C) The Director for Communication and Promotion is directly responsible to the Academy Board of Directors (BOD) and Academy membership.
- D) In the event of a vacancy, the Executive Committee will appoint an individual to serve for the unexpired portion of the term.

II) Responsibilities and Reporting

- A) The Director for Communication and Promotion shall:
 - 1. Attend the Academy's Board of Director meetings and the annual business meeting of the Academy held during CSM.
 - 2. Serve as Chair of the Communications Committee to facilitate advancement and coordination of public relations, membership promotion and development, and the Academy's outward facing communications including but not limited to website, social media, and the Academy's electronic newsletter.
 - 3. Work with the executive office to assure representation of the Academy using the Academy booth at conferences and meetings approved by the Board of Directors. Booth oversight includes shipping, booth setup, breakdown, booth staffing, and recruitment by the Volunteers Coordinator of members volunteers to support these functions.
 - 4. Submits a budget and semi-annual reports to the Board of Directors, Executive Committee and Academy membership.

III) Specific Responsibilities

- A) Convene the Communications Committee at least three (3) times each year in order to collaboratively:
 - 1. Develop goals and objectives to advance communication strategies with Academy members and other relevant stakeholders.
 - 2. Facilitate efficient and effective messaging and communication with members and non-member stakeholder groups through available mechanisms including but not limited to the Academy's booth, printed materials, website, e-Blasts, and social media.
- B) Develop goals and objectives and implement strategies for ongoing recruitment, networking with, and retention of members.
- C) Facilitate communication with new members and members who have dropped or reinstated their membership.
- D) Develop information and resources for member recruitment and Academy promotion for distribution in the Academy's booth at conferences and meetings as approved by the BOD.
- E) Work with the Academy's executive office to monitor and utilize membership data and membership reports to drive member goals and objectives.
- F) Attend APTA Membership Roundtable at Conferences, when scheduled, and other sessions considered beneficial for Academy promotion.

IV) Reimbursement

- A) The Director for Communication and Promotion shall be reimbursed for actual expenses related to activities conducted on behalf of the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for Expenses shall be consistent with Academy policy.

V) Orientation of Successor

- A) The outgoing Director shall orient the newly elected Director prior to the date upon which the newly elected assumes the office.
- B) The Director shall familiarize the successor to the location of all governance documents, functions of committees, SIGs and other Academy leaders as well as



identify records of past activities and other material necessary for the smooth transition of operations.



Section II. Executive Committee and Board of Directors

C. Board of Directors

2) Director for Professional Development

I) Description

- A) The Director for Professional Development has oversight for and coordinates professional development activities for the Academy.

II) Composition

- A) The Director for Professional Development is elected by the membership. Nominees must be members in good standing for two (2) years prior to the election and meet any other qualifications required by the bylaws.
- B) The Director for Professional Development serves as a member of the Board of Directors (BOD) and is directly responsible to the BOD and the Academy membership.
- C) In the event of a vacancy, the Executive Committee will appoint an individual to serve for the unexpired portion of the term.

III) Specific Responsibilities and Reporting

The Director shall:

- A) Attend the Academy's Board of Director meetings and the Annual Business Meeting of the Academy.
 - 1. If the Director is unable to be present at a required Academy meeting, the Board shall be provided with a written report per the usual call for reports process.
- B) Serve as Professional Development Committee Chair, leading the Committee in fulfillment of its responsibilities (see Section IV.E. of Policies and Procedures: Professional Development Committee).
 - 1. Convene meetings of the Professional Development Committee at least three (3) times each year.
 - 2. Submit reports, updates and proposals to the Board of Directors on behalf of the Professional Development Committee.

- C) Serve as an ex officio member of the Conference Program Committees for both the Combined Sections Meeting (CSM) and the Education Leadership Conference (ELC) in order to facilitate coordination of conference programming with an overall professional development strategy.
 - 1. Call a meeting annually with the co-chairs of CSM and ELC to discuss strategic programming for the upcoming year.
- D) Oversee and coordinate implementation of the annual New and Midcareer Faculty Development Workshops with the workshop planning groups each year with support of the Executive Director.
- E) Facilitate timely appointment (or reappointment) of members of the planning group for each professional development offering in conjunction with the Volunteers Coordinator and the President.
- F) Present a budget for ongoing and proposed new professional development initiatives (excluding ELC and CSM budgeting managed by the Program Committees) to the Treasurer and Executive Director by the submission deadline for budget planning for the next fiscal year (typically on or before August 15th).
- G) Acts as an information source for Academy members and the public regarding professional development activities of the Academy.
- H) Complete other duties as may be required by the Board of Directors.
- I) The Director for Professional Development shall develop goals and objectives as well as implement strategies for ongoing professional development of Academy members.
- J) The Director for Professional Development shall lead concept development for new professional development initiatives that will best serve the needs of Academy members.
- K) The Director of Professional Development shall periodically assess Academy professional development activities and recommend to the Board any changes needed to reflect contemporary physical therapy educational practices.

IV) Reimbursement Procedures

- A) The Director shall be reimbursed for actual expenses related to activities conducted on behalf the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for Expenses shall be consistent with Academy policy.

V) Orientation of Successor



- A) The outgoing Director shall orient the newly elected Director prior to the date upon which the newly elected Director assumes the office.
- B) The outgoing Director shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Director activities and other material necessary for the smooth transition of operations.



Section II. Executive Committee and Board of Directors

C. Board of Directors

3) Director for Scholarly Engagement

Description

I) The Director for Scholarly Engagement:

- A. Has oversight over outward and inward facing Academy endeavors related to education scholarship and research including collaborative efforts to foster awareness, communication, cooperation, coordination, and community-building among members and stakeholders to support the mission, vision, and strategic goals of the Academy.
- B. Guides the identification of priorities and associated actions, including collaborative opportunities, that will advance the mission, vision and strategic goals of the Academy's vision related to education scholarly inquiry.
- C. Communicates and coordinates with the Academy's executive office, the Academy's Research Committee and Special Interests Groups.
- D. Will be appointed by the Executive Board for the first cycle, then elected thereafter. Election of the Director of Scholarly Engagement is by member vote. Nominees must be Academy members in good standing for two (2) years prior to the election and meet any other qualifications required by the bylaws.
- E. Is directly responsible to the Academy Board of Director's (BOD) and Academy membership.
- F. In the event of an unexpected vacancy, the Executive Committee will appoint an individual to serve for the unexpired portion of the term.

II) Responsibilities and Reporting

- A. The Director of Scholarly Engagement shall:

- a. Attend the Academy’s Board of Director meetings and the annual business meeting of the Academy.
- b. Facilitate advancement and coordination of scholarly engagement for the Academy Board of Directors, among members and Academy SIGs, and outward collaborative efforts including but not limited to APTA, the Foundation for Physical Therapy Research and members of the Collaborative for Physical Therapy Education.
- B. Engage in ongoing assessment of scholarship initiatives in alignment with the Academy’s mission, vision, and strategic goals.
 - a. Serve as a liaison to the Academy Special Interest Groups.
 - b. Work with the executive office to ensure representation of the Academy within the Collaborative for Physical Therapy Education.
 - c. Submit a budget and annual report to the Executive Committee by established deadlines.
- C. The Director for Scholarly Engagement is a member of the Academy’s Board of Directors.

III) Specific Responsibilities

- A. Maintain alignment of the Research Committee outcomes with the Academy strategic plan.
- B. Supports Special Interest Groups through access to educational research resources necessary for operational success.
- C. Liaison with external stakeholders to optimize relevance and opportunity.
- D. Ensure accountability to the Academy Board of Directors and members for operational effectiveness of work related to Academy scholarly initiatives.

IV) Reimbursement



- A. The Director for Scholarly Engagement shall be reimbursed for actual expenses related to activities conducted on behalf the Academy as listed in the budget approved by the Board of Directors.
 - B. Reimbursement for Expenses shall be consistent with Academy policy.
- V) Orientation of Successor
- A. The outgoing Director shall orient the newly elected Director prior to the date upon which the newly elected assumes the office.
 - B. The Director shall familiarize the successor to the location of all governance documents, functions of committees, SIGs and other Academy leaders as well as identify records of past activities and other material necessary for the smooth transition of operations.

Section II. Executive Committee and Board of Directors

C. Board of Directors

4) Special Interest Group Chairs

I) Description

- A) A Special Interest Group (SIG) of the Academy consists of members who have a common interest in a special area of activity related to physical therapy education.

II) Composition

- A) The Special Interest Groups in the Academy are:
 1. Academic Faculty
 2. Anatomy Educators
 3. Clinical Educators
 4. Physical Therapist Assistant Educators
 5. Interprofessional Education
 6. Residency and Fellowship
 7. Scholarship of Education
- B) Special Interest Groups (SIG) may be established or dissolved according to rules and conditions in the Standing Rules adopted by the Board of Directors for each SIG.
- C) Each SIG will elect a Chair and other officers beneficial to that Special Interest Group as described in the SIG's Standing Rules.

III) Responsibilities and Reporting

The SIG Chair shall:

- A) Chair the SIG meetings scheduled to occur annually during the APTA Combined Section Meeting (CSM) and Educational Leadership Conference (ELC).
- B) Attend Academy Board Meetings as a voting member of the Board of Directors.
- C) If a SIG has Co-Chairs, the Co-Chairs will cast a split vote (1/2 vote each) or one Co-Chair may cast 1 vote on behalf of the SIG if only one Co-Chair is present at a vote.
- D) Maintain records for the SIG.
- E) Submit and keep current SIG updates and announcements for publication on the SIG webpage of the Academy website.

- F) The SIG Chair will appoint one SIG member as a representative to the Conference Program Committee for CSM and one SIG member as a representative to the Conference Program Committee for ELC. Appointments are for a three-year term and will be approved by the President.
 - 1. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
 - 2. The same SIG member may serve on both the CSM and ELC program committees.
- G) Prepare reports as requested by the Academy Board of Directors and SIG members.

IV) Reimbursement

- A) The SIG Chair shall be reimbursed for actual expenses related to activities conducted on behalf the Academy as listed in the budget approved by the Board of Directors.
- B) If a SIG has Co-Chairs, the Co-Chairs will be reimbursed for expenses as described in the budget approved by the Board of Directors.
- C) Reimbursement for Expenses shall be consistent with Academy policy.

V) Orientation of Successor

- A) The outgoing SIG Chair shall orient the newly elected SIG Chair prior to the date upon which the newly elected Chair assumes the office.
- B) The SIG Chair shall include location of all governance documents, functions of committees and other appointed Academy leaders as well as records of previous SIG Chair's activities and other material necessary for the smooth transition of operations.



Section III. Special Interest Groups

A) Special Interest Group (SIG) General Policies

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term.

- B) In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s)
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, Policy and Procedure

Manual Updated September 2022 3 using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).

3. November 1st
 - a) All nominations for open elected positions due to the Executive Office on December 1st
 - b) All candidate materials due to Executive Office
4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy Policy and Procedure Manual Updated September 2022 4 annual business meeting.
5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office

E) Orientation of Successor

1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.

B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.

C) Specific Responsibilities of SIG representatives to Program Committee include:

1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.

D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.

1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.
- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 2. The SIG officers are responsible for reviewing and approving expenditures.
 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.



B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

Section III. Special Interest Groups

B) Standing Rules of the Academic Faculty Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term

In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s)
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st

- a) All nominations for open elected positions due to the Executive Office on December 1st
- b) All candidate materials due to Executive Office
- 4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy Policy and Procedure Manual Updated September 2022 4 annual business meeting.
- 5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office
- E) Orientation of Successor
 - 1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.
- B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and two (2) years for SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.
- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 2. The SIG officers are responsible for reviewing and approving expenditures.
 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) The Academic Faculty Special Interest Group of the Academy of Education (Academy of the American Physical Therapy Association hereinafter referred to as the Academic Faculty SIG.

XVI) Purpose

- A) The Academic Faculty SIG shall serve as a resource and forum for members of the Academy who are or have an interest in academic faculty. The Academic Faculty SIG will facilitate networking, mentoring, and sharing of resources for all individuals interested in the roles, responsibilities, teaching, scholarship and service of academic faculty.

XVII) Objectives

The objectives of the Academic Faculty SIG shall be to:

- A) Provide a mechanism for encouraging and enhancing communication among academic faculty and those interested in academic faculty.
- B) Facilitate and increase opportunities for academic faculty development and mentoring.
- C) Create and promote mechanisms for academic faculty to participate in the Academy.
- D) Serve as a resource body on issues related to academic faculty.

E) Promote cooperative efforts among academic faculty.

XVIII) Officers

A) Officers: Rights, Duties, and Responsibilities

1. Chair
 - a) The Chair shall develop the agenda and preside at all meetings, communicate with the Academy for Education Executive Board, and oversee activities of the SIG.
 - b) The Chair shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.
 - c) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
 - d) The Chair shall submit an annual written report of the activities of the SIG to the Academy and participate in Executive Board meetings for the Academy.
2. Vice Chair
 - a) The Vice Chair shall assume the duties of the Chair if the Chair is absent or incapacitated.
 - b) The Vice Chair shall assume assignments as delegated by the Chair.
 - c) The Vice Chair shall be responsible for communicating with the AFSIG representatives to the Academy's Conference Program Committee.
3. Secretary/Treasurer
 - a) The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
 - b) The Secretary shall be responsible for all notices to members of the SIG.
 - c) The Secretary shall maintain records of all official actions of the SIG
 - d) The Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group and provide a written report of these transactions to the Academy Treasurer.
4. Membership Engagement Coordinator
 - a) The Membership Engagement Coordinator will lead new or existing initiatives that involve membership engagement or outreach, including but not limited to:
 - i. Planning and coordination of AF SIG podcast "Office Hours with a Physio"

ii. Creation of AF SIG emails, newsletter content, and social media posts – with dissemination in collaboration with the Academy office and with the Communications Committee as appropriate.

b) The Membership Engagement Coordinator will reach out, and serve as SIG liaison, to other Academy of Education initiatives when SIG input or involvement might better serve AF SIG members (e.g., New or Midcareer Faculty Development Workshops).

A) Elections

1. The officers shall serve for three-year terms or until the election of their successors.
2. Elections Cycle:

Academic Faculty SIG Elections Cycle	
Cycle 1*	Secretary/Treasurer Membership Engagement Coordinator Nominating ^A
Cycle 2	Vice Chair Nominating ^B
Cycle 3	Chair Nominating ^C

*Effective 2024

II) Committees

As out lined in the Academy's SIG General Policies:

- A) Each SIG must have a Nominating Committee and may have other committees in their discretion whose purpose, composition, and duties are described in these Standing Rules.
- B) Each SIG contributes a member to the Academy's two (2) Conference Program Committees, one to the Combined Sections Meeting (CSM) and one to the Education Leadership Conference (ELC).

Section III. Special Interest Groups

C) Standing Rules of the Anatomy Educators Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) by the Academy's governing body. B. SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term.

- B) . In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms.
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s)
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st

- a) All nominations for open elected positions due to the Executive Office on December 1st
- b) All candidate materials due to Executive Office
- 4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG.
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy annual business meeting.
- 5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office.
- E) Orientation of Successor
 - 1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.

B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.

- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 - 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 - 2. The SIG officers are responsible for reviewing and approving expenditures.
 - 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 - 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

- B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) The Anatomy Educators Special Interest Group of the Academy of Education (Academy) of the American Physical Therapy Association hereinafter referred to as the Anatomy Educators SIG (AESIG).

XVI) Purpose

- A) The Anatomy Educators Special Interest Group of the Academy will provide a forum for members of the Academy, with interest in anatomy education within physical therapist and physical therapist assistant programs, to interact and promote anatomy education in physical therapy education. AESIG membership is open to interprofessional partners who are educators of anatomy within physical therapist and physical therapist assistant programs. (Refer to Academy Policy on Interprofessional Partners)

XVII) Objectives

The objectives of the AESIG are to:

- A) Provide an on-line network for the exchange of information related to physical therapist anatomy education.
- B) Foster awareness of best-practice and teaching tools available to physical therapist anatomy educators to enhance the integration and application of the foundational

sciences into the development of clinical reasoning skills and physical therapist practice.

- C) Coordinate efforts with existing anatomy professional organizations to ensure efficient use of available resources and the dissemination of education-related information and evidence-based anatomical sciences research germane to educators in our field.
- D) Foster mentoring relationships between experienced and novice faculty teaching anatomy in physical therapist education programs.
- E) Facilitate collaborative efforts in anatomy and anatomy education related research among physical therapist anatomy educators.

XVIII) Officers

A) Officers: Rights, Duties, and Responsibilities

1. The Chair shall develop the agenda and preside at all meetings, communicate with Academy Executive Board, and oversee activities of the SIG.
2. The Chair shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.
3. The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
4. The Chair shall submit an annual written report of the activities of the SIG to the Academy and participate in Executive Board meetings for the Academy.
5. The Chair shall be responsible for communicating with the AESIG representatives to the Academy's Conference Program Committee.

B) Vice Chair

1. The Vice Chair shall assume the duties of the Chair if the Chair is absent or incapacitated.
2. The Vice Chair shall be responsible for communicating with the AESIG representatives to the Academy's Conference Program Committee.
3. The Vice Chairperson shall assume assignments as delegated by the Chair.
4. The Vice Chair shall prepare an orientation packet for new officers, including a roster of officers, standing rules for the AESIG and Academy bylaws.

C) Recording Secretary/Website Contact

1. The Recording Secretary/Website Contact shall be responsible for keeping and distributing/posting the minutes of proceedings of all meetings.

2. The Recording Secretary/Website Contact shall be responsible for all notices to members of the AESIG.
3. The Recording Secretary/Website Contact shall maintain records of all official actions of the AESIG.
4. The Recording Secretary/Website Contact shall work with Academy Website Committee to maintain the AESIG webpage content.

D) Membership Secretary/Treasurer

1. The Membership Secretary/Treasurer shall be responsible for developing, coordinating and implementing a plan for the recruitment of new AESIG members and for the retention of existing members. The strategic plan may include a budget associated with recruitment and retention activities.
2. The Membership Secretary/Treasurer shall be responsible for maintaining a current AESIG Officer and membership roster.
3. The Membership Secretary/Treasurer shall prepare an attendance roster for AESIG business meetings and distribute to the Chair.
4. The Membership Secretary/Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group and provide a written report of these transactions to the Academy Treasurer.

XIX) Elections

- A) The officers shall serve for three-year terms or until the election of their successors.
- B) Elections Cycle:

Anatomy Educators SIG Elections Cycle	
Cycle 1*	Chair Recording Secretary/Website Nominating ^A
Cycle 2	Nominating ^B
Cycle 3	Vice Chair Membership Secretary Nominating ^C

*Effective 2024

XX) Committees

- A) As outlined in the Academy's SIG General Policies:
 1. Each SIG must have a Nominating Committee and may have other committees in their discretion whose purpose, composition, and duties are described in these Standing Rules.

2. Each SIG contributes a member to the Academy's two (2) Conference Program Committees, one to the Combined Sections Meeting (CSM) and one to the Education Leadership Conference (ELC).
- B) Liaison Committee
1. Composition
 - a) The Liaison Committee shall consist of two AESIG members appointed by the Chair to serve as co-chairs.
 2. Terms
 - a) The Liaison Committee Co-Chairs will be appointed for two years.
 - b) The Liaison Committee Co-Chairs may be appointed for additional consecutive or non- consecutive terms.
 3. Duties
 - a) To serve as liaisons to the American Association of Anatomists, and the American Association of Clinical Anatomists.
 - b) To update the AESIG membership on resources and opportunities available through these organizations and seek out opportunities for collaboration.
 - c) Prepare a report on committee activities as may be requested by the AESIG Chair
- C) Research Committee
1. Composition
 - a) The Research Committee shall consist of three (3) AESIG members. The AESIG chair will appoint one member each year.
 2. Terms
 - a) Research Committee members will serve for three years.
 - b) Appointees will progress from "member" to "Vice-Chair" to Chair" to provide continuity within the committee.
 - c) Research Committee members may be appointed for additional consecutive or non-consecutive terms.
 3. Duties
 - a) Manage the entirety of the Educational Research Fund process including:
 - Call for proposals
 - Review of applications
 - Recommendation of recipient(s) to the AESIG leadership for approval
 - Tracking recipient activity/reports
 - Tracking of recipient progress through publication
 - b) Prepare an annual report; due to the AESIG Chair by May 1st.



Section III. Special Interest Groups

D) Standing Rules of the Clinical Education Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term.

- B) In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms.
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s)
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st

a) All nominations for open elected positions due to the Executive Office on December 1st.

b) All candidate materials due to Executive Office.

4. January

a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.

b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG

c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy annual business meeting.

5. March

a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.

b) Review and edit candidate statements and ballot generated by the Executive Office

E) Orientation of Successor

1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.

B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.

- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 - 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 - 2. The SIG officers are responsible for reviewing and approving expenditures.
 - 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 - 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

- B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) The Clinical Education Special Interest Group of the Academy of Education (Academy) of the American Physical Therapy Association, hereinafter referred to as the Clinical Education SIG (CESIG).

XVI) Purpose

- A) The CESIG shall serve as a resource and forum for members of the Academy who have professional interest and concern for the coordination, implementation and evaluation of clinical education for physical therapists and physical therapist assistants.

XVII) Objectives

The objectives of the CE SIG shall be to:

- A) To provide a vehicle for encouraging and enhancing communication among all clinical educators.
- B) To increase the participation of clinical educators in Academy.
- C) To provide continuing education in areas pertinent to clinical education and teaching.
- D) To foster best practice strategies in clinical education in an atmosphere of evidence based practice.

- E) To promote cooperative efforts among educational programs and clinical sites in scheduling, evaluation and continuing education.
- F) To develop guidelines for the continuing development and evaluation of academic and clinical faculty involved in clinical education.
- G) To serve as a resource body involved in acquiring, managing and disseminating information related to clinical education in physical therapy.

