NARST: A Worldwide Organization for Improving Science Teaching and Learning through Research

NARST POLICIES & PROCEDURES MANUAL

With NARST Handbook as an Appendix

Approved 17 November 2021

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Note: NARST Bylaws can be located on the Web at this URL: http://www.narst.org/about/mission.cfm

This manual details the policies and standard operating procedures for NARST. One responsibility of the Board of Directors is to change the policies and procedures as needed and where permitted under the NARST Bylaws. In the cases in which a change in policies and procedures requires Board approval, the Director or committee authoring the approved motion must submit the motion and corresponding changes to enable the Immediate Past President to annually update the master copy of the manual. Revisions of NARST Policies and Procedures manual will be made by the Immediate Past President and presented to the Board for approval at its October Board meeting, and the updated version will be posted on the NARST website by the end of December the same calendar year (example: December 2020 posting) to be in effect from January to December the following calendar year (example: effective January 2021 to December 2021). Additionally, a more extensive review of the manual will be carried out every three years.

NARST Mission Statement

NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policymakers; and 3) cooperating with other educational and scientific societies to influence educational policies.

NARST also assists members through the annual conference and other activities to meet its mission. Through its structure, NARST provides opportunities to develop leadership within the organization that is useful in other domains. For example, one leadership progression may resemble the following: serve as a member of Committee (or Sub-Committee where applicable) then as appointed Co-chair and Chair followed by an elected Director, President-Elect, President, and Immediate President.

Criteria for Advancing the Mission of NARST

To advance the mission of NARST, members engage in and report on professional activities that contribute (but are not limited) to one or more Strand themes pertaining to the following outcomes:

1. Improvement of science teaching and learning through research;
2. Communication of research to researchers, practitioners, and policy makers pertaining to the improvement of science teaching and learning;
3. Promotion of universal scientific literacy; and/or
4. Cooperation with other educational and scientific societies to influence educational policies.

NARST Conflicts of Interest Policy

(approved by the NARST Board October 2021)

Introduction

NARST acknowledges the value of professional activities external to it in which NARST members and staff engage. NARST also recognizes the likelihood that some outside activities may result in real or perceived conflicts of interest. This Conflict of Interest Policy provides some guidance for managing such conflicts.

This Conflict of Interest Policy ("the Policy") governs conflicts of interest involving (i) members of the Board of Directors and committees empowered to act on behalf of the Board of Directors of the National Association for Research in Science Teaching ("the Association"), and (ii) senior staff of the Association (collectively, "Interested Persons"). The purpose of the Policy is to protect the Association's interests when it has entered into or is contemplating entering into a transaction or arrangement that might benefit a private interest of an Interested Person. The Policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to the Association.

Definition of a Conflict of Interest

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest may arise under numerous scenarios, including but not limited to the following:

- An Interested Person receiving or being considered to receive, directly or indirectly, compensation (e.g., consulting fees, speaking or writing honoraria, etc.) from, or having an actual or potential ownership or investment interest in, an entity offering or proposing to offer products or services to the Association;
- An Interested Person doing business or having a relationship with any entity doing business or wishing to do business with the Association; and
- An Interested Person also serving as an officer, director, employee or owner of another nonprofit organization or of a for-profit entity competing with the Association in the industry or profession served by the Association.

For purposes hereof, "family member" shall mean spouse, domestic partner, parent, mother-in-law, father- in-law, child, spouse of child, brother, sister or spouse of a brother or sister. Interests held by a family member shall apply to the extent such interests are known to the Interested Person.

For purposes hereof, "material financial interest" means any financial interest, including all forms of compensation, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's judgment with respect to decision-making on behalf of the Association.

The list below is not exhaustive. It provides exemplars of a material financial interest which would activate conflict of interest concerns. A material financial interest would include, but is not limited to, the following:

- a financial ownership, partnership or substantial investment (equity or debt) interest in an entity of 5 percent or more (not minor shareholding in publicly-traded corporations) within the last 12 months;
- a financial ownership, partnership or substantial investment (equity or debt) interest which contributes to an Interested Person's income in a material way within the last 12 months;

- significant honoraria or consulting fees within the last 12 months; or
- a position as proprietor, director, managing partner or key employee within the last 12 months.

For purposes hereof, "other interests" means any interest advancing or advantaging an Interest Person, including reputational, substantial enough that it would, reasonably could or be reasonably perceived by an independent observer to affect an Interested Person's judgment or actions with respect to decision-making on behalf of the Association.

The list below is not exhaustive. It provides exemplars of other interests which would activate conflict of interest concerns. Other interests would include, but are not limited to, the following:

A. Institutional Affiliations
- Employment, including consulting or compensated advisory roles, at an institution primarily involved in the decision of interest
- Previous employment at the institution primarily involved in the decision of interest within the last 12 months
- Under consideration for employment at the institution primarily involved in the decision of interest within the last 12 months
- Holding a current position of influence such as a seat on Board at the institution primarily involved in the decision of interest
- Recipient of an honorarium or an award from the institution primarily involved in the decision of interest within the last 12 months

B. Relationships
- Family members defined as spouse, domestic partner, parent, mother-in-law, father- in-law, child, spouse of child, brother, sister or spouse of a brother or sister
- Any close affiliations and relationships from familial ties in which an independent observer can reasonably perceive a connection among interests
- Past or present association as a thesis advisor or thesis student
- Collaboration on a project or publication within the last 12 months
- Co-editing (e.g., co-editor of a special issue of a journal, co-editor of a book) within the last 12 months
- Close personal friendships that may affect judgment or can be perceived as influencing judgment by a reasonable person familiar with the relationship

Disclosure

Interested Persons must disclose all conflicts of interest as defined in Section II. above, including those that might influence or be perceived to influence the actions or decisions of the Interested Person. Therefore, even if one believes that the relationship or other circumstance will not affect one's judgment or conduct, if it could do so or could reasonably be perceived as having the potential for improper influence, then it must be disclosed. This duty of disclosure extends to bids on or proposals for work solicited by or offered to the Association. Each Interested Person shall complete a Conflict of Interest Disclosure Form annually; such annual disclosures shall be supplemented by additional written disclosures as required by this Policy.

Disclosures of potential conflicts of interest by Association volunteers and the Executive Director of the Association shall be made immediately to the Association's Board of Directors. Disclosures by other senior Association staff shall be made immediately to the Executive Director of the Association, who shall consult with the Board of Directors on the matter, if necessary and appropriate.

All Interested Persons shall bring to the attention of the Association any actual or perceived conflict of interest involving any other Interested Person.

Procedure Upon a Disclosure

Upon making a disclosure of a possible conflict of interest, the Interested Person must make all requested information available to the Association's Board of Directors or the Executive Director, as applicable.

Possible actions that may be taken by the body or person reviewing the conflict of interest include, but are not limited to:

- prohibiting consideration of a proposal for providing products or services;
- permitting consideration of a proposal for providing products or services, but only as one of several competing proposals;
- determining, after exercising due diligence, whether the proposal related to the Interested Person is the most advantageous transaction or arrangement for the Association and, if so, whether it is fair and reasonable and in the best interest of the Association;
- requesting all necessary actions to eliminate the conflict of interest; for example, such actions may include, but are not limited to, recusal from discussions addressing the particular subject of the conflict of interest, using blinded or de-identified materials in decision, or other actions as appropriate.
- determining that the Interested Person may not participate in discussion or determination of the matter to which the conflict of interest relates; and
- requesting the resignation of the Interested Person from the position with the Association.

A. **Disclosure to the Association's Board of Directors**
   Upon receiving a disclosure of a possible conflict of interest concerning an Association volunteer leader or the Executive Director, the Association's Board of Directors shall consider appropriate action and decide whether a hearing is warranted. If a hearing is warranted, the Board of Directors shall provide for the due process rights of the Interested Person. If a vote is taken, that person must recuse and absent himself or herself from the vote. Any decision of the Board of Directors shall be final.

B. **Disclosure to the Association's Executive Director**
   Upon receiving a disclosure of a possible conflict of interest concerning a senior staff member, the Executive Director shall consider appropriate action, which may include referral of the matter to the Board of Directors. Actions taken concerning Association staff members shall be final.

Confidentiality

Except to the extent that disclosure to members of the Board of Directors and the Executive Director is found to be necessary, all persons receiving a communication from a member or staff member pursuant to this Policy

shall maintain the confidentiality of the contents of the disclosure, as well as any conclusions made as to whether there is a conflict of interest.

Violations of This Policy

If the Executive Director or the Board of Directors has reasonable cause to believe that an Interested Person has failed to make a disclosure required by this Policy, the Interested Person shall be informed of the basis for such belief and shall be afforded an opportunity to explain the alleged failure to disclose. If, after hearing the Interested Person's response and making any further investigation warranted by the circumstances, the Executive Director or Board of Directors determines that the Interested Person has failed to disclose an actual or potential conflict of interest, appropriate disciplinary and corrective action, up to and including removal from an Association office or staff position and expulsion from the Association, shall be taken.

Records of Proceedings

Minutes of meetings of the Board of Directors at which matters involving an actual or alleged conflict of interest under this Policy were discussed shall contain:

- the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed, and
- the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the matters discussed, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Compensation Committees

A voting member of any committee (or the Board of Directors), the jurisdiction of which includes compensation matters, who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that compensation.

Policies and Procedures for Behaviors Defining Negligence of Duty

Because NARST relies on volunteers to conduct its business, there must be a level of commitment on the part of the members to fulfill their obligations. For the most part, members are dedicated and responsible, with many devoting numerous hours to assigned tasks. The policy and procedures outlined here are designed for the small number of individuals who interfere with Committee or Board functions due to negligence of duty. In ALL cases, the first step should be for the Committee leadership (e.g., Board Liaison, Committee Chair) or a member of the Executive Committee (President, President-Elect, Immediate Past President) to confer with the individual and determine what is creating the situation. Every effort should maintain open lines of communication among involved parties.

Behaviors Defining Negligence of Duty

These behaviors include, but are not exclusive to, a pattern of:

1. consistently missing meetings, or not attending meetings for their entirety, without a valid reason;

2. not responding to a written, voicemail and/or email request made by Committee or Sub-Committee leadership, Strand Coordinator and/or an Executive Committee Member;
3. failing to complete an assigned task in a timely manner; and/or
4. engaging in acts of discrimination or intolerance.

Procedures for Action

If a Board Member, Strand Coordinator, Committee or Sub-Committee leadership or Committee member is negligent in duties, the following actions will be taken:

Board Members
1. The Executive Committee, led by the President, will discuss the matter with her/him to determine if there are extenuating circumstances involved.
2. If the situation does not improve, the individual will be asked to resign. This request for the individual's resignation will be determined by a two-thirds majority vote of the Board.
3. His/her replacement would normally be the individual who would have been the next person to be elected by the membership. Nevertheless, with the approval of the Board, the President will appoint an individual to the vacant post. In certain circumstances, the Board may determine that a replacement is not necessary.

Strand Coordinators
1. The Executive Committee, led by the President, will discuss the matter with her/him to determine if there are extenuating circumstances involved.
2. If the situation does not improve, the President will ask the Strand coordinator to resign, and then she/he will replace this individual with another person.

Committee and Sub-Committee Leadership
1. The President will discuss the matter with the Committee Chair to determine if there are extenuating circumstances involved. The Director affiliated with the Committee will perform a similar process if the situation involves the leadership of a Sub-Committee.
2. If, in the President's judgment, the problem cannot be resolved, then the President will ask the Committee Chair to resign as Chair. The President will then appoint another Chair from the membership of the committee. The President may also appoint an additional committee member from the membership if the former Chair declines to continue to participate as a member of the committee. The Director affiliated with the Committee will perform a similar process if the situation involves the leadership of a Sub-Committee with the President appointing a new member, if needed.

Committee Members
1. The Committee Chair will report the matter to the Board Liaison or directly to the President in the absent of a Board Liaison and ask what steps should be taken, e.g., work with the person, replace the person.
2. If the committee member is to be replaced, the President or President-Elect, depending on the timing, will write a letter of thanks to the individual and then appoint a new individual to the committee.

Members of NARST
1. Acts of discrimination or intolerance should be reported to the Board Liaison/chair of the Equity and Ethics Committee and/or the President.
2. If, in the President's judgment, the problem sufficiently breaches the NARST code of conduct for discrimination and intolerance as well as the NARST code of ethics, then the Executive Committee will seek evidence of breaches, and will engage in formal dialog with all involved parties, including both the accused and the accuser. The Executive Committee, in collaboration with the involved parties, will then decide upon a course of action. Courses of action may include, but are not limited to, the rescission of honors and awards; removal from committees or offices; and disqualification for future positions, honors, and awards.

Policy Statement for Harassment

NARST is committed to the personal and professional development of all its members and encourages dialogue that will foster growth, well-being, and dignity. The Association is dedicated to maintaining an environment that places the highest value on collegial relationships, mutual respect, and sensitivity. It must be ensured that any person who acts in an official capacity for NARST, including members of NARST who represent the organization at conferences, is free from, and not a party to, discrimination and acts of intolerance such as those based on race, gender, sexual orientation, religion, national origin, ancestry, age, marital status, or physical challenge. The principle of freedom of expression that might otherwise protect even the most offensive public speech does not protect the actions of threatening the dignity or privacy of an individual. Such personally directed behavior, or any verbal or physical act of harassment, will not be tolerated. It is antithetical to academic values, debilitates its victims, and undermines the Association's fundamental commitment to individual freedom and respect for all its members. [*This policy is adopted from the American Educational Research Association (AERA) Policy on Harassment adopted by the AERA Executive Board, October 1997 and is reproduced with the permission of AERA*.]

The NARST Code of Ethical Conduct

(Approved by the Board 20 September 2018)

The purpose of the National Association of Research in Science Teaching (NARST) Code of Ethical Conduct is to articulate a set of aspirational principles to guide and support members as they engage in professional activities—research, teaching, and service. NARST members are science education professionals who include researchers, practitioners, and graduate students from various cultures worldwide. These aspirational principles align with and support the mission of the organization to help all members achieve, develop, and contribute meaningfully to the improvement of science teaching and learning through research. NARST expects its members to adhere to the highest ethical standards. The Code of Ethical Conduct serves as a guide to the everyday professional conduct of science educators. Unfamiliarity with NARST's Code of Ethical Conduct is not a valid defense for engaging in or failing to challenge observed unethical behavior. We accomplish this through our Code of Ethical Conduct where there is:

A. Professional Competence
Science education professionals strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain

professionally competent; and they utilize the appropriate scientific, scholarly, professional, technical, and administrative resources needed to ensure honesty and integrity. Science education professionals conduct research, teach, practice, and provide service only within the boundaries of their competence, based on their education, training, supervised experience, or appropriate professional experience. They consult with other professionals when necessary for the benefit of their students, research participants, and clients. They maintain awareness of current scientific, scholarly, and professional information in their fields of activity and undertake continuing efforts to maintain competence in the skills they use. Importantly, professional competence must also include a willingness to accept and integrate new information and experiences, regardless of the effect that process has on research outcomes.

B. Integrity

It is the social responsibility of science education professionals to maintain integrity in all conduct, publications, and forums, and give due credit to the contributions of others. Adhering to this standard means science education professionals do not fabricate, falsify, or plagiarize. Public comments on matters of importance that are relevant to science education must be made with care and accuracy. Adhering to this standard means science education professionals do not use deficit language, deceptive statements concerning research data, or otherwise knowingly make false, misleading or deceptive statements in practicing and presenting research. Comment and debate within the bounds of collegiality and professionalism that keep the organization moving forward and current with emergent issues and perspectives are encouraged. Adhering to this standard means science education professionals do not use dismissive remarks or gestures, restrict multiple voices, or use derogatory language. In short, science education professionals conduct their professional activities in ways that engender trust and confidence.

C. Professional and Scholarly Responsibility in Science Teaching, Learning, and Research

Science education professionals have a responsibility to use research practice and policy to advance NARST members' understanding of the teaching and learning of science in all learning contexts— formal, informal, local, and global—through research, practice, and policy. They adhere to the highest scholarly and professional standards within their field of expertise and accept responsibility for adherence to those standards. Science education professionals should regard the tutelage of graduate students and early career faculty as a trust conferred by the organization for which they work, as well as NARST, for the promotion of these individuals' learning and professional development.

Science education professionals understand that they form a community and show respect for other science education professionals even when they disagree on theoretical, methodological, or personal approaches to professional activities. In activities involving marginalized populations, it is essential that responsible science education professionals seek out the voices and experiences of members of these groups and treat them as critical to their scholarship. While always endeavoring to be collegial, science education professionals must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues, NARST's Equity and Ethics Committee, or organizational entities such as their institutional review board in order to prevent, avoid, or challenge unethical conduct.

D. Respect for People's Rights, Dignity, and Diversity

Science education professionals respect the rights, dignity, and worth of all people in their professional activities. They treat other professionals, students, research participants, and members of the organization

fairly, respectfully, and without exploitation or harassment. Science education professionals acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own and take reasonable steps to avoid harm to others in the conduct of their work. They learn with others, share ideas honestly, give credit for others' contributions, and encourage others to contribute their unique skills, knowledge, and interests in professional environments. Science education professionals are sensitive to cultural, individual, and role differences in teaching, studying, and providing service to groups of people with distinctive characteristics, as well as the power differential that might result from such differences. Science education professionals carefully avoid discrimination and bias toward individuals and groups based on race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, presence of disabilities, educational background, socioeconomic status, or other personal attributes. They refrain from making biased assumptions about others and perpetuating demeaning attitudes and stereotypes. Science education professionals do not accept any forms of discrimination and actively challenge implicit and explicit forms of discrimination.

E. Social responsibility

Science education professionals are aware of their scientific and professional responsibility to the communities and societies in which they live. This awareness extends to their involvement and service to an increasingly diverse and international NARST community. NARST members are guided by the values and standards that reflect the professional literature. They strive to promote equity and the public good by advancing scientific and scholarly knowledge. Science education professionals are aware of the differences in society and culture that impact scholarly knowledge and academic work. They value and embrace the public trust in research and teaching and are concerned about their ethical behavior and the behavior of other science education professionals that might compromise that trust. Science education professionals should reasonably expect of themselves and others to be guided by a code of ethics that supports efforts to resolve ethical dilemmas.

<div align="center">References</div>

AERA Council. (2011). Code of ethics: American Educational Research Association. *Educational Researcher*, *40*(3), 145-146.