XVIII) Officers

A) Officers: Rights, Duties, and Responsibilities

1. Co-Chairs

- a) The Co-Chairs shall be: 1) an Academic Co-Chair, who is either an Academic Coordinator of Clinical Education (ACCE) or a Director of Clinical Education (DCE) in an accredited Physical Therapist or Physical Therapist Assistant Program; and 2) a Clinical Co-Chair who is either a Site Coordinator of Clinical Education (SCCE) or a Clinical Instructor (CI).
- b) The Co-Chairs shall develop the agenda and preside at all meetings, communicate with the Academy Executive Board, and oversee activities of the CESIG.
- c) The Co-Chairs shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the CESIG.
- d) The Co-Chairs shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- e) The Co-Chairs shall submit an annual written report of the activities of the CESIG to the Academy and participate in Executive Board meetings for the Academy.
- f) The Co-Chairs shall be responsible for communicating with the CESIG representatives to the Academy's Conference Program Committee.

2. Recording Secretary

- a) The Recording Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
- b) The Recording Secretary shall be responsible for all notices to members of the CESIG.
- c) The Recording Secretary shall maintain records of all official actions of the CESIG.

- d) The Recording Secretary shall prepare an attendance roster for CESIG business meetings and distribute to the Co-Chairs.
- e) The Recording Secretary shall prepare an orientation packet for new officers, including a roster of officers, standing rules for the CESIG and standing rules of the Academy.

3. Membership Secretary

- a) The Membership secretary shall be responsible for developing, coordinating and implementing a strategic plan for the recruitment of new CESIG members and for the retention of existing members. The strategic plan may include a budget associated with recruitment and retention activities.
- b) The Membership Secretary shall be responsible for maintaining a current CESIG Officer and membership roster.
- c) The Membership Secretary shall, in consultation with the Co-Chairs, recommend the establishment of task forces to facilitate the accomplishment of goals set out in the strategic plan for recruitment of CESIG members.

XIX) Elections

The officers shall serve for three-year terms or until the election of their successors.

Elections Cycle:

Clinical Educators SIG Elections Cycle	
Cycle 1*	Academic Co-Chair Membership Secretary Nominating ^A
Cycle 2	Recording Secretary Nominating ^B
Cycle 3	Clinical Co-Chair Nominating ^C

*Effective 2024

XX) Committees

As outlined in the Academy's SIG General Policies:

- A) Each SIG must have a Nominating Committee and may have other committees in their discretion whose purpose, composition, and duties are described in these Standing Rules.
- B) Each SIG contributes a member to the Academy's two (2) Conference Program Committees, one to the Combined Sections Meeting (CSM) and one to the Education Leadership Conference (ELC).

Section III. Special Interest Groups

E) Standing Rules of the Physical Therapist Assistant Educators Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term.

- B) In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms.
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s).
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st

- a) All nominations for open elected positions due to the Executive Office on December 1st.
 - b) All candidate materials due to Executive Office.
 - 4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG.
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy annual business meeting.
 - 5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office.
- E) Orientation of Successor
- 1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.
- B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee

2. Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.
- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 2. The SIG officers are responsible for reviewing and approving expenditures.
 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

- B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) The Physical Therapist Assistant Educators Special Interest Group of the Academy of Education (Academy) of the American Physical Therapy Association, hereinafter referred to as the PTAE SIG.

XVI) Purpose

- A) The PTA Educators SIG shall serve as advocate, expert resource and forum for members of the Academy who are or have an interest in the education and role of the Physical Therapist Assistant. Members provide leadership, mentorship and expertise in teaching and learning to support all persons concerned with education that ensures Physical Therapist Assistants are prepared for contemporary practice.

XVII) Objectives

The objectives of the PTAE SIG shall be to:

- A) Provide means to increase and improve communication among physical therapist assistant educators.
- B) Facilitate and increase opportunities for PTA faculty development and mentoring.
- C) Facilitate and improve mentoring opportunities for all persons involved in the education of physical therapist assistants.

- D) Advocate for the role of the PTA as the extender of care for the physical therapist within the profession of physical therapy.
- E) Promote existing and create additional opportunities for PTA Educator representation in leadership roles at the national level.
- F) Communicate and collaborate with physical therapist program educators.
- G) Create and promote ways for the PTAE SIG to impact the Academy's participation and responses to issues related (but not limited) to the education, scope of work, supervision and direction of the PTA at the national level.

XVIII) Officers

A) Officers: Rights, Duties, and Responsibilities

1. Chair

- a) The Chair shall develop the agenda and preside at all meetings, communicate with the Academy's Executive Board, and oversee activities of the SIG.
- b) The Chair shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.
- c) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- d) The Chair shall submit an annual written report of the activities of the SIG to the Academy, and participate in Executive Board meetings for the Academy.

2. Vice Chair

- a) The Vice Chair shall assume the duties of the Chairperson if the Chairperson is absent or incapacitated.
- b) The Vice Chair shall assume assignments as delegated by the Chair.
- c) The Vice Chair shall be responsible for communicating with the PTAESIG representatives to the Academy's Conference Program Committee.
- d) The Vice Chair shall be responsible for reporting at SIG leadership meetings the current SIG budget and remaining funds for the year.

3. Secretary

- a) The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
- b) The Secretary shall be responsible for all notices to members of the SIG.
- c) The Secretary shall maintain records of all official actions of the SIG.

- d) The Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group, and provide a written report of these transactions to the Academy Treasurer.
- 4. Membership Secretary
 - a) The Membership Secretary shall be responsible for developing, coordinating and implementing a strategic plan for the recruitment of new PTAESIG members and for the retention of existing members. The strategic plan may include a budget associated with recruitment and retention activities.
 - b) The Membership Secretary shall be responsible for maintaining a current PTAESIG Officer and membership roster.
 - c) The Membership Secretary shall, in consultation with the Chair, recommend the establishment or task forces to facilitate the accomplishment of goals set out in the strategic plan for recruitment of PTAESIG members.

XIX) Elections

- A) The officers shall serve for three-year terms or until the election of their successors.
- B) Elections Cycle:

PTA Educators SIG Elections Cycle	
Cycle 1*	Vice Chair Recording Secretary** Nominating ^A
Cycle 2	Chair Membership Secretary Nominating ^B
Cycle 3	Recording Secretary Nominating ^C

*Effective 2024
**Recording Secretary: 2-year term in 2024; 3-year term thereafter

1.

XX) Committees

As outlined in the Academy's SIG General Policies:

- A) Each SIG must have a Nominating Committee and may have other committees in their discretion whose purpose, composition, and duties are described in these Standing Rules.



- B) Each SIG contributes a member to the Academy's two (2) Conference Program Committees, one to the Combined Sections Meeting (CSM) and one to the Education Leadership Conference (ELC).



Section III. Special Interest Groups

F) Standing Rules of the Residency/Fellowship Education Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term.

- B) In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms.
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s).
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st.

- a) All nominations for open elected positions due to the Executive Office on December 1st.
- b) All candidate materials due to Executive Office.
- 4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy annual business meeting.
- 5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office.
- E) Orientation of Successor
 - 1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.

B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.
- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 2. The SIG officers are responsible for reviewing and approving expenditures.
 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

- B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) The Residency/Fellowship Education Special Interest Group of the Academy of Education (Academy) of the American Physical Therapy Association hereinafter referred to as the Residency/Fellowship Education SIG (RFESIG).

XVI) Purpose

- A) The Residency/Fellowship Education Special Interest Group shall serve as a forum for residency/fellowship faculty including program directors, coordinators and mentors with interest in promoting excellence in residency education.

XVII) Objectives

The objectives of the RFESIG shall be:

- A) To provide a vehicle for enhancing communication among those invested in residency/fellowship education.
- B) To promote cooperative efforts among residency/fellowship programs in advancing and improving curriculum.
- C) To assist the advancement of resident/fellowship faculty as educators.
- D) To identify and discuss resources for assessment in residency education.
- E) To serve as a resource for collaboration in educational research for the advancement of resident/fellowship education.

- F) To assist in the advancement of skilled clinical mentorship for all resident/fellowship faculty.

XVIII) Officers

A) Officers: Rights, Duties, and Responsibilities

1. Chair

- a) The Chair shall develop the agenda and preside at all meetings, communicate with the Academy for of Education Executive Board, and oversee activities of the SIG.
- b) The Chair shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.
- c) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- d) The Chair shall submit an annual written report of the activities of the SIG to the Academy, and participate in Executive Board meetings for the section.

2. Vice Chair

- a) The Vice Chair shall assume the duties of the Chairperson if the Chair is absent or incapacitated.
- b) The Vice Chair shall be responsible for communicating with the RFSIG representatives to the Academy's Conference Program Committee.
- c) The Vice Chair shall assume assignments as delegated by the Chair.

3. Recording Secretary/Treasurer

- a) The Recording Secretary/Treasurer shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
- b) The Recording Secretary/Treasurer shall be responsible for all notices to members of the RFESIG.
- c) The Recording Secretary/Treasurer shall maintain records of all official actions of the RFESIG.
- d) The Recording Secretary/Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group, and provide a written report of these transactions to the Academy Treasurer.
- e) The Recording Secretary/Treasurer shall prepare an orientation packet for new officers, including a roster of officers, Rules of Order for the RFESIG and standing rules of the Academy.

4. Membership Secretary
 - a) The Membership secretary shall be responsible for developing, coordinating and implementing a strategic plan for the recruitment of new RFESIG members and for the retention of existing members. The strategic plan may include a budget associated with recruitment and retention activities.
 - b) The Membership Secretary shall be responsible for maintaining a current RFESIG Officer and membership roster.
 - c) The Membership Secretary shall, in consultation with the Chair, recommend the establishment or task forces to facilitate the accomplishment of goals set out in the strategic plan for recruitment of RFESIG members.
 - d) The Membership Secretary shall prepare an attendance roster for RFESIG business meetings and distribute to the Chair.

XIX) Elections

- A) The officers shall serve for three-year terms or until the election of their successors.
- B) Elections Cycle:

RF Educators SIG Elections Cycle	
Cycle 1*	Chair Secretary/Treasurer Nominating ^A
Cycle 2	Vice Chair Membership Secretary Nominating ^B
Cycle 3	Nominating ^C

*Effective 2024

XX) Committees

- A) As out lined in the Academy's SIG General Policies:
 1. Each SIG must have a Nominating Committee and may have other committees in their discretion whose purpose, composition, and duties are described in these Standing Rules.
 2. Each SIG contributes a member to the Academy's two (2) Conference Program Committees, one to the Combined Sections Meeting (CSM) and one to the Education Leadership Conference (ELC).

- B) Scholarship Committee
 1. Composition

- a) The Scholarship Committee Chair will be a RFESIG member appointed by the Chair and Vice Chair.
 - b) The Scholarship Committee members will be appointed by the Chair and Vice Chair in consultation with the Scholarship Committee Chair as deemed necessary.
2. Terms
- a) The Scholarship Committee Chair will be appointed for two years.
 - b) The Scholarship Committee Chair may be appointed for additional consecutive and non-consecutive terms.
3. Duties
- a) To collect, collate and maintain information on ongoing and planned scholarship activities related to residency and fellowship education
 - b) To serve as a resource for those individuals who wish to collaborate with others in developing and implementing scholarship activities related to resident and fellowship education.
 - c) To work collaboratively with other Academy and SIG members who are participating in scholarship activities related to residency and fellowship education.
 - d) To prepare and disseminate a report on pertinent scholarship activities at the annual RFESIG meeting at Combined Sections Meeting.
 - e) To prepare a report on committee activities as may be requested by the RFSIG Chair.



Section III. Special Interest Groups

G) Standing Rules of The Scholarship of Education Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term

- B) In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms.
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s).
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st

- a) All nominations for open elected positions due to the Executive Office on December 1st.
- b) All candidate materials due to Executive Office
- 4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG.
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy annual business meeting.
- 5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office.
- E) Orientation of Successor
 - 1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.

B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. . Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.
- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 2. The SIG officers are responsible for reviewing and approving expenditures.
 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) The Scholarship of Education Special Interest Group of the Academy of Education (Academy) of the American Physical Therapy Association hereinafter referred to as the Scholarship of Education SIG (SoESIG).

XVI) Purpose

- A) The Scholarship of Education Special Interest Group shall serve as resource and forum for members of the Academy where both academic and clinical educators who value educational research will promote and enhance the quality of educational scholarship in physical therapist education.

XVII) Objectives

- A) Foster the development of educational researchers.
- B) Provide role modeling, mentorship and support for researchers interested in educational research.
- C) Foster networking and collaboration among educational researchers.
- D) Assist and facilitate in the exploration of best practices in physical therapist education and translation of these practices.

XVIII) Officers

A) Officers: Rights, Duties, and Responsibilities

1. Chair

- a) The Chair shall develop the agenda and preside at all meetings, communicate with the Academy Board of Directors, and oversee activities of the SIG.
- b) The Chair shall create task forces, special committees necessary to accomplish the functions of the SIG.
- c) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- d) The Chair shall submit an annual written report of the activities of the SIG to the Academy and participate in Executive Board meetings for the Academy.

2. Vice Chair

- a) The Vice Chair shall assume the responsibilities of the Chair should the Chair be unavailable.
- b) The Vice Chair shall assume assignments as delegated by the Chair.
- c) The Vice Chair shall communicate with committees and task forces as created by the Chairperson and report activities to the Chair.
- d) The Vice Chair shall be responsible for communicating with the SoESIG representatives to the Academy's Conference Program Committee.

3. Recording Secretary

- a) The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
- b) The Secretary shall be responsible for all notices to members of the SoESIG.
- c) The Secretary shall maintain records of all official actions of the SoESIG.
- d) The Secretary shall keep accurate records of all receipts and disbursements related to the Special Interest Group and provide a written report of these transactions to the Academy Treasurer.
- e) The Secretary shall prepare an orientation packet for new officers, including a roster of officers, Standing Rules for the SoESIG and standing rules of the Academy.

XIX) Elections

- A) The officers shall serve for three-year terms or until the election of their successors.
- B) Elections Cycle:

SoE SIG Elections Cycle	
Cycle 1*	Vice Chair Nominating ^A
Cycle 2	Secretary Nominating ^B
Cycle 3	Chair Nominating ^C

*Effective 2024

XX) Committees

- A) As outlined in the Academy's SIG General Policies:
 1. Each SIG must have a Nominating Committee and may have other committees in their discretion whose purpose, composition, and duties are described in these Standing Rules.
 2. All committee chairs will collaborate with SIG leadership to facilitate achievement of SIG goals.
 3. Each SIG contributes a member to the Academy's two (2) Conference Program Committees, one to the Combined Sections Meeting (CSM) and one to the Education Leadership Conference (ELC).

**Academy of Education, Journal of Physical Therapy
JoPTE Journal Club Committee**

Standard Operating Procedures

- I. Journal Club Description
 - A. With the foundational premise that all physical therapists and physical therapist assistants are educators, the purpose of JoPTE Journal Club is to highlight the readily available educational research article and make this available to a larger group of PT educators and clinicians to implement EBP with education.
 - B. Additionally, this is intended as an interactive and fun way to move professionals in the direction of lifelong learning and strengthen evidence-based teaching and future research.
 - C. The JoPTE Journal Club Committee functions within the Scholarship of Education SIG and overseen by the SIG Chair.
- II. Committee Responsibilities
 - A. Organize authors to present a Webinar of scholarly work 3-4 times per year. To accomplish this, the Committee Members will meet at least two (2) times per month as needed.

- B. Coordinate with the Academy of Education (Academy) and APTA to publicize Webinar at in-person meetings and through available Academy media.
 - C. Survey attendees for evaluation of event and use results to plan future events.
 - D. Utilize a thematic approach to journal article selection.
 - E. Initiate or respond to exchanges from stakeholders regarding possible collaborative development opportunities.
- III. Committee Composition
- A. The Journal Club Committee shall consist of five (5) Academy members.
 - B. Members of this committee shall be appointed by the President with approval of the Board of Directors.
 - C. Each member shall be appointed for a staggered three (3) year term with potential for re-appointment to an additional term.
 - D. After serving for one (1) year, a committee member may be selected by the committee to serve as Vice-Chair for one (1) year after which this member will then serve as Chair for one (1) year.
 - E. E. Positions
 - i. Chair
 - ii. Vice-Chair
 - iii. JoPTE Board Liaison
 - iv. Archivist
 - v. Marketing Coordinator
- IV. Committee Role Responsibilities
- A. Chair— Serves as primary liaison for communication between Academy leadership, Academy’s Scholarship of Education SIG and JOPTE Journal Club Committee. Duties include keeping notes from committee meeting sessions, communicating with members about tasks assigned and decisions made. This is the person communicating with the authors and the Host for the session until transferred to the Session Facilitator and Author as Co-hosts to manage slides. Also assists with monitoring the chat comments during the beginning of the scheduled session.
 - B. Vice-Chair & Communication Facilitator- Coordinates ZOOM communication for meetings of the committee to occur every 2 weeks. Assists to identify respondent for sessions.
 - C. JoPTE Editorial Board Liaison & Session Moderator- Communicates with the Editorial board regarding article availability. Provides questions for the session to be posed to the authors and respondent, should there be a lag in participation. Compiles the presentation media to structure the session for the event and implements the actual session on the day of the event.
 - D. Archivist-Organizes and reviews documents received from prior Journal Club presentations. Manages the online storage site. Additional duties include monitor chat session during event.

- E. Marketing Coordinator- Investigates the procedures and communicates with staff within the APTA and Academy to be contacted to publicize this event. Tasks include submission of document to staff to use social media to garner attention and promote enrollment for attendance. Also assists to monitor the chat session on the day of the event.
- V. Reimbursement
 - A. Reimbursement for expenses shall be consistent with Academy policy.
- VI. Orientation of New Members
 - A. Committee members shall participate in orientation of elected and appointed non-Board members conducted by the Academy's Executive Director annually.
 - B. The current or outgoing Chair of the JoPTE Journal Club shall orient newly appointed committee members on specific committee responsibilities, expectations and practices as they assume office.

III. Special Interest Groups

H) Standing Rules of the Interprofessional Education and Practice Special Interest Group

I) Purpose

- A) Special Interest Groups (SIGs) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within the Academy's structure.

II) Formulation of SIGs

- A) Twenty-five or more Academy members may petition the Executive Committee of the Academy for formulation of a SIG.
- B) Included with the petition shall be the purpose of the group and proposed Standing Rules.
- C) If approved by the Executive Committee, the SIG may be established.

III) Membership in SIGs

- A) Membership in SIGs is restricted to members in good standing of the Academy.
- B) Members may join Academy SIGs whose purpose and objectives are of interest to them. Any additional qualifications for SIG membership are noted in the individual SIG's Standing Rules.
- C) Membership in SIGs is free.
- D) Members may join an unlimited number of SIGs.
- E) Members must sign-up online via the Academy website.
- F) Members of SIGs can speak and make motions at SIG meetings, serve on SIG committees, serve as SIG officers, and have one vote on SIG business.

IV) Limitations

- A) SIGs must adhere to the following limitations: Bylaws and policies of the Academy.

- B) SIGs operate under Standing Rules and procedure manuals that shall not be inconsistent with Academy bylaws. Revisions to Standing Rules shall be approved by the Academy's Board of Directors via the Executive Committee.
- C) No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized by the Academy's governing body.
- D) SIGs may not levy special assessments that carry punitive action or loss of good standing.

V) Governing Structure

- A) Each SIG must have a specified governing structure – including a Chair and Co-Chair or Vice Chair – whose structure, duties, responsibilities, and nominations and elections policies are clearly outlined in the SIG Standing Rules.
- B) Each elected SIG officer shall serve a 3-year term.
- C) All terms of office are July 1 – June 30.
- D) No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- F) The Chair shall prepare a report on activities of the SIG as requested by the Academy President or Executive Director.

VI) SIG Executive Committee

- A) Shall be comprised of the Chair, Vice Chair and, at least, one elected officer.
- B) Shall be responsible for prioritizing the business of the Board of Directors.
- C) Shall oversee the business and financial affairs of the SIG and report to SIG members and the Academy Board of Directors.
- D) Quorum: three members shall constitute a quorum.

VII) Vacancy

- A) In the event of a vacancy in the offices of Chairperson, the Vice Chairperson shall succeed to the Chair position for the unexpired portion of the term. If the SIG's

structure is that of Co-Chairs, the remaining Co-Chair will appoint another SIG officer to serve the unexpired portion of the Co-Chair's term

- B) In the event of a vacancy in another SIG office, the Chairperson, in consultation with the SIG leadership, shall appoint a SIG member to serve for the remainder of the unexpired term.

VIII) Qualifications to be eligible for election to SIG office

- A) Be a member of the Academy as provided for in the Association bylaws and a member of the SIG for a period of at least one year immediately preceding the nomination deadline.
- B) Candidates for Chair or Co/Vice Chair must have been continuous members in good standing of the Academy for a period of at least two years immediately preceding the nomination deadline.
- C) Have consented to serve.

IX) Nominating Committee

Each SIG shall have a Nominating Committee.

A) Composition

1. Each SIG Nominating Committee shall consist of a minimum of two eligible SIG members in good standing who shall serve for three years in staggered terms.
2. One member shall be elected in the year that the senior member's term ends.
3. The senior member of the SIG Committee shall serve as the SIG Nominating Committee chair.

B) Duties: The SIG Nominating Committee shall:

1. Identify, in the spring, the SIG offices open for nominations in the upcoming election, communicating that information to the SIG liaison from the Academy Nominating Committee.
2. Recruit potential nominees in advance of position announcement(s).
3. Collaborate with the SIG liaison from the Academy Nominating Committee to initiate a call for nominations for open positions no later than two (2) months before the nomination deadline of November 1st, using best communications strategies available to the SIG and Academy.