American Sociological Association. (1999). Code of ethics and policies and procedures of the ASA committee on professional ethics. Retrieved from http://www.asanet.org/membership/code-ethics

American Psychological Association. (2017). Ethical principles of psychologists and code of conduct. Retrieved from http://www.apa.org/ethics/code/

NARST Membership Categories

The Finance Committee is responsible for recommending membership categories to the Board and for reviewing and recommending annual membership dues NARST membership categories include:

Regular Membership
- Regular with JRST
- Regular e-JRST Only

UNDP Membership
- UNDP HDI .800 and below countries with *JRST*

- UNDP HDI .800 and below countries with e-*JRST* Only

Student Membership
- Student with *JRST*
- Non-collegiate Educator with *JRST*
- Non-collegiate Educator with e-*JRST* Only

Emeritus Membership
- Emeritus with *JRST*
- Emeritus with e-*JRST* Only
- Emeritus without *JRST (no charge)*

Membership categories will be reviewed at least every three years (beginning in 2013). Dues structures may also be reviewed during the budgeting process at any Fall NARST Board meeting.

An individual requesting to become an Emeritus member should send a letter to the Executive Director and current President, in which s/he notes the desire to become an Emeritus member and also includes in the letter the date of full retirement. The individual will receive a letter back from NARST, signed by the Executive Director and current President, offering congratulations on retirement and encouraging continued participation in NARST for years to come. In the conference program each year, new Emeritus members will be noted with an *.

To better understand who comprises the NARST membership, the following demographic information is electronically collected each year at the time of membership renewal.

Domain	Survey Question	Response Options
Gender Identity	I self-identify my gender as:	- Female - Male - non-binary - None of the Above: Please comment. - Prefer not to answer
Racial or Ethnic Identity	I self-identify as: (select all that apply)	Using the broad classification system employed by the National Center for Education Statistics, please indicate your race/ethnicity.* If the below categories are deemed inappropriate, please choose "none of the above" and provide more information. - American Indian / Alaskan Native - Asian - Black or African American - Latino, Latina, Latinx - Native Hawaiian or Other Pacific Islander

		• White • Two or more races • None of the Above: Please provide. • Prefer not to answer
Academic Degree	What is the highest level of academic degree that you have obtained?	• High school • Some college • Associate's Degree • Bachelor's Degree • Master's Degree • Doctoral Degree • None of the Above: Please provide <open text response>
Academic Degree	In what year was the highest degree granted?	<drop down of years>
Current Role / Position	What is your current professional role?	• Graduate student • Postdoctoral student • Junior faculty (not tenured) • Senior faculty (tenured) • Undergraduate educator • P-12 educator • Educator/researcher at informal or nonformal institution • Nonacademic institution • Retired • Other role not listed here: <open text response>
Language	Select your primary language	List of languages from a language bank None of the Above: Please provide. <open text response>

Board of Directors

The total number of Directors shall be established from time to time by the Board, but in no event shall there be fewer than eleven (11) or greater than fourteen (14) Directors. The Board shall include the (i) four (4) Officers, (ii) one (1) International Coordinator, iii) one Graduate Student Coordinator, and (iv) at least five (5) other Directors. All elected members of the Board have full voting rights. NARST covers hotel, meals, and transportation for Directors to attend the Fall Board meeting (see Handbook for specific procedures). For the board meetings held in conjunction with the annual conference, NARST pays two nights hotel stay for

returning Board members and one night hotel stay for incoming/ outgoing Board members. The Board extends financial support for the Graduate Student Coordinator for conference attendance in the following way: hotel and meal expenses while a member of the Board; transportation to and from the Annual Conference.

The term of office for the Graduate Student Coordinator is two years. The Graduate Student Coordinator may not serve additional terms as the Graduate Student Coordinator but is eligible to serve as a Director-at-Large or other elected Board member, provided the terms are nonconsecutive.

The Board may from time to time designate ex officio representatives to attend Board meetings; ex officio representatives shall not be considered Directors. Ex-officio representatives may generally be designated by virtue of serving in other Association positions (e.g., Executive Director, Editor(s) of NARST publications) or by virtue of representing an affiliated organization. Ex-officio directors may participate fully in Board discussions and deliberations, but they do not possess voting rights.

The Board transacts all official business for NARST. The Board appoints Editors and Editorial boards to NARST's publications and determines their terms of office. The Board determines external organizations with which NARST is affiliated; although the affiliation review process is managed by EPRC.

The Board shall meet at least three (3) times a year at an agreed upon time and place. Any meeting of the Board may be conducted solely by means of remote communication technology through which all participants may communicate with each other on a substantially simultaneous basis. A Director may participate in any Board meeting by means of conference telephone or, if authorized by the Board, any other means of remote communication technology. Each Director shall be given notice of each meeting by electronic communication, postal mail or courier service at least twenty-four hours (24) in advance.

All Board Directors agree to comply with all NARST policies and serve in capacities needed for the effective functioning of the organization. For example, Directors serve as members of Board Committees and affiliate as a facilitator (e.g., Liaison) with NARST Standing Committees.

Orientation of New Board of Directors
Conflicts of interest and confidentiality, along with other policies, are discussed each year at the orientation of new Directors.

Committees: General Purposes of NARST Board and Standing Committees

Committees of the NARST Board

There are five committees within the NARST Board. These committees operate internally in the Board and stand apart from NARST's other standing committees.

Audit Committee

The committee shall be chaired by the President-Elect. There shall be at least 3 members of the Committee, at least one of whom will be a Director. Active NARST members or non-members with financial background may be members. The Committee is responsible for ensuring that appropriate financial controls and policies are maintained, for developing the process to select the auditors periodically for approval by the Board, and for meeting with the auditor to review the audited financial statements prior to the official presentation by the auditor to the Board.

Executive Committee

The purpose of this Committee is to serve as the NARST Board's think tank and as a forum for conversation and discussions. The Executive Committee will consist of the President, President-Elect, and Immediate Past President.

Finance Committee

The Finance Committee shall be chaired by the Secretary-Treasurer. The members shall be the President and Immediate Past President. The Finance Committee shall have charge and oversight of the finances of the Association. Its responsibilities include developing the process for budgeting and the annual budget, reviewing financial statements prior to submitting them to the Board, working with the outside investment advisor in managing the Association's investments, and reviewing the Association's annual tax filings prior to their submission to the Board and ensuring that such filings and other corporate reports are made in a timely manner.

The annual budget process includes preparation of a draft budget. This includes review of the previous fiscal year, and estimations of expected expenses. The draft budget shall be prepared by the Association staff, with assistance from the Executive Director and Secretary-Treasurer, and presented to the Finance Committee for its approval. The draft budget approved by the Finance Committee will be presented at the annual Fall NARST Board Meeting for review, modifications, and approval by the NARST Board. Financial statements, investment portfolio, and tax returns will be shared by the Association staff with the Executive Director and the Finance Committee in a periodic manner no fewer than once each calendar quarter.

The Finance Committee is responsible for developing the process to select the investment advisor periodically for approval by the Board.

The Committee shall also have responsibility for reviewing the compensation of the Executive Director in accordance with the Association's Compensation Policy. The Finance Committee is also responsible for recommending membership categories to the Board and for reviewing and recommending annual membership dues. Additionally, the Committee is allotted a discretionary fund of $4,000 to address organizational issues that arise and may need an immediate remedy.

Governance Committee

The purpose of the Governance Committee is to advise the Board about the people, structure, guidelines, and resources to accomplish the NARST mission. The charge of the committee will be as follows: (a) to further investigate policy and procedure related to the organizational issues deemed important by the Board and (b) to develop recommendations and/or action plans for the Board's deliberation and vote. The committee composition includes the Immediate Past President (Chair); the Secretary-Treasurer; the Board Directors affiliated with the Membership Committee, Equity and Ethics Committee, and Research Committee, and the International Coordinator.

Personnel Evaluation Committee

The President-Elect (Chair), Immediate Past President and Board Liaisons affiliated with the Elections and External Policy and Relations committees comprise the committee. The purpose of the Personnel Evaluation Committee is to recommend to the Board evaluation procedures and timelines for non-temporary, contracted personnel financially compensated by NARST. Additionally, the purpose of the Committee is to implement, facilitate, or oversee Board approved evaluation measures. Non-temporary personnel include entities whose employment spans seven or more consecutive months. The charge of the committee is to recommend evaluation plans that address, at a minimum, the following:

- who evaluates which personnel;
- when evaluations should occur (e.g. every three years prior to October Board meeting);
- what the evaluation guidelines or procedures should be that are appropriate for the position(s) being evaluated (e.g., correspond with job responsibilities and Board expectations for performance);
- how the evaluation results will be presented to the Board; and
- what categories of action may be available to the Board in response to an evaluation (e.g., contract renewal, letter to acknowledge achievements and identification of concerns)

Philanthropy and Giving Committee

The Philanthropy and Giving Committee is charged with reviewing all restricted gifts and gifts greater than $5,000 made to NARST, properly screening and accepting those gifts, and making recommendations to the NARST Board on gift acceptance and other gift-related issues (e.g., naming), when appropriate.

The Committee shall consist of:

1. the NARST President;
2. the NARST Treasurer;
3. Board of Director affiliated with the External Policy and Relations Committee;
4. Board of Director affiliated with the Social Media, Website, and Communications Committee;
5. a relevant staff person involved in development/ advancement efforts; and
6. ex-officio members shall include the Executive Director and personnel responsible for development (when the position exists).

NARST Standing Committees Overview

Much of the programmatic work of NARST is accomplished through NARST Standing Committees. A pool of volunteers results from NARST members' completion of a brief application in response to an annually distributed call to the NARST membership (see Committee Appointment Timeline). From this applicant pool of volunteers, the President-Elect selects possible appointees, even those with special stipulations with respect

to graduate students and international members (see details for specific committees). The President-Elect presents the selections to the NARST Board of Directors for final approval.

To ensure adequate representation, each standing committee has at least one graduate student and at least two international members appointed by the President-Elect. Appointed members to NARST Standing Committees have voting rights on committee matters, unless noted otherwise in the sections devoted to specific committees in these policies and procedures. New committee members serve a three-year term except for graduate student appointments. Graduate student appointments are for a two-year term.

Awards Committee
The Awards Committee oversees the work of the individual Award Selection Sub-Committees. The Sub-Committees solicit nominations and identify recipients for each of the NARST awards. In addition, the Sub-Committees discuss issues related to equity and efficiency in the selection process, and the appropriateness of each award considering the NARST mission. The Awards Committee shall recommend changes in awards or procedures to the Board of Directors.

Elections Committee
The committee develops recommended slates for the organization's elections. The Committee also organizes nominations made by the membership and evaluates potential candidates in order to develop recommended slates of candidates to be approved by the NARST Board. These slates should reflect the diversity of the NARST membership.

Equity and Ethics Committee
The Equity and Ethics Committee provides leadership and guidance to NARST on issues of equity and ethics including, but not limited to, race, gender, ethnicity, socioeconomic status, disabling conditions, sexual orientations, language, national origin, and religion.

External Policy and Relations Committee
The External Policy and Relations Committee (EPRC) reviews existing and/or controversial educational policies and works to inform NARST members about these policies. The committee commissions position papers based on research. The Committee also fosters the development of partnerships and collaborations with professional organizations/societies concerned with the quality of science teaching and learning. EPRC will review the affiliation requests from other organizations and make a recommendation to the NARST Board of Directors.

Graduate Student Committee
The Graduate Student Committee membership consists of up to twelve student members including a Chair. The President-Elect appoints all members of the committee, with four members rotating off every year from their two years of service. The Chair of the Graduate Student Committee is the Graduate Student Coordinator, a voting member of the NARST Board.

International Committee
The International Committee (IC) coordinates a series of scholarships to support international participation in NARST events including, the Linking Science Educators Program (LSEP), scholarships for doctoral students to attend research summer schools (e.g. ESERA, SAARMSTE), and awards to support international participation at NARST events held in the United States of America. The IC seeks to actively participate at international association conferences by organizing, selecting, and coordinating presentations made by NARST

members. In addition, the Committee offers recommendations to the Board regarding issues of interest to the IC related to awards, procedures, or other NARST programs.

Membership Committee
The Membership Committee examines the membership of NARST as an organization and reports on the membership as dictated by the NARST Board; generates plans to recruit more members to NARST; and ascertains and responds to the ongoing needs and interests of the membership as a way to retain members.

Program Committee
The Program Committee consists of Strand Co-coordinators (with a chair and co-chair for each Strand). It assists the program chair in planning and conducting the Annual International Conference. The Chair is the President of NARST and the Co-chair is the President-Elect. Ex officio members include the Executive Director. Each strand coordinator serves for two years, first as a Co-chair and the following year as the Chair of the Strand. The Program Committee is responsible for the theme of the conference, organizing the call for proposals, the review process, and the organization of a program. Strand Coordinators assign assessors to proposals submitted for the Annual International Conference, facilitate the review of proposals, recommend accepted papers, and form groupings for conference sessions.

Publications Advisory Committee
The Publications Advisory Committee (PAC) serves in an advisory capacity for all NARST–sponsored publications, including *JRST*, position papers, and research–practice documents. The PAC coordinates publication efforts with the External Policy and Relations Committee and the Research Committee, which involves recommending policy, as well as overseeing the development and dissemination of publications specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

Research Committee
The Research Committee develops, organizes and/or implements various professional development activities for the NARST membership. Such activities include selecting the Pre-conference Workshops to be offered at the Annual International Conference; identifying presenters for the allocated sessions at the NSTA conventions by selecting and coordinating presentations made by NARST members at these international conferences; conceptualizing, developing, and/or disseminating reviews of research and white papers on appropriate topics for diverse audiences; and facilitating the review process for the submission of proposals and recommending to the Board the hosts for the Sandra K. Abell Institute for Doctoral Students.

Social Media, Website, and Communications Committee
The NARST Social Media, Website, and Communications Committee provides leadership and guidance to NARST regarding the organization's website and social media presence. The responsibilities include advising about the creation, curation, and modification of the website and other digital identity assets. This may include periodic evaluation of the website with input from the NARST membership. The Social Media, Website, and Communications Committee shall recommend changes to the website and offer suggestions about other digital identity assets to the Board of Directors.

Committee Appointment Timeline

Time Frame	Task
Within one month of the conclusion of the annual conference	• Circulate call for committee volunteers to complete on-line form with May 31st deadline for submission • Include reminder that membership must be current to serve on committees
June	• Notify committee candidates of process • Check membership status of committee candidates • Notify committee candidates if membership has lapsed
July and August	• Review committee candidates • If and where necessary, recruit volunteers (e.g., elicit names from Board liaisons, committee chairs, former committee members, etc.)
September	• -Email list of prospective nominees to Board Liaisons
October	• Present committee nominees to Board
November/ December	• Notify committee candidates of decisions • Communicate committee requirements (stay financially current and engage committee), encourage attendance at NARST conference, and attach NARST Policies and Procedures
December	• In consultation with the current Board Liaison and Board Liaison who worked with committee members under consideration for chair leadership, select committee leadership. Leaders of a committee must have completed one year of service on the committee they will lead.

Electronic Voting Procedures

The NARST attorney provided the language for electronic voting procedures for the Board of Directors; the language complies with Minnesota corporate statutes.

Below is language that can be used in a cover email for an electronic vote

The motion in the email framing the issue must be clearly stated, requiring a yes or no vote. The email asking for the vote must clearly state the following conditions for the vote:

- The vote must be concluded within a reasonable timeframe (typically, no less than 3 days; no more than 5 days).
- Every Board Director must vote. If anyone does not vote, the vote is null and void.
- Every Board Director must vote yes or no. If anyone votes yes or no that splits the vote, the vote is null and void.
- If any Board Director indicates they are abstaining from voting, the vote is null and void.

If any Board Director indicates they feel the issue is too important for an electronic vote, has any reservation about an electronic vote, or feels it is important that Board Directors actually "discuss" the issue so that they can hear each other at the same time (not read a thread of emails), then the electronic vote must not proceed.

NOTE: If any of the above conditions exist, the President will need to decide if the issue needs to be resolved before the next scheduled official Board meeting. If yes, then a special Board meeting via conference call should be called at the minimum number of days in advance to constitute "appropriate note."

The President may decide at the time the email is drafted and sent that the vote must be decided quickly. If so, the email should then state:

> It is essential that NARST makes a decision as soon as possible. As of the date of this email, if any of the conditions make the vote null and vote, I am announcing that there will be a Board conference call scheduled 25 days from the date of this email. This email constitutes appropriate notice. I will inform you all if such a call is necessary as the vote proceeds and at that time, I will give you the call-in information. Thank you in advance.

NARST Electronic Voting Policy and Procedure

The legal principle behind the conditions around electronic voting is that Board Directors should discuss or debate issues at a face-to-face meeting or via conference call so that all members of the Board can hear each other's comments at the same time. This enables Board Directors to consider their own views within the context of a group discussion.

For non-electronic voting, the Board meeting or conference call must be appropriately noticed. There must be a quorum present for the meeting or call to take place. Not all Board Directors must be present.

The vote must be a majority vote.

Electronic voting via email does not allow those participating in the vote to hear each other's comments at the same time.

Electronic Voting Conditions

As noted in the previous section, the motion in the email framing the issue must be clearly stated, requiring a yes or no vote.

The email asking for the vote must clearly state the following conditions for the vote to ensure that Board Directors understand what is required:

- The electronic vote must not proceed if any Board Director indicates that they feel the issue is too important for an electronic vote, has any reservation about an electronic vote, or feels that it is important that Board Directors actually "discuss" the issue so that they can hear each other at the same time.
- The vote must be concluded within a reasonable timeframe (typically, no less than 3 days; no more than 5 days).
- Every Board Director must vote. If anyone does not vote, the vote is null and void.
- Every Board Director must vote yes or no. If anyone votes yes or no that splits the vote, the vote is null and void.

- If any Board Director indicates that they are abstaining from voting, the vote is null and void.

Policy on Creation, Dissolution, and Renaming of Strands

NARST encourages its members to engage in research that is consistent with and advances its mission. Members' research topics are grouped into broad, general categories of similar interest called Strands. Each year NARST announces a "call for proposals" for the Annual International Conference. Proposals are submitted to Strands for review and presentation on the program. A count of the presentations and publications of Strand members that advance NARST's mission is a measure of member activity in an existing Strand. The Strands also provide an informal forum for the interaction of conference attendees who are drawn together by a common interest in a unique field of study, teaching, or research.

Procedures
1. The Board creates, dissolves, or renames a Strand.
2. The Board Liaison to the Research Committee recommends to the Board that a Strand be created, dissolved, or renamed. The majority vote of members of the Research Committee determines the recommendation.
3. The Research Committee is charged with the responsibility of reviewing and recommending that a Strand be created, dissolved, or renamed.
4. Members of NARST may petition the Research Committee to create, dissolve, or rename a Strand.

Strand Creation
1. The Board Liaison of the Research Committee recommends to the Board that members of the Research Committee wish to create a Strand.
2. A sponsoring member of NARST recommends that a Strand be created through petition to the members of the Research Committee.
3. A sponsor who submits a petition to the Research Committee for its consideration must demonstrate that the proposed Strand contributes to and advances NARST's mission and must document sustained interest for a minimum of two years by at least 5% of NARST's members.
4. Examples of sustained interest may include, but are not limited to, research publications, presentations, and meetings in Research Interest Groups (RIGs) by NARST's members.
5. On approval of the Board, the President-Elect appoints the Strand Coordinator(s).

Strand Dissolution
1. The Board Liaison of the Research Committee recommends to the Board that members of the Research Committee wish to dissolve a Strand.
2. Members of the Research Committee review periodically the activity level to determine that existing Strands reflect the research interests of NARST's members and advance NARST's mission.
3. A Strand may be recommended for dissolution by majority vote of the Research Committee, when members of NARST fail to support it - as reflected by lack of sustained interest for at least two years - and/or the interests of its members no longer advance NARST's mission.

4. A Strand may be recommended for dissolution by a majority vote of its active members.
5. Lack of sustained interest as reflected by participation on the program of the Annual International Conference and contribution to NARST's mission is established in consultation with the Strand Coordinator(s) and/or member(s).

Strand Renaming
1. The Board Liaison of the Research Committee offers the Committee's recommendation to the Board to rename a Strand.
2. A Strand Coordinator or member petitions the Research Committee to rename a Strand.
3. A Strand Coordinator or member who submits a petition to the Research Committee must demonstrate support for renaming the Strand by a majority vote of the members who are active in the existing Strand.

Research Interest Groups (RIGs)
When the existing Strand structure does not facilitate such activity, members may form a Research Interest Group (RIG). Time is specifically allocated on the program of the Annual International Conference for Strand and RIG members to meet. Each Strand represents a common category of research interest of its members, and each RIG reflects a unique research interest. The number of RIGs is independent of the number of Strands.

RIGs are dedicated to member interests and commitments. RIGS serve the interests of the membership. RIGs are proposed by means of a petition of the members to the Research Committee. The Research Committee offers a recommendation through the Board Liaison to the Board to approve, deny, maintain, or dissolve a RIG. The Board acts upon the Research Committee recommendations at the Fall NARST Board Meetings.

To create a RIG, a petition of 10 NARST members must be forwarded to the Research Committee. The deadline for the submission of a petition is August 15th each year. The petition should include the following: Name of the RIG; purpose; name of a long-term contact person; description of chair selection and rotation; the administrative structure of the RIG; and potential plans of action.

Each RIG needs to be reviewed every three years. Submission deadline for reviews is August 15th of the RIG's third year. Review documents should include all of the information in the original petition and a list of accomplishments since the RIG's creation. The Research Committee may recommend to dissolve the RIG if it has limited membership (less than 10), has accomplished few goals, or has inconsistently submitted RIG reports to the Board.

RIGs are responsible for the recruitment and maintenance of their own membership; for communication among members; and for selecting their own projects, goals, and activities. Each RIG will hold a minimum of one RIG meeting at the Annual International Conference (space, time, and advertisement of location to be provided by the Program Committee) and may meet as needed throughout the year using alternative formats.

Established RIGs may access all NARST support structures by following the NARST Policies and Procedures. For instance, RIGs may make recommendations to the Board through the Board liaison to the Research Committee, such as recommending speakers for the Plenary Sessions, suggesting changes to conference Strands, proposing NARST-sponsored publications, etc. through appropriate committees.

Each RIG is expected to provide a written report to the Research Committee, due 8 weeks in advance of the Fall and Spring NARST Board Meetings. The written report should be submitted to the leadership of the

Research Network Subcommittee of the Research Committee. The written report should address the following:

1. Please provide information about your current RIG leadership team (name/role/email):
2. Please summarize the election results if an election took place. Please also provide contact information (email) for either the RIG Chair/Co-Chair for the following year:
3. Please provide a brief overview of your annual membership, and any recruitment or outreach efforts:
4. Please provide a short summary of your annual meeting, including business items and estimated attendance. Also, note any other contributions of your RIG to the NARST annual conference:
5. Please describe any spending by your RIG over the past year, if applicable, and the purpose for these expenditures. You may upload a supplemental document describing your RIG activities in greater detail (optional).
6. Please describe any plans for the RIG moving forward. This may include specific action items, and/or a brief summary of ideas.

Each RIG will be provided time during the Board Meeting immediately following the Annual International Conference to present updates of actions or initiatives.

RIG Funds and Administrative Sessions
Funding is available from NARST to support the activities of established RIGs. RIGs may request funds to contribute to RIG activities such as guest speakers. See NARST budget posted on website for allocation amount for each RIG. In addition, RIGs may receive contributions and gifts. RIG chairs will receive quarterly reports about the NARST annual allocation to the RIG and any additional the contributions and gifts to the RIG.

Requests for uses of gift funds may occur at any time and should include a detailed budget and justification. These funds have fewer restrictions than the NARST allocated funds but serve the mission of the RIG. Requests need to be made at least 30 days before the expected expenditure of gift funds. Receipts should be submitted to the Executive Director.

RIGs also have the ability to request an administrative session in the NARST program. Requests for funding allocated from NARST for administrative sessions should include a detailed budget and justification linked to the purpose. The deadline for administrative session proposals and to request funding allocated from NARST to support these sessions is early September. RIGs submit by way of email the administrative session proposal with corresponding budgets to the Board liaison to the Research Committee with a copy to the Program Data Manager and Executive Director and Executive Committee. The Finance Committee reviews the funding request. Receipts should be submitted to the Executive Director.

In addition, RIGs may offer virtual events throughout the year. The deadlines for completing requests for virtual events and associated funding requests are January 1, April 1, July 1, and October 1. Virtual event sessions are submitted through the NARST website Virtual Event form. Funding requests are submitted to the Finance Committee and copied to the Executive Committee and reviewed by the Finance Committee. Receipts should be submitted to the Executive Director. RIGs also have the ability to request an administrative session in the NARST program. The deadline for administrative session proposals is early September.

Policy for Affiliates and Organizational Memberships

NARST Affiliation Policy

Purpose and Overview

The NARST Affiliation Policy is directed towards establishing and developing productive working relationships with organizations interested in policy, practices, and research in science education. The aim is to encourage substantive projects in science education that extend beyond existing activities and are made possible and enriched by the joint approaches of the affiliates. Such projects might involve members of the affiliated organizations in joint organization of conference sessions, co-authorization of position/policy statements, research studies, joint or co-sponsored publications, joint events for graduate students, co-sponsored professional learning communities, and so on. The Affiliation Policy seeks to contribute to a heightened mutual appreciation of and engagement in the perspectives and practices of science education organizations.

NARST Statement of Purpose: NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by:

1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policy makers; and 3) cooperating with other educational and scientific societies to influence educational policies.

Qualifications to Become an Affiliate

An organization may become an affiliate of NARST if the organization:

1. Demonstrates through its mission and actions a dedication to promoting quality science education;
2. Represents a major national or international organization whose goals are congruent those of NARST;
3. Has an articulated purpose (e.g., in its Constitution or Bylaws) that is in concert with the Bylaws of NARST;
4. Has elected officer(s);
5. Endorses the affiliation with NARST;
6. Is a not-for-profit or non-governmental organization (e.g., in the US, is a 501 (c) (3) organization);
7. Agrees to be signatories of a protective exclusion clause, as outlined in the Affiliation Agreement; and
8. Signs a mutually beneficial Memorandum of Understanding.

Types of Affiliations

NARST Affiliates are of three main types. The type of affiliation will be determined in part through characterizing the membership profile and goals of the Affiliate organization. These categories are intended to reflect a primary focus, not an exclusive focus, of the Affiliate. Some Affiliations may reflect multiple types.

Research Affiliations

> The goal for Research Affiliations is to promote productive collaboration between NARST and the Affiliate toward the goal of sharing and fostering high-quality science education research worldwide.

Policy and Research Affiliations

> The goal for Policy and Research Affiliations is to promote productive collaboration between NARST and the Affiliate toward the goal of using research to inform science education related policy, in addition to promoting the broader reach of science education research.

Practice and Research Affiliations

> The goal for Practice and Research Affiliations is to promote productive collaboration between NARST and the Affiliate toward the goal of using research to inform science education related practice, in addition to promoting the broader reach of science education research.

All types of affiliations will engage in appropriate collaborative work as described in Sections above.

The type of affiliation and associated collaborative work guide the contents of a Memorandum of Understanding.

Procedures for Becoming an Affiliate of NARST

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

The President, Executive Director, or equivalent of the petitioning organization will provide a *Letter of Request* to the NARST Executive Director 3 months prior to a Fall or Spring NARST Board Meeting. (The NARST Board meets at the NARST Annual International Conference, and during the third weekend of October.) Documentation indicating adherence to the Affiliate requirements cited in Section II should be included. The appropriate committees will review the request. This review will be followed by a discussion and vote of the NARST Board. The NARST President will inform the petitioning organization of the outcome of the vote. If the affiliation is approved, a Memorandum of Understanding must be signed. In the case of denial, a rationale will be outlined to the petitioning organization, and after a period of joint reworking of the request, the petitioning organization may resubmit a Letter of Request.

Reciprocally, NARST will follow any of the petitioning organization's procedures for becoming an affiliate of that organization.

Rights and Responsibilities of NARST

NARST maintains certain rights and responsibilities with regard to the affiliations. NARST will:

1. Designate a liaison to be the point of contact to the affiliate to coordinate or facilitate joint activities.
2. Fulfill all responsibilities to the Affiliate as identified in a Memorandum of Understanding.
3. Extend to Affiliate President or designee all rights and privileges of an Affiliate as specified in a Memorandum of Understanding.

4. Organize and host an annual Affiliates meeting (or meetings) for Affiliate representatives and NARST leadership, to address issues of importance to the NARST Affiliates.
5. Review the Memorandum of Understanding and the Affiliation Report (required every two years; collaboratively generated by the designees from the Affiliate and NARST), and adjust the Memorandum of Understanding and the structures for support as necessary and as mutually agreed upon.
6. Inform the Affiliate of all newly elected officers and Board Members, of any changes in Bylaws, and of all relevant conferences, seminars, etc. that are being conducted by or in conjunction with NARST in a timely manner.
7. Abide by the Affiliate's policies or statements regarding conflict of interest.

Rights and Responsibilities of the Affiliate
The Affiliate organization maintains certain rights and responsibilities. The Affiliate organization will:

1. Designate a liaison to be the point of contact from the affiliate to NARST to coordinate or facilitate joint activities.
2. Fulfill all responsibilities to NARST as identified in a Memorandum of Understanding.
3. Extend to NARST all rights and privileges of Affiliates as specified in a Memorandum of Understanding.
4. Represent the affiliate in an annual Affiliates Meeting.
5. Submit an Affiliation Report every second year describing what the affiliation has accomplished and how the affiliation is being fostered. This report should discuss how the affiliation could be better fostered or strengthened. The Affiliate designee and the NARST designee for that Affiliation should collaboratively write this report.
6. Inform the NARST Executive Director of all newly elected officers and Board Members, of any changes in Constitution or Bylaws, and of all relevant conferences, seminars, etc. that are being conducted by or in conjunction with the Affiliate in a timely manner.
7. Abide by NARST's statements regarding conflict of interest.

NARST Description for Affiliate Materials
If affiliates wish to describe NARST in their organizational materials and on their websites, the standard description below should be used:

NARST – A global organization for improving science education through research

Since its inception in 1928, NARST has promoted the improvement of science teaching and learning through research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policy makers; and 3) cooperating with other educational and scientific societies to influence and make sustainable educational policies."

Avoiding and Remediating Conflict of Interest
NARST is guided by The National Academies' definition of conflict of interest: "any financial or other interest which conflicts with the service of the individual because it (1) could significantly impair the individual's

objectivity or (2) could create an unfair competitive advantage for any person or organization" (http://www.nationalacademies.org/coi/index.html; retrieved July 21, 2009). Specifically, with regard to NARST Affiliates, conflict of interest will be defined as an instance in which a member of the NARST Board has a vested interest in a particular Affiliate organization, or when an Affiliate organization board member (or equivalent) has a vested interest in NARST. Conflicts of interest and potential conflicts of interest will be remediated with involvement from the potentially conflicted individual and members of the leadership groups of NARST and the Affiliate organization.

Procedures for Disaffiliation
Disaffiliation will be accomplished through written notice and Board action.

    A. Written notice by initiating organization
        1. An Affiliate may disaffiliate from NARST at any time by submitting a letter to the NARST Executive Director citing the Affiliate's Board action to initiate disaffiliation and the reasons for this request. It is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.
        2. NARST may move to terminate an Affiliation relationship by submitting a letter from the NARST President to the Affiliate President citing related NARST Board action to initiate disaffiliation and the reasons for this request. In the case of disaffiliation, it is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.

    B. Board Action

        1. The NARST Board of Directors must act on any disaffiliation request and on the resolution of any related business issues in order to confirm and effect disaffiliation.
        2. The governing body of the disaffiliating organization must confirm such disaffiliation, and accommodate for this action in their records. Upon confirmation, the affiliation will be terminated. If confirmation does not occur within six months, then confirmation will be assumed and the affiliation will be terminated.

    C. Re-affiliation

        The disaffiliated organization may request to re-affiliate through the processes described in the NARST Affiliation Procedures. These procedures can be found in the NARST handbook

Policy for NARST International Science Education Recognition (ISER) Events

Purpose and Overview
International Science Education Recognition (ISER) is designed to recognize international events that demonstrate science education research and that would benefit from NARST recognition. The aim is to build relationships across organizations and increase awareness of NARST in international contexts. The ISER Events program is meant to act as a catalyst to extend NARST's interests and collaboration efforts with other science education researchers in different countries. Furthermore, it is expected that NARST will be able to attract more regional scholars to become NARST members through this expanding social network. Finally,

NARST anticipates that the countries that apply to the ISER Events program will experience local benefits with long-term impact on local needs.

NARST is a worldwide organization for improving science teaching and learning through research. The ultimate goals of NARST are to help all learners achieve scientific literacy and to promote cooperation between educational and scientific societies to influence science education policies. The International Science Education Recognition events program is designed to recognize international cooperation around research in science education. The program aims to recognize the impact of NARST members' contributions to promoting science education research and practice through a variety of activities throughout the world.

NARST ISER Events are designed to include participants from any of at least three different countries in order to ensure an international focus.

The term "event" includes conferences, symposia, workshops, or other related activities. In particular, the ISER events intend to support research organizations by recognizing their initiation of collaborative events and implementation of new ideas in terms of science educational across the globe.

The ISER Events program aims to achieve the following purposes:

1. Provide recognition to organizations that are interested in holding international science education events for improving science education regionally by involving NARST members in the proposed activities.
2. Demonstrate the commitment of NARST to improving science education research in different cultures and countries.
3. Promote active interaction among science education associations globally.
4. Encourage NARST members to contribute their expertise and experiences in theory and practice to different regions of the world and countries.
5. Share responsibilities for improving scientific literacy of global citizens in the 21st century.
6. Attract more international science education scholars to become NARST members.
7. Produce local benefits for the organizations participating in the ISER Events program.

Eligibility for ISER Event Recognition

Organizations that are interested in promoting science education research are eligible to submit a completed application for the ISER Events program either via the President (or Chairperson) of their science education association or other internally recognized bodies that are associated with the improvement of science education. ISER events should include participants from at least three countries.

Procedures for Obtaining Recognition

Organizations that are involved in science education research are encouraged to submit a completed application for the ISER Events program via (only) the President (or Chairperson) of their science education association or other recognized bodies in their country to the NARST International Committee for review.

The following procedures are recommended for those interested in applying to the ISER events program:

1. Review the descriptions of the ISER events program from www.narst.org (the official website of NARST).

2. Contact the international coordinator of NARST for assistance with preparation of the application (program submission form available from http://www.narst.org/NARST_ISER_Application.pdf)
3. Submit the completed application to the NARST international coordinator via e-mail – email address available at NARST website – 6 months prior to the date of the ISER event.
4. Review comments from the NARST international coordinator and make revisions within one month for re-submission, if necessary. The International Coordinator will communicate the results of the review of the application.
5. If application is accepted, NARST will issue a letter of recognition of ISER event to the applicant of the science education association or other recognized body.

Review Process

ISER Review Process. Recognition of an event will be decided by the International Committee and the External Policy and Relations Committee. The process will be managed by the International Coordinator. The application will be reviewed first by the International Committee and then the External Policy and Relations Committee. Decisions regarding recognition will be decided by a simple majority vote of both committees based on the strength of the application. Application review forms are available at http://www.narst.org/NARST_ISER_Review.pdf). Final recommendations will be forwarded from the International Coordinator and forwarded to the NARST President with a draft letter of recognition. The NARST President will sign the letter of International Science Education Recognition (ISER) and return it to the applicant.

Rights and Responsibilities of NARST

The NARST international committee will post procedures, application form, and review form on the NARST website. The application and review process will be managed by the International Coordinator and the Coordinator will report to the applicant in a timely manner.

The International Coordinator will provide initial feedback, if needed, to applicants in a timely manner, and then provide the decision to the applicant regarding the application for ISER. In the case of a favorable review, the NARST President will provide a letter of Recognition of International Science Education Events to the applicant (President or Chairperson of the science education association or other recognized body).

Rights and Responsibilities of the Affiliate

All applicants must follow NARST procedures regarding ISER and complete an application according to the guidelines and deadlines provided. Applicants must also take any initial feedback from the International Coordinator into consideration in the process of preparing a revised application.

Avoiding and Remediating Conflict of Interest

NARST is guided by The National Academies' definition of conflict of interest: "any financial or other interest which conflicts with the service of the individual because it (1) could significantly impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization" (http://www.nationalacademies.org/coi/index.html; retrieved October 21, 2015). Specifically, with regard to NARST ISER, conflict of interest will be defined as an instance in which a member of the NARST Board has a vested interest in a particular ISER applicant, or when an Affiliate organization board member (or equivalent) has a vested interest in NARST. Conflicts of interest and potential conflicts of interest will be

remediated with involvement from the potentially conflicted individual and members of the leadership groups of NARST and the Affiliate organization.

Policy for NARST Membership in Professional Organizations

Definition of Organizational Membership: NARST, as a professional society, registers as a member, and in some cases pays membership dues, to certain organizations to allow participation on matters related to science education. Typically, Organizational Membership includes sending a NARST representative to meetings of the organization.