4. Collaborate with the SIG liaison from the Academy Nominating Committee to ensure all required materials for respective SIG positions are submitted to the Executive office by the deadline of December 1st.
 5. Review required SIG candidate materials (CV and consent to serve that includes a short bio and candidate statement) to select, when possible, at least two and no more than three qualified candidates for each office up for SIG election.
 6. When more than three (3) qualified candidates are nominated for a position the SIG committee shall select the candidates best positioned to serve the mission, vision, and current strategic plan of the Academy.
- C) Specific duties of the SIG Nominating Committee Chair
1. Schedule and lead meetings of the SIG nominating committee at least twice annually.
 2. Collaborate with the Academy Nominating Committee Chair and Academy Executive Director to obtain required materials from each nominated candidate.
 3. If nominations from the floor for a SIG position are solicited during the Academy annual business meeting, and if the floor nominations exceed the available openings for that position, the SIG nominating committee chair shall convene a meeting of the SIG nominating committee to review candidate materials and determine which candidates from among the floor nominations will complete the slate for that position or positions prior to the April 1st deadline for posting of the election ballots.
 4. Work with the Academy Nominating Committee Chair and the Academy Executive Director to ensure all candidate statements are posted.
- D) SIG Nominating Committee Timeline (in collaboration with the Academy Nominating Committee)
1. May- July
 - a) Recruit and solicit recommendations for the nomination pool and office nominees.
 2. August – September
 - a) Prepare call for nominees in collaboration with the Academy Nominating Committee, to be disseminated no later than September 1st of each year (with due date no later than November 1st of each year).
 3. November 1st

- a) All nominations for open elected positions due to the Executive Office on December 1st.
- b) All candidate materials due to Executive Office
- 4. January
 - a) Executive office makes all candidate materials available electronically to the SIG Nominating Committee for final approval or selection of candidates to be slated for each office.
 - b) SIG Nominating Committee Chair notifies the Academy Nominating Committee Chair and Executive Director of those candidates selected or not selected for each open office in the SIG.
 - c) SIG Nominating Committee participate in meeting to confirm status of their slate and discuss plans for slate presentation at the Academy annual business meeting.
- 5. March
 - a) Review candidate materials from those nominated from the floor for the final selection of candidates to be slated, if any.
 - b) Review and edit candidate statements and ballot generated by the Executive Office.
- E) Orientation of Successor
 - 1. The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office. Orientation will include the location of all governance documents, and functions of committees, SIG and other appointed Academy leaders. Additionally records of previous Nominating Committee Chair activities and other materials for the smooth transition of operations will be provided if not already posted in the Academy record(s).

X) Academy Conference Programming Committee

Each SIG shall appoint one member of the SIG to serve a 3-year term on the Academy's Program Committee.

- A) The Academy supports two (2) Conference Program Committees, one for the Combined Sections Meeting (CSM) and one for the Education Leadership Conference (ELC), to plan, coordinate, and secure arrangements for their respective conferences.

B) Composition

1. Each Program Committee shall consist of the two CSM or ELC co-chairs, the Director of Professional Development and, one (1) representative from each Special Interest Group (SIG).
 2. The Academy Program Co-Chairs for CSM and ELC and the SIG representatives are appointed by the Academy President with approval of the Board of Directors.
 3. SIG representatives are recommended by the SIG Chair and appointed by the Academy President.
 4. Terms of appointment are three (3) years for CSM and ELC co-chairs and SIG representatives. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.
- C) Specific Responsibilities of SIG representatives to Program Committee include:
1. The SIG Program Committee representatives will represent programming interests of their respective SIGs.
 2. Assist the Program Committee Co-Chairs in generating programming ideas, recommending speakers, review and selection of educational session abstract submissions and, integration in choices of educational programming between the conferences.
 3. May be asked to serve as a room moderator if attending conference; There is no expectation that SIG Program Committee representatives will attend either conference.
- D) SIGs may form other committees at the discretion of SIG leadership, and must include a committee name, purpose, composition, and duties in its Standing Rules subject to Board approval.

XI) Meetings

- A) SIGs will hold at least one annual membership meeting for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG.
1. One meeting shall take place at the site of the APTA Combined Sections Meeting (CSM) and at a time designated by the Academy's Program Committee.

2. . Individuals who are not members of the Academy or the SIG may attend meetings and may speak publicly at such meetings. They may not vote nor hold office.
- B) Additional meetings of the membership may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.
- C) A quorum will be 5% of SIG members, including at least two members of the SIG Executive Committee. Virtual attendance of one officer is permitted, when necessary, to make a quorum.

XII) Finance

- A) SIGs may not open or maintain accounts, credit cards, etc. individually or on behalf of the Academy nor may SIGs execute contracts.
- B) No officer, member of the SIG shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Academy's Board of Directors.
- C) SIGs do not have dues.
- D) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG.
 2. The SIG officers are responsible for reviewing and approving expenditures.
 3. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.
 4. Reimbursement requests must adhere to the Academy's policies and procedures (including requirements related to receipt submission).

XIII) Parliamentary Authority

- A) The rules contained in the current edition of Robert's Rules of Order Newly Revised and govern the SIGs in all cases to which they are applicable and in which they are not inconsistent Academy Bylaws and SIG Standing Rules.

- B) SIGs will maintain Standing Rules.

XIV) Dissolution of SIGs

- A) Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90- day notice of such pending action has been given to the members.
- B) All property and records in possession of the SIG shall be turned over to the Academy Executive Director.
- C) If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records shall be turned over to the existing or newly formed SIG with which it merged.

XV) SIG Name

- A) Interprofessional Education and Practice Special Interest Group of the Academy of Education (Academy) of the American Physical Therapy Association hereinafter referred to as the Interprofessional Education and Practice SIG (IPEP SIG).

XVI) Purpose

- A) The Interprofessional Education and Practice Special Interest Group shall serve as a resource and forum for members of the Academy who value and champion interprofessional education (IPE) and collaborative practice (IPCP) in all facets of the physical therapy profession.

XVII) Objectives

- A) Foster networking and collaboration among physical therapist assistants interested in IPE and IPCP.
- B) Engage in initiatives that support IPE and IPCP innovation in physical therapist and physical therapist assistant education.
- C) Foster a culture of innovation, intellectual engagement, and leadership in the Academy of Education to support IPE and IPCP endeavors.
- D) Facilitate excellence in IPE education through collaboration with external IPE organizations.
- E) Disseminate information related to interprofessional collaborative practice to the physical therapy community in coordination with the Academy of Education.

XVIII) Officers

A) Officers; Rights, Duties, and Responsibilities

1. Chair

- a) The Chair shall develop the agenda and preside at all meetings, communicate with the Academy Board of Directors, and oversee the activities of the SIG.
- b) The Chair shall create task forces and special committees necessary to accomplish the functions of the SIG.
- c) The Chair shall serve as a member of the Academy's Board of Directors with corresponding rights, duties, and responsibilities.
- d) The Chair shall submit an annual written report of the activities of the SIG to the Academy and participate in Executive Board meetings for the Academy.

2. Vice Chair

- a) The Vice Chair shall assume the responsibilities of the Chair should the Chair be unavailable.
- b) The Vice Chair shall assume assignments as delegated by the Chair.
- c) The Vice Chair shall communicate with committees and task forces as created by the Chairperson and report activities to the Chair.
- d) The Vice Chair shall be responsible for communicating with the IPEP SIG representatives to the Academy's Conference Program Committee.\

3. Secretary

- a) The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
- b) The Secretary shall be responsible for all notices to members of the IPEP SIG.
- c) The Secretary shall maintain records of all official actions of the IPEP SIG.
- d) The Secretary shall keep accurate records of all receipts and disbursements related to the Special Interest Group and provide a written report of these transactions to the Academy Treasurer.
- e) The Secretary shall prepare and orientation packet for new officers, including a roster of officers, Standing Rules for the IPEP SIG, and standing rules of the Academy.

4. Director of Communication

- a) The Director of Communication shall be responsible for (a) managing and shaping IPEP SIG’s internal and external communication strategy. (b) implementing public relations outreach, and (c) overseeing membership.
 - b) The Director shall collaborate with other committee chairs and board members to align communication, public relations, and membership initiatives with IPEP SIG’s goals.
5. Director of Education
- a) The Director of Education shall be responsible for the oversight and coordination of the Education Committee.
 - b) The Director of Education shall maintain records of the educational activities of the IPEP SIG, including a calendar of educational events and educational proposals.
 - c) The Director of Education shall be the representative of the IPEP SIG to the Academy’s Programming Committee (3-year appointment).
6. Director of Research
- a) The Director of Research shall be responsible for the oversight and coordination of the Research Committee.
 - b) The Director of Research shall maintain records of the research activities of the IPEP SIG.
- B) Elections
1. The officers shall serve for three-year terms or until the election of their successors.
 2. Elections Cycle:
- C) As outlined in the Academy’s SIG General Policies:
1. Each SIG must have a Nominating Committee and may have other committees at their discretion whose purpose, composition, and duties are described in these Standing Rules.
 2. All committee chairs will collaborate with IPEP SIG leadership to facilitate the achievement of SIG goals.

XIX) Committees

A) Education Committee

1. Composition

- a) The committee shall consist of at least 3 IPEP members who shall serve for three years. The Director of Education shall serve as committee chair and shall be elected to serve a 3-year term.
- b) The Director of Education shall be the representative of the IPEP SIG to the Academy's Programming Committee. (3-year appointment)

B) Communications Committee

1. Composition

- a) The committee shall consist of at least 3 IPEP members who shall serve for three years. The Director of Communication shall serve as committee chair and shall be elected to serve a 3-year term.

2. Members will be appointed by the IPEP Chair in consultation with the Communication Committee Director and officer.

- a) The committee is responsible for developing and implementing a strategic communication plan.
- b) The committee shall develop engaging and compelling content that promotes IPE and IPCP, such as blog posts, articles, newsletters, and social media updates.
- c) The committee shall manage IPEP SIG's social media accounts to share updates, engage with followers, and foster a sense of community.
- d) The committee shall develop strategies to attract new and retain members to the IPEP SIG.
- e) The committee shall track membership metrics and provide regular reports to the board on membership growth, engagement levels, and/or challenges related to membership.
- f) The Director shall generate a report on committee activities as may be requested by the IPEP SIG Chair.

C) Research Committee

1. Composition

- a) The committee shall consist of at least 3 IPEP members who shall serve for 3 years. The Director of Research shall serve as committee chair and shall be elected to serve a 3-year term.

2. Members will be appointed by the IPEP Chair in consultation with the Research Committee Director and officers.

Section IV. Committees

A) Finance Committee

- I) The Finance Committee is composed of the following individuals:
 - A) Academy Treasurer will serve as Chair.
 - B) Three Academy members appointed by the President.

- II) Responsibilities:
 - A) Establishment, review and revision of Academy financial policies, subject to final approval of the Board of Directors.
 - B) Review financial reports and make recommendations as needed in regard to the financial operations.
 - C) Development of an annual budget for Board review and pending approval.
 - D) Ensure compliance with financial obligations to APTA.
 - E) Meet at least once per year.
 - F) Review investments and make recommendations to the Board

- III) Committee Terms
 - A) Appointed committee member will serve a three-year term and can service up to two consecutive terms.



Section IV. Committees

B) Nominating Committee

I) Description

- A) The Academy Nominating Committee shall consist of four (4) eligible Academy members in good standing, including 3 elected members and an appointed chair. One member shall be elected each year to serve a three-year term or until the election and succession to office of a successor. The Chair is a voting member of the Academy Board of Directors and represents the nominating committee at all Academy annual business meetings.

II) Composition

- A) The Chair of the Committee shall be appointed by the President with approval by the Board from among Academy members who have at least 2 years of experience on a nominating committee.
- B) Any vacancies in elected or appointed positions within the Committee shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.

III) Responsibilities

The Nominating Committee shall:

- A) Each serve as a liaison to an equitable number of Academy SIG nominating committees to facilitate communication between the Academy and SIG nominating committees.
- B) Collaborate with the Communications Committee and Executive Office to create and widely disseminate a call for nominations that identifies Academy and SIG positions up for election that year.
- C) Review required candidate materials to select, when possible, at least two (2) and no more than three (3) candidates per Academy policy (see Section VI) for those offices up for election.

1. When more than three (3) qualified candidates are nominated for a position, the committee shall select the candidates best positioned to serve the mission, vision, and current Strategic Plan of the Academy.
- D) Assist the Academy Board of Directors in creating leadership development activities to identify talent and cultivate interest in professional service and leadership succession for the Academy.

IV) Specific Responsibilities of the Academy Nominating Chair

- A) Collaborate with the Executive Director to coordinate review and dissemination of the Call for Nomination.
- B) Schedule and lead meetings of Academy and SIG nominating committees at least once annually to coordinate efforts of the Academy nominating committee with those of the SIG nominating committees.
 1. Coordinate with nominating committee members from each SIG to confirm open positions and review nomination procedures.
- C) Attend the Academy's Board of Director meetings.
- D) Identify candidates slated by Academy and SIG nominating committees at the Academy annual business meeting.
 1. Call for additional nominations from the floor for (and only for) those positions with less than 3 slated candidates.
 2. Work with Academy Executive Director to:
 - a) Ensure all nominees from the floor complete the online nominee form with all required materials and statements within 10 working days after the Academy annual meeting.
 3. When the number of nominations from the floor (for positions with openings on the slate) exceed the available openings for that position, the following procedure will be followed:
 - a) The Chair shall convene a meeting of the respective nominating committee(s) upon receipt of candidate materials.
 - b) The nominating committees shall review candidate materials and determine which candidates from the floor nominations will complete the slate for that position (or positions) prior to the communicated deadline for posting of the elections ballots.
 4. Work with the Executive Director to ensure timely dissemination of candidate statements and ballots to the Academy website.

5. Notify members electronically of posting of candidate statements and the ballot as well as the deadline for voting.
 - E) The Chair of the Nominating Committee shall accept other duties and responsibilities as delegated by the Academy's Executive Committee or Board.
 - F) The Chair of the Nominating Committee shall submit a semi-annual report to the Board of Directors, Executive Committee and Academy membership by the stipulated deadline, as well as other updates as needed prior to Board of Directors meetings.
- V) Nominating Committee Timeline
- A) May-July
 1. Recruit and solicit recommendations for the nomination pool and office nominees.
 - B) August-September
 1. Prepare call for nominations
 - a) Call for nominations to be distributed electronically no later than September 1st of each year (and due no later than November 1st of each year).
 - C) November
 1. November 1st: All nominations for open elected positions due to Executive Office.
 - D) January
 1. Executive Office makes all candidate materials available electronically to the appropriate nominating committee for final approval or selection of candidates to be slated for each office.
 2. SIG nominating committee chairs report to Executive Director and Academy Nominating Committee chair those candidates selected or not selected for each office within their purview.
 3. All nominating committee members (Academy and SIG) meeting to confirm status of each slate, and discuss plans for slate presentation at the annual business meeting.
 - E) February
 1. Present slate of candidates at Academy business meeting and solicit nominations from the floor for those positions where fewer than 3 candidates are slated.

2. Executive Office notifies candidates nominated from the floor of the annual business meeting of the due date for the completion of the online form and corresponding submission of candidate material no later than 10 days after the annual meeting

F) March

1. Executive Office makes candidate materials available to the appropriate nominating committee for final selection of candidates to be slated.
2. Nominating committees finalize selection of candidates nominated from the floor of the annual business meeting, not to exceed 3 nominees per position.
3. Executive Office completes first draft of candidate statements and ballot; provides copy to nominating committees for review with due date.
4. Any edits from the nominating committees due to Executive Office.

G) April

1. Ballots distributed electronically to all Academy members no later than April 1st; elections close 4 weeks from opening of the ballot.

H) May

1. The Executive Director will generate a report of election results within 7 days of the close of elections. Results are formally verified by the Secretary and Academy Nominating Committee Chair
2. The Executive Director shall report the results of the election to the Academy Board and SIG nominating committees.
3. The Executive Director, on the behalf of the President and Academy Nominating Committee
4. Chair, shall notify each candidate electronically of their election status prior to any public dissemination of election results; the communication shall include relevant information including but not limited to the date of the required orientation and the hand-off process.
5. The Executive Office shall use electronic media to notify Academy members of the elected candidates.

VI) Reimbursement

- A) The Nominating Committee Chair shall be reimbursed for actual expenses related to approved activities conducted on behalf the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for expenses shall be consistent with Academy policy.

VII) Orientation Of Successor

- A) The outgoing Nominating Committee Chair shall orient the incoming Chair prior to the end of the outgoing Chair's term of office.
- B) The Nominating Committee Chair shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Nominating Committee Chair activities and other material necessary for the smooth transition of operations.

Section IV. Committees

C) Research Committee

I) Description

- A) The Research Committee is responsible for reviewing grant proposals and for reviewing and selecting abstracts for poster and platform presentations related to activities of the Academy.

II) Composition

- A) The Research Committee is composed of a Chair and four members.
- B) The Chair and committee members shall be appointed for staggered, three-year terms.
- C) The Chair shall attend the annual Academy Business Meeting.
- D) Reappointment of the Chair and committee members will be determined by the Academy President with the approval of the Academy Board of Directors.

III) Responsibilities and Reporting

- A) The Chair will participate in meetings with research chairs from other sections to develop programming and enhance research efforts of the Academy.
- B) The Chair will coordinate dissemination of information on Academy grant awards as described in the Research Committee Grant Application and Review Timeline.
- C) The Chair will collaborate with the Communications Committee to assure that criteria for grant awards and applications is published on the Academy website by August 15th of each year.
- D) Members of the Research Committee will be responsible for contributing content for the Research area on the Academy website, to provide a resource to members.
- E) Members of the Research Committee review grant proposals related to activities of the Academy, as assigned by the Academy President and approved by the Academy Board of Directors.
- F) The Chair will collaborate with the ELC and CSM Program Committees to engage members of the Academy's abstract reviewer pool to assist with review of abstracts for research platforms and posters for their respective conferences using the Research Committee Abstract Review Timeline.
- G) The Chair will engage an optimal cadre of experienced and new abstract reviewers each year.
- H) The Chair will prepare and submit reports on activities of the committee as may be requested by the Academy Executive Committee and/or Academy Board of Directors.

- I) The Chair shall notify the Academy President, Treasurer and Academy’s Executive Director of the results of the grant decisions. The Executive Director shall notify grant nominee of the Committee’s decision on behalf of (and copied to) the Academy President and Committee Chair.

IV) Reimbursement

- A) The Chair shall be reimbursed for actual expenses related to approved activities conducted on behalf of the Academy as listed in the budget approved by the Academy Board of Directors.
- B) Reimbursement for expenses shall be consistent with Academy policy.

V) Orientation of Successor

- A) The outgoing Chair shall orient the newly appointed Chair prior to the date upon which the newly appointed Chair assumes the position.
- B) Orientation of the incoming Chair shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Chair’s activities and other material necessary for the smooth transition of operations.

RESEARCH COMMITTEE POSTER & Platform ABSTRACT REVIEW TIMELINE		
DATE	DESCRIPTION	RESPONSIBLE
January	Confirm CSM Platform Moderators; other CSM Details	Chair
January/February	Manage Platforms @CSM	Chair
May	Review names on the Abstract Review Data Smartsheet for future Abstract Reviewers	Chair
June	Report names of CSM poster & platform reviewers to APTA	Chair
July	CSM proposals due; CSM reviews due	Chair with committee and Executive Office
August	CSM decisions made contact CSM proposal submitters	Chair and Executive Office
September	Schedule CSM Platforms with CSM Chair	Chair and Executive Office
December	Arrange CSM platform moderators	Chair

RESEARCH COMMITTEE GRANT REVIEW TIMELINE		
DATE	DESCRIPTION	RESPONSIBLE
January	Collaborate, as may be needed, with Awards Committee in preparation for recognizing awardees during annual business meeting.	Chair and Executive Office
	Prepare awardee bios, obtain headshots for Awards Program.	Executive Office
January/February	Present Grant Awards during annual business meeting.	Chair
	Attend APTA Academy of Education Board and Business meeting	Chair
February/March	Coordinate with Communications Committee to announce awardees in Academy eNewsletter, website and social media.	Chair and Executive Office
April	Review and update documents displayed on Academy website.	Chair and Executive Office
	Six month reminder of Grant	Chair
May	Review and update procedures and rubrics, as needed, for establishing eligibility of nominees and selecting awardees.	Chair with committee
June	Orientation of new committee members.	Chair
	Coordinate with Communication Committee to publish information about Academy Grant Awards in eNewsletter.	Chair
July	Review award criteria and deadlines with all new and existing committee members	Chair with committee and Executive Office
August	Coordinate with Communication Committee to publish call for Grant Applications in Academy eNewsletter, website and social media to go out 1st week of August.	Chair and Executive Office
		Chair and Executive Office
September	Include second call for Grant Applications in Academy eNewsletter, website and social media to go out in September	Chair and Executive Office

October - Weeks 1 & 2	<p>Grant Applications Due - Oct 1st</p> <p>Verify Completeness of applications and satisfaction of criteria such as membership</p> <p>Completed pdf applications posted in the Research Committee's folder and on Research Grant Applications Smartsheet.</p> <p>Assign/distribute grant applications to committee members for review.</p>	<p>Committee and Executive Office</p> <p>Committee and Executive Office</p> <p>Committee and Executive Office</p> <p>Committee and Executive Office</p>
November - Weeks 1 & 2	<p>Conference call to discuss applications and determine recipients. Recommendations forwarded to Academy President, Treasurer and Executive Director.</p>	<p>Chair with committee</p> <p>Chair</p>
December	<p>BOD considers and approves grant recipients.</p> <p>Notify grant recipients of the Committee's decision on behalf of (and copied to) the Academy President and Committee Chair.</p> <p>Plaques Ordered</p>	<p>Academy BOD and Executive Office</p> <p>Chair</p> <p>Executive Office</p>

Grant Materials posted on Academy Website – Start on next page

- [Guidelines for Research Grant Proposals](#)
- [Terms and Conditions of Grant Awards](#)
- [Research Grant Application](#)
- [Biosketch Form](#)
- [Grant Review Instructions \(Research Committee\)](#)
- [Grant Agreement Form](#)
- [No Cost Extension/Change Form](#)



Guidelines for APTA Academy of Education Research Grant Proposals

Introduction

One-year research grants are available to assist APTA Academy of Education (Academy) members in conducting research that investigates a question of importance to the advancement of education in physical therapy. Questions related to the education of patients/clients, licensed PTs/PTAs or PT/PTA students will be considered.