Requirements for Considering a NARST Membership

NARST considers membership as an organization in societies that share some part of their mission with NARST. NARST membership in that society must promote the NARST mission and benefit NARST members.

Procedures for Creating and Dissolving Memberships

Procedures for Creating Memberships
1. The NARST External Policy and Relations Committee will evaluate all nominations for NARST to become an Organizational Member and make a recommendation to the NARST Board. Nominations should include a letter from the governing body of the nominated society indicating that society's mission, their reasons for seeking association with NARST, and specific ways such association will benefit the respective societies.
2. The NARST Board will vote on the nomination.

The NARST President will discuss the results of the vote with the appropriate governing body of the society.

Procedures for Dissolution

1. 1. A society may dissolve NARST membership at any time by submitting a letter to the NARST President, who will inform the Board of the intents of the society.
2. **2.** NARST may dissolve membership in a professional society via deliberation and action of the NARST Board. The NARST President will inform the society of the results of such deliberation.

Rights and Responsibilities of Membership

The NARST, as an organizational member in a professional society, will:

1. Support participation by a NARST representative to meetings of the society;
2. Pay dues as required; and
3. Fulfill other responsibilities associated with the membership.

The NARST representative to the professional society will:

1. Fulfill responsibilities to the society associated with their representation and
2. Submit a written report biannually to the NARST Board.

Executive Committee Duties

The Executive Committee consists of the President, President-Elect, and Immediate Past President.

Presidential Duties

As stated in the NARST Bylaws, "The President shall serve as the senior elected officer of the Association and shall in general supervise and have charge of all the affairs of the Association. The President shall preside at all meetings of the Board and membership and serve as Chair of the Board." A few duties are featured in the table below. An $8,000 discretionary fund, used within certain parameters, is available to support the President's work.

The funds cannot be used for compensation in any form (e.g., stipend, paying for officer's graduate student attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the President in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks, providing speaker honorarium for officer-designated conference sessions, and covering travel costs for NARST business (e.g., preview conference site, represent NARST at a conference) not subsidized by other NARST funds. The President must report the status and use of funds in Board reports for the October and conference Board meetings.

Month	Duty
April	Work with personnel to ensure online system is ready for upcoming proposal submissions
May	Work with President-Elect and the Program Committee to: • finalize the conference theme • finalize call for proposals • update directions for Strand coordinators
June	• Call for Proposals goes out
August	• Invite speakers for conference keynote sessions • August 15, proposals due • Call for Board and Committee Sponsored Proposals

September	• Write President's report for Fall Board Meeting
	• Prepare report of the annual international conference for Fall NARST Board Meeting
	• Oversee entire proposal review process
	• Strand Coordinators to post accept/reject proposals
October Early	• Strand Coordinators post to the conference website the recommended Strand sessions (President can do final check of accepts/rejects)
	• Work with President-Elect and the Program Committee to finalize preliminary program
November through Early December	• Send thank-you letters to Strand Coordinators and Proposal Reviewers
	• Begin advertising conference special sessions and keynotes of the conference
	• Ensure that election is organized
January	• Finalize scheduling of the program and begin working with the Management Company on the program book
February	• Communicate with membership and committee members regarding upcoming conference
	• Ensure Executive Committee communicates Elections results to the NARST membership
	• Communicate with poster presenters about poster guidelines
Four weeks prior to the annual NARST Conference	• Ask Strand Coordinators to write summary for their Strand and post it online before the conference
	• Prepare announcements for listserv to highlight conference themes, etc.
	• Prepare agenda for first Spring Board meeting
Three weeks prior to the annual NARST Conference	Prepare introductions for the various general session speakers at the Annual International Conference and work, as necessary, with other NARST leaders to develop introductions for their sessions
	• Prepare brief speech on the state of NARST
	• Visit all committee meetings and thank members for serving

President-Elect Duties

The President-Elect will work in close collaboration with the President on developing the Annual International Conference, its theme, and the submissions for the conference. The President-Elect will undertake duties as delegated by the President with some responsibilities described below. A $4,000 discretionary fund, used within certain parameters, is available to support the President-Elect's work.

The funds cannot be used for compensation in any form (e.g., stipend, paying for officer's graduate student attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the President-Elect in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks and covering travel costs for NARST business (e.g., represent NARST at a conference) not subsidized by other NARST funds. The President-Elect must report the status and use of funds in Board reports for the October and conference Board meetings.

Month	Duty
Entire Year	• Shadow Current President in preparation for Presidential year • Co-Chair Program Committee • Prepare reports for the Fall and Spring NARST Board Meetings.
February Early/Late	• The President-Elect will write Thank You letters on NARST letterhead signed by the Executive Committee to members rotating off committees.
Within one month of the conclusion of the annual conference	• Circulate call for committee volunteers to complete on-line form with May 31st deadline for submission • Include reminder that membership must be current to serve on committees
June	• Notify committee candidates of process • Check membership status of committee candidates • Notify committee candidates if membership has lapsed
July and August	• Review committee candidates • If and where necessary, recruit volunteers (e.g., elicit names from Board liaisons, committee chairs, former committee members, etc.)
September	• Email list of prospective nominees to Board Liaisons

October	• Present committee nominees to Board
November/ December	• Notify committee candidates of decisions • Communicate committee requirements (stay financially current and engage committee), encourage attendance at NARST conference, and attach NARST Policies and Procedures
December/January	• Develop the theme for the conference held during the year of Presidency • Write the commentary for the theme for posting in the call for proposals • Write a short synopsis of the theme commentary for posting on the website

Immediate Past President Duties

The work of the Immediate Past President includes the tasks below. Other tasks assigned by the Board are possible. A $4,000 discretionary fund, used within certain parameters, is available to support the Immediate Past President's work.

The funds cannot be used for compensation in any form (e.g., stipend, paying for officer's graduate student attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the Immediate Past President in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks and covering travel costs for NARST business (e.g., represent NARST at a conference) not subsidized by other NARST funds. The Immediate Past President must report the status and use of funds in Board reports for the October and conference Board meetings.

- Chair the Governance Committee
- Work with the Finance Committee as member of the committee
- Assist with the evaluation of compensated personnel as a member of the Personnel Evaluation Committee
- Serve as a non-voting member of the Elections Committee and provide advice when needed.
- Work with non-voting Elections Committee members and Board Liaison of the Elections Committee to solicit nominees for new Board members and President-Elect.
- Help recruit nominees and contact nominees running for President-Elect
- Prepare reports for the Fall and Spring NARST Board Meetings.
- Coordinate an update of the *NARST Policies and Procedures, Handbook,* and, when necessary, Bylaws and oversee revisions made by the Executive Director.
- Consult with Executive Committee on issues as they arise.
- Every 5 years, chair the search committee to identify new JRST editors.

Responsibilities and Procedures for NARST Secretary- Treasurer

The responsibilities and associated procedures for the Secretary-Treasurer are listed below. A $4,000 discretionary fund, used within certain parameters, is available to support the work of the Secretary- Treasurer. The funds cannot be used for compensation in any form (e.g., stipend, paying for officer's graduate student

attendance to conference), a prohibition in the NARST Bylaws. Any use of funds should directly assist the Secretary-Treasurer in fulfilling the responsibilities of the position. The appropriate uses of funds include, but are not limited to, hiring temps/ graduate students to assist with tasks and covering travel costs for NARST business (e.g., represent NARST at a conference) not subsidized by other NARST funds. The Secretary-Treasurer must report the status and use of funds in Board reports for the October and conference Board meetings.

Secretary-Treasurer responsibilities from Bylaws	Processes
An annual meeting of the members shall take place, the specific date, time and location of which shall be determined by the Board. The agenda for meeting shall be published no less than one month (30 days) in advance of the date of the meeting. The President and Secretary-Treasurer shall report on the activities and financial condition of the Association.	Under the direction of the Secretary-Treasurer, the Executive Director will publish the approved FY budget on the NARST website in the members only section by January 30 of each year. The President and Secretary-Treasurer shall report on the activities and financial condition of the Association at the annual NARST membership meeting.
The Secretary-Treasurer shall be responsible for the integrity of the meeting records of the Association as required by applicable law and the Bylaws.	This task may be delegated to the Association staff (NARST management) under the direction of the Executive Director.
In conjunction with the Association staff, the Secretary-Treasurer shall provide for notification of meetings of the members and meetings of the Board of Directors in accordance with these Bylaws, and shall ensure that attendance, actions, and proceedings of the meetings are recorded and maintained in the permanent records of the Association.	This may be delegated to the Association staff under the direction of the Executive Director.
The Secretary-Treasurer shall maintain the Bylaws, all policies of the Board of Directors and a minute book and shall ensure that such records as may be required by applicable law or the Association are maintained.	This is delegated to the Association staff under the direction of the Executive Director.

The Secretary-Treasurer shall be responsible for the integrity of financial matters of the Association as required by applicable law and the Bylaws.

The Secretary-Treasurer shall participate in annual preparation of draft budget by the Finance Committee and present the budget to the NARST Board at the annual NARST Fall Board Meeting.

The Secretary-Treasurer shall ensure Form 990 is correctly completed and filed before deadlines. Specifically,

1. Draft Form 990 prepared by CPA Firm
2. Draft Form reviewed by Executive Director, Secretary-Treasurer, and Management Company
3. Final Form prepared by CPA Firm (as needed after Step 2)
4. Final Form signed by Secretary-Treasurer and returned to Management Company
5. Management Company returns Final Form to CPA Firm, which files the Form with the IRS
6. Form reviewed by Finance Committee
7. Form shared with the Board

Budget items approved by the Board shall be processed by the Executive Director. Routine items in the bi-monthly check runs will be approved by the Executive Director.

Expenditures within the scope of the Board-approved budget may be incurred by the Executive Director only following review and approval of proposed expenditures by the Secretary-Treasurer. Expenditures outside the scope of the Board-approved budget may be incurred by the Executive Director only following review and approval of proposed expenditures by the Finance Committee.

Payment of vendor invoices relating to properly approved and incurred expenditures may be made by the Executive Director only following review and approval of such invoices by the Secretary-treasurer.

In conjunction with the Association staff, the Secretary-treasurer shall ensure that the Association maintains accurate financial records, review the Association's financial status on a regular basis, and ensure that regular financial reports are submitted to the Board of Directors and, annually, to the membership.

Financial records will be kept by the Association staff. Annual budgets will be presented and reviewed at the NARST Fall Board meetings. Current annual budget will be kept on the NARST members only website.

Template for Minutes

To facilitate the recording of minutes, the Secretary-Treasurer uses the template approved by the Board:

NARST Board of Directors

[Regular or Called] Meeting

Session: #

Date: Month Date, Year (Day of the Week)

Time: Start XM – End XM, Start XM – End XM, Start XM – End XM Time Zone

Location: [City, State or Zoom]

PARTICIPANT LIST

Executive Board

Voting Members	Role	AM	PM	EVE
Name (Year leaving Board)	President			
Name (Year leaving Board)	President-Elect			
Name (Year leaving Board)	Immediate Past President			
Name (Year leaving Board)	Secretary-Treasurer			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			

		AM	PM	EVE
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	International Coordinator			
Name (Year leaving Board)	Graduate Student Coordinator			
Non-Voting Members	**Role**	**AM**	**PM**	**EVE**
Name (Year leaving Board)	NARST Liaison to NSTA			
Name (Year leaving Board)	NSTA Representative			
Name (Year leaving Board)	JRST Editor			
Name (Year leaving Board)	JRST Editor			
Incoming Members	**Role**	**AM**	**PM**	**EVE**
Name (Year leaving Board)	President-Elect			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	Board member			
Name (Year leaving Board)	International Coordinator			
Name (Year leaving Board)	Graduate Student Coordinator			

Others Attending

Name	Executive Director
Name	Management Company Rep
Name	Management Company Rep
Name	Management Company Rep
Name	Guest Presenter, etc.

Approval of Minutes from Previous Meeting(s)

Amendments to Board Book Part A Reports

Page   Item

X   X

AM SESSION Month Date, Year (Day of the Week) Start – End Time Zone

#	Agenda Item	Discussion Topics and/or Action
1.	Call to Order	President X called the meeting to order at Time Time Zone.
2.	Item Title	Person X presented Y. The Board discussed Z. See X [Link to slides, document, URL, etc.]. **MOTION #:** It was moved and properly seconded that… Motion Passed: #For-# Against-#Abstain **ACTION:** WHO will do WHAT by WHEN.
	Adjournment	President X adjourned the meeting at Time Time Zone.

PM SESSION Month Date, Year (Day of the Week) Start – End Time Zone

#	Agenda Item	Discussion Topics and/or Action
1.	Call to Order	President X called the meeting to order at Time Time Zone.
2.	Item Title	Committee X presented Y. The Board discussed Z. **MOTION #:** Committee X moved that… Motion Failed: #For-# Against-#Abstain **ACTION:** WHO will do WHAT by WHEN.
	Adjournment	President X adjourned the meeting at Time Time Zone.

EVE SESSION Month Date, Year (Day of the Week) Start – End Time Zone

#	Agenda Item	Discussion Topics and/or Action
1.	Call to Order	See above
2.	Item Title	See above
	Adjournment	See above

Cumulative List of MOTIONS and ACTIONS

#	MOTION	ACTION
1.	It was moved and properly seconded that… Motion Passed: For-# Against-#Abstain	WHO will do WHAT by WHEN.
2.	Committee X moved that… Motion Failed: #For-# Against-#Abstain	WHO will do WHAT by WHEN.

Stand-Alone Actions	
A.	WHO will do WHAT by WHEN.
B.	WHO will do WHAT by WHEN.

Respectfully submitted,

[insert signature]

[insert name], Secretary-Treasurer or President

Executive Director Duties

The Executive Director is a key management leader of NARST – A Global Organization for Improving Science Education through Research. The Executive Director reports directly to the Board of Directors and is responsible for the administration and operations of the organization. The Executive Director (ED) is expected to develop a deep knowledge and understanding of all programs, operations, bylaws, and policies and procedures of NARST. Other key duties include fundraising, participating in strategic planning, and conducting outreach to other professional educational and scientific organizations. The Executive Director is allotted $6,000 for travel related to NARST business and $5,000 for professional development specific to enhancing performance as the Executive Director of NARST.

General responsibilities:

(1) <u>Board Governance:</u> The ED works with the Board of Directors to fulfill the organization's mission and is responsible for:

- Supporting and guiding the organization's mission as defined by the Board of Directors.
- Supporting the Board of Directors' operations and management (serving as ex-officio of relevant committees; providing strategic direction and support for ongoing operations, as well as for new initiatives).
- Communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

(2) <u>Leadership & Management</u>: The ED works with both the Board of Directors and management company to ensure that the organization is run effectively and efficiently by:

- Monitoring ongoing programmatic excellence and ensuring a consistent quality of finance reporting and administration, communications, and systems; recommending timelines and resources needed to achieve strategic goals.
- Working with management company and leadership to ensure effective systems to track membership, communications, updates to published NARST policy and procedures, and all financial transactions of the organization.
- Working with NARST's legal representative (as directed by the Board of Directors), the management company, and other relevant professionals as needed to ensure the health of the organization and compliance with respect to fiscal, legal, and insurance regulations.

(3) <u>Financial Performance and Viability</u>: The ED manages and monitors records on the financial health of the organization, in conjunction with the NARST Secretary-Treasurer and the management company by:

- Submitting to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Operating the organization programs and services within the Board of Directors' approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
- Participating in fundraising and developing other resources necessary to support programs and services addressing NARST's mission.

(4) <u>Communications</u>: The ED communicates effectively and regularly with the Board of Directors, the management company, and the membership by:

- Representing NARST and its policies, both within the organization and to external bodies, as required by the Board of Directors.
- Communicating with the management company, board members, committee members, the publishing company, and other service providers to conduct the business of the organization.
- Working with web providers to deepen and refine all aspects of communications—internally and externally-- including the web presence for the organization.

(5) <u>Planning & Coordination:</u> The ED provides support to the Board of Directors by assisting with Board meetings, annual conferences, and elections by:

- Working with the management company and Board of Directors to arrange two annual meetings of the Board of Directors (as well as any virtual meetings, as needed).
- Coordinating with the management company and Board of Directors to arrange the Annual International Conference, assisting with the submission and review of proposals, development of the conference program, and negotiation of contracts and other meeting logistics.
- Coordinating the election process and voting on behalf of the organization in compliance with the Bylaws and Policies & Procedures.

Executive Director Performance Evaluation

The Executive Director's performance is evaluated in five areas of responsibility: Board Governance, Leadership & Management, Financial Performance & Viability, Communications, and Planning & Coordination. A formative evaluation conducted annually and a more comprehensive evaluation performed every three years constitute the performance evaluation.

Type:	Formative
Occurrence:	Annually
Period of Evaluation:	Conclusion of on-site NARST Fall Board meeting to Sept. 1st the year in which the evaluation materials are due
Submission of Packet:	By Sept. 15th the year in which the evaluation takes place

Procedures (Formative):

The Executive Director provides an accounting of activity in the areas of Board Governance, Leadership & Management, Financial Performance & Viability, Communications, and Planning & Coordination. The packet guidelines contained in the NARST Handbook facilitate the organization of the materials submitted for review.

1. **Submission of materials from the Executive Director [ED]:** The packet guidelines address five areas: Board Governance, Leadership and Management, Financial Performance and Viability, Communications, and Planning and Coordination. The ED self-evaluates (e.g., commendable, satisfactory, and unsatisfactory) and provides samples of evidence to support self-evaluation. The chair of the PEC, or designee, requests the packet from the ED to be submitted by September 15th. The submitted packet should be no more than one page per area, unless otherwise requested by the PEC.
2. **Submission of independent ratings and comments from members of the Board of Directors:** The PEC chair, or designee, request an independent rating from each Board Director. The Directors use the   rubric included in the NARST Handbook for their independent rating of the ED. PEC or PEC designee compiles the quantitative and qualitative information from the Directors. The PEC determines the due date for these ratings and comments to be submitted to the PEC.
3. **Discussion and initial summary:** PEC reviews and discusses the packet submitted by the ED and ratings/comments from the Board of Directors. The PEC writes an executive summary

(approximately 1-2 pages) with a compilation of the independent evaluations from the Directors as well as the evaluation packet submitted by the Executive Director.