Education research is the scientific field of study that examines education and learning processes and the human attributes, interactions, organizations, and institutions that shape educational outcomes. Scholarship in the field seeks to describe, understand, and explain how learning takes place throughout a person's life and how formal and informal contexts of education affect all forms of learning. Education research embraces the full spectrum of rigorous methods appropriate to the questions being asked and also drives the development of new tools and methods. <https://www.aera.net/About-AERA/What-is-Education-Research>

Applications are reviewed once yearly for a maximum budget of \$25,000. All budgets are rigorously reviewed and require justification for expenses. Grant recipients must account for all expenditures in the final report and return unused funds to the Academy. Funds cannot be used to attend conferences to disseminate results or for indirect costs or overhead.

Application Process Submission

Deadline: October 1 yearly

Please review all [posted grant information](#) prior to beginning the application process.

When writing a grant proposal, include sufficient but concise information that will allow the reviewers to evaluate the proposal. The reviewers might consider your ability to present your proposal clearly and briefly to be an indication of your ability to have a focused approach to your research objective and to complete the project. Use the American Medical Association's writing and referencing guidelines (see Physical Therapy for examples).

All budgets will be rigorously reviewed and require strong justification for proposed expenditures. Investigators are highly encouraged to budget only essential amounts and not the maximum amount available. Include the costs related to the research grant that will be provided by "in kind" contributions or other sources of funding in the budget. Providing letters of support for "in kind" contributions and resources is highly encouraged. An



otherwise good proposal with an inadequate budget justification will not be funded. Grant recipients must submit a full accounting of expenditures with the final report.

Format

The proposal should include all required pages in a single PDF file. Leave a minimum of 1” margins and utilize an 11pt. font. Single spaced is acceptable. The applicant’s last name and the page number should appear in the right-hand margin of the header on each page of the Application (excluding cover sheet) and on any attachments/appendices.

Submission

Proposals must be e-mailed by the October 1st deadline to be eligible for review. Send two electronic (PDF) copies of the proposal to academy@aptaeducation.org (subject line: Grant Application), one with all identifying information removed. Please name the PDF file using the following format: PI's last name_Six word abbreviated title_year of submission. Ex: Hamilton_Use of Video vs. Written HEP_2014.

Review Procedure

The Academy’s Research Committee reviews and ranks grant applications. Grants are awarded based on merit and scientific contributions to the field of education in physical therapy. [See Grant Review Instructions.](#)

Reporting Requirements

Please see [Terms and Conditions of Research Grants.](#)

The PI of an awarded grant will send a final report to academy@aptaeducation.org (Subject Line: Grant Final Report) no later than 60 days following the end of the grant period.

Reprints of manuscripts published from the project should be sent to academy@aptaeducation.org. Investigators should acknowledge support from the APTA Academy of Education in any presentations or manuscripts.

Terms and Conditions of Research Grants

Definition of Grantee

The grantee is defined as the principal investigator, who is responsible for ensuring adherence to the terms and conditions of the award.

Dissemination of Funds

Following grant reviews, the grantee will be provided with a letter indicating the grant will be funded and a Grant Agreement Form. The Grant Agreement Form must be completed and returned to apte@aptaeducation.org. Funds will be distributed after both the Grant Agreement Form and the IRB approval are submitted.

Human Subjects Protection

All research involving human subjects or data collected from human subjects supported by the APTA Academy of Education must be reviewed by an institutional review board for the Protection of Human Subjects (except planning grants without data collection). If not included in the original proposal, grantees must submit a letter of IRB approval or letter that the study is exempt from IRB review to APTE@aptaeducation.org. Funds will be distributed only after both the Grant Agreement Form and the IRB approval are submitted.

Non-adherence

Failure on the part of the grantee to adhere to the terms and conditions governing the grant (including policies related to publications, presentations, and press releases) is grounds for early termination of the grant. Should the grantee encounter problems during the grant period related to progress or other matters related to the grant, the Academy may request additional information from which a decision to continue or to terminate the grant can be made. In cases of early termination of the grant, the grantee will be notified in writing sixty (60) days before termination of the grant.

Reporting Requirements: Submit all reports to APTE@aptaeducation.org (subject line: use assigned grant number).

Final Report: Grantees must submit a final report within sixty (60) days of completion of the grant period. The final report should not exceed 3 pages and shall include:

- A. A detailed accounting of expenditures paid for by the grant. Any Academy funds not expended must be returned to the Academy.

- B. Summary of the work completed during the course of the research.
- C. An explanation of any changes to the original plan.
- D. Plans for future research projects related to the study.
- E. Plans for dissemination of information related to the study.
- F. A list of abstracts, presentations, and manuscripts associated with the project in AMA format. This information may be posted on the Academy website.
- G. Copies of abstracts and articles related to the project accepted or presented to date.
- H. Updated contact information.

Annual Grant-related Dissemination Report

Grant recipients are required to provide annual updates to the Academy on additional abstracts, presentations, or publications related to the funded project in the 5 years following the final report. The Academy may contact you to request this information if annual updates are not received. Such dissemination may include but is not limited to press releases, posters, platforms, publications or published abstracts (including duplicate presentations at additional venues) and should include a digital copy of the disseminated product(s).

Report of Changes in the Research Plan or Budget

The grantee must obtain written approval from the Academy before making any change in the study approach, personnel, sites, budget or supporting resources using the NoCostExtensionorChange form on the Academy website. The Academy Research Committee shall have thirty (30) days to review whether changes may affect accomplishment of the project aims or impact the significance of the project. The Academy's Research Committee, in its sole discretion, shall determine whether the change jeopardizes the grantee's ability to complete the approved project. In an instance where the Academy determines that withdrawal of support is justified, any unexpended funds shall be returned to the Academy upon written notification.

Extension of Study Request

A written request for extension of reporting deadlines with no additional funding must outline in detail the reasons for the requested extension using the NoCostExtensionorChange form provided on the Academy website. Such a request must be received by the Academy at least sixty days (60) prior to the expiration of the original grant period.

Ownership of Equipment

Title to all apparatus, equipment, material, instruments, and products purchased, built, prepared or fabricated by an agency with the Academy research grant funds will normally vest in the grantee, with the understanding that such equipment will remain in use for the specific project for which it was obtained.

Publications, Presentations and Press Releases

Publications, presentations, exhibits and press releases related to the funded study are not subject to Academy approval. However, compliance with the requirements below is expected.

Credit Acknowledgment: This study was funded fully [or in part] by the APTA Academy of Education.

The Academy may use information from the original grant proposal, information contained in final report or information on dissemination in annual updates in announcements to the media and other efforts to promote public awareness and inform potential Academy funding sources of work in progress.



Research Grant Application Cover Sheet

Title of proposed project:

Name of principal investigator (PI):

APTA member number:

E-mail address:

Address for correspondence:

Daytime telephone number:

Names of co-investigators (Co-I) and their roles in the study. All must be Academy of Physical Therapy Education members.

Name of co-investigator:

Role:

APTA Member Number:

Name of co-investigator:

Role:

APTA Member Number:

Projected budget:

Amount requested:

Start date:

End date:

Note: If awarded a grant, prior to distribution of funds, the PI will be required to complete a Grant Agreement Form indicating the agreed upon study period and naming an institutional grants administrator to receive the funds. *Proof of an institutional approval for the protection of human subjects also must be provided.*

Research Grant Application

*Note: Review **Guidelines for the Academy's Research Grant Proposals** on the Academy Website before completing the application.*

Title

I. Specific Aims (1 page)

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

II. Research Strategy (6-page limit)

Significance

- Explain the importance of the problem or critical barrier to progress that the proposed project addresses.
- Describe the scientific or theoretical premise for the proposed project, including consideration of the strengths and weaknesses of published research or preliminary data crucial to the support of your application.
- Explain how the proposed project will contribute to the existing knowledge, technical capability or practice of physical therapy education.

Innovation

- Explain how the application challenges and seeks to shift current research or educational practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Approach

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Describe the design and methods proposed and how they will achieve robust and unbiased results. Include how

the subjects will be recruited and chosen, and how data will be collected, analyzed, and interpreted, as well as any resource sharing plans as appropriate.

- For designs that randomize groups or deliver interventions to groups, describe how your methods for analysis and sample size are appropriate for your plans for participant assignment and intervention delivery. Are the study populations (size, gender, age, demographic group), proposed intervention arms/dose, and duration of the trial, appropriate, well described and justified?
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to 11 | Page Approved: 2/11/21 achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
- Explain how relevant biological variables, such as sex, are factored into research designs and analyses. For example, strong justification from the scientific literature, preliminary data, or other relevant considerations, must be provided for applications proposing to study only one sex.

Plan for disseminating results

- Describe how the results of the study will be shared with physical therapy colleagues. Grant awardees are requested to submit abstracts for the APTA Combined Sections Meeting or Educational Leadership Conference and manuscripts to the Journal of Physical Therapy Education or Physical Therapy.

III. Resources (no page limit)

- a) Budget and Justification. Allowable expenses include personnel, equipment, supplies, and travel of the investigators or participants associated with data collection. Expenses related to project dissemination are not allowed and the Academy will not pay overhead or indirect costs. Use the budget form to identify ALL expenses associated with the proposed project. On a separate sheet, provide a detailed justification for each item on the budget, including how the costs were determined and a justification for how the expense supports the project. If funds for items listed are not being requested from the Academy, identify source of funding or in-kind contribution.
- b) Facilities. Describe where the research will be done, including letters of support documenting permission to use and/or to access space and equipment.
- c) Resources. Describe any other resources. Include letters of support from all who pledge to help, provide in-kind contributions or provide release time. (i.e., clinic managers, recruitment sources, department chairs for release time).



- d) Biosketches. Include completed biosketch forms for key personnel named in the grant, e.g., PI, CoPIs, others named (See NIH non-fellowship biosketch instructions).
- e) References. List references according to the Guidelines for Instructions to Authors in Physical Therapy. Single-space the reference list.

Additional Information:

Submission: Proposals must be e-mailed by the Oct. 1 deadline to be eligible for review. Send two electronic (PDF) copies of the proposal to APTE@aptaeducation.org (subject line: Grant Application), one with all identifying information removed. Please name the PDF file using the following format: PI's last name_Six word abbreviated title_year of submission. Ex: Hamilton_Use of Video vs. Written HEP_2014.

Format: The proposal should include all required pages in a single PDF file. Leave a minimum of 1" margins and utilize an 11 pt. font. Single spaced is acceptable. The applicant's last name and the page number should appear in the right-hand margin of the header on each page of the Application (excluding cover sheet) and on any attachments/appendices. Remove name from PDF with identifying information removed.

If Proposal is Awarded: The PI will send a final report to APTE@aptaeducation.org (Subject Line: Grant Final Report) no later than 60 days following the end of the grant period. Reprints of manuscripts published from the project should be sent to APTE@aptaeducation.org. Investigators should acknowledge support from the APTA Academy of Education in any presentations or manuscripts.

Research Grant Application Budget Form

Note: Expenses related to project dissemination are not allowed and the APTA Academy of Education will not pay overhead or indirect costs.

Expenses and Requested Funding

Category of Expense	Total Cost for Project	Amount Requested from ES	Amount from Other Funding Source
Personnel			
Investigators (names)			
Consultants (names)			
Equipment (itemize)			
Supplies			
Travel			
Other (itemize)			
TOTAL DIRECT COSTS			

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

<https://grants.nih.gov/grants/forms/biosketch.htm>

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

- A. Personal Statement**
- B. Positions and Honors**
- C. Contributions to Science**
- D. Additional Information: Research Support and/or Scholastic Performance**

Grant Review Instructions

The APTA Academy of Education Research Committee reviews, scores and ranks research grant applications. Grants are awarded based on merit and scientific contributions to physical therapy education. For a definition of education research: <https://www.aera.net/About-AERA/What-is-Education-Research>.

Review Process¹:

Each grant proposal will be reviewed by all members of the Academy Research Committee.

- a. Academy Research Committee members with a conflict of interest with a proposal or its investigators shall notify the Chair and recuse themselves from consideration of the proposal.
2. Two reviewers will be assigned to each proposal by the Chair of the Academy Research Committee.
3. The two assigned reviewers independently complete all elements of the proposal review form.
 - a. Each criterion is scored using the 9-point scale (see [Table 1](#)).
 - b. A *bulleted* critique (rather than narrative) of succinct and focused strengths and weaknesses must accompany each criterion score.
 - c. Considering criterion strengths and weaknesses, a preliminary Overall Impact score is assigned to the proposal using the same 9-point scale (see [Table 1](#) and [Figure 1](#)).
 - i. The Overall Impact score does *not* have to be the arithmetic mean of the criterion scores.
 - d. Reviewers will write a paragraph summarizing the factors that informed their Overall Impact score. See [Overall Impact score description](#).
 - i. The summary paragraphs written by the assigned reviewers will be available to the primary investigator upon completion of the full review process.
 - e. Each reviewer will submit a copy of their completed proposal review form to the Academy office (academy@aptaeducation.org) with "Academy Research Committee Review" in the email subject line.
4. The Academy's office will create a spreadsheet that includes scores of the two reviewers for each proposal, including all criterion scores and preliminary Overall Impact scores, as well as the budget total.
5. The Academy Research Committee will meet virtually to discuss each proposal.
 - a. A member of the Academy's staff will attend and act as recording secretary.
 - b. A copy of the spreadsheet with all proposal scores will be visible to members during the Academy Research Committee meeting and discussion.
 - c. Assigned reviewers will lead discussion of the proposal by the Academy Research Committee, focusing on major strengths and

¹ Proposal format, review process and scoring for grants is adapted from NIH [R03](#) guidelines and [NIH guidelines](#) for scoring research grants.

- weaknesses of the proposal.
- i. Criterion scoring by the assigned reviewers will not be discussed by the Academy Research Committee members.
 - d. Considerations in the proposal that may affect the Overall Impact score shall be raised by Academy Research Committee members. This may include overlap with ongoing research elsewhere that might affect the impact or significance of the proposed study.
6. As a result of the discussion, the assigned reviewers for a proposal may request that the staff person modify criterion scores.
 7. Each Academy Research Committee member (including the assigned reviewers) will verbally provide a final Overall Impact score for the proposal after discussion.
 - a. The staff member will track all Academy Research Committee member Overall Impact scores into Version 2 of the displayed spreadsheet, with an automatic calculation of the average final Overall Impact score for each proposal.
 - b. The spreadsheet (V2) will then be sorted by average Overall Impact score (lowest score to highest score).
 8. The Academy Research Committee will determine the proposal to receive funding based on rank-order.
 9. In instances where the Academy's grant budget for the year has a sufficient balance after the first grant is awarded to consider funding an additional grant:
 - a. The second-ranked proposal shall be considered for acceptance. If that proposal has a larger budget than can be accommodated, the principle investigator (PI) should be given the option to determine if the project aims can be met with the balance of available funding.
 - b. If the PI for the second-ranked proposal cannot meet the proposal aims with the available funding balance, the PI has the option to resubmit a modified proposal within 2 weeks of notification or to decline funding in the current cycle.
 - c. If the second-ranked proposal declines funding, the process is repeated for the third-ranked proposal.
 10. Assigned reviewers who changed their opinions based on the proposal discussion should submit a revised proposal review form with modifications of criterion scores, criterion critiques, Overall Impact score and/or summary paragraph (as needed) within 1 week of the Academy Research Committee meeting.

Research Grant Proposal Scoring

Table 1

Impact	Score (no decimals)	Descriptor	Additional Guidance on Strengths and Weaknesses
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses
<p>Minor weakness = An easily addressable weakness that does not substantially lessen impact</p> <p>Moderate weakness = A weakness that lessens impact</p> <p>Major weakness = A weakness that severely limits impact</p>			

Review Criteria Descriptions

Table 2

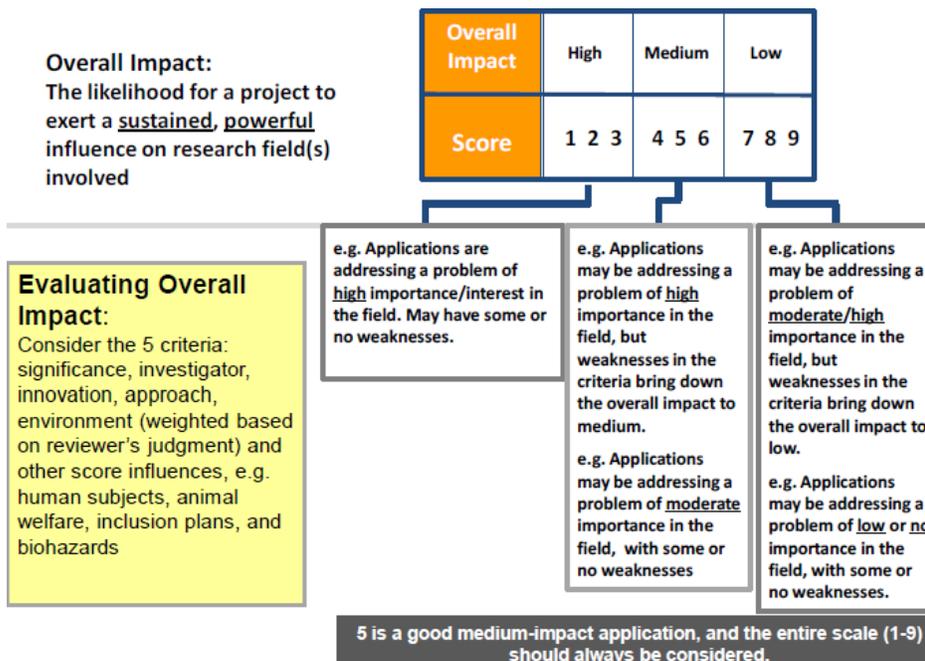
Criterion	Description
Significance	Does the project address an important problem or critical barrier to progress in the field? Is there a strong scientific or theoretical premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, or education/clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, or services in physical therapy educational practices?
Investigator(s)	Are the PI(s), collaborators, and other researchers well suited to the project? If Early Stage Investigators or those in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?
Innovation	Does the application challenge and seek to shift current research or educational practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

Approach	<p>Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed? Have the investigators presented adequate plans to address relevant biological variables, such as sex?</p> <p>Are there plans to address 1) the protection of human subjects from research risks, and 2) inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity justified in terms of the scientific goals and research strategy proposed?</p>
Environment	<p>Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?</p>

Overall Impact Score

1. Overall Impact is not a sixth review criterion, but a synthesis of all the (scored and not scored) review criteria
2. In Overall Impact, reviewers should assess the *likelihood* for the project to exert a *sustained, powerful influence* on the research field(s) involved.
3. Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.
4. The Overall Impact paragraph provides the reviewer with the opportunity of explaining how the Overall Impact score was derived (i.e., those factors that contributed to the score).
 - a. If a project has a strong/weak Overall Impact score, then the reviewer should highlight those scored criteria that contributed to the favorable/poor score. For example, if the potential significance of a study was so great as to overshadow a number of methodological weaknesses then this should be clearly stated.
 - b. Likewise, if the design of the study is so flawed as to negate any potential significance and/or innovation of the study then this should be clearly stated.
 - c. Importantly, the Overall Impact paragraph should provide a clear justification of those key factors that led to his/her Overall Impact score. It is not intended to simply summarize and/or restate the strengths and weaknesses detailed in the critique.

Figure 1



From: https://grants.nih.gov/grants/peer/guidelines_general/scoring_guidance_research.pdf (accessed 03/15/2020)



Research Grant Review Form

Investigators: **XXXXXX**

Proposal Title: _____

Reviewer's Name: _____ Date: 12/9/2021

Budget Total: **\$XXXXX**

SCORING

Criterion	Description	Score (1-9)
Significance	<p>Does the project address an important problem or critical barrier to progress in the field? Is there a strong scientific or theoretical premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, or education/clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, or services in physical therapy educational practices?</p> <p>Comments: • <i>Add bulleted comments</i></p>	X
Investigator(s)	<p>Are the PI(s), collaborators, and other researchers well suited to the project? If Early Stage Investigators or those in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?</p> <p>Comments: • <i>Add bulleted comments</i></p>	X
Innovation	<p>Does the application challenge and seek to shift current research or educational practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?</p> <p>Comments: <i>Add bulleted comments</i></p>	X
Approach	<p>Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? Have the investigators presented adequate plans to address relevant biological variables, such as sex?</p> <p>Are there plans to address 1) the protection of human subjects from research risks, and 2) inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity justified in terms of the scientific goals and research strategy proposed?</p> <p>Comments: <i>Add bulleted comments</i></p>	X
Environment	<p>Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?</p> <p>Comments: <i>Add bulleted comments</i></p>	X



Research Grant Agreement Form

Please complete this form indicating you agree to the Terms and Conditions for Grants outlined by the APTA Academy of Education (please type or print legibly).

Date of Agreement:__ **Grant Amount:** _____

Grant #: _____

Name of Principle Investigator: _____

Name of Project: _____

Award Period:to _____

The beginning date is the earliest date that funds can be released, if the IRB has been approved. IRB approval is needed for funds to be released. The end date is determined according to your proposed timeline (no more than one year).