4. **Circulation to the Board:** Prior to the fall Board meeting, the PEC circulates the executive summary by way of the secure Board workspace to Board members for their review.
5. **Board discussion and final rating:** At least 1.5 hours are set aside at the on-site fall Board meeting to discuss the annual review of the Executive Director. The Board of Directors will decide the ED's overall annual evaluation as either commendable, satisfactory, or unsatisfactory. In the case of unsatisfactory, the Board will be clear as to necessary steps for improvement.
6. **Meeting with the ED:** PEC or the PEC chair summarizes in writing the Board's evaluation and meets with the ED to discuss the evaluation with the ED at the end of, or shortly after, the fall Board meeting. This meeting may also involve establishing specific goals for the coming year. The ED is asked to respond in writing within two weeks of this meeting, acknowledging receipt of the formative evaluation. If there are areas in need of improvement or newly stated goals, the ED states what would be done over the next year to improve or work toward those goals. The ED's response is uploaded to the secure Board workspace for the Board to read.

In addition to an annual formative evaluation, the Executive Director will also receive a summative evaluation.

Type:	Summative
Occurrence:	Every Three Years
Period of Evaluation:	Time since contract renewal
Submission of Packet:	By September 15th the year in which the evaluation takes place

Procedures (Summative):
The summative evaluation follows the same procedures as the formative evaluation **except** for the following:

1. An email is sent by PEC to pertinent parties in NARST (e.g., program coordinator strand coordinators for the planning & coordination area) to elicit their feedback on the Executive Director's performance. These parties include a combination of individuals identified by the Executive Director and PEC. The parties are asked to complete an evaluation survey (see NARST Handbook). PEC compiles the results of the survey and summarizes them for the Board as part of the Executive Summary described in the formative evaluation of the Executive Director section.
2. PEC elicits feedback from the Management Company. The feedback is presented as a 1-2 page letter describing what the Executive Director has done in leadership and management, communications, and planning and coordination and rating the performance as "commendable" "satisfactory," or "unsatisfactory" with clear justification for each rating. The Management Company is required to include supporting evidence for unsatisfactory ratings.
3. PEC elicits feedback from the Secretary-Treasurer. The feedback is presented as a 1-2 page letter describing what the Executive Director has done in financial performance & viability and rating the performance as "commendable" "satisfactory," or "unsatisfactory" with clear justification for each rating. The Secretary-Treasurer is required to include supporting evidence for unsatisfactory ratings.

4. PEC elicits feedback from other pertinent parties whose responsibilities require them to work closely with the Executive Director as identified and deemed necessary by PEC (e.g., Technology/ Communications employee).

Conference Scheduling Responsibilities

Responsibilities of NARST Executive Director Concerning Conference Scheduling

The following list indicates the roles and responsibilities overseen by the Executive Director.

- Work with Executive Committee, Program Manager and Management Company on program editing resulting in the final NARST Annual International Conference program.

The Program Data Manager Duties

- Communicate regularly with NARST Executive Committee, Management Company, and membership about annual conference proposal submissions and scheduling.
- Manage Program Committee members as they go through the conference proposal submissions, peer-review, proposal decision making and grouping processes in the online system.
- Works with the website hosting company to set up the process including testing before opening
- Prepare online system for upcoming proposal submissions
- Build database for the Research Committee of NARST accepted proposals that may possibly be presented at NSTA sessions on behalf of NARST.
- Create database of NARST Annual International Conference presentations (Excel).
- Generate conflict-free schedule for annual NARST meeting (TTMaker or equivalent).
- Provide NARST association with draft program (Microsoft Word) for graphic design work.

The Management Company's Duties

Currently, NARST contracts with a Management company to undertake the following duties:

Membership inquiries

Handle day-to-day association communications by email, telephone and fax from officers, directors, committee chairs, members, prospective members and the general public from various countries around the world.

- Renewal of memberships
- New memberships
- Cancellation of memberships
- Receipt of money
- Update to member records (Organization, address changes, etc.)
- Answer inquiries for login and passwords
- Maintain the accuracy of the NARST iMIS database. Reviewing records for duplicates and combining files as necessary.

Administrative

Daily interaction with the Executive Committee, committee chairs and members via email and telephone. Interaction could include (but not limited to) new or existing projects, Calls for Proposals, Awards, Scholarships etc., statistical reporting or other administrative items as assigned by the Executive Committee.

Legal

Arrange for Resident Agent services.

Coordinate the filing of all required legal reports in a timely manner.

Maintain NARST's official documents – e.g., *NARST Policies and Procedures*, vendor contracts, board minutes and motions.

File Federal, State and County tax documents in a timely fashion.

Annual International Conference

Work with the Executive Director to solicit hotel proposals for his/her site selection for the purpose of negotiating contracts.

Within the context of contractual obligations, the NARST Board in conjunction with the NARST Executive Director take into account the following guidelines when searching for future NARST Annual International Conference venues:

- Be located in a large vibrant urban area where there are many options for dining and cultural activities, and places to walk and run;
- Be located in the same or a nearby geographic area as the AERA and NSTA Conferences (every other year for each), as has been NARST's custom, and continue to be scheduled during the March- May time frame to coincide with AERA or NSTA;
- Be held either before or after the NSTA or AERA meetings, doubling the possibilities for booking a suitable venue in any given year;
- Continue to avoid religious holidays;
- When circumstances allow, be held outside of the continental USA and Canada;
- Consider projected total costs to conference participants (conference registration, room, food, local transportation, and incidental costs), in addition to the total cost to the NARST organization.
- Coordinate meeting room setups, menus, audio-visual, etc. with the conference venue.
- Work with the Executive Director on the development of the conference budget in conjunction with the program chairs and monitor income and expenses in compliance with established budget.
- Provide administrative support to the Program Committee and other various NARST committees.
- Serve as the primary representative of NARST in authorizing charges to the master account based on number of attendees, menus, meeting rooms and audio-visual requirements.
- Maintain master registration list of all attendees, keynote/plenary speakers, and support staff.
- Format, print and distribute promotional materials (e.g., flyers, registration packages, nametags, sponsor signs).
- Produce a conference program (including editing and printing) for the Annual International Conference.
- Provide on-site coordination.

- Coordinate annual awards with Awards Committee Board Liaison and Executive Committee, including ordering awards and plaques.
- Process all registration and exhibitor payments to ensure that all funds are paid prior to the start of the conference.

Following conference:

- Finalize accounting and distribute profit/loss to Executive Director for review.
- Compile final list of attendees.
- Post updated information on the website.
- Finalize all A/P for vendors, Board member reimbursement as well as scholarship payouts.

Finances
Responsible for accounts receivable

- Responsible for bank deposits and monthly bank reconciliation, credit card processing and receipt of incoming wires.
- Responsible for accounts payable, including receipt and verification of vendor invoices and preparation of checks twice monthly for the Executive Director's approval.
- Responsible for preparing financial reports as directed by the Executive Director.
- Prepare financial reports (bank statements, financial statements, ledger reconciliation, etc.) for the organization's reporting cycle (e.g., quarterly).
- Work with the Executive Director to prepare the draft annual budget before the Fall NARST Board Meeting.
- Responsible for ensuring that association tax reports are filed with IRS each year and coordinating with the Association's CPA.
- Maintain Officers & Directors (O&D) insurance as directed by the Board.
- Cooperate with reviews/audits conducted by the Executive Committee as requested.
- Responsible for the maintenance and accuracy of the PayPal account.
- Weekly review of charges and systems processing.
- Work directly with Management Company accounting staff on any misallocations and problematic charges.

Website
- Work with the appropriate personnel as needed to maintain the NARST website and undertake revisions, as necessary.
- Work with the appropriate personnel as needed to troubleshoot web hosting problems.
- Maintain the two NARST listservs (public and members-only) and circulate messages as required by the NARST leadership:
- Download current NARST members' emails on the members' listserv on a regular basis.
- Post messages/files as directed by the NARST Board of Directors.
- Work with appropriate personnel as needed for establishing and maintaining a system for proposal submission and peer review for the Annual International Conference.
- Organize/maintain the electronic payment system for the online annual dues and conference registration fees.

Board of Directors
- Work with NARST Executive Director to solicit hotel proposals and negotiate contracts.
- Organize the two Board Meetings per year: one around the Annual International Conference with one part held prior to the conference and the other part held immediately following the conference, and one in October (the third weekend of each October).
- Organize submitted agenda and reports from the NARST Board of Directors.
- Produce an electronic board book in advance of the meeting for distribution one-week prior.
- Work with leadership and Management Company staff to prepare membership reports, and other exhibits in support of the agenda.
- Coordinate meeting room set-up, sleeping room reservations, menus, audio-visual, etc. with the hotel and serve as primary contact between NARST and the venue.
- Following the board meeting, prepare the minutes and distribute to the Executive Director for preliminary review.
- Maintain the official minutes to meet legal corporation requirements.

JRST/Science Education Publications
- Provide Wiley-Blackwell with a list of addresses of members on a monthly basis
- Undertake address corrections with Wiley and complete in the NARST iMIS database.
- Provide Wiley-Blackwell with new members throughout the year to ensure the delivery of back orders of *JRST*.

Evaluation of Management Company

The Executive Director conducts both formative (annual) and summative (every third year) evaluations of the Management Company and presents the outcome of these evaluations, along with the supporting documentation, to the Board for review. This evaluation process should be similar to the process established for evaluating the Executive Director and in alignment with the scope of responsibilities of the management company as approved by the NARST Board of Directors.

Journal of Research in Science Teaching

The *Journal of Research in Science Teaching* is the official journal of NARST. Currently, a contract exists with Wiley-Blackwell. Editors appointed by the Board edit the journal for a period of five years. Editors of *JRST* are Ex officio members of the Board.

Responsibilities of the Position of Editor(s)

High Levels of Organization and Management
- Show evidence of being able to administer a large flow of manuscripts each year and to process them in an effective manner.

Vision
- Indicate very clearly the vision they have, not only for ensuring that *JRST* continues to be a premier journal, but also for moving *JRST* forward through innovative and creative leadership. This vision should be consistent with the published vision of NARST.
- Be committed to a diversity of styles of research and ensure that the review process remains international so as to reflect multiple perspectives and diversity.

Personal Qualifications
- Be an active member of NARST with high visibility within the organization.
- Be a respected scholar in science education, have a strong research record of publications in high-quality journals, and possess excellent writing and editing skills.
- Have a strong commitment to maintaining the high quality of manuscripts that are published in the Journal.

Journal Production and Responsibilities
- Be responsible for producing 10 issues of JRST per year.
- Attend NARST Board Meetings: one just before the Annual International Conference; one immediately after the Annual International Conference, and one in October (the third weekend of each October).

Institutional Commitments
- Office space for accommodating journal production activities.
- Computers to process the journal, including electronic communication.

Wiley-Blackwell and NARST Commitments
- Financial support is provided by Wiley-Blackwell in accordance with the contract with NARST to support the activities of the Journal and to defray the necessary and direct expenses of the Editors and the Editors' staff in rendering relevant services connected to the Journal (2015: $46,540; 2016: $51,329; 2017: $53,688; 2018: $56,116; 2019: $58,618; 2020: $60,376; 2021: $62,187; and 2022: $64,053).
- NARST will provide financial support, as it does for all Board Members, for the Editor(s) to attend the October NARST Board Meeting. With respect to the Board Meetings prior to and following the NARST Annual International Conference, up to 2 nights lodging is provided, if necessary, in the same manner as provided to all Board Members.
- Reasonable efforts will be made by the NARST Board to facilitate the Editor's responsibilities, as needed.

Transition Policy to New Editors
JRST Editors should notify the NARST President during the fourth year of term to begin the search process for new JRST Editors.

Solicitation Phase
The solicitation for the new *JRST* editor(s) will be sent out in the fall of Year 4 of current editorship, with a deadline for submissions set for January 31 of Year 5 of the current editorship. Selection of the new *JRST* editorial team would be finalized at the spring NARST Annual International Conference during Year 5 of the current editorship. The new *JRST* editor(s) will:

- attend the JRST Board Meeting held at the Annual International Conference (in Year 5 of the current editorship);
- conduct the JRST Board Meeting the first year of editorship;
- assume editorial responsibilities for newly submitted and resubmitted manuscripts on January 1 following the 5th year of the retiring editors;

- assume full editorial responsibilities according to a mutual agreement with the retiring editors, but no later than June 1 (responsibility for August issue).
- The retiring editorial team will continue to handle manuscripts submitted on or before December 31st of their 5th year until decision (Accept, Reject, or Revise and Resubmit).

Transition

The transition to the new editorial team should be worked out between the outgoing and incoming editors to allow familiarization and training of the new editorial team and progressive transfer of responsibility.

It is suggested that the transition be thought of in three stages:

Early Transition Phase

The early transition period for the incoming *JRST* editor(s) would occur during Year 5 of the current editorship. During this time, the current *JRST* editor(s) would continue all editorial responsibilities for the journal while the incoming *JRST* editor(s) will

- engage in discussions with the current *JRST* editors on the editorial process as it is conducted in Manuscript Central;
- meet with representatives from Wiley-Blackwell to establish a working relationship;
- commence training in ScholarOne;
- finalize the incoming editorial team (including associate editors and *JRST* staff);
- recruit graduate associate personnel, if needed (starting date, fall of transition year);
- draft editorials for *JRST* (with suggested publication dates of January and February during Year 1, respectively) that would delineate the new editor(s)' vision for the journal and introduce the new editorial team to the readership.

Mid-Transition Phase

The mid-transition period would occur in the fall during Year 5 of the current editorship. During this time, the current *JRST* editor(s) would continue all editorial responsibilities for the journal while the incoming *JRST* editor(s) will:

- establish the incoming *JRST* Editorial Office;
- work with Wiley and the retiring editors to update journal contact information and guidelines on various websites (this would include the names and contact information of the editor(s) in the new *JRST* Editorial Office);
- orient any incoming associate editors to their roles and responsibilities in the *JRST* editorial process;
- commence associate editors' training of the electronic submission, review and communication system, ScholarOne Central (S1C);
- submit *JRST* proposals for upcoming NARST conference.

Late-Transition Period

The late transition period would occur in winter and spring of the new editors' term. During this time, the retiring *JRST* editor(s) will continue editorial responsibilities for manuscripts in process, while the new editors assume responsibility for new submissions. The outgoing editors will remain available to assist and consult as needed. During this period the new editorial team will lead the process of recruiting new editorial board

members to submit to the NARST Publication Advisory Committee for eventual Board consideration during the early part of Year 1 of new editorial team**.**

Masthead Change
The editorial masthead will transition to the new editorial team at the point when Editor(s) commence the five-year term on the cover of the Journal (e.g., January of 2011, 2016, 2021).

Budget for JRST from NARST
The transition budget for the incoming *JRST* editor(s) will be negotiated with the NARST Board of Directors.

JRST Editor Search Committee
Every five years during the 4th year of the Editor(s') term, prior to or at the NARST Board Meeting concurrent with the Annual International Conference, NARST organizes a committee to advertise for NARST members to apply for the position of JRST Editor. The Chair of the committee is the Immediate Past President. The Board appoints other members of the committee.

The NARST Liaison to NSTA

The NARST liaison to NSTA position was approved by the Board at the October 2010 Board Meeting. The person holding this appointed position serves as the Alliance of Affiliates (AoA) representative. The position is an appointed position, and the individual holding the position serves on the NARST Board as an ex officio member and the NARST representative on the NSTA Research Committee.

The NARST Liaison to NSTA serves a three-year term with the option of a consecutive second term appointment. The Liaison would reapply for consideration along with other candidates for the position should s/he wish to serve a consecutive second term. The Liaison appointment begins the final day of the Annual International Conference and concludes August 1 of the third year in order to allow an overlap and coordination between the incoming and outgoing Liaisons.

The NARST Liaison to NSTA works closely with NARST Directors affiliated with the External Policy and Relations Committee, Research Committee, and Publications Advisory Committee and the NSTA Research Director to:

- Support NARST's visibility at NSTA
- Develop and disseminate research to a broader audience through publications, such as position statements and research–practice documents.

Duties and Responsibilities:
The Liaison is expected to:

- Attend Fall and Spring **NARST Board meetings**.
- Attend **NARST Committee meetings** (Research, Publication Advisory, External Policy and Relations) at the NARST Annual International Conference and throughout the year via teleconference
- Attend **AoA meetings** annually in spring (during the NSTA national conference) and in summer (NSTA Board/Congress/AoA Retreat) and participate in monthly teleconferences of the AoA
- Attend **NSTA Board** and **Council meetings** when invited

- Attend **NSTA Research Committee meetings** at the annual NSTA conference and throughout the year via teleconference
- Chair or co-chair the Research to Practice Subcommittee of the Research Committee

The Liaison also has responsibilities related to the following ongoing initiatives between NARST/NSTA, as well as any new collaborative initiatives undertaken during his/her term:

NARST Sponsored Sessions at NSTA Conference:
The Liaison coordinates the NARST Sponsored Sessions at NSTA as outlined in the MOU between the two organizations. The NARST Research Committee (usually by way of the Research to Practice Subcommittee) reviews and selects NARST-sponsored Sessions for the NSTA national and regional conferences each year. The NARST Liaison communicates selections to the NSTA Conference Planning Team to provide 10 hours of programming for the national conference and 2 hours of programming at each of the regional conferences.

NSTA Research Worth Reading:
The Liaison assists the NARST Publications Advisory Committee in selecting the *JRST* articles for NSTA's annual 'Research Worth Reading' initiative and communicates those selections to the NSTA Research Director/committee

AoA Sponsored Sessions at NSTA:
The Liaison works in concert with the AoA to plan and facilitate session(s) at the NSTA annual meeting.

NARST Standing Committees

NARST Board of Directors establishes and approves any changes in the NARST Standing Committees. The Committees communicate to the NARST Board through an elected Director. Each elected Director affiliates with one or more Standing Committees1.

NARST allocates funds to facilitate Committees' engagement in the annual conference or other approved NARST events (e.g., Virtual Events). Additionally, one administrative session per Committee (unless otherwise stated in the Committee description), upon request, for the annual conference is available. Committee leadership, subcommittee leadership in the cases in which subcommittees exist in lieu of one omnibus Committee, conveys requests to the Director affiliated with the Committee and the Director ensures administrative sessions are submitted to the proposal system in early September. If there is a funding request, then the Director also submits a copy of the administrative session proposal along with the funding request to the Finance Committee and copying the Executive Committee. Requests are reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

In addition, Committees may offer virtual events throughout the year. The deadlines for completing requests for virtual events and associated funding requests are January 1, April 1, July 1, and October 1. Virtual event sessions are submitted through the NARST website Virtual Event form. Funding requests are submitted to the Finance Committee and copied the Executive Committee and reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

Committee Leadership: Roles and Responsibilities

The responsibilities of a NARST standing committee inform its structure. Due to the various tasks under their purview, some NARST committees consist of subcommittees approved by the Board; others do not. Consequently, leadership of committees can include Committee chairs, Committee co-chairs, Sub- Committee chairs, and Sub-Committee co-chairs. All NARST standing committees have a Board liaison and the Board liaison interacts with the committee leadership. If the committee consists of subcommittees then the Board liaison determines the extent to which it is necessary to interact with the subcommittee leadership.

General Duties of Board Liaison

- Carry out the charge of their Committees as stated in the *NARST Policies and Procedures*.
- Ensure Committee and Sub-Committee leadership understand the responsibilities and related tasks of their Committees and Sub-Committees
- Motions from committees can only be submitted by the Board Liaison to the Board of Directors
- When a motion is submitted that requires a change to the P&P, the Board liaison making that motion must submit the corresponding changes and the motion to enable the Executive Director and Immediate Past President to update the master copy of the P&P for approval.
- Attend two board meetings annually, one in fall and one in spring; Go-To meetings; and meetings conducted through other modes as needed to discuss NARST business.
- Serve as a facilitator to assist Committee and Sub-Committee leadership in accomplishing their responsibilities.
- Co-author the Committee report with the Committee leadership, who consult as needed with any existing Sub-Committee leadership. Submit to the Board motions from the Committee leadership and share the results of the motion with the Committee chairs.
- Report to NARST at the annual membership meeting during the international conference.

General Duties of Committee Leadership

- Carry out the charge of their Committees as stated in the *NARST Policies and Procedures*.
- Oversee the work of the Committees and Sub-Committees.
- Attend Committee and Sub-Committee meetings during the NARST Annual International Conference and at other times, as needed.
- Assist the President-Elect through communications with the Board liaison in identifying vacancies and appointing replacements on all committees.
- Field questions from the Committee and Sub-Committees and assist them in resolving procedural issues that cannot be resolved internally. Consult with the Board liaison as needed.
- Committee chairs appoint members to chair the subcommittees
- Contribute to, review, and compile Board reports from the Committee and Sub-Committees and provide these reports to the Board liaison for inclusion in the Board of Director report to the Board.
- Maintain the fairness and integrity of the Committee business.

General Duties of Sub-Committee Leadership

- Carry out the charge of their Sub-Committees as stated in the NARST Policies and Procedures.
- Establish contact with and availability of Sub-Committee members soon after the conclusion of the Annual International Conference.
- Share criteria for service on Sub-Committees with all Sub-Committee members.

- Communicate problems or requests for member replacements to the Committee leadership or Board Liaison, in the absence of Committee leadership.
- Submit Board reports to the appropriate party—committee chair if there is a chair for the committee or to the Board liaison in the absence of a committee chair.
- Follow stated procedures for changing Sub-Committees procedures.
- Maintain the fairness and integrity of the sub-Committee business.

Committee Funds and Administrative Session

NARST Standing Committees may request funding from NARST to support activities conducted at the annual meeting, such as administrative sessions, workshops, or symposia, to support other approved NARST events outside of the annual meeting (e.g., Virtual Events), or to hire a student to complete work for the committee (e.g. managing social media, gathering or collating data). The NARST budget includes an allotted amount for each Committee, not for Sub-Committees, but for the NARST Standing Committee the Sub-Committees constitute (see NARST budget posted on NARST website).

Committee leadership should submit requests for funding to the appropriate Board Liaison, who communicates the request to the Finance Committee and copies the Executive Committee. Requests should include a detailed explanation of costs and a justification linked to the Committee's charge. Requests will be considered quarterly with deadlines of January 1, April 1, July 1, and October 1. Requests are reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

Procedures and Limitations

Funding requests must be submitted to the Finance Committee for a review of its appropriateness for the request. Funds should include a detailed explanation of costs and a justification that is linked to the committee's charge. If the Finance Committee approves the Committee's funding request, the Committee leadership should communicate with the Executive Director or designee in the event the requests require the involvement of individuals directly responsible for the conference (e.g., Program Committee, staff at conference meeting site). Requests will be considered quarterly with deadlines of January 1, April 1, July 1, and October 1. Requests are reviewed by the Finance Committee. Receipts should be submitted to the Executive Director.

Awards Committee

The Board Liaison is appointed by the NARST President-Elect. When the number of elected Directors is sufficient, the President-Elect appoints a Board member to serve as Co-Board Liaison during the last year of Board Liaison's tenure on the Board. The Co- Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The President-Elect also appoints the other committee members.

The Awards Committee consists of Chairs and co-chairs of the subcommittees responsible for award selections and would be convened by the Board Liaison when work and communication is needed across the sub-committees. At least two members on each subcommittee should be international NARST members with voting status on the Committee. In addition, two graduate students appointed through the committee appointment process and with voting status serve on the Committee, specifically one on the Outstanding Doctoral Research Award subcommittee and the other on the Fellows Award subcommittee. Graduate students serve a two-year term.

When needed to work or communicate across the Sub-Committees, the Board liaison may convene the Chairs and Co-chairs of the Sub-Committees as the Awards Committee. For example, the Board Liaison may convene the Sub-Committee leadership as the Awards Committee to decide how to use the one administrative session per Committee or to use the funds allotted per Committee.

Charge
The Awards Committee, consisting of Sub-Committees, will:

- Oversee the work of the Awards Selection Sub-Committees that solicits nominations and selects recipients for each of the NARST awards.
- Discuss issues related to equity and efficiency in the selection process, and the appropriateness of the award considering the NARST mission.
- If necessary, recommend changes in awards or procedures to the Board of Directors.

Membership/Term of Service
The Board Liaison is elected by the NARST membership. If the number of elected Directors is sufficient, then the President-Elect may appoint a Board member (except the Graduate Student Coordinator) to serve as the Co-Board Liaison during the last year of another Award Committee Board Liaison's tenure on the Board. The Co-Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The NARST President-Elect, in consultation with the Board Liaison of the Awards Committee, also appoints other members. One member will serve as Chair and another will serve as a Co-chair of each of the four Awards Selection Sub-Committees. Awards Selection Sub-Committees Chairs and Co-chairs, similar to Strand Coordinators, will serve two-year terms with a year of overlap. Thus one new member for each Awards Selection Sub-Committee, who will serve as co- chair, will be appointed every year.

Awards Selection Sub-Committee members serve for three years, with 1/3 of the new members being appointed and 1/3 rotating off each year. The total number of members of each Awards Selection Sub-Committee (including the Chair and Co-Chair of each Sub-Committee in their year of appointment) is the following:

Outstanding Doctoral Research Award Selection Sub-Committee	15
Early Career Research Award Selection Sub-Committee	12
Distinguished Contributions in Research Award Sub-Committee	9
NARST Fellow Award Sub-Committee	7

Each Awards Selection Sub-Committee will include at least two international members.

Procedure for Changing Award Selection Committee Procedures
Awards Selection Sub-Committees operate according to current procedures as specified in the *NARST Policies and Procedures*. However, the members or chairs of a NARST Awards Selection Sub-Committees or members of the overall Awards Committee or the Awards Committee Board Liaison can initiate requests for changes in procedures for justifiable reasons (such as improving diversity of nominees, making the review criteria more

comprehensive, or clarifying eligibility criteria). In cases in which the overall Award Committee, based on a majority vote, recommends a change in the awards proper (such as adding or deleting an award), or an individual subcommittee, based on a majority vote, recommends a change in the specific award (such as changing criteria or nomination materials), this change will be subject to approval by a majority vote by the Board of Directors. The following procedure should be followed:

1. The proposed changes as a motion should be thoroughly discussed and receive a majority vote at the level of the Awards Selection Committee or Sub-Committee before they proceed to the next level.
2. Approved changes at the Awards Selection Sub-Committee level will be brought as an approved motion from the Sub-Committee Chair to the Board Liaison of the Awards Committee who will bring the proposal before the Awards Committee for discussion and subsequent vote.
3. At this point, the NARST Award Board Liaison will inform the Executive Committee, about the nature of the proposed changes and invite them to share any comments/reservations they may have with the proposed changes(s).
4. After ample discussion and consideration, the Awards Sub-Committee members will vote on the proposed procedures. To pass, the proposal will need a majority vote (50%+ 1).
5. If the Executive Committee disagrees with the outcome of the vote, it can bring the issue immediately to the attention of the Board of Directors. The Board of Directors can direct the Awards Committee Chair to further action but cannot repeal the procedural change unless a motion is presented to the Board to that effect and unless the motion passes by a majority vote (50% +1).
6. The Board Liaison presents the proposal approved by a majority vote (50% +1) of the Awards Committee to the Board of Directors as motion for Board approval.
7. Approved changes in procedures will adhere to the NARST Policies and Procedures schedule. Policies and procedures are approved and the NARST Policies and Procedures revised in one calendar year (e.g., October 2021); the updated NARST Policies and Procedures is posted on the NARST website in January following the year of the approval (e.g., January 2022); and the updated NARST Policies and Procedures are effective the calendar year (e.g., January 2022-December 2022). Decisions about accommodations to the previously described rule regarding when approved changes are implemented are judged by the nature of the proposed change.

Code of Conduct for Award Subcommittee Members
Confidentiality
All nominees and information about their work are kept in strictest confidence. Awards Selection Sub-Committee members must not copy, quote, or otherwise use or disclose to anyone, any material from any nomination materials. In all cases in which the identity of nominees is not routinely known (e.g., Distinguished Contribution through Research Award), such identities should be kept in strictest confidence.

Avoiding and Remediating Conflicts of Interest for the Awards Committee
A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of

interest, detailed in NARST Conflicts of Interest Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Awards Committee.

Members of NARST Awards Selection Sub-Committees charged with determining the recipient(s) of an award need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these conflicts of interest arise, an Awards Selection Sub-Committee member must bring the matter to the attention of the Selection Sub-Committee Chair who then informs the Board liaison of the Awards Committee.

- Employment at the same institution as the nominee
- Fellow candidate for an award
- Employment in an advisory capacity with the nominee or with his/her academic department
- Recent employment (within the last 12 months) with the nominee or with his/her academic unit
- Currently being considered for employment by the nominee or his/her academic unit
- Business associate of/or collaborated with the nominee on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

When a conflict of interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Duties of the Awards Board Liaison
- Oversee the work of the Award Selection Committees.
- Assist the President-Elect in identifying vacancies and appointing replacements on Award Selection Sub-Committees.
- Field questions from Award Selections Sub-Committee chairs/Co-chairs and assist them in resolving procedural issues that cannot be resolved internally.
- Attend to issues of equity and efficiency in the nomination and selection process.
- Collect semi-annual reports from Awards Selection Sub-Committee leadership and report to the Board.
- Compile and forward all award recipient information and plaque inscription details to the Executive Director and copy the management company.
- After Sub-Committee chairs have contacted all award recipients of their award and invited them to the NARST Annual International Conference, Board Liaison reinforces congratulations on behalf of the NARST Board and encourage them to attend the NARST Annual International Conference or a special Awards Session.

- In addition to the Award Notification Letter sent out to the winner of each award by the co-chairs of the Awards Sub-Committees, the Board Liaison sends a second "NARST Press Release" letter to each award winner which each can forward to any agency they choose to announce their awards in a way that will benefit their professional status.
- Provide the names of the awardees to the Executive Director and copy the management company so their names can be in the program book with the awardees of earlier years, thereby making the names public information before the Annual International Conference.
- Compile and submit a semi-annual report to be part of the NARST Board Book for the spring board meeting at the Annual International Membership Meeting.

Duties of the Awards Selection Sub-Committee Chairs/Co-Chairs

- Carry out the charge of their committees as stated in the *NARST Policies and Procedures*.
- Oversee the work of the Award Selection Sub-Committees.
- Assist the President-Elect in identifying vacancies and appointing replacements on Award Selection Sub-Committees.
- Attend to issues of equity and efficiency in the nomination and selection process.
- Write semi-annual reports for Awards Selection Sub-Committee and submit to Board Liaison (mid-September and mid-February).
- Compile and forward all award recipient information and plaque inscription details to the Board Liaison.
- Provide the names of the awardees to the Board Liaison so their names can be in the program book with the awardees of earlier years, thereby making the names public information before the Annual International Conference or a special Awards session.
- Contact all award recipients on behalf of the NARST Board to congratulate them and invite them to attend the NARST Annual International Conference or a special Awards session.
- In addition to the Award Notification Letter sent out to the winner of each award, a second "NARST Press Release" letter will be sent simultaneously to each award winner which each can use to forward to any agency they choose to announce their awards in a way that will benefit their professional status.
- Attend and chair meeting of their Award Selection Sub-Committee during NARST Annual International Conference.
- Work with Awards Committee Board Liaison to identify potential new subcommittee members.
- Establish contact and with subcommittee members soon after the Annual International Conference to orient them to their responsibilities.
- Share the Code of Conduct for Award Subcommittee Members and Criteria for Service on Award Selection Committees with all committee members.
- Communicate problems in participation or requests for member replacements to the Board Liaison.
- Follow previously stated procedures for changing Award Selection Committees procedures.
- Maintain the fairness and integrity of the award selection process.

Criteria for Service on Award Selection Committees

- Be a current NARST member.
- Attend the Award Selection Committee meeting when present at the Annual International Conference.
- Perform required tasks in a timely fashion and within set deadlines.

- Adhere to the Code of Conduct in the Awards Committee procedures (i.e. maintain confidentiality, and inform the committee chair of conflict of interest).
- Inform the Awards Selection Sub-Committees Chairs immediately about any foreseen or sudden events that might interfere with completing assignments on time.
- Preferably, award subcommittee members will be researchers with at least four years of experience as faculty members or researchers in non-university settings or other professionals with more than five years of experience in non-academic institutions.

Distinguished Contribution to Science Education through Research Award Selection Sub-Committee

Charge

The Distinguished Contribution to Science Education through Research Award Selection Sub-Committee is responsible for selecting a nominated member or members of NARST whose lifetime research has made a significant impact in science education. Both the nominee and nominator need to be NARST members.

The Award

NARST recognizes individuals who have made significant contributions to science education through research. The recipient of the Distinguished Contribution to Science Education through Research Award should have contributed over a period of at least 20 years since the award of his or her doctorate. The award is made to an individual who over a period of at least 20 years has:

- Made a CONTINUING CONTRIBUTION to science education through research;
- Provided NOTABLE LEADERSHIP in science education through research; and
- Had SUBSTANTIAL IMPACT on science education through research.

Contributions may vary–including, but not limited to empirical, philosophical or historical research, evaluative studies, policy-related research, and studies reflecting new techniques to be applied in research. This award is the highest recognition NARST can bestow for contributions to science education through exemplary, quality research. The Distinguished Contribution through Research Award Selection Sub- Committee is responsible for soliciting nominations for this award, reviewing nominations, and recommending awardee(s) to the NARST Board of Directors.

DCRA Sub-Committee Membership

Members of the Sub-Committee should be scholars who hold international reputations for quality in scholarship and leadership in science education. The overall Sub-Committee membership should represent the diversity of NARST members (such as, area of research; theoretical/conceptual and methodological expertise; nationality, type of institution; as well as gender, age, race, ethnicity, and sexual identity). At least two members should be international NARST members.).

Procedures

The dates in the timeline are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference and other extenuating circumstances.

Approximate Date	Activity Description	Documents
May 15	First call for nominees from Awards Committee to Board Liaison to management company and Executive Director to be posted to the NARST website/listserv and sent out as a Distinguished Contributions to Research Award Announcement	Distinguished Contributions Award Announcement
June 15	Second call for nominees from Awards Committee to Board Liaison to management company and Executive Director to be posted to the NARST website/listserv and sent out as a Distinguished Contributions to Research Award Announcement	Distinguished Contributions Award Announcement
Early July	Final call for nominees from Awards Committee to Board Liaison to management company and Executive Director to be posted to the NARST website/listserv and sent out as a Distinguished Contributions to Research Award Announcement	Distinguished Contributions Award Announcement
July 29-31	Deadline for submission of nomination letters	
Mid-August	Chair and co-chair make nomination letters available to committee members	
Late August	Initial committee virtual meeting. Agenda: - Overview of procedures for selection process; - Proposed changes in procedures to submit as motions to Board Liaison for Fall Board meeting; - Initial discussion of candidates	
September 1	If there are more than 10 nominees, the committee must vote to narrow the field down to 10 or fewer semifinalists; if fewer than 10 nominees but greater than four nominees, the committee may decide to narrow down to no less than four semifinalists if some candidates do not meet the criteria.	

	The list of semifinalists is sent to the Awards Committee Board Liaison.	
Early September	Chair and co-chair send letters to nominators and semifinalists	Letter sent to nominators for candidates who are not semifinalists; Letter to nominators and semifinalists
September 15	Deadline for semifinalists to submit CV's	
Mid-September	Second committee virtual meeting to discuss semifinalists	
Before October 1	Committee vote to narrow the field down to four finalists. Deadline is Oct 1. Names of the finalists are sent to the Awards Committee Board Liaison.	
Early October	Chair and co-chair send letters to all candidates and their nominators. Letters to finalists specify requests for additional information.	Letter to nominators and semifinalists who are not finalists. Letter to nominators and finalists
Early October	Chair and co-chair send letters to all candidates and their nominators. Letters to finalists specify requests for additional information.	Letter to nominators and semifinalists who are not finalists. Letter to nominators and finalists

Before November 15	Nominators and candidates submit additional information, including: • Updated nomination letters and CV's to directly address DCA criteria • Letters of support from three additional people • Evidence of Impact as determined by the committee. For example: Google Scholar Profile • Two examples of finalists' writing that exemplify their contributions to the field.	Reminder letters to finalists and nominators (if needed)
After November 15	Third committee virtual meeting to discuss finalists	
Late November	Committee vote on two questions: • Ranking of finalists • Yes or no vote on each individual candidate	
December 15	Chair and co-chair inform Board liaison, NARST President, and NARST Executive Director of committee decision	
January 15	Sub-Committee Chair and co-chair inform recipient(s) of award selection and inform other finalists and nominators that they have not been selected for the award. Award Board Liaison and Executive Director cc'ed.	Letter to finalists and nominators who are not selected for award; Letter to award recipients and nominator(s)
Late January	Press release prepared by Sub-Committee Chair and co-Chair sent to award recipient(s)	Press release
January – February	Chair and co-chair draft award citation(s) and share with Award Board Liaison and award recipient(s)	
8 weeks before conference	Final draft of award citation(s) sent to Executive Director	
Conference	Sub-Committee Chair and co-Chair read citation(s) and make presentation at the designated sessions.	

The Distinguished Contribution to Science Education Through Research Award call for nominations can be found in the NARST handbook.

General Information on Nominations

The general information below supplements the information provided in the DCRA announcement.