Grant Administration: Please list the administrator overseeing performance of terms of the grant contract and the Federal ID# for your institution. The Academy highly recommends that grant funds be awarded to the institution, rather than to individuals. If the grant funds are distributed to an individual, the funds may be considered taxable income and the individual is responsible for keeping detailed records of budget expenditures, which must be submitted with the final report.

Institution: _____

Grants administrator: __

Administrator title and
credentials: _____

Address: _____

Phone: _____ Email: _____

Administrator signature:



Federal ID# (or SS # for individuals): _____

Note: a completed W-9 form must be submitted with this completed agreement form

I have read and agree to the APTA Academy of Education Terms and Conditions for Grants and the amount of the grant to be awarded. I understand that failure to comply with the Terms and Conditions could result in early termination of the grant and the denial of future funding to the principal investigator from the APTA Academy of Education.

Name of PI: _____

Signature: _____

Date: _____

Please return this signed and dated Grant Agreement Form to apte@aptaeducation.org. The funds will be released upon receipt of this form and IRB approval.



**APTA Academy of Education Research Grant
No-Cost Extension or Change in Research Plan Request for Approval**

The APTA Academy of Education will consider no-cost extensions of funding or changes to the research plan if adequate rationale is provided. Before a decision can be made, please provide a progress report and update on the use of funds using the attached form. Requests should be submitted to APTE@aptaeducation.org.

The progress report shall include a brief summary of work completed to date, including a discussion of major problems (if any) encountered, such as reasons for not being able to recruit sufficient subjects for the study; a plan to remedy the problems; an explanation and justification for any deviation from the original plan of action; a reason for a change in personnel and plan for replacement; and an explanation of any proposed changes to the plan.

An update on the planned use of the remaining funds is required. If salary support was provided in the original grant, comment on the need for funds to be used toward salary support during the extension. If you are requesting a change in budget, please specify why this change is requested including the original budget and the new budget.

Extension requests must state the original grant period dates (included in your Grant Agreement Form), whether any previous no-cost extension has been granted, and the dates of the extension you are requesting.

Once the Academy's Research Committee has reviewed the request and information you provided, you will be notified by email within 30 days of the Committee's decision.



No-Cost Extension or Change in Research Plan Request

Award Number:

Title of Funded Study:

Name of Principle Investigator:

E-mail Address:

Approved Grant Period (Start and end date currently approved):

Request:

_____ No Cost Extension requested through _____ (date)

_____ Change in the research plan/personnel/budget

Progress Report:

Changes Requested, with rationale for each:

Budget Changes

Budgeted Items	Original Approved Budget	Change requested

Section IV. Committees

D) Communications Committee

I) Description

- A) The Communications Committee is responsible for strategy for and oversight of Academy communications.

II) Composition

- A) The Communications Committee shall consist of the Director for Communications and Promotion who shall serve as Chair, the Website Editor(s), the Social Media Coordinator(s), and the Volunteers Coordinator. The JoPTE Social Media Editor shall sit on the Committee as the liaison to the JoPTE Editorial Board.

III) Responsibilities and Reporting

- A) Meet at least three times each year to share planned and ongoing role-specific activities and initiatives, as well as to support the communications responsibilities of the Director of Communications and Promotion (see Section IV.A.).
- B) Develop an annual communications plan for the next calendar year that supports the Academy's mission and its current strategic plan for submission to the Board for discussion and approval at the final Board meeting of the calendar year.
- C) Coordinate efforts across the respective roles of the Committee members to achieve efficient, consistent and engaging messaging to facilitate recruitment and emphasize the value of Academy membership.
- D) Make recommendations to the Academy Board on strategic or tactical initiatives (including new communication assets) that will facilitate stronger or more efficient communications with one or more internal or external stakeholder groups.
- E) Work with the Nominations, Awards and Research Committee Chairs to support and coordinate calls for nominations and proposals across media platforms.
- F) Prepare and submit reports on activities of the Committee as may be requested by the Executive Committee and/or Board of Directors.



Section IV. Committees

E) Professional Development Committee

I) Description

- A) The Professional Development Committee is responsible for strategy and oversight for Academy professional development.

II) Composition

- A) The Professional Development Committee shall consist of six (6) Academy members.
- B) Members of this committee shall be appointed by the President with approval of the Board of Directors.
- C) Each member shall be appointed for staggered three (3) year term.
- D) The Director for Professional Development shall serve as Chair of the committee.

III) Specific Responsibilities

The committee shall:

- A) Meet at least three (3) times each year.
- B) Annually review and develop goals and objectives for ongoing professional development of Academy members.
 - 1. Make recommendations to the Academy Board on strategic or tactical initiatives that will facilitate stronger professional development opportunities for Academy members.
 - 2. Prepare a plan and budget annually for professional development activities for the following fiscal year:
 - a) The plan shall be submitted to the Executive Director by August 15th of each year for consideration of the budget for the next fiscal year.
- C) Periodically survey the membership to:
 - 1. Assess the effectiveness of existing programming opportunities.
 - 2. Assess the perceived professional development needs of Academy members as educators of faculty, professional and post-professional students, patients/families, and communities.



- D) Develop concepts for new programming opportunities that are responsive to the needs of the membership:
 - 1. Submit written proposals for new programming initiatives for Board consideration, to include rationale, objectives, budgetary implications, implementation mechanisms, and targeted timing of the new initiative
- E) Identify mechanisms to coordinate or integrate professional development opportunities across the Academy's educational offerings (e.g., conferences, workshops, SIG offerings, online programming) in collaboration with CSM and ELC Co-chairs.
- F) Initiate or respond to exchanges with other non-Academy stakeholders around possible collaborative professional development opportunities.

IV) Reimbursement

- A) Reimbursement for expenses shall be consistent with Academy policy.

V) Orientation of New Members

- A) Committee members shall participate in the orientation of elected and appointed non-Board members conducted by the Academy's Executive Director annually.
- B) The current or outgoing Director of Professional Development shall orient the newly appointed committee members on specific committee responsibilities, expectations, and practices as they assume office.

IV. Committees

F) . Fellowship in Higher Education Leadership (FHEL) Advisory Committee

I. Description

- A. The Fellowship in Higher Education Leadership (FHEL) Advisory Committee shall provide recommendations for changes to the Fellowship’s policies, procedures, and curriculum in order to enhance the ability of the Fellowship to meet its mission, goals, and outcomes.

II. Composition

- A. The Advisory Committee is composed of the Chair and seven (7) additional members
 - 1. The FHEL program director shall serve as chair of the Advisory Committee
 - 2. The 7 committee members shall be appointed to staggered 3-year terms [by the Academy president with approval of the Board of Directors].
- B. The 7 committee members shall each be past [within the past 5 years] or current members of the following FHEL program stakeholder groups:
 - 1. A current program mentor
 - 2. A past program mentor
 - 3. A physical therapist graduate of the program
 - 4. A PTA [educator] graduate of the program
 - 5. A current residency or fellowship director
 - 6. A [PT or PTA] director of clinical education (DCE) [or site coordinator for clinical education].
 - 7. A [PT] who has served as an institutional mentor to a past program graduate

III. Responsibilities and Reporting

- A. The Advisory Committee shall meet in December or early January each year, at least two weeks prior to the due date for ABPTRFE’s Annual Continuous Improvement Report on January 31st.
 - 1. Prior to the annual committee meeting, the committee members will be given access to, and shall review:
 - a. Current Quality Standards for Non-Clinical Residency and Fellowship Programs distributed by the American Board of Physical Therapy Residency & Fellowship (ABPTRFE)
 - b. The most recent FHEL Manual

- c. A draft of the ABPTRFE Annual Continuous Improvement Report (ACIR) for that year
 - d. A summary of any recent or proposed program changes or modified outcome measures that are not part of the ACIR
- B. [When making or supporting recommendations, the committee members will consider the perspective of the stakeholder group they were appointed to represent.]
 - 1. [The committee shall not have access to personal information or make recommendations on individuals in the program, including applicants, current or past fellows, faculty, or mentors.]
- C. The chair shall synopsise committee deliberations and recommendations (if any) in writing and forward to committee members for validation.
 - 1. The chair shall modify the summary based on committee feedback prior to submitting the recommendations to the FHEL program’s Academy Board liaison, with subsequent review (or consideration if warranted) by the Academy Executive Committee or Board.
- D. Implementation of Advisory Committee recommendations are the purview of the FHEL program director, Academy Executive Committee, or Board.
- E. The chair will prepare and submit any additional reports on activities of the committee as may be requested by the Executive Committee and/or Board of Directors.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

A) Conference Program Committees

I) Description

- A) The Academy has one standing Conference Program Committee that assists both the Combined Sections Meeting (CSM) program co-chairs and the Education Leadership Conference (ELC) program co-chairs to plan, coordinate, and secure arrangements for their respective conferences.

II) Composition

- A) Each Program Committee (ELC, CSM) shall consist of three (3) co-chairs, the Director for Professional Development and one (1) representative from each of the Academy's Special Interest Groups (SIGs). Terms of appointment are three (3) years for Co-Chairs and SIG representatives.
- B) The Academy Program Co-chairs for CSM and ELC shall be appointed by the President with approval of the Board of Directors.
 1. ELC Co-Chair Terms of Appointment (see Table)
 - a) Each year, a junior ELC co-chair shall be appointed for a 3-year term, beginning in January and end in December of the appointee's third year, with each ELC Co-Chair being staggered over the 3-year period.
 - b) In the final 4 months of the senior co-chair's term, the senior co-chair shall serve in an advisory capacity to the remaining co-chairs with no assigned responsibilities.
 - c) Reappointments of the /CSM Program co-chairs for subsequent terms shall be determined by the President with the approval of the Board of Directors.
 - d) In the event that the senior co-chair is re-appointed for an additional 3-year term, a new co-chair will not also be appointed.
 - There shall only be two co-chairs for the 4/1 through 11/30 period rather than three.
 - The newly reappointed co-chair shall have full responsibilities in the initial 12/1-3/31 period rather than serving in an advisory capacity.

2. CSM Co-Chair Terms of Appointment (see Table)
 - a) A junior co-chair shall be appointed for a 3-year term, beginning in April and end in March of their third year, with each CSM Co-Chair being staggered over the 3-year period.
 - b) A new co-chair shall not be appointed in the year where neither co-chair has completed their 3-year term
 - c) Reappointments of the /CSM Program co-chairs for subsequent terms shall be determined by the President with the approval of the Board of Directors.
- C) SIG Program Committee representatives shall serve three-year terms and are appointed by the President with the approval of that SIG’s leadership team.
 1. SIG representatives shall be appointed in July and end in June of the third year. SIG representatives from Academic Faculty, Anatomy Educators and Clinical Education shall be appointed in odd numbered years and SIG representatives from PTA Educators, Residence/Fellowship and Scholarship of Education shall be appointed in even numbered years.

TABLE: Co-chair Appointments (sample)

ELC	YEAR		YEAR		YEAR		YEAR	
	4/1/22-11/30/22	12/1/22-3/31/23	4/1/23-11/30/23	12/1/23-3/31/24	4/1/24-11/30/24	12/1/24-3/31/25	4/1/25-11/30/25	12/1/25-3/31/26
Cindy Utley								
Danille Parker			Advisor					
Jennifer Howanitz			Advisor					
New A '23					Advisor		Advisor	
New B '24							etc	
New C '25							etc.	
CSM								
	YEAR	YEAR	YEAR	YEAR	Year	Year		
	3/1/23-2/28/24	3/1/24-2/28/25	3/1/25-2/28/26	3/1/26-2/28/27	3/1/27-2/28/28	3/1/28-2/28/29		
Scott Euype								
New A '23								
New B '24								
No App't in '25								
New C '26								
New D '27							etc.	

III) Responsibilities and Reporting



The Program Committee shall:

- A) Assist in planning and securing all arrangements for CSM or ELC that are Academy responsibilities.
- B) Participate in review and selection of both CSM and ELC educational sessions and preconference offerings from submitted or solicited proposals. Consideration will be given to the professional development strategic plan (developed by the Professional Development Committee) as well as SIG interests.
- C) Collaborate with the Academy's Association Manager to select and oversee all educational programming and meeting activities for CSM or ELC.
- D) Recommend modifications of honoraria and speaker agreements for conference presenters to the Academy Board of Directors for approval when warranted.

IV) Specific Responsibilities of CSM and ELC co-chairs shall include the following functions relative to their respective conferences:

- A) Report to the Director for Professional Development as the Board Liaison for the CSM/ELC co-chairs and the Program Committee.
- B) Meet at least annually with the Director for Professional Development to facilitate coordination of both ELC and CSM programming with an overall professional development strategy for the Academy.
- C) Guide the Program Committee in selection of program proposals that supports the Academy's mission and goals.
- D) Plan and submit in conjunction with staff an annual budget per the announced deadlines with oversight by the Director of Professional Development.
- E) Coordinate activities of the Program Committee including meeting agendas, timelines, deadlines and minutes for the co-chairs' respective conferences.
- F) Provide conference speakers with required speaker agreements and logistical information in conjunction with Academy staff.
- G) Coordinate room and, if needed, refreshment arrangements in conjunction with Academy staff.
- H) Collaborate with the Chair of the Research Committee to engage selected members of the Academy's abstract reviewer pool to assist with review of abstracts for research platforms and posters for CSM and ELC as needed.
- I) Engage selected members of the Academy's abstract reviewer pool, as needed, to assist with review of abstracts for CSM or ELC educational programming.



- J) Prepare and submit reports on ELC or CSM conference activities and Program Committee engagement to the Board of Directors annually or upon request.

V) Responsibilities Specific to CSM or ELC:

A) ELC co-chairs shall:

1. Collaborate in all ELC planning with the appointed representative(s) from ACAPT.
2. Submit proposed changes to ELC from the joint ELC Academy/ACAPT Program Committee to the Executive Committees for approval.
3. Participate with staff in planning venue location, dates, and on-site facility needs.
4. Manage organizational, thematic program planning and sponsorships in conjunction with staff.

B) The CSM co-chairs shall:

1. Serve as the liaisons to APTA for all relevant communication about CSM programming with the senior co-chair as the point person for such communications each year.
2. Represent the Academy at Program Chair meetings for CSM program planning.

VI) Specific Responsibilities of SIG Representatives shall include the following:

- A) Assist the Program Committee co-chairs in generating programming ideas, recommending speakers, and integration of conference programming with other Academy professional development initiatives as may be appropriate.
- B) Participate in selection of educational and pre-conference programming for each conference under the direction of the respective CSM or ELC Co-chairs.
- C) Volunteer to provide requested onsite support to ELC or CSM co-chairs if attending the conference and if otherwise available. The SIG representatives are not required to attend either CSM or ELC.

VII) Reimbursement



- A) The CSM and ELC Program co-chairs shall be reimbursed for actual expenses related to activities of the co-chairs conducted on behalf of the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for expenses shall be consistent with Academy policy.

VIII) Orientation Of Successor

- A) The CSM and ELC senior co-chairs shall be responsible for onboarding their respective newly appointed Co-chairs.
- B) Orientation of the incoming CSM and ELC co-chairs shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous CSM and ELC co-chair's activities and other material necessary for the smooth transition of operations and functions.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

B) Awards Committee

I) Description

- A) The Academy, through its Awards program, formally recognizes individuals, whose contributions to the profession or to the Academy are outstanding, substantial and satisfy the approved criteria for the award. Similar to the Association's honors and awards, the Academy's Awards program provides national attention and recognition for the contributions of the recipients and serves to enhance the reputation and awareness of physical therapists and physical therapist assistants. For individual members so recognized, awards represent the highest level of peer recognition within the Academy.

II) Composition

- A) The Awards Committee shall be composed of five (5) persons serving on a rotating basis.
- B) Members of this Committee shall be appointed by the President with approval of the Board of Directors.
- C) Each member shall be appointed for staggered three (3) year term. A senior member of the Committee, by appointment, shall serve as Chair per appointment by the Academy President.
- D) The Chair shall attend the annual Academy Business Meeting to participate in presentation of awards.
- E) The Academy's Secretary shall serve as liaison between the Awards Committee and the Academy's Board of Directors.

III) Responsibilities and Reporting

- A) The Committee will review criteria and the selection process for all awards, including the Stanford Award and the Feitelberg Award, as well as the Distinguished Mentor in Residency/Fellowship Education Award; if needed, recommendations for changes shall be submitted to the Board by the last Board meeting prior to August 15th.

- B) The Chair will coordinate timely dissemination of information on member-nominated Academy Awards and Adopt-A-Doc Scholarship(s) as described in the Awards Committee timeline (Appendix).
- C) The Chair will collaborate with the Communications Committee to assure that information and procedures for nominating individuals or applying for Academy Awards and the Adopt-A-Doc Scholarship(s) are published in the Academy newsletter and on the Academy website no later than August 15th of each year.
- D) The Committee will develop, maintain, and coordinate the process and procedures for nominating and selecting persons to receive the following awards:
 - 1. Adopt-A-Doc Scholarship Awards
 - 2. Award for Leadership in Education
 - 3. Distinguished Educator in Physical Therapist Education Award
 - 4. Distinguished Educator in Physical Therapist Assistant Education Award
 - 5. Pauline Cerasoli Lecture Award
- E) The Committee will communicate with the JoPTE Editorial Board to confirm the process and procedures for Editorial Board selection of Journal awards and awardees.
 - 1. Stanford Award - To recognize the author or authors of an article published in the Journal that is considered as presenting the most influential ideas for Physical Therapy Education (<https://www.aptaeducation.org/awards-and-scholarships>).
 - 2. Feitelberg Journal Founder's Award - To acknowledge excellence in publication in the Journal by a first-time author (<https://www.aptaeducation.org/awards-and-scholarships>).
 - 3. The Committee will communicate with the Residency/Fellowship Education SIG to confirm the process and procedures for selection by the SIG of the Distinguished Mentor in Residency/Fellowship Education Award that recognizes excellence in residency/fellowship mentoring.
- F) The Committee will be sent nomination materials submitted through the Academy's Executive Office.
- G) Generally, all Committee members will review and discuss all nomination materials for awards for which the Committee has selection responsibility. However, if a Committee member knows a nominee in a way that jeopardizes objectivity, that person will recuse themselves from participating in review and discussion of that nominee.

- H) The Committee will prioritize nominees for each of the awards within the Committee's purview, concluding recommendations no later than the end of November.
 - I) The Chair shall notify the Academy President, Treasurer and Executive Director of the of the Committee's award recommendations by the end of November for presentation to the Board at its final Board meeting of the year.
 - 1. The Executive Director shall notify the primary award nominator for each submitted nomination for all awards on behalf of (and copied to) the Academy President and Committee Chair (or Chair of the Residency and Fellowship SIG).
 - 2. The Committee may recommend new awards, including award criteria and selection process to the Academy Board of Directors.
 - J) The Chair will prepare and submit reports and recommendations to the Academy Board of Directors.
 - K) Coordinate the award recognition ceremony with the President.
- IV) Reimbursement
- A) The Awards Committee Chair shall be reimbursed for actual expenses related to approved activities conducted on behalf of the Academy as listed in the budget approved by the Academy Board of Directors.
 - B) Reimbursement for expenses shall be consistent with Academy policy.
- V) Orientation of Successor
- A) The outgoing Chairperson shall orient the newly appointed Chairperson prior to the date upon which the new Chairperson assumes the position. The outgoing Chair shall orient the incoming Chair in the responsibilities and practices of the Awards Committee to assure optimal transitioning for membership and benefit to the Academy.
 - B) Transition of the Awards Committee Chair shall be in collaboration with the Academy's Executive Director.
 - C) Orientation of the incoming Chairperson shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Chair's activities and other material necessary for the smooth transition of operations.



Listing of Academy Awards

The nomination/application deadline for all awards is October 15th. Individuals who are current members of the Academy's Board of Directors, the APTA Board of Directors, or APTA Staff are not eligible for these awards. Further details are available at <https://aptaeducation.org/awards/index.cfm>.

I) Award for Leadership in Education

- A) Purpose: This award is a high honor given by the Academy and recognizes an individual who is widely recognized as a leader in physical therapy education.
- B) Eligibility/Criteria: A nominee must be an Academy member who has exhibited outstanding leadership throughout his or her career as shown by:
 - 1. Contributions to physical therapy education in at least 3 of the 4 following areas – scholarship, teaching, administration, or service;
 - 2. Accomplishments that reflect substantial credit on physical therapy, physical therapy education, or the APTA;
 - 3. National prominence as an educator and leader in physical therapy education.
- C) Nomination Procedure
 - 1. Send ONE PDF file of the nomination packet by email to academy@aptaeducation.org. The nomination packet must be received in the APTA Academy of Education office by October 15th at 5 pm Eastern Time.
 - 2. Nomination packets must include:
 - a) Written nomination letter addressing the nominee's contributions as a leader in physical therapy education. The letter should carefully document the ways in which the nominee fulfills the criteria noted above.
 - b) Formal resume or curriculum vitae which includes biographical information pertaining to major professional activities and accomplishments of the nominee.
 - c) Five support letters from Association members, at least three of which are from APTA Academy of Education members. These letters should support the nomination letter by providing a personal account of the nominee's work in at least one of the areas (teaching, scholarship, administration, or



service) specified in the criteria listed above. The authors of the support letters must document proof of APTA Membership.

d) Any additional materials that accompany the nomination will not be forwarded to the Awards Committee.

D) If a nominee was not selected for the award, the nominator may resubmit the same nomination packet one time only in the following calendar year with the option of updating supporting documents.

II) Distinguished Educator in Physical Therapist Education Award

A) Purpose: To recognize excellence in academic or clinical teaching in physical therapist education.