1. If one has been nominated in the immediate past, the nominators should explain in their letters what is significantly different in the nominee's profile from the previous nomination(s) to be worthy of consideration. If this nominee advances in the review process, the nominee should also present a strong case about why the nominee should be considered this time for the DCRA.
2. The one-to-two-page narrative statement, one required submission of several noted in the DCRA call, should do more than simply repeat the information in the finalist's CV. The narrative statement should present the finalist's view of their research signature, trajectory, and impact, and of leadership and distinction in the field of science education.
3. The letter writers for finalists (who are invited by the nominator or the finalist) should share their understandings of the finalists' contributions beyond what can be found in the finalists' CVs.

Early Career Research Award (ECRA) Selection Sub-Committee

Charge

The Early Career Research Award Selection Sub-Committee is responsible for selecting a nominated NARST member or members whose research in the seven years immediately following receipt of the doctorate is worthy of recognition by NARST. Both the nominee and nominator need to be NARST members.

ECRA Membership

Members of the Sub-Committee should be senior scholars who hold national reputations for quality in scholarship and leadership in science education. The overall Sub-Committee membership should represent the diversity of NARST members (such as area of research; theoretical/conceptual and methodological expertise; type of institution, as well as gender, age, race, ethnicity, and sexual identity). At least two members should be international NARST members.

Nominations are to be sought from as wide a field of candidates as possible to be inclusive of gender, age, ethnicity, and sexual identity. Self-nominations are not accepted.

Timeline

The dates in the timeline are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference and other extenuating circumstances.

Timeline	Activity
March/April (NARST conference; year in process starts)	Obtain list of committee members and determine addresses including e-mail, fax, and phone.

Late August	Board liaison sends1st call for nominations to NARST management personnel and Executive Director for distribution on the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members.
Mid-September	Board Liaison sends 2nd call for nominations to NARST management personnel and Executive Director for distribution on the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members.
Mid-October	Board Liaison sends Final Call for nominations to NARST management personnel and Executive Director for distribution on the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members.
November 15	Nominations due. ECRA Chair reviews all packages for completeness and requests additional material where necessary.
November 20	When the packages are complete, they are organized with one copy of each package for each of the six reviewers along with a rating sheet for each nominee. An e-mail is also sent so that reviewers will be expecting the package. Send consolation letters to the other finalists.
January 1	The ratings and recommendations are received from committee members. The ECRA Chair reviews and summarizes the results. In the event of more than one worthy recipient, the Sub-Committee can decide to make more than one award. ECRA sends consolation letters to the other finalists.
Before or by February 1	Notify Board Liaison, Executive Director and President of results. This notification must be sufficiently informative for the Executive Director to prepare the Plaque. Include the candidate's name, institution, date and institution of Ph.D. award, and inscription of about 100 words.
By February 15	Submit report for spring NARST Board of Directors meeting to Board Liaison.
March/April (year in which process ends)	ECRA Chair and Co-Chair announces recipient(s) at the NARST Annual International Conference. Review and modify as necessary the procedure for managing this committee (summarized in this document). Submit any proposed changes to the Board liaison.

The Early Career Research Award Selection Committee Call for nominations can be found in the NARST handbook

Outstanding Doctoral Research Award Selection Sub-Committee

Charge

The Outstanding Doctoral Research Award (ODRA) Selection Sub-Committee is responsible for identifying a doctoral dissertation completed by a NARST member that is worthy of recognition by NARST. Both the nominee and the major advisor/ professor/ supervisor or chair of the dissertation committee should be NARST members. The dissertation must have been completed within 15 months prior to September 15th before the next NARST Annual International Conference. The cover sheet should be signed by the major advisor/professor/supervisor or chair of the dissertation committee (an electronic signature is acceptable) or the major advisor/professor/ supervisor or chair of the dissertation committee may send an e-mail to the Chair of the Outstanding Doctoral Research Award Selection Committee endorsing the application and attesting to the accuracy of the information provided in the application.

Procedures

1. At the NARST Annual International Conference decisions relating to the following year's procedures are discussed and agreed by the committee.
2. The Board Liaison sends the Call for Submissions for the Award to NARST management personnel for distribution to the NARST listserv, to be posted on the NARST website and sent out as an announcement to all members. Nominations are to be sought from as wide a field of candidates as possible to be inclusive of gender, age, race, ethnicity, and sexual identity.
3. Send a letter of introduction and timeline for the upcoming process to the Sub-Committee.
4. Acknowledge receipt of submissions as they arrive and check NARST membership of candidates and major advisor/ professor/ supervisor or chair of the dissertation committee.
5. Assign ID numbers randomly to submissions. Send packages containing abstracts, rating sheets, criteria for judging, and a cover letter (with deadline reminder) to the committee.
6. Receive and acknowledge ratings from committee. Combine the ratings, determine the average rank for each applicant and select the top three or four candidates as finalists. Inform the Sub-Committee of the results of judging.
7. Inform all candidates about the status of their abstracts, and request full dissertations from finalists.
8. Assign ID numbers to complete dissertations and send rating sheets, criteria for judging, and a cover letter (with deadline reminder) to the Sub-Committee.
9. Receive and acknowledge ratings from Sub-Committee members. Combine the ratings, determine the recipient, and inform the Board Liaison, Executive Director and President.
10. ODRA Sub-Committee Chair informs recipient(s) of the result.
11. ODRA Sub-Committee leadership sends consolation letters to the other finalists.
12. Prepare Spring Board report by February 15 and forward to Board liaison.

In the event of more than one worthy recipient. the Sub-Committee can decide to make more than one award.

Timeline

The dates in the timeline are approximate, as actual dates will vary according to the dates for the NARST Annual International Conference.

Date	Event

Mid-May	Board Liaison sends First Call announcement to NARST management personnel for distribution to NARST listserv, to be posted on the NARST website and sent out as an announcement to all Board members.
End of June	Board Liaison sends Second Call announcement to NARST management personnel for distribution to NARST listserv, to be posted on the NARST website and sent out as an announcement to all Board members.
Mid-August	Board Liaison sends Final Call announcement to NARST management personnel for distribution to NARST listserv, to be posted on the NARST website and sent out as an announcement to all Board members.
Sept 1	ODRA Chair sends email to Sub-Committee members reminding them of the upcoming process, and checks addresses for sending abstracts
Sept 15	Deadline for receiving abstracts. ODRA Chair sends letters/emails to candidates acknowledging receipt of abstracts as they arrive. ODRA Chair sends a report to the Board liaison
Sept 20	ODRA Chair sends packages of abstracts to committee members.
End Oct	Deadline for receiving ratings of abstracts from committee members
Nov 5	ODRA Chair informs committee members of outcome from first round of judging. ODRA Chair contacts all candidates regarding status of abstracts.
Nov 20	Deadline to receive unbound copy of dissertation from finalists
End Nov	ODRA Chair sends dissertations and cover letter to Sub-Committee members. Committee members acknowledge receipt of package by email ASAP
mid Jan	ODRA Chair sends a reminder to committee members that the deadline for dissertation ratings is end of January.
End Jan	Deadline for receiving final rankings
Early Feb	Declare award recipient(s) and inform Board Liaison, Executive Director and President. The ODRA Chair contacts the recipient(s).
Mid Feb	ODRA Chair sends letter to Sub-Committee members notifying them of the recipient(s) and sends consolation letter to other finalists. ODRA Chair sends Sub-Committee report to NARST Board liaison by email.
March-April	ODRA Chair and Co-Chair announces recipient(s) at the NARST Annual International Conference. ODRA Chair prepares agenda to enable discussion and agreement about judging process, timelines, etc., for the following year.

The Outstanding Doctoral Research Award call for submissions can be found in the NARST handbook

NARST Fellow Award sub-committee

Members of the Sub-Committee should be scholars who hold national reputations for quality in scholarship and leadership in science education. The overall Sub-Committee membership should represent the diversity of NARST members (such as area of research; theoretical/conceptual and methodological expertise; type of institution, as well as gender, age, race, ethnicity, and sexual identity). At least one member should be an international NARST member. The committee will be comprised of seven members including the Chair and co-Chair.

Charge

The NARST Fellow Award Sub-committee identifies individuals with acknowledged excellence in science education research and service that represents the full gamut of science education related work.

NARST Fellows Award Program

Rationale

The NARST Fellows Award Program is an award that honors and recognizes the work of a NARST member that has made an exceptional impact in science education. The emphasis is on translational scholarship, wherein scholars extend the boundaries of traditional research and service to impact formal and informal science education. Through this award program, NARST celebrates work that makes a difference in the lives of children, teachers, and communities at local, national and international levels.

The NARST Fellows will be a current and active member of the NARST community. The award, which will honor and recognize the work of scholars who make exceptional impact in science education, will simultaneously provide opportunities for NARST members to engage in service to NARST and the broader science education and education community through (a) NARST Fellows Society (b) Mentoring (c) Advisory Roles, and (d) Fellows Award Subcommittee.

Who is a NARST Fellow?

To be eligible for recognition as a NARST Fellow, members must meet the following criteria:

1. Current and active NARST membership of at least 10 years
2. Evidence of service to NARST
3. Evidence of leadership and/or service in science education (e.g., service and leadership through collaborations with schools and other community organizations, application of research in practice, orientations of science education in the community, professional development, social justice and inclusive science education, international service)
4. Evidence of translational impact in science education (e.g., development of new ideas, illumination of novel areas, pursuit of a line of work, robust dissemination)

Nomination Process

We encourage you to nominate a qualified colleague for this prestigious award. The nominee should be and have demonstrated

- A current and active member of NARST for a minimum of 10 continuous years
- Consistent attendance and participation at NARST conferences

- Significant and excellence in contributions to science education research
- Significant and excellence in service to NARST, the profession, and the science education community

The nomination process is described below:

- The nominator must write a two-page letter of nomination addressing the selection criteria. A nominator can only nominate one person per cycle
- Append a 10-page abbreviated CV of the nominee with the letter
- A statement (max: 3 pages) that describes the impact and transformative work of the nominee. The statement should be written by the nominee
- Two additional letters of support discussing the contributions of the nominee's work. (A letter writer may write only one letter of support for the nominee)
- The nominee should submit all of the above as one pdf document to the Chair/Co-Chair of the NARST Fellows Subcommittee

The completed package will be reviewed by the NARST Fellows Subcommittee.

*Incomplete packages will not be accepted.

Nomination Materials

The complete nomination package contains:

- A letter of nomination. The letter is written by the nominator addressing the selection criteria.
- A 10-page abbreviated CV
- A statement of impact and transformative work (max: 3 pages) written by the nominee
- Two additional letters of support discussing the contributions of the nominee to the science education community (A letter writer may write only one letter of support for the nomination)

Timeline
- The first call for NARST Fellows nomination will be released by May 15. Second and third calls will be issued by June 15 and July 15 respectively. Due dates for submission of completed packages will be slated for August 1.
- Fellows will be announced in January, and will receive the title and award (Octavia/plaque)
- The Fellow status can be revoked for misconduct, breeches in professional ethics, or when the Fellow no longer merits the status. The revoking of the Fellow status requires a letter to the President of NARST and the NARST Board Liaison who passes the materials on to the Chair of the Fellow committee. Additional items may be requested to verify the request.

Criteria for Selection
What is the Translational Impact?

The ways in which scholarship is translated into concrete impact.

- The type and nature of impact on the lives of people: to what extent is the work transformative and equitably consequential?
- The ways in which the work attend and address inequity and injustice: who were the most impacted people through the work, and how did the work contribute to promoting equity and justice?

What is the Depth of Impact?

- To what degree did the work change lives?
- How profoundly were lives changed?
- How enduring is the change?
- Sustainability of program development, commitment to working with community organizations, etc.

What is the Breadth of Impact?

- How many people are likely to be affected?
- How many units of an intervention were created? Distributed?
- How long-standing is the impact?

NARST Website Award Announcements can be found in the NARST Handbook

All the calls for nominations and awards announcements can be found in the handbook.

Elections Committee

Charge of the Committee

The committee develops recommended slates for the organization's elections. These slates should reflect the diversity of the NARST membership.

The Committee organizes nominations made by the membership and evaluates potential candidates to develop recommended slates of candidates to be approved by the NARST Board. The development of the slates occurs for the following NARST offices:

1. President-Elect;
2. Directors-at-Large (hereafter referred to as "Director" or "Directors");
3. International Coordinator,
4. Graduate Student Coordinator, and
5. Secretary-Treasurer.

Criteria for the evaluations of candidates by the Committee include: (a) the candidates' research records, (b) their contributions to NARST to date, (c) their leadership in NARST, and (d) their expected contributions to and potential leadership in NARST serving in the mentioned offices. Expertise and experience are additional criteria for Secretary-Treasurer.

The Committee also organizes the selection process for the Graduate Student Coordinator. The Committee organizes the nominations made by the membership and evaluates the potential candidates in order to recommend a slate to the Board for approval. Criteria for the evaluations of candidates by the Committee include: (a) the candidates' record with respect to the NARST mission, (b) their past contributions to NARST, (c) their leadership in general and in NARST, and (d) their potential leadership of graduate students and contribution to NARST.

Committee Composition

The Committee consists of 11 members. Seven of these members are voting members with four additional members in ex officio capacities. The voting membership of the committee must include, at least one graduate

student and two International NARST members at all times. The appointment term for committee members who are not graduate students is 3 years with 2-3 members rotating out every year, replaced by 2-3 members appointed by the President -Elect. Graduate students serve a two-year term. The Committee members represent the diversity of the membership and their interests as a whole.

One representative from the International Committee and one representative from the Equity and Ethics Committee (E &E) will be appointed by their respective committee to serve as advisors (non-voting) to the Elections Committee. Each appointed individual must have already served at least one year on his or her committee (E&E or International). These representatives will assist the Committee in addressing any questions or concerns. Each appointed individual will serve a one-year advisory term with the Committee, although each may be selected for multiple terms if his or her committee (E & E or International) so chooses.

The Immediate Past President and an assigned elected Board Liaison are non-voting members of the committee. The Immediate Past President is primarily responsible for securing nominations for President-Elect and informing the committee of executive aspects of the Board as needed. The Board Liaison serves as the liaison between the Board and the Committee.

Two Co-chairs lead the committee. The President-Elect, in consultation with the Board Liaison working with the Committee, recommends Co-chairs to the Board for approval.

No member of the Elections Committee can be a nominee for an elected position during his/her full appointed term of service on the Committee.

Avoiding and Remediating Conflicts of Interest for the Elections Committee

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in NARST Conflicts of Interest Policy, should be intentionally considered and addressed, when necessary, in conducting the work of the Elections Committee.

Members of the NARST Elections Committee, charged with broadly encouraging nominations and evaluating nomination packets to recommend a slate to the Board, must be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these or other such conflicts of interest arise, an Elections Committee member must bring the matter to the attention of the Elections Committee Chair, who then informs the Board liaison of the Elections Committee.

- Employment at the same institution as the nominee
- Employment in an advisory capacity with the nominee or with their academic department
- Recent employment (within the last 12 months) with the nominee or with their academic unit
- Currently being considered for employment by the nominee or their academic unit
- Business associate or collaborator with the nominee on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Past or present association as thesis advisor, advisee, mentor, or mentee with the nominee

- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- An individual's nomination or the solicitation of such a nomination by a voting member of the Elections Committee

When a conflict of interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation.

For example, after the general call for nominations closes, Elections Committee members who are nonvoting members (Board liaison, Immediate Past President, and representatives from the Equity and Ethics Committee and International Committee) can submit nominations. Conflict of interest resolutions for the Elections Committee may include recusing oneself from any actions related to the submitted nominations, including recusal from any forms of discussion about the submitted nomination, recusal from independent rating of the submitted nomination, and recusal from any voting on the submitted nomination. During the independent rating of nominations by voting members, Elections Committee members should not rate any nominees for which there is a conflict of interest.

If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and, when immediate action is needed, to the Executive Committee.

Election Activities

Procedure for Nominating and Rating Candidates for President-Elect, Secretary-Treasurer, Directors, Graduate Student Coordinator, and International Coordinator

The following paragraphs of the NARST Bylaws (Approval by NARST Membership February 2016) apply:

Article IV: Governance and Responsibilities

Section 5: Eligibility for Service on Board

Only NARST members in good standing are eligible to serve as a Director or Officer of the Association.

A nominee for President-Elect must have served previously on the Board and have been a member of the Organization for a minimum of ten years. A candidate for President-Elect who has not served on the Board, but who has been a member of the Organization for a minimum of 10 years, must have the nomination endorsed by at least 10 NARST members.

Section 9A: Nomination – Election, Procedures, Nominations

The Election Committee shall propose to the Board a slate of at least two nominees for each vacant position, except that the Committee may, should it choose so, propose only one candidate for the office of Secretary-Treasurer.

Association members may offer potential nominees in response to a general call for nominations distributed to NARST members by completing the nomination packet (described below). In the event the general call does

not generate the minimum number of qualified candidates for a position, the non-voting members of the Election Committee can recruit nominees (details below).

Any individual who is on the ballot for the same open position in consecutive election cycles will only be required to submit their cv. Other required supporting documents previously submitted as part of their nomination packet will be "moved forward" with the updated curriculum vita. The requirement to submit all materials will be waived for three consecutive years.

Timeline of Nomination, Review, and Selection Process

Timeline	Activity
Early May	Call for Nominations
~6 weeks	Deadline to submit nomination packets to Chairs of Elections committee or Executive Director
Early July	Completed Nomination packet sent to Elections Committee and advisors
One month after receipt of packets	Elections Committee reviews packets, discusses, and submits ratings of candidates
Mid-August	Elections Committee discussions and vote of final candidates to recommend to Board
One month within Committee vote	All nominees contacted by Elections Co-chairs about continued willingness to run for office
Late September	Elections Co-Chairs submit recommendation to Board for approval [included in Elections report]
Fall NARST Board Meeting	Board votes on recommended slate
After Fall Board meeting	• Executive Director informs individuals on the approved slate of their candidacy and confirms their continued willingness to stand for elections • Executive Director provides an example position statement to candidates and requests the submission of their 200-250 word position statements and a photo for inclusion in the Elections slate information distributed to the membership at the time of the Elections • Executive Director sends the NARST Election Campaign Policy to candidates
January	NARST Elections open [Call with electronic ballot sent to membership by Executive Director]

February	NARST Elections closed

Post-Election	• Executive Director informs each final candidate only whether he or she was or was not elected. No additional information is provided regarding either the election results or the Elections Committee ratings. • Executive Director confirms with all those elected that they agree to comply with all Board and NARST policies and procedures. • Executive Committee informs the NARST membership of the Elections results.