B) Eligibility:

1. Each recipient will be an Academy member (PT or PTA credential holder) who is currently engaged in physical therapy education.
2. If one or more individuals have been involved in a cooperative activity or project that demonstrates excellence in teaching, a joint nomination of all individuals who meet the criteria may be made.
3. Individuals who are current members of the APTA Academy of Education Board of Directors, the APTA Board of Directors, or APTA Staff are not eligible for the award and may not participate in the nomination process.

C) Criteria:

1. A distinguished record of excellence in academic or clinical education for physical therapists at the national, regional, or local level;
2. A distinguished record of subject matter area expertise evidenced by publications or other appropriate documentation;
3. Evidence of advancing education through innovative teaching methodologies or materials.

D) Nomination Procedure

1. Send ONE PDF file of the nomination packet by email to academy@aptaeducation.org. The nomination packet must be received in the APTA Academy of Education office by October 15th at 5 pm Eastern Time.
2. Nomination packets must include:
 - a) Written nomination letter addressing the characteristics that distinguish the nominee or nominees. The letter should carefully document the ways in which the nominee fulfills the criteria noted above.



- b) A formal resume or curriculum vitae which includes biographical information pertaining to major professional activities and accomplishments of the nominee.
 - c) Three support letters from Association members, at least two of which are from APTA Academy of Education members. These letters should support the nomination letter by providing a personal account of the teaching activities that distinguish the nominee(s). The authors of the support letters must document proof of APTA Membership.
3. If a nominee was not selected for the award, the nominator may resubmit the same nomination packet one time only in the following calendar year with the option of updating supporting documents.

III) Distinguished Educator in Physical Therapist Assistant (PTA) Education Award

- A) Purpose: To recognize excellence in academic or clinical teaching in physical therapist assistant education.
- B) Eligibility:
 - 1. Each recipient will be an Academy member (PT or PTA credential holder) who is currently engaged in physical therapist assistant education.
 - 2. If one or more individuals have been involved in a cooperative activity or project that demonstrates excellence in teaching, a joint nomination of all individuals who meet the criteria may be made.
 - 3. Individuals who are current members of the APTA Academy of Education Board of Directors, the APTA Board of Directors, or APTA Staff are not eligible for the award and may not participate in the nomination process.
- C) Criteria:
 - 1. A distinguished record of excellence in academic or clinical education for physical therapists at the national, regional, or local level;
 - 2. A distinguished record of subject matter area expertise evidenced by publications or other appropriate documentation;
 - 3. Evidence of advancing education through innovative teaching methodologies or materials.
- D) Nomination Procedure



1. Send ONE PDF file of the nomination packet by email to academy@aptaeducation.org. The nomination packet must be received in the APTA Academy of Education office by October 15th at 5 pm Eastern Time.
2. Nomination packets must include:
 - a) Written nomination letter addressing the characteristics that distinguish the nominee or nominees. The letter should carefully document the ways in which the nominee fulfills the criteria noted above.
 - b) A formal resume or curriculum vitae which includes biographical information pertaining to major professional activities and accomplishments of the nominee(s).
 - c) Three support letters from Association members, at least two of which are from APTA Academy of Education members. These letters should support the nomination letter by providing a personal account of the teaching activities that distinguish the nominee(s). The authors of the support letters must document proof of APTA Membership.
3. If a nominee was not selected for the award, the nominator may resubmit the same nomination packet one time only in the following calendar year with the option of updating supporting documents.

IV) Adopt-A-Doc Awards

- A) Purpose: This award reflects the Academy's commitment to increase the number of doctoral prepared faculty teaching in PT and PTA education programs.
 1. Up to 3 awards are to be given annually as approved in the award year budget. Each award is typically a \$3,000 scholarship (or an amount specified by the Academy's Executive Committee) to offset tuition or doctoral research costs; the awards also include reimbursement of Academy annual dues for that year for each recipient.
- B) Eligibility: Nominees must be:
 1. A member of the APTA Academy of Education.
 2. A post-professional doctoral candidate with an approved dissertation proposal.
 3. Individuals who are current members of the APTA Academy of Education Awards Committee, the APTA Academy of Education Board of Directors, the APTA Board of Directors, or APTA Staff are not eligible for this award and may not participate in the nomination process.

C) Criteria

1. Scholarship of teaching and learning (SoTL) is preferred as the area of doctoral study for recipients. However, other areas of study are welcomed. SoTL topics include but are not limited to the education of patients, clients, families, students (pre-professional and professional), post-professional (e.g., residents, fellows), or colleagues.

D) Nomination Procedure

1. Send ONE PDF file of the nomination packet by email to academy@aptaeducation.org. The nomination packet must be received in the APTA Academy of Education office by October 15th at 5 pm Eastern Time.
2. A nomination packet must include a signed application letter with the following information (maximum of 2 pages):
 - a) Name, mailing address, telephone, and email address.
 - b) APTA membership number and dates of APTA Academy of Education membership.
 - c) Name of institution in which enrolled.
 - d) Description of doctoral program.
 - e) Anticipated date of completion of doctoral education.
 - f) Description of teaching experience (didactic, clinical, continuing education).
 - g) Career goals related to education.
3. One-page itemized budget request
 - a) Allowable award expenditures include tuition, equipment, supplies, printing, fees, software, statistical consultation, subject honoraria, travel related to research.
 - b) Note the amount and sources of other funding received during the course of doctoral study.
 - c) Personal expenses and APTA association dues are not eligible for funding.
4. Current Curriculum Vitae
5. Verification of doctoral candidacy status
6. Abstract of approved doctoral dissertation proposal (additional documentation of approval is needed if the committee signature is not included on the abstract).
7. Two letters of recommendation:
 - a) One from dissertation advisor and



- b) The second from an individual who can attest to your characteristics, attributes, skills, and experiences that speak to your role as an educator (e.g., PT or PTA program director at a program with which you are associated as a faculty member, employer, mentor).

V) Cerasoli Lecture

- A) Purpose: To acknowledge an individual who has distinguished themselves as an educator, administrator, practitioner and/or mentor as exemplified in the professional career of Pauline “Polly Cerasoli”, PT, EdD. The recipient will present the Polly Cerasoli Lecture at the Combined Sections Meeting one year after the award is announced and shall provide permission for audiotaping the lecture. Honoraria will be given and will be determined annually by the Executive Committee and approved by the Board as part of the budgeting process.
- B) Eligibility: Nominees must:
 - 1. Be physical therapists who are active members of the APTA and the APTA Academy of Education.
 - 2. Have made distinguished contributions to the profession of physical therapy in the area of education.
 - 3. Individuals who are current members of the APTA Academy of Education Board of Directors, the APTA Board of Directors, or APTA Staff are not eligible for the award and may not participate in the nomination process.
- C) Criteria: The distinction of a nominee’s contributions to the professional of physical therapy will be judged based on:
 - 1. Leadership role in the academy of higher education;
 - 2. Service to the profession in various capacities;
 - 3. Vision and insight regarding the profession of physical therapy and the implications for the future of physical therapy education;
 - 4. High regard from peers;
 - 5. Ability to present a compelling lecture upon acceptance of award.
- D) Nomination Procedure
 - 1. Send ONE PDF file of the nomination packet by email to academy@aptaeducation.org. The nomination packet must be received in the APTA Academy of Education office by October 15th at 5 pm Eastern Time.
 - 2. Nomination packets must include:



- a) A letter of nomination from an APTA member that addresses the eligibility and criteria for section. nominees.
 - b) A formal resume or curriculum vitae which includes biographical information pertaining to major professional activities and accomplishments of the nominee.
 - c) Four additional letters of support from APTA members that specifically focus on the strengths of the nominee in relation to the award criteria.
3. If a nominee was not selected for the award, the nominator may resubmit the same nomination packet one time only in the following calendar year with the option of updating supporting documents.

VI) President's Award

- A) Purpose: to honor an individual who has provided exemplary service or noteworthy contributions in advancing the vision, mission, or goals of the Academy. Recognition and a plaque will be given to the recipient(s) during the Academy's annual business meeting.
- B) Eligibility:
 1. All Academy members are eligible, as are non-Academy members whose contributions warrant the honor.
 2. Individuals who are current members of the Academy Awards Committee or the Academy Board of Directors are not eligible for this award.
 3. Criteria: At the discretion of the Academy President. a) Final decision(s) will be made by the Academy President with the support of the Academy Board.
- C) Nomination Procedure:
 1. Any Academy member may nominate an individual for Academy President's consideration for the President's Award.
 2. Persons making a nomination should submit a letter of nomination to academy@aptaeducation.org. The nomination must be received in the APTA Academy of Education office by October 15th at 5 pm Eastern Time.
 3. The letter of nomination should address why the individual should be considered for the President's Award.
- D) Up to two individuals may receive this award; There may be years when this award is not given.

APPENDIX - AWARDS COMMITTEE TIMELINE		
DATE	DESCRIPTION	RESPONSIBILITY
January	<ul style="list-style-type: none"> Collaborate with Communications Committee in preparation for recognizing awardees during annual business meeting. 	Chair and Executive Office
	<ul style="list-style-type: none"> Prepare awardee bios, obtain headshots for Awards Program. 	Executive Office
January/February	Presentation of the Academy's Awards and Scholarship during annual business meeting.	Chair
February/March	Collaborate with Communications Committee to submit request to Executive Office to announce awardees in Academy Newsletter, social media and website.	Chair
April	Review and update documents displayed on Academy website for the upcoming award period. Submit request for any website changes to Executive Office.	Chair
May	Review and update procedures and rubrics for establishing eligibility of nominees and selecting awardees.	Chair with Committee
June		
July	<ul style="list-style-type: none"> Orientation of new committee members. Review Awards and Adopt-A-Doc Scholarship criteria and deadlines. Coordinate with Communication Committee to publish information on Awards and Adopt-A-Doc Scholarship in Academy communications Submit information to Executive Office for posting 	Chair with Committee and Executive Office

August	Publish the call for nominations for Awards and Adopt-A-Doc Scholarship no later than August 15 th .	Chair and Executive Office
September	<ul style="list-style-type: none"> • Confirm status of response to call for awards with Executive Office. • Include second call for nominations during period that applications are accepted. 	Chair and Executive Office
October	<ul style="list-style-type: none"> • Application Deadline: October 15th • Completed applications available in the Awards Committee leadership folder and via Awards Smartsheet. • Verify completeness of applications and eligibility of nominees • Begin review of applications of eligible nominees 	Executive Office Committee Committee
November	<ul style="list-style-type: none"> • Conference call of committee members to discuss and determine awardees. • Recommendations forwarded to • Academy President, Treasurer and Executive Director. 	Chair with committee
December	<ul style="list-style-type: none"> • BOD considers and approves awardees. • Notify awardees and nominators of all candidates of the Committee's decision on behalf of (and copied to) the Academy President and Committee Chair. • Plaques Ordered 	Academy BOD Executive Director Executive Office

Member Nominated Awards:

- Adopt-A Doc Scholarship
- Award for Leadership in Education
- Polly Cerasoli Lectureship Award
- Distinguished Educator in Physical Therapist Education Award
- Distinguished Educator in Physical Therapist Education Assistant Award
- Emerging Leader Award* APTA award nomination due mid- April



Awards Not Determined by the Awards Committee:

- President's Award: Nominations may be received from Academy members but nominations are reviewed and the awardee(s) selected by the Academy President.
- Distinguished Mentor in Residency/Fellowship Education Award: Nominations may be received from Academy members but the nominations are reviewed and the awardee(s) selected by the Residency and Fellowship Education Special Interest Group.

JoPTE Awards: Selected by the Editorial Board

- Feitelberg Journal Founder's award
- Stanford Award



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

C) Journal Board

I) The APTA Academy of Education (Academy) shall publish a refereed journal, the Journal of Physical Therapy Education.

II) Composition

- A) The Journal Editor(s) shall be appointed, and reappointed, for a three-year term by the President with the approval of the Board of Directors.
- B) The Journal Editorial Board members shall be appointed, and reappointed, by the Journal of Physical Therapy Education, Journal Editor for staggered three-year terms, beginning in June of the first appointed year.
- C) The Journal Editorial Board shall coordinate publication of a journal devoted to research in and commentary about educational issues in physical therapy.
- D) The activities of the Journal shall be reported to the Board of Directors at the annual Combined Sections Meeting and other meetings when called upon.

III) Journal

- A) The Academy of Education shall publish a journal devoted to research in and commentary about educational issues in physical therapy.
- B) The Academy journal shall be named The Journal of Physical Therapy Education.
- C) The Journal shall be managed by an Editor(s), with the advice and counsel of the Editorial Board.
- D) The Journal shall function as a refereed journal by utilizing a masked review process.
- E) At least one issue of the Journal shall be published per year.
- F) Special theme issues of the Journal may be published and shall include invited, peer-reviewed manuscripts.
- G) The Journal shall maintain content licensing with various entities to allow electronic access and raise revenue for the Journal. This revenue shall be retained by the Academy of Education.

IV) Editor(s)

- A) Is appointed by the President with approval of Board of Directors for a three-year term.
- B) Serves at the will of the Board of Directors, as specified by Academy bylaws.
- C) Administers/manages all non-fiscal activities related to the Journal.
- D) Makes the final decision on publication for all manuscripts in consultation with Editorial Board.
- E) Oversees the progress of the Journal in meeting goals and objectives in consultation with the Editorial Board and Academy Leadership.
- F) Appoints the Editorial Board.
- G) Chairs Editorial Board and shall vote only in a tie.
- H) Appoints peer reviewers, specialized content consultants, guest editors, and others, as needed, to ensure quality of the content of the Journal.
- I) Selects and works with a publisher/printer, and with entities for licensed electronic distribution of the Journal.
- J) Maintains written procedures for management of the Journal.
- K) Works with the Treasurer and the Academy Finance Committee to prepare and manage the Journal Budget in consultation with the Executive Committee of the Academy of Education.
- L) Submits an annual report to the Board of Directors.

V) Editorial Board

- A) Members are appointed for a three-year terms by the Editor.
- B) Implements policies and procedures, develops themes and ideas for Journal.
- C) Participates in manuscript reviews.
- D) Advises the Editor on policies and procedures.
- E) Shall be composed of at least five and up to 16 regular, voting members, with staggered terms of office.
- F) Maintains regular contact and shall meet formally, twice a year in person, and by conference call; interim business shall be conducted by surface and electronic mail and/or phone.
- G) Responsibilities
 - 1. Contribute to the Manuscript Review Process

- a) Participate actively in the Manuscript Review process by accepting EBM assignments from the Co-Editors.
 - b) Effectively utilize Editorial Manager manuscript management system and complete assigned manuscripts in a timely manner.
 - c) Independently review and critique manuscripts.
 - d) Read and consider the critiques of assigned reviewers in making a publication recommendation to the Co-Editors.
 - e) Respect the confidentiality of manuscripts, authors, and reviewers during the review process.
2. Participate in the Development of the Journal
 - a) Encourage potential authors to submit manuscripts.
 - b) Engage with the Editorial Board in planning activities for all aspects of the Journal, through conference calls and meetings.
 - c) Work collaboratively with other members of the Editorial Board on projects to further the goals of the Journal.
 3. Special Duties that may be assigned to Members.
 4. Focused Reviews of specific materials (abstracts, book reviews, web-site resources).

VI) Board of Directors, Academy of Education (Academy)

- A) Appoints the Editor(s).
- B) Assists Journal in assuring financial viability through adequate funding.

VII) Academy of Education Staff Liaison

- A) Maintains a record of income and costs for the Journal.
- B) Submits bills for prompt payment using the process established by the Treasurer.
- C) Works with Board of Directors, Editorial Board, and Publisher to secure stable funding base.

VIII) Awards

- A) The Feitelberg Journal Founders' Award

1. History: The Feitelberg Journal Founder's Award was initiated by Dr. Samuel Feitelberg, founder of the Journal in 1987.
2. Purpose: The Award was created by Dr. Samuel Feitelberg in honor of the efforts of the over 100 colleagues whose contributions of time and money created the Journal of Physical Therapy Education, to acknowledge excellence in publication by a first-time author in the Journal of PT Education for the calendar year.
3. Procedure/Requirements:
 - a) Definition of First Time Author: A first time author is defined as a sole author or the first author of a multi-authored manuscript who has 3 or fewer peer reviewed publications.
 - b) Author Selection Process:
 - In November of each calendar year, an Editorial Board Member is appointed by the (Co-)editor-in-chief as that calendar year's awards committee chair.
 - The awards committee chair will determine what papers published during the present calendar year and those that are accepted for publication AND planned to print in the December issue are eligible for consideration.
 - The eligible papers list is shared by email with all Editorial Board Members.
 - All Editorial Board Members are eligible to nominate any additional papers that they believe meet the consideration criteria.
 - Editorial Board Members then rank order the papers available for consideration, ranking their top, 2nd and 3rd choices by electronic voting, arranged by the awards committee chair.
 - The awards committee chair tallies the electronic voting and notifies the (Co)editor-in-chief of results, copying all received votes.
 - Voting results are maintained by the (Co-)editor-in-chief for a period of 12 months following the award presentation.
 - Award winner notified by the (Co-)editor-in-chief of winning by December 8, inquiring that winner is planning to attend CSM.
4. Presentation:
 - a) CSM Academy Business Meeting by Journal Co-Editor or designee
 - b) 9" X 12" Cameo Plaque



- c) \$300.00 Monetary Stipend
- d) Announcement in the Spring Issue

B) The Stanford Award

1. History: The Stanford Award was initiated by Dr. Kay Shepard in 2000 through an endowment to the Academy for Education. Kay's editorial about the award can be found in JOPTE Volume 15, No. 1, Spring 2001.
2. Purpose: The Stanford Award was established in 2000 through a generous endowment by Dr. Katherine Shepard. This award honors the exceptional educators who taught at the Stanford University Program in Physical Therapy during its illustrious 45-year history and recognizes Stanford graduates who continue to make contributions to Physical Therapy Education today. It also recognizes the Academy's support of the program at Stanford University during its history.
3. Procedure/Requirements:
 - a) The Stanford Award recipient is selected by the Editorial Board Members of the *Journal of Physical Therapy Education* and recognizes the author or authors of an article published in *regular* issues of the previous year *Journals* (excluding the Cerasoli Lecture) that is considered as presenting the most influential ideas for Physical Therapy Education.
 - b) Author Selection Process:
 - In November of each calendar year, an Editorial Board Member is appointed by the (Co-)editor-in-chief as that calendar year's awards committee chair.
 - The awards committee chair will determine what papers published during the present calendar year and those that are accepted for publication AND planned to print in the December issue are eligible for consideration.
 - The eligible papers list is shared by email with all Editorial Board Members.
 - All Editorial Board Members are eligible to nominate any additional papers that they believe meet the consideration criteria.
 - Editorial Board Members then rank order the papers available for consideration, ranking their top, 2nd and 3rd choices by electronic voting, arranged by the awards committee chair.



- The awards committee chair tallies the electronic voting and notifies the (Co)editor-in-chief of results, copying all received votes
 - Voting results are maintained by the (Co-)editor-in-chief for a period of 12 months following the award presentation.
 - Award winner (first author) notified by the (Co-)editor-in-chief of winning by December 8, inquiring that winner is planning to attend CSM.
4. Presentation
- a) CSM Academy Business Meeting by Journal CO-Editor or designee.
 - b) 9" X 12" Cameo Plaque to all authors.
 - c) \$300.00 Monetary Stipend.
 - d) Announcement in the Spring Issue

IX) Authority:

- A) These policies and procedures are in effect until change is mutually agreed to by the Board of Directors and the Editor.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

D) Website Editor

I) Description

- A) The Website Editor serves as liaison between Academy members, officers, and staff relative to Academy website modifications.

II) Composition

- A) The Website Editor is appointed by the President, with Board approval, for a 3-year term. Reappointment is at the discretion of the President.

III) Responsibilities and Reporting

The Website Editor shall:

- A) Advise Academy officers on website content and design changes.
- B) Educate Academy officers on uses and limitations of the Academy website.
- C) Submit timely reports to the Academy Board of Directors on website access, use, and issues related to functionality.
- D) Collaborate with Executive Director to prepare budget for all website related expenses and submit annual budget to the Executive Committee by the established deadline.

IV) Specific Responsibilities

- A) Work with the Academy's staff liaison to website provider to modify or update the website as needed to maintain effective content and currency of posted materials, events, and links.
- B) Report to the Director for Communications and Promotion, and serve on the Communications Committee chaired by the Director.
- C) Propose changes to website assets to support effective communication for Academy members and leadership.
- D) Serve as a member of the Communications Committee.



V) Reimbursement

- A) The Website Editor shall be reimbursed for actual expenses related to approved activities conducted on behalf of the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for expenses shall be consistent with Academy policy.

VI) Orientation of Successor

- A) The outgoing Website Editor shall orient the newly appointed Website Editor prior to the date upon which the new Editor assumes the position. The outgoing Editor shall orient the incoming Editor in the processes of the website and duties and responsibilities of the Website Editor to assure optimal transitioning for membership and website functionality preservation.
- B) Transition of Website Editors shall be in collaboration with the Academy's Executive Director.
- C) Orientation of the incoming Website Editor shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Website Editor's activities and other material necessary for the smooth transition of operations.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

E) Social Media Coordinator

I) Purpose

- A) Increase the online presence of the Academy using social media strategies.

II) Composition

- A) The Social Media Coordinator is appointed by the President, with Board approval, for a 3- year term. Reappointment is at the discretion of the President.

III) Responsibilities and Reporting

The Social Media Coordinator shall:

- A) Establish a consistent, engaging and sustainable social media presence for the Academy (ex: X, Facebook, Instagram, LinkedIn).
- B) Assure a social media presence at ELC and CSM as determined annually by the Board.
- C) Assume responsibility for all individuals to whom social media postings have been delegated.
- D) Track and monitor use of social media related to the Academy.
- E) Serve as a member of the Communications Committee to coordinate social media activities as part of an overall communications strategy.
- F) Prepare reports as requested by the Academy Board of Directors.
- G) Comply with the APTA Standards of Conduct in the Use of Social Media;
https://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandrdsConductSocialMedia.pdf
- H) Develop and maintain a social media guidelines handbook.

IV) Reimbursement



- A) The Social Media Coordinator shall be reimbursed for actual expenses related to approved activities conducted on behalf of the Academy as listed in the budget approved by the Board of Directors.
 - B) Reimbursement for expenses shall be consistent with Academy policy.
- V) Orientation of Successor
- A) The outgoing Social Media Coordinator shall orient the newly appointed Coordinator prior to the date upon which the new Coordinator assumes the position. The outgoing Coordinator shall orient the incoming Coordinator in the responsibilities and practices of the Social Media Coordinator to assure optimal transitioning for membership and benefit to the Academy.
 - B) Transition of the Social Media Coordinators shall be in collaboration with the Academy's Executive Director.
 - C) Orientation of the incoming Social Media Coordinator shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Coordinator's activities and other material necessary for the smooth transition of operations.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

F) Federal Affairs Liaison

I) Description

- A) The Academy President appoints one individual to serve as the Federal Affairs Liaison (FAL) for a one-year term. The FAL appointment is for the calendar year of and does not change if chapter leadership changes during this appointment period such that the FAL appointee is required to attend APTA's annual federal advocacy event.
- B) Background: Federal Affairs Liaisons serve as the link between their component and APTA's Government Affairs Department on federal issues. Each APTA chapter and section president selects one member to serve as that component's Federal Affairs Liaison for a term of 1-year. FALs are responsible for providing grassroots input to the APTA's Government Affairs Department, and for disseminating information to their component. (<http://www.apta.org/Grassroots/>)

II) APTA Federal Affairs Liaison Position Description

The Academy Federal Affairs Liaison will:

- A) Provide input from the grassroots membership to government affairs staff of APTA and fills out annual critical issues survey.
- B) Disseminate information to the grassroots membership from the APTA Board of Directors, Government Affairs Committee, and government affairs staff of APTA.
- C) Assist in the identification of potential APTA Key Contacts from your chapter. Liaisons to APTA sections do not have this responsibility since Key Contacts are identified at the state level.
- D) Attend regular Component meetings to relay legislative and regulatory information to the grassroots members of your component.
- E) Attend the Annual Federal Government Affairs Forum. Each Liaison is required to attend the Forum to fulfill their role and responsibilities.
- F) Recruit participants of APTA advocacy event, such as the Forum, rallies, or other grassroots activities.
- G) Coordinate practice visits in your state to bring Members of Congress into every physical therapy practice setting.



- H) Attend political events, with the assistance of PT-PAC in your state.
- I) Coordinate with the state legislative chairperson on component grassroots networks, policy development, and identification of emerging issues.
- J) Attend political events with the assistance of PT-PAC.
- K) Coordinate legislative activities and events for issues of importance to physical therapy and physical therapy education.

III) Reimbursement

- A) The FAL shall be reimbursed for actual expenses related to activities conducted on behalf of the Academy as listed in the budget approved by the Board of Directors.
- B) Reimbursement for Expenses shall be consistent with Academy policy.

IV) Orientation of Successor

- A) The outgoing FAL shall orient a newly appointed FAL.
- B) The FAL shall include location of all governance documents as well as records of previous FAL activities and other material necessary for the smooth transition of operations.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

G) Volunteers Coordinator

I) Description

- A) The Volunteers Coordinator facilitates the recruitment process for appointed positions within the Academy.

II) Composition

- A) The Volunteers Coordinator is appointed by the President, with Board approval, for a 3-year term. Reappointment is at the discretion of the President.

III) Responsibilities and Reporting

The Volunteers Coordinator shall:

- A) Work with the Academy's Executive Director to recruit Academy members for open appointed positions on Academy committees, task forces etc.
- B) Coordinate volunteer outreach with other Academy components to maximize efficiency and effectiveness.
- C) Communicate with members who volunteer for appointed positions to provide a positive experience whether or not they are appointed to a given position.
- D) Serve as a member of the Communications Committee.

IV) Specific Responsibilities

- A) Assures that the volunteer portal of the website accurately reflects open positions for appointment based on a calendar of annual appointment times and current appointment terms.
- B) Works with the Academy's Executive Director to post calls for open positions or volunteer opportunities in a timely manner using designated technology-based communication tools.
- C) Coordinates timing of calls for volunteers with calls made by the Awards Committee, the Research Committee, the Nominating committee, and Program Committees.



- D) Uses the Volunteers Portal on the Academy website to retrieve information for all volunteers for a given posted position or volunteer opportunity and relays that information to appropriate decision-makers.
 - E) Communicates with individuals who posted on the Volunteers Portal to confirm receipt of information for the given position or volunteer opportunity and identifies for them the next steps that will take place in the appointment process.
 - F) Communicates with individuals who are not selected for a given position or volunteer opportunity to encourage future volunteerism.
 - G) Works with the Academy's Executive Director to track and monitor volunteers relative to diverse, equitable and inclusive representation across our membership profile.
 - H) Works with the Director for Communications and Promotion and Nominating Committee on strategies to broaden member participation in appointed positions.
 - I) Works with the ELC Program Committee to recruit session moderators for ELC.
- V) Reimbursement
- A) The Volunteers Coordinator shall be reimbursed for actual expenses related to approved activities conducted on behalf of the Academy as listed in the budget approved by the Board of Directors.
 - B) Reimbursement for expenses shall be consistent with Academy policy.
- VI) Orientation of Successor
- A) The outgoing Volunteers Coordinator shall orient the newly appointed Volunteers Coordinator prior to the date upon which the new Volunteers Coordinator assumes the position. The outgoing Volunteers Coordinator shall orient the incoming Volunteers Coordinator in the duties and responsibilities of the Volunteers Coordinator to assure optimal transitioning.
 - B) Transition of Volunteers Coordinator shall be in collaboration with the Academy's Executive Director.
 - C) Orientation of the incoming Volunteers Coordinator shall include location of all governance documents, functions of committees, SIGs and other appointed Academy leaders as well as records of previous Volunteers Coordinator's activities and other material necessary for the smooth transition of operations.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

H) Ethics Liaison

I) Description

- A) Per the APTA Bylaws, the Ethics Liaison interacts with the APTA Ethics and Judicial Committee as needed.

II) Composition

- A) The Ethics Liaison shall be appointed by the President, with the approval of the Board, for a three (3) year term.

III) Duties

The Ethics Liaison shall:

- A) Interact with the APTA Ethics and Judicial Committee as needed.
- B) Review and comment on matter pertaining to ethics in existing and proposed Academy policies, initiatives, or activities.
- C) Promote activities for the dissemination of information and educational materials related to APTA ethics and interpretive documents.
- D) Review evidence of unethical conduct levied against an Academy member, reporting such evidence to the Academy Board.



Section V. Appointed Committees, Coordinators, Positions, and Journal of Physical Therapy Education

I) Program Director, Fellowship in Higher Education Leadership

- I) Description: The Program Director for the Fellowship in Higher Education Leadership (FHEL) has oversight of the Academy's Fellowship in Higher Education Leadership.
- II) Composition
 - A. Selection of the Program Director occurs through an open application process and evaluation by the Executive Committee. Candidates must meet any other qualifications required by the bylaws.
 - B. The position will be appointed for one year. The decision to reappoint the current Program Director or consider a call for applicants will be considered by the Executive Committee annually.
 - C. The Program Director is directly responsible to the Academy Board of Director (BOD) and Academy membership.
 - D. In the event of a vacancy, the Executive Committee will appoint an individual to serve for the unexpired portion of the term.
- III) Responsibilities and Reporting
 - A. The Program Director for the Fellowship in Higher Education Leadership shall:
 - 1. Ensure the program's compliance with the provisions of the current version of the American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) Evaluative Criteria and Rules of Practice and Procedure.
 - 2. Provide annual reports to ABPTRFE about the FHEL in accordance with defined standards and documentation requirements.
 - 3. Represent the FHEL as a component of the Academy of of Education with relevant internal and external communities as needed..
 - 4. Provide updates and annual reports to the Academy of Education Board of Directors.
 - 5. Submit a budget and annual report to the Executive Committee by the established deadline.
- IV. Specific Responsibilities
 - A. Ensures the programs compliance with the provisions of the current version of the ABPTRFE Evaluative Criteria and Rules of Practice and Procedure.



- B. Provides annual reports to ABPTRFE about the FHEL in accordance with defined standards and documentation requirements.
- C. Represents the FHEL as a component of the Academy of Education with relevant internal and external communities as needed.
- D. Provides updates and annual reports to the Academy of Education Board of Directors.
- E. Has management responsibility for all aspects of the FHEL in coordination with the academy of Education staff, including recruitment, admissions processes, fulfillment of program requirements, participant retention, and faculty and mentor evaluations.
- F. Provides leadership in and serves as a resource for ongoing communications with all stakeholders associated and involved with the FHEL, including past, current, and future participants.
- G. Promotes the FHEL through a variety of marketing mechanisms in collaboration with Academy of Education staff and relevant Academy component groups.
- H. Provides oversight for all contracts and financial aspects associated with the FHEL, including tuition, faculty contracts, professional fees, onsite sessions, graduation, certificates and pins, and mentor honoraria in coordination with the Academy of Education staff and Executive Committee.
- I. Has responsibility for data collection, analysis, and synthesis to assess and track FHEL outcomes, and identification of strengths and areas for improvement.
- J. Generates recommendations for curricular or organizational change in the FHEL to the Academy of Education Board of Directors, as needed, to ensure the program's currency and relevance.

Section VI. Elections

- I) Nominations Procedure
 - A) The Executive Office and Academy Nominating Committee shall collaborate with the Academy Board and Special Interest Group (SIG) nominating committees to determine the positions open for election each year, and to generate and disseminate a call for nominations.
 - 1. All calls for nominations must include the statement: “Per Academy policy, the nominating committee, after review of all submitted candidate materials, shall select no more than three (3) nominees for each open position.”
 - 2. Individuals may self-nominate or be nominated by a peer; individuals nominated by a peer will be prompted by Nominating Committee to complete the online form as described in I.B.
 - B) Candidates for Academy Board or SIG positions are required to upload a picture and curriculum vitae and submit a short bio and candidate statement via an online form. The form must be completed by the communicated deadline in the call for nominations.
 - C) The Academy Nominating Committee will verify APTA member status for all candidates prior to sharing candidate materials with the corresponding Academy or SIG nominating committees for subsequent review and selection of candidates to be slated.
 - D) When more than three (3) qualified candidates are nominated for a position, it is the responsibility of the corresponding nominating committee to select the three candidates best positioned to serve the mission, vision, and current Strategic Plan of the Academy Board or SIG.
 - E) The Academy Nominating Committee Chair in collaboration with the Executive Office shall inform the Academy Board members of the final slate to be presented at the annual business meeting.
 - 1. The Board shall approve the slate at the Board meeting prior to the Academy’s Annual Business meeting.
 - 2. Nominated candidates who are not slated shall be notified by the Executive Director prior to any notifications of the slate to be presented at the annual business meeting.



- F) Any position for which 3 candidates are not slated shall be opened for nominations from the floor at the annual meeting.
 - 1. Those candidates nominated from the floor at the annual business meeting shall be requested to complete the online nominee form with all required materials and statements within 10 working days after notification.
 - 2. Nominee from the floor materials shall be made available to the relevant nominating committees no later than 2 weeks after the annual business meeting for review and selection of candidates to fill open positions on the slate.
 - a) All nominating committee selections are to be completed within 4 weeks of the annual meeting.
 - 3. The Academy Nominating Chair and Executive Director shall confirm final slates with all nominating committees per the nominating committee timeline found in Section IV. B.

II) Elections Procedures

- A) Elections shall be held annually for all vacant elected offices.
- B) The ballot shall be prepared by the Executive Office and shall include nominee names, and a candidate statement, and, with the candidate's approval, a candidate headshot.
- C) Elections shall be conducted electronically and shall begin no later than the timeline found in Section Iv.B.; the ballot shall be accessible for a period of no more than four weeks. (Refer to Article X Elections, Voting Body, Academy Bylaws).
- D) Within seven (7) days of the close of elections, a report of votes submitted for each candidate for each position shall be generated by the Executive Office, with results formally verified by the Academy Nominating Committee and Secretary.
- E) The Executive Director shall notify the Academy Board and SIG nominating committees of the elections outcomes.
- F) The Executive Director, on the behalf of the President and Academy Committee, shall notify each candidate electronically of their election status prior to any public dissemination of election results.
 - 1. The communication shall include relevant information including but not limited to the date of the required orientation and the hand-off process.



- 2. The Executive Office shall use electronic media to notify Academy members of the elected candidates.
- G) Newly elected officers shall take office effective July 1st.

III) Voting Body

- A) All Academy members with active membership as of April 1st of the election year are eligible to cast votes in the annual election.
- B) Election for each office or position shall be by a plurality of the valid votes cast. In the case of a tie, the election shall be settled by lot.
- C) A minimum of 100 ballots shall be required for the election to be valid.
- D) Membership shall receive the link to the ballot at least three (3) times over the 1 month period that elections are open.

ELECTIONS CYCLE TABLES

Table 1: Cycle 1	
Academy (AoE)	AoE President-Elect AoE Treasurer AoE Nominating Committee Member
Anatomy Educators - AE SIG	AE SIG Chair AE SIG Nominating
Academic Faculty - AF SIG	AF SIG Vice Chair AF SIG Nominating
Clinical Educators - CE SIG	Academic CE SIG Co-Chair CE SIG Nominating
PTA Educators - PTAE SIG	PTAE SIG Vice Chair PTAE SIG Nominating
Residency & Fellowship - RFE SIG	RFE SIG Chair RFE SIG Nominating
Scholarship of Education - SoE SIG	SoE SIG Recording Secretary

Table 2: Cycle 2	
Academy (AoE)	AoE Vice President AoE Director of Communications and Promotion AoE Nominating Committee Member
Anatomy Educators - AE SIG	AE SIG Membership Secretary/Treasurer AE Nominating
Academic Faculty - AF SIG	AF SIG Chair AF SIG Nominating
Clinical Educators - CE SIG	CE SIG Recording Secretary
PTA Educators - PTAE SIG	PTAE SIG Chair PTAE Nominating
Residency & Fellowship - RFE SIG	RFE SIG Secretary/Treasurer RFE SIG Nominating
Scholarship of Education - SoE SIG	SoE SIG Vice Chair SoE SIG Nominating

Table 3: Cycle 3	
Academy (AoE)	President-Elect Secretary Director of Professional Development Academy Nominating Committee Member
Anatomy Educators - AE SIG	AE Vice Chair AE Recording Secretary/Website Contact
Academic Faculty - AF SIG	AF SIG Secretary/Treasurer
Clinical Educators - CE SIG	CE SIG Clinical Co-Chair CE SIG Nominating
PTA Educators - PTAE SIG	PTAE SIG Secretary/Treasurer
Residency & Fellowship - RFE SIG	RFE SIG Vice Chair RFE SIG Membership Secretary
Scholarship of Education - SoE SIG	SoE SIG Chair SoE SIG Nominating



Section VII. Executive Office Responsibilities

I) Office Administration

- A) Provide general administrative services for the Section Board of Directors.
- B) Provide and maintain a master list of Section and SIG officers, committee chairs, and membership.
- C) Maintain database for the seven special interest groups.
- D) Provide SIG membership lists to SIG Secretary or Chair on a quarterly basis.
- E) Maintain and store files and records for the Section.

II) Communications

- A) Work with JoPTE editorial board.
- B) Provide biannual activity reports at CSM and ELC.
- C) Serves as listserv moderator.
- D) Edit and distribute Academic Faculty, Clinical Education and PTA Educators SIG Newsletters, as requested.
- E) Work with Web Site Coordinator and webmaster host to maintain Section web site.

III) Governance

- A) Assist nominating and election committees with balloting and election processes.
- B) Work with Secretary to draft and distribute minutes and assure continuity of records maintained on Section website and permanent back-up of meeting records.
- C) Solicit reports from Board members a minimum of thirty (30) days in advance of meetings.
- D) Notify membership and Board members of special meetings.
- E) Post and distribute all reports to the Executive Committee and BOD a minimum of one week prior to meetings.

IV) Membership

- A) Acknowledge new members.
- B) Maintain "welcome" materials (electronic new member letter, officer roster, etc.)



- C) Contact Dropped members in collaboration with the Representative-at-Large for Promotion for the Education Section.
- D) Record Statistics.
- E) Work with Promotion Representative-at-Large regarding tracking statistics, monthly report and transaction/payment reports with the Association Membership Development staff.

V) Meeting Services

- A) Attend Board of Directors, Executive Committee and Business meetings upon request.
- B) Provide administrative support by posting materials, creating certificates and badges, and providing other materials for educational instructional courses offered by the Section.
- C) Handle the logistics for packing, shipping exhibit booth for CSM, AC & Student Conclave meetings.
- D) Assist Educational Leadership Conference planning committee with all logistic for planning (speaker contracts, meeting services, brochure, promotion, registration).
- E) Assist Rep-at-Large for Professional Development with all logistic for planning the Faculty Development Workshop (speaker contracts, meeting services, brochure, promotion, registration).

VI) Awards

- A) Prepare promotional message for distribution.
- B) Review applications for completeness.
- C) Coordinate review of applications with awards committee chair.
- D) Communicate with successful and unsuccessful award candidates.
- E) Script awards presentation and order plaques in collaboration with the Awards Committee Chair
- F) Arrange conference calls with committee members.



Section VIII. Academy Delegate to APTA House of Delegates

I) Description

- A) The Academy shall have two (2) voting delegates and an alternate delegate whose primary purpose shall be to serve the best interests of physical therapy education in the deliberations of the APTA House of Delegates (the House).

II) Composition

- A) The President of the Academy shall be the Academy's chief delegate to the House.
- B) A second delegate shall be appointed annually by majority decision of the Board.
 - 1. The second delegate must be an Academy member in good standing.
 - 2. The alternate delegate from the previous year shall automatically be considered for Board appointment by majority decision.
- C) An alternate delegate shall be appointed annually by majority decision of the Academy Board after consideration of all applications received from Academy members.
 - 1. The alternate delegate shall serve in the place of the chief or second delegate if either is unable to attend one or more sessions of the House of Delegates, or is otherwise unable to serve.
 - 2. The alternate delegate shall be automatically considered for Board appointment as the second Academy delegate in the year following service as alternate delegate.
 - 3. The specific responsibilities of the alternate delegate shall be the same as for the chief and second delegate.
- D) The Academy delegates may not, in the same year, serve as either a voting or non-voting delegate to another group with representation in the House.
- E) The Academy shall use provided electronic media to notify APTA of the names of the Academy's delegates, as required by APTA and the Standing Rules of the House of Delegates.

III) Specific Responsibilities



- A) Attend virtual and onsite annual and any special meetings of the APTA House of Delegates authorized by the Executive Committee.
- B) Use posted House resources to:
 - 1. Maintain a working knowledge of current House policies and procedures.
 - 2. Routinely monitor and participate as appropriate in delegate discussions in advance of House sessions.
 - 3. Review credentials and qualifications of selected nominees for APTA's elected leadership positions.
- C) Study the matters that are brought before the House for deliberation and action, soliciting guidance on such matters from others as needed (e.g., membership, Board of Directors of the Academy).
- D) Collaborate with other relevant groups (e.g., the Academy's assigned regional caucus, delegates to the other sections/academies) to facilitate the business of the House and serve physical therapy education stakeholders.
- E) Meet periodically as the Academy delegation, using a virtual platform, to discuss issues of concern to physical therapy education or other business of the House.
 - 1. Assure Academy representation whenever possible at optional informational events for House delegates (e.g., APTA nominee interviews).
- F) Report to the membership and the Board of Directors of the Academy the actions taken by the House of Delegates and the reasons for and implications of such actions

Note: Additional information is available on the APTA website in the APTA HOUSE OF DELEGATES Communities



Section IX. Financial Policies

A) Finance

I) Fiscal Year:

- A) The Academy shall operate on the fiscal year January 1 to December 31.

II) General Responsibilities

- A) The Board of Directors is ultimately responsible for the fiscal well-being of the Academy. The Board of Directors has the responsibility of approving all Academy expenditures either through the budgetary process or through action on specific requests. The Board of Directors is also responsible for the approval of financial policies and the annual budget.
- B) The Executive Committee has the authority to act on behalf of the Board of Directors between meetings using Academy policies to direct decisions.

III) Reserves

- A) A minimum of 100% of the current or forecasted upcoming year's operating budget shall be kept in reserve. This is equivalent to twelve months of operating budget. The reserve amount will be recalculated annually in conjunction with the preparation of the upcoming fiscal year's budget. The values of APTE are to re-invest, to the extent fiscally prudent, funds in excess of this range into the membership in the form of additional programs and services, particularly as relates to fulfillment of strategic plan initiatives. The Finance Committee, with Board of Directors approval, may elect to exceed this reserve range if there is an anticipated need for the excess, whether for a program/initiative or anticipated economic downturn.
- B) The reserve funds may be commingled among investment accounts and general operating accounts but do not include Board or donor restricted funds. A minimum of 25% of reserves – with a higher percentage as needed based on anticipated cash flow, current market conditions, and financial philosophy of the Finance Committee – must be retained in a general checking account.



- C) All funds must be kept in accounts which are 100% insured or in non-insured accounts approved by the Academy Executive Committee. A minimum of 50% of reserves must be in insured accounts.

IV) Budget

- A) The Finance Committee shall prepare the Academy budget using the following schedule:
 1. August/September: Budget materials sent to Officers, SIG, Committee, and Program Chairpersons
 2. October/November: Goals of the Academy for the next fiscal year discussed/determined, budget materials returned to the Finance Committee.
 3. December: Budget is finalized.
 4. January/February: Conference Budgets discussed/adopted by Board of Directors and presented to members during annual business meeting.
- B) The budget shall include annually 5% of the operating budget for strategic initiative.

V) Contract Authority

- A) APTE Staff (Executive Director or other staff designee), President, or Treasurer may solicit contracts for services on behalf of APTE. No other individual or volunteer may solicit or negotiate contracts on behalf of APTE without the express approval of the Executive Director, Treasurer, or President.
- B) All contracts are signed by the President.
- C) Contracts for the Association Management Company require approval of the Board of Directors prior to signature.
- D) Contracts for the site host of the Educational Leadership Conference (ELC) require approval of the Executive Committee prior to signature.
- E) Contracts for an external CPA firm to conduct an audit require approval of the Board of Directors prior to signature. Contracts for an external CPA firm solely to complete and file the 990 require approval of the Executive Committee prior to signature.
- F) Contracts which are for a single service (vs. an ongoing or recurring service, or which spans multiple years) and are budgeted may be signed by the President.



- G) Contracts which are for a single service, are not budgeted, and are projected to incur a cost equal to or less than \$5,000 may be signed by the President with the approval of the Executive Committee.
- H) Contracts which are for a single service, are not budgeted, and are projected to incur a cost greater than \$5,000 may be signed by the President with the approval of the Board of Directors.
- I) Contracts that are for a recurring service or span multiple years may be signed by the President with the approval of the Board of Directors.

VI) Tax Return:

- A) All Academy financial records shall be included in the annual tax return. The tax return shall be completed by a tax accountant or financial specialist and reviewed by the Executive Director, Treasurer and Academy President.

VII) Audits:

- A) The Academy will conduct an external audit of finances every three years, with the external auditing agency or group determined by the Board of Directors. The Academy audit, in abstract, shall be made available to the Board of Directors. The audit schedule is as follows (years noted are the financial year being audited, not the year in which the audit occurs): 2020, 2023, 2026, 2029, 2032, 2035, etc.
- B) There will be a financial review annually completed by the Finance Committee. The Finance Committee will submit a report of findings to the President. The Treasurer will prompt the Finance Committee to ensure this is completed.

VIII) Maintenance of Records:

- A) Financial records will be maintained in accordance with the record retention policy (Sec I. D.).

IX) The Board of Directors shall not commit the Academy to any financial obligations in excess of its current financial resources.

X) Financial Operations for the Academy

- A) Special Interest Groups: The Treasurer shall, as needed, meet with the treasurers of the SIGs to review income and expenditures recorded to date for each.
- B) All invoices and reimbursement requests with approvals are to be submitted to the Academy office.
- C) All disbursements (invoices) are to be paid within 30 days of receipt unless the due date is prior to the 30-day limit. All disbursements greater than \$1,000.00 that go beyond approved budget funds shall be approved by the Executive Committee. If a cash flow problem is identified by the Treasurer, the Academy President must be apprised of the situation immediately. The following steps shall then be initiated.
 - 1. All invoices/vouchers/reimbursement requests shall be prioritized for payment by the President and Treasurer.
 - 2. Allocations to the Special Interest Groups shall be held until the cash flow problem has been resolved. If this action creates a cash flow problem for the Special Interest Groups, the Executive Committee shall evaluate and determine appropriate action.
 - 3. The Academy President, if deemed necessary, shall request a dues allocation advance from the National Office.
- D) The Academy Treasurer shall provide the Board of Directors, SIG Treasurers, and Finance Committee with year-to-date income and expense statements at least two times per year.
- E) The Treasurer shall oversee filing of appropriate tax forms and the annual Treasurer's report to APTA by the Academy's management services. This report includes the following and is solicited by APTA with a deadline on or around May 31:
 - 1. A copy of the 990
 - 2. Year-end financial statements
 - 3. Audit/review report (as applicable)
- F) An allocation in the amount approved by the Board of Directors shall be budgeted, annually, by the Academy to each SIG on January 1.
 - 1. Use of funds allocated to the SIG annually is restricted to expenses that support functions and projects of the SIG. The SIG officers are responsible for reviewing and approving expenditures. A SIG may request additional funding beyond the annual allocation if related to achieving the objectives of the SIG by submitting a detailed, line item request to the Academy's Treasurer during the budget planning process in the fall prior to the new fiscal year. Such a



request for additional funding for the upcoming fiscal year is subject to Board approval as part of the budget approval process.

- G) The Academy President, Treasurer or designated financial officers shall be able to sign checks. Checks for less than \$10,000 may be signed by staff without further approval as long as the expense is budgeted. Checks for \$10,000.00 or more or which are to the Academy's management service must have Treasurer approval (or the President in the Treasurer's absence).
- H) Checking account. A checking account should exist in the Academy's name. The Academy's tax I.D. number should be used. Savings Account. A savings account in the name of the Academy may be established.
- I) If an Academy account rises above \$250,000 for a period over three months, the surplus amount plus 25% of the balance will be moved to another account.
- J) Withdrawal or transfer of the funds may be done by the Treasurer or designated signer (Executive Director or designee) in consultation with the Academy President. The account should be balanced monthly.
- K) Certificate of Deposit. A Certificate of Deposit in the name of the Academy may be established. Choice of CD requires approval of the Executive Committee.
- L) Treasurer's Reports
 - 1. To the Board of Directors at Academy Meetings
 - a) The Treasurer will report a minimum of four times per year (approximately quarterly) either via written report or at a Board meeting.
 - b) The report will include, at minimum:
 - Most recently reported asset, liability, and equity status from the statement of financial position.
 - Year to date performance from the statement of activities.
 - Any emerging trends, areas of concern, or significant deviations from anticipated performance (budget).
 - 2. To the Membership
 - a) The Treasurer will report annually to the membership on the status of the financial health of the organization through the annual report and at the annual business meeting at CSM.
 - b) The report will include, at minimum:
 - Summary of equity and reserve status
 - Prior year revenue and expense performance
 - Annual trends, as relevant.



Section IX. Financial Policies

B) Statement of Investment Objectives, Policies and Guidelines

I) Introduction

- A) This document represents the written investment objectives, policies, and guidelines for the Academy Finance Committee to follow in securing the growth and stability of the Reserve Fund for the APTA Academy of Education (hereinafter “the Academy”). This document is intended to guide the Academy Finance Committee by providing a disciplined investment strategy based on a long-term capital market perspective. Review of this document by the Academy Finance Committee shall occur on a regular basis to assure continued appropriateness of the investment policies and guidelines.

II) Investment Objectives:

- A) Objectives of the Academy’s Investment Program are to achieve long-term growth of assets while preserving capital;
- B) target investment strategies that demonstrate the ability to generate consistent long-term results;
- C) earn the highest total return that is prudently possible consistent with the risk tolerance established by the Academy Finance Committee;
- D) and ensure sufficient liquidity to meet operating and contingency expenses.

The primary objective of the Academy Section’s Investment Program is to provide sufficient Reserve funds while growing the principal to protect against unforeseen expenses. The benefit needs to accrue for the long term and keep up with inflation. Thus, the growth of principal must be measured relative to the Consumer Price Index (CPI). The Reserve Fund’s total real return over a five year period should equal or exceed an average rate of return 5% annually.

III) Investment Authority

- A) Authority for establishing investment accounts lies with the Academy’s Executive Committee upon recommendation of the Academy’s Finance Committee, with



informational report to be provided to the Academy Board. The Academy Treasurer has the authority to authorize transfers from operating accounts to investments with approval from the Academy Executive Committee.

- B) Investments are currently managed by an investment management firm operating under a Moderate Growth portfolio. A Moderate Growth portfolio best fits the above referenced investment objectives. A separate Investment Policy Statement will be maintained with this firm and may be revised upon recommendation of the firm or the Academy Finance Committee with the Academy Executive Committee approval.

IV) Asset Allocation:

- A) The assets of the Reserve Fund will be diversified in order to minimize risk of large losses to it by any one or more individual investments. The Academy Finance Committee recognizes the market will cause the asset allocation to drift, and it will be the responsibility of the Academy Finance Committee to determine when and how to rebalance the fund back to its target.

V) Investment Guidelines:

- A) The following guidelines will be used as parameters for the Academy Finance Committee in the execution of investment policies.
 1. To minimize the likelihood of the erosion in asset value due to declining security markets, a loss greater than 12.0% in a typical year, with deviation possible due to overall economic conditions, will result in a review and possible change in investment policy. It is anticipated that a loss greater than this may occur no more than one in twenty years.
 2. There are no diversification guidelines suggested as to issuer, industry, or security except that investment in any one issuer shall not exceed 5% of the total market value of the portfolio, with the exception of issues of the U.S. Government, its Agencies, investment manager-sponsored common trust funds, and mutual funds.
 3. Transactions in short sales, commodities, options, futures, tax-exempt securities, or on margin are prohibited.

VI) Review Procedures:



- A) On an annual basis, the Academy Finance Committee will evaluate for the Reserve Fund:
1. The appropriateness of the objectives, policies, and guidelines set forth in this statement;
 2. the achievement of objectives and the adherence to policies and guidelines;
 3. amendments/revisions to the objectives, policies, and guidelines presented in this statement.



Section IX. Financial Policies

C) Reimbursement Policy

- I) Board Member Reimbursement for Travel and Per Diem
 - A) The Academy President, or his/her designee shall be reimbursed for actual expenses related to the Academy to attend ELC, CSM, Annual Conference and one meeting of the APTA Board of Directors. He/she shall also be reimbursed for other actual expenses within the constraints of the approved annual budget.
 - B) The Vice President, Secretary, Treasurer, Directors, Nominating Chair and SIG Chairs/Co-Chairs shall be reimbursed for travel, hotel costs and meals for the days of Academy responsibilities including but not limited to Board of Directors Meetings, the Annual Business Meeting, Executive Committee meetings, SIG meetings and other activities of the Academy when approved.
 - C) The Conference Program Committee Co-Chairs shall be reimbursed for travel, hotel costs and meals for the days of expected Academy responsibilities. The ELC Chairs will receive complimentary ELC registration.
 - D) Journal Editor(s) shall be reimbursed travel, hotel costs and meals for the days of Journal responsibilities at ELC and at CSM.
 - E) The Social Media Chair shall be reimbursed for travel, hotel costs and meals for up to three days at ELC and at CSM for coverage of Academy-related activities during these conferences.
 - F) The allocated days of reimbursement at CSM, ELC and Annual Conference should be pre-determined by the Academy Executive Committee as part of the budget building process and announced to the Board once set. Additional support due to special circumstances requires prior approval by the Academy President or Treasurer.
 - G) Rates of Reimbursement for Expenses attending CSM and Annual meetings
 - 1. A maximum allotment for meals is \$65.00 per day with itemized receipts and \$36.00 per day without receipts. Alcoholic beverages are not covered.
 - 2. The rate for reimbursement for mileage shall be the IRS mileage rate effective January 1 of the calendar year the travel took place.
 - 3. Actual travel reimbursed expenses are subject to the provisions below.
 - a) Main Cabin airfare and baggage fees shall be covered.
 - b) Hotel costs shall be reimbursed at a maximum of the most expensive APTA designated hotel.

- c) Car rental will only be covered if approved in advance.
 - d) Ground transportation – including mileage or ride service to/from home and travel site and airport parking shall be reimbursed. When submitting mileage, a map (google or comparable) showing mileage should be submitted with payment request.
 - 4. Copying of materials for CSM or Annual Conference is to be completed prior to conference whenever possible. Copying needs on-site, must be approved in writing by the Program Chair for Academy Sponsored activities and by the Chair of a Special Interest Group (SIG) for SIG activities. Copies are to be made at the APTA designated copy facility.
- H) The following mechanism shall be used for reimbursement of expenses:
- 1. All expenses shall be documented on the current Academy Travel Expense Reimbursement Request form.
 - 2. The form along with original or electronic copies of receipts shall be sent to the Academy address at the top of the Reimbursement Request form, or electronically to the Executive Director, within 30 days of the end of the conference or meeting.
 - 3. After review by the Executive Director, the Academy shall reimburse the individual. Reimbursement request forms not received within 90 days shall be subject to review by the Executive Committee prior to payment.
 - 4. Requests for travel expense advances should be made through the Executive Director and Treasurer who will consult with the Executive Committee regarding approval.
- I) All reimbursements must be submitted to the Executive Director within 30 days of qualifying event or by the end of the fiscal year, whichever comes first.
- II) Honoraria and Travel for Speakers
- A) Honoraria for speakers and invited lecturers are determined by the Academy Board of Directors.
 - B) Main Cabin airfare shall be covered. Speakers are requested to select the least expensive flight possible as to minimize cost to the Academy.
 - C) A copy of the contract for each speaker is to be sent to the Executive Director’s office prior to the conference or meeting.



III) Special Interest Group funding

- A) SIGs shall submit a proposal for what they believe their expenses will be and justify those expenses, for approval by the Board of Directors at the Combine Sections Board of Directors meeting.
- B) Special circumstances require prior approval in accordance with the amount requested.



Section X. Other Policies

A) Public Access on Academy Website

I) Description

- A) The website of the Academy of Education (Academy) is designed to serve the mission of the Academy. Providing Open Access content on the Academy website versus limiting content to Academy Members Only should balance the potentially competing demands of fulfilling the Academy's responsibility to its mission and providing value to its dues-paying members. To that end, open access website content for primary pages and component pages requires approval of the Executive Committee of the Academy.
- B) The Executive Committee will consider the balance across the Academy between membership value and the Academy mission, as well as the potential for open access content to promote Academy membership.
- C) A spreadsheet will be created and housed with the Executive Director that lists the content on the website as Open Access or Members Only. This spreadsheet provides the Executive Committee with an overview to assist in determining open access requests from Academy components.

II) Policy On Approval

- A) To obtain approval for Open Access content, members must submit an email to the Executive Director that briefly describes the content and rationale for making that content open access. The Executive Committee will act on the request as quickly as possible.
- B) Website content that may be made open access without pre-approval includes:
 - 1. Descriptions of the component, including but not limited to purpose, mission, goals.
 - 2. Listing of component leadership and contact information
 - 3. Component Bylaws
 - 4. Component Policies and Procedures

Section X. Other Policies

B) Use of The Academy of Education Communications Vehicles to Advertise Non-Academy of Education Programming

I) Description

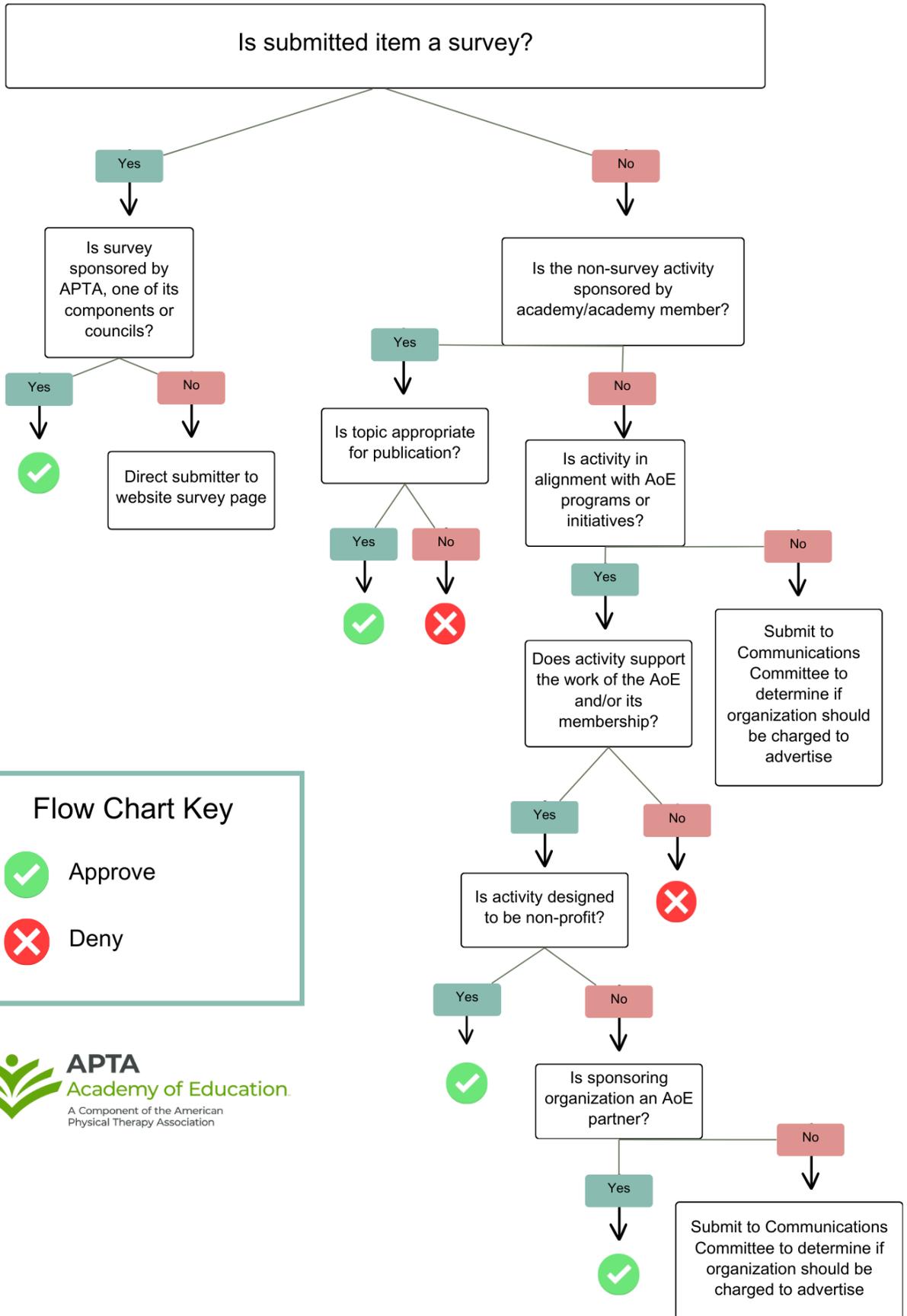
- A) That the Academy, when solicited, agrees to offer free website advertising (via website, newsletter and/or social media pages) to non-Academy programs and/or activities provided the following criteria are met:
 - 1. There is no cost to participants.
 - 2. The sponsoring organization or group is not intending to profit from the program.
 - 3. There is no potential for direct conflict with Academy programs or initiatives.
 - 4. The professional development program is considered to support the Academy's.
- B) When the above criteria are met, an Academy member must submit the post for the qualifying program. If the criteria are not met, the sponsoring organization or group must use the Academy's fee for service advertising mechanism(s).

II) Policy On Approval

- A) To obtain approval for fee-free advertisement, members and non-members must submit an email to the Executive Director that briefly describes the content and rationale for requesting fee-free advertisement. The Executive Committee will act on the request as quickly as possible.
- B) Consideration of requests for fee-free advertisement through Academy website resources prioritizes the best interest of the Academy or its members.
 - 1. Programs that are sponsored or co-sponsored by the Academy do not need to meet the criteria to qualify for free advertising.
 - 2. Professional development programs from non-Academy organizations or groups that do not meet the above criteria may promote the professional development opportunity via the Academy's usual fee for service advertisement mechanisms.



3. The Academy reserves the right to deny advertising access to programming that does not align with its mission after review by the Executive Committee and the At-Large Representative for Professional Development.
4. Non-Academy program advertisements not meeting the qualifying criteria for free advertisement that appear in member postings will be removed; the posting member will be directed to the fee-for-service advertisement submission link.





Section X. Other Policies

C) Academy of Education Partner Program

- I) Criteria to participate in the Academy of Education partners program:
 - A) Per the APTA Partnership Program Policy [BOD Y11-03-12-40], the Academy of Education (Academy) provides an INDIVIDUAL Interprofessional (IP) Partner Program opportunity for those who are not eligible for any regular members category (per APTA policies on membership) and who want to be partners of the Academy. IP Partners may include:
 - 1. Faculty teaching in a physical therapist or physical therapist assistant program.
 - 2. International physiotherapists practicing outside the United States
 - 3. Rehabilitation providers (physicians, occupational therapists, speech language pathologists, respiratory therapists, health care administrators).
 - 4. Licensed physical therapist assistants who did not graduate from a CAPTE approved academic education program, and
 - 5. Others who can demonstrate an identified connection with the profession and/or Association.
 - B) Business entities, corporations, or practices (both profit and non-profit) are not eligible for the individual partners program and may not participate as entities in the Education Section Partners Program.
 - C) An Interprofessional Partner Program member may be dismissed from participation for actions or behavior that are not in keeping with Code of Ethics, Core Values, or other standards and guidelines of the APTA or the Education Section.
- II) Interprofessional Partner benefits include:
 - A) Annual subscription to Journal of Physical Therapy Education (JoPTE), the Academy's quarterly journal.
 - B) Free optional membership in the Academy's 6 Special Interest Groups or SIGs: Academic Faculty, Anatomy Educators, Clinical Educators, Physical Therapist Assistant Educators Residency/Fellowship Education, & Scholarship of Education.
 - C) Members-only information on the Section's website
 - D) Access to e-blasts with the latest news as well as the Section General Listserv



- E) Discounts may be available on some Education Section educational offerings that are not in conjunction with national events. Please check with the Executive Director if interested.

III) Annual Interprofessional ES Partner Cost: \$55.00

- A) The Partner fee is paid annually, covering a single year of benefits (January 1-December 31), and must be submitted by December 15 prior to each year of membership. This fee is required annually for each successive renewal of APTE Partner status.
- B) Interprofessional Partner benefits do not allow the right to vote or serve as an officer in any leadership position for the Academy or SIG.