Step 1: Nominations

To support NARST having a full slate of qualified candidates for its elections, the Committee members are charged with broadly encouraging NARST members to consider submitting a nomination packet themselves and/or to nominate their colleagues. The NARST annual conference is a particularly important time for the Committee members to promote NARST members' consideration of nominations. For example, this may include attendance of the Committee chairs at Research Interest Group business meetings and sharing a flyer broadly at the conference. Also, Committee members may direct people to the NARST Policies and Procedures Manual and related Handbook for information about the Committee, its timeline for elections, and criteria by which nominations are to be evaluated. To support an increasingly robust pool of NARST members qualified for NARST leadership, the Committee may make explicit ways members can gain experiences that could support a strong nomination in the future. This includes sharing how to apply to be a NARST volunteer or, if needed, how to serve as an ad-hoc volunteer on a committee and seeking leadership roles such as serving as strand coordinator and/or co-chair/chair of a NARST Committee / Research Interest Group (RIG). To avoid conflicts of interest, Committee members are to refrain from identifying and recruiting specific NARST members to submit a nomination packet.

Nominations from the general NARST membership

The Co-Chairs distributes a call for nomination to the NARST membership for potential candidates for open positions. To submit a nomination for President-Elect, Secretary-Treasurer, the Board of Directors, or the International Coordinator the person making the nomination must submit a nomination packet according to the directions and specifications noted in the packet (see NARST Handbook for nomination packet template). The nomination packet elicits responses and documents pertaining to

1. Record of Research
2. Past Attendance and Contribution to NARST Annual International Conferences
3. Record of Leadership Contribution to NARST
4. Potential Leadership in NARST

Nomination packets must contain written endorsements from 10 NARST members with emails being sufficient. President-Elect nominees who previously served on the Board of Directors are exempt from the ten-endorsement requirement. In addition, nominees for President-Elect are asked to include a current CV. Nominees for positions on the Board of Directors, Secretary-Treasurer, and International Coordinator are

asked to include a five-page curriculum vita that includes their education, scholarship record, relevant experience and participation in local, national, and international organizations.

Nominations of potential candidates from the NARST membership must be submitted to the Executive Director by the due date. Only fully completed nomination packets will be provided by the Executive Director to the Elections Committee Co-Chairs. Nominees whose nomination packets are not completed by the due date will not be considered by the Committee.

Step 2: Contacting the Nominated Colleagues

All potential candidates, if they are not self-nominations, must be contacted by the person submitting the nomination to adequately complete the nomination packet. After all fully completed nomination packets have been received and forwarded to the Co-Chairs, the Co-Chairs contact the colleagues who are nominated for positions on the Board and for International Coordinator to acknowledge receipt of the nomination and request confirmation of the nominee's continued willingness to serve if elected, The Immediate Past President contacts nominees for President-Elect and Secretary-Treasurer to address any questions they might have about the position(s) and to confirm their willingness to serve if elected.

All nominees are asked to confirm that they are current members of NARST in good standing. The nominees are advised to immediately inform the Co-Chairs if at any point in the nomination and election process they are no longer able, or no longer wish, to serve in the particular office for which they are under consideration.

All potential nominees agree to comply with all Board policies, including without limitation to the Conflict of Interest Policy.

Step 3: Rating

The Co-Chairs provide the completed nomination packets to all Elections Committee members, each of whom rates each nominee based on the rubric set forth below (see NARST Handbook for rubric). The members of the Elections Committee submit their ratings to the Co-Chairs within three weeks of receiving the nomination packets. The advisors from the Equity and Ethics Committee and the International Committee also receive the nomination packets and are invited to participate in all related discussions. The advisors do not submit ratings or vote.

The criteria for the rating are the following.

A.   The nominee's research record

The nominee's scholarship as indicated by common indicators including publications, citations by colleagues, research funds raised, positions achieved, and awards received should be evaluated here.

B.   The nominee's participation in and contribution to NARST

Merely being a NARST member for a long time and attending NARST Annual International Conferences on a regular basis should be a less significant indicator than active participation such as serving as a member of Committees, a Strand Coordinator or a Reviewer of NARST Annual International Conference proposals or the NARST Journal *JRST*.

C.   The nominee's record of leadership in NARST

The nominee's consistent engagement in administrative and executive roles in NARST over the past five years should be evaluated.

    D.   The nominee's potential leadership in NARST as indicated in the nomination packet.

An additional criterion pertaining to specific experiences and expertise is considered for the position of Secretary-Treasurer.

For nominees for President-Elect, the Committee should consider:

A. how the nominee's ideas, visions, scholarship, and leadership experience will advance the mission of NARST;
B. how the nominee demonstrates skills required to fruitfully collaborate with Board members, the Executive Committee, and committee members; and
C. the nominee's facilities and abilities to organize the large-scale annual NARST International Conference.

For nominees for Secretary-Treasurer, the Committee should consider:

A. how the nominee's ideas, visions, scholarship, and leadership experience will advance the mission of NARST;
B. how the nominee demonstrates skills required to fruitfully collaborate with Board Directors, the Executive Committee, and committee members; and
C. how the nominee demonstrates the ability to translate and communicate budgetary information to laypersons, understand budgets of organizations, and manage minutes according to Robert's Rules of Order.

For nominees for Directors-at-Large, the Committee should consider:

A. how the nominee's ideas, visions, scholarship, and leadership experience will advance the mission of NARST;
B. how the nominee demonstrates skills required to fruitfully collaborate with the other Board Directors and committee members; and
C. the diversity of NARST membership and whether this nominee would contribute to the Board reflecting that diversity.

For the International Coordinator additional criteria are applied:

A. The nominee must have familiarity with the current status and future development of international science education research.
B. The nominee can be a member from any country (including the US)

For each of the criteria a three-point scale is used. The final score of each Committee member's rating of each potential candidate is the sum of the scores achieved for the above four criteria A, B, C, and D.

Step 4: Evaluation of the Ratings
The Co-Chairs total each Committee member's rating of each potential candidate and then provide the confidential ratings and comments to the Committee and advisors from the International Committee and from

the Equity and Ethics Committee. Following any discussion deemed necessary by the Committee and advisors, at least two recommended candidates for each open Board position, at least two recommended candidates for International Coordinator (when up for election), and at least two recommended candidates for President- elect will constitute a slate proposed to the Board. The Elections Committee has the option of selecting more than two recommended candidates for any position and only one candidate for the Secretary- Treasurer position.

A confidential ranked order list of all nominees for all offices and the Co-Chairs' proposed final slate of recommended candidates as determined by the previously described process is provided by the Co-Chairs to the members of the Elections Committee for approval. If the Elections Committee cannot come to agreement on the final recommended slate, the Co-Chairs decide on the final recommended slate of candidates to be sent to the NARST Board. Before the final slate goes to the Board for approval, the Immediate Past President shall obtain a final commitment from all the candidates for President-Elect to ensure they are indeed willing to serve if elected. The Co-Chairs of the Elections committee likewise get final commitment from all the candidates for Board Directors, International Coordinator, and Secretary- Treasurer.

Upon the conclusion of the NARST election, nominee materials, rating sheets and any lists should be destroyed by committee members.

Step 5: Approval by the Board
The slate of recommended candidates is presented to the Board for approval. If the Board does not approve the slate, the Co-chairs, Board Liaison, and the Immediate Past President revise the list and send the revised list to the members of the Elections Committee for approval. Once Committee approval of a revised recommended slate of candidates is obtained, the revised slate is submitted to the Board for its approval. This process is repeated until the Board approves a slate of candidates. Upon the conclusion of the elections, nominee materials, rating sheets, and any lists should be destroyed by committee members.

Step 6: Informing the Final Candidates
The Executive Director contacts the candidates on the approved slate, informs them of the NARST Election Campaign Policy (see below) and requests that they send a final position statement of 200 to 250 words and a digital photograph that will appear with the election ballot. These materials should be sent to the Executive Director. The Executive Director informs those potential candidates whose nominations were considered by the Elections Committee but who were not selected for the final slate that they will not be on the ballot. After the election, the Executive Director informs each final candidate only whether he or she was or was not elected. No additional information is provided regarding either the election results or the Elections Committee ratings. The Executive Director confirms with all those elected that they agree to comply with all Board policies, including without limitation to the Conflict of Interest Policy.

Step 7: Voting Tallies for NARST Elections
The functionality of the election portal of the website is such that the annual election is linked to the member database. When each member casts his/her ballot the result is captured electronically and recorded. Each member is able to vote once and only once. At no time does any member of the NARST Executive Board or the Elections Committee 'count' election votes. Votes are tabulated electronically. Candidates receiving the highest numbers of votes are deemed the elected candidates. The Executive Committee informs the NARST membership of the elections results.

Graduate Student Coordinator

The NARST Graduate Student Coordinator is an elected and voting member of the Board. The person holding this position will serve a two-year term. The elected Director will assume the position at the Board Meeting immediately following the NARST Annual International Conference in odd calendar years. The Election Committee follows the nomination process utilized for the NARST general elections.

Application Process

Applicants for the NARST Board Graduate Student Coordinator should submit: (1) an up-to-date curriculum vita, (2) completed application form (see below), (3) copy of most up-to-date transcript, and (4) a letter of support from the graduate program advisor. Applications should be sent by email to the Committee Co-chairs by the stated deadline.

The Committee will use a rubric to evaluate candidates and recommend to the Board candidates for the slate. The following criteria are used to evaluate the packets: (1) graduate student's record with respect to the NARST mission, (2) graduate student's past contributions to NARST, (3) graduate student's leadership potential and performance, and (4) graduate student's potential future contribution to NARST.

Qualifications

Graduate student applicants must be current members of NARST, with sufficient knowledge of and leadership in furthering NARST's mission and improving science education through research.

Position Description

The NARST Graduate Student Coordinator is a 2-year elected position to serve on the NARST Board of Directors as a voting member. The graduate student holding this position will serve to ensure graduate student viewpoints are represented in the discussions leading up to decisions being made by the NARST Board. Responsibilities of the position involve soliciting graduate student concerns, reporting Board decisions to the graduate students, and working to further the goals of NARST. The purpose of this Board position is to ensure graduate student voices are heard by the organization and to contribute positively to the governance of NARST.

Duties

- Serves as chair of the Graduate Student Committee
- Participates in NARST activities, including Board Meetings at the NARST Annual International Conference, the Fall NARST Board Meeting, and electronic communications with the Board throughout the year.
- Participates in the planning of the Graduate Student Committee activities at the NARST Annual International Conference.
- Serves as a liaison between the NARST Board of Directors and NARST Graduate Student Committee.
- Facilitates communication and interactions among NARST Graduate Student Members, including social media outreach.
- Works on behalf of NARST Graduate Student Members in organizational and NARST Board matters.

NARST Election Campaign Policy

NARST prohibits campaigning for all elections. The NARST publication of each candidate's biographical data, photo, and position statement shall be the total extent to which NARST members are informed about candidates for office. Any communication—oral, written, or electronic—sent by the candidate to all or a subset

of members may announce only the names of all candidates for each office and the details of how and when to vote. Candidates whom the Board of Directors has determined to have violated this policy will be disqualified with the right to appeal.

Equity and Ethics Committee

The Equity and Ethics (E & E) Committee provides leadership and guidance to NARST on issues of equity and ethics including, but not limited to, race, gender, ethnicity, socioeconomic status, disabling conditions, sexual orientations, language, national origin, and religion.

Equity and Ethics Committee consists of the Chairs and co-chairs of the sub-committees and is convened by the Board Liaison when work and communication is needed across the sub-committees as is the case for committee funding requests. The Board Liaison is appointed by the NARST President-Elect. When the number of elected Directors is sufficient, the President-Elect appoints a Board member to serve as Co-Board Liaison during the last year of Board Liaison's tenure on the Board. The Co- Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The President-Elect also appoints the nine other members of whom at least two must be International NARST members and at least one graduate student member who have voting status on the Committee, with three members rotating off every year from their three years of service. The graduate student serves a two-year term. The President-Elect and Executive Director serve as ex-officio members.

The Chair makes a report to NARST at the Annual Membership Meeting. Each member of this committee is expected to participate in collective committee work. Each is also expected to serve on one or more of the following Sub-Committees: (a) the pre-conference workshop committee; (b) the Jhumki Basu Scholars Program committee; (c) the symposium committee; and (d) the equity dinner committee. The work of these Sub-Committees is described below.

Avoiding and Remediating Conflicts of Interest for the Equity and Ethics Committee

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment, or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Equity and Ethics Committee.

Members of NARST Equity and Ethics Committees are charged with providing leadership and guidance on issues of equity and ethics, including but not limited to gender, ethnicity, socioeconomic status, disabling conditions, sexual orientation, language, national origin, and religion, need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these conflicts of interest arise, an Equity and Ethics Committee member must bring the matter to the attention of the Equity and Ethics Chair who then informs the Board liaison of the Equity and Ethics Committee.

- Employment at the same institution as the nominee
- Fellow candidate for an award

- Employment in an advisory capacity with the nominee or with his/her academic department
- Recent employment (within the last 12 months) with the nominee or with his/her academic unit
- Currently being considered for employment by the nominee or his/her academic unit
- Business associate of/or collaborated with the nominee on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

When a conflict-of-interest situation has been identified, the committee should attempt to resolve the conflict and report the conflict to the committee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting, selection of Basu Fellows) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Committee-Activity Procedures
1. Compile data, communicate results, and suggest recommendations to the Board related to equity in all areas of the organization.
2. Recommend or sponsor strand coordinators, reviewers, and keynote speakers for the Annual International Conference.
3. At each Annual International Conference, conduct a pre-conference workshop, sponsor symposia, and organize a dinner.
4. Annually manage the Jhumki Basu Scholars Program, a program designed to encourage promising young scholars from underrepresented groups to attend, participate in, and learn from the NARST annual conference and other activities of the organization.
5. Promote the publication of periodic reviews of literature and conceptual or policy papers on equity issues.
6. Facilitate discussions among members about the organization's role in promoting equity within and outside the organization.
7. Contribute ideas related to equity issues for programmatic and publication related venues of the organization.
8. Promote research dealing with equity for all, especially underrepresented populations.

Timeline
Most of the business of the Equity and Ethics Committee is conducted at the Annual International Conference, with follow-up by email and phone conversations.

Pre-Conference Workshop Sub-Committee
The primary goal of the Pre-Conference Workshop is to promote the development of junior scholars (i.e., graduate students, postdoctoral fellows, and new assistant professors) from underrepresented groups and to

help these new scholars become productive and active members within the science education community. Jhumki Basu Scholars are required to participate in this Pre-Conference Workshop their first year in the program. The Pre-Conference Workshop is a three-hour, interactive session that is scheduled prior to the start of the NARST Annual International Conference. Members are encouraged to participate to learn about the NARST organization and to have access to scholars of color in science education. Members at various levels within their career trajectory receive support and encouragement as scholars. The theme each year corresponds to the theme of the NARST Annual International Conference.

Jhumki Basu Scholars Program and Symposium Sub-Committee

The purpose of the Jhumki Basu Scholars Program is to award and acknowledge the work of young US-based scholars from underrepresented groups within the NARST organization. NARST allocates $10,500.00 to support the Scholars Program. Scholars participate in NARST events, including the pre-conference workshop, and contribute to science education research, scholarship, and leadership. Scholars who have received the award for one year are encouraged to return the following year to the NARST Annual International Conference and participate in a symposium to present their work. This forum highlights the emergent work of scholars of color in their professional growth and initiation into academia.

The call and application for the Jhumki Basu Scholarships can be found in the NARST Handbook.

Symposium Sub-Committee

The Equity and Ethics Committee sponsors two symposia during the NARST Annual International Conference. These E & E sponsored sessions range in format and presenters, as well as in topics and issues pertinent to equity and diversity goals. One of these two symposia is devoted to highlighting the research of our Jhumki Basu Scholars Program. The Jhumki Basu Scholars from the previous year are invited to present their research in an interactive poster session. This is an opportunity for them to share their research and to receive feedback on their work. Typically, the second symposia highlight emerging methods, theoretical lenses, and other aspects of equity research that may be of interest to the NARST membership.

Equity Dinner Sub-Committee

The Equity and Ethics Committee works with the NARST Executive Director to organize the Equity Dinner at the Annual International Conference. The Equity and Ethics Committee must submit the NARST Auxiliary Form to the Executive Director for the purposes of liability assessment (see Handbook for form). A restaurant is selected before pre-conference registration opens. The cost of the dinner is determined in advance. All interested in participating in the Equity Dinner are asked to sign up during the conference registration process. Funds paid at the time of registration are nonrefundable. Members are encouraged to request a free meal if they cannot afford to attend, or members may donate to the cost of meals for others. The purpose of the annual dinner is to promote collegiality and to acknowledge both personal and professional success. This event is open to all NARST Annual International Conference attendees.

External Policy and Relations Committee

The membership consists of nine voting members appointed by the NARST President-Elect and three additional members in ex officio capacities. The nine voting members include chairs and co-chairs of the sub-committees and at least two International members and at least one graduate student. Three voting members rotate out every year from their three years of service. Graduate students serve a two-year term. Given the function of this committee, senior researchers, NARST Past-presidents, past and/or current presidents of other organizations, policy-makers, and high-ranking administrators who are also members of NARST should be

considered first for membership on this committee. All other aspects of equity (gender, sociocultural background, etc.) should also be considered in the selection of members.

The President-Elect appoints a Board Director to serve as a liaison between the Board and the EPRC. The President, Executive Director, and the assigned Board Director are non-voting members of the committee. The Board Liaison makes a report to NARST at the annual meeting.

Committee Charge
The External Policy and Relations Committee (EPRC) works to support increased awareness among NARST members about national and international policy issues relevant to science education. Committee also works on efforts related to fostering the development of partnerships and collaborations with professional organizations and groups concerned with the quality of science teaching and learning.

The committee is organized into two sub-committees. Each member of this committee is expected to participate in collective committee work. Each is also expected to serve on one or more of the following subcommittees: (a) the Policy subcommittee, and (b) the Collaborations and Conferences sub-committee. The work of these subcommittees is described below.

Avoiding and Remediating Conflicts of Interest for the External Policy and Relations Committee
A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in NARST Conflicts of Interest Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the External Policy and Relations Committee.

The Policy Sub-Committee
Activities include:

1. Develop and approve policy briefs.
2. Identify and pursue opportunities for NARST to impact policy related to science education.
3. Support NARST's meaningful collaboration on policy and research fronts with other organizations, toward the goal of impacting policy and supporting research.
4. Work with the Publication Advisory Committee and Research Committee for the development and dissemination of any other publications (other than policy briefs) specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

Procedures and Timeline

The EPRC policy sub-committee leads the process for developing NARST policy briefs and position papers or statements based on research. These products should be based on current and innovative findings and would be distributed to the membership, policymakers, and the community-at-large. Note that these products may not necessarily reflect a unified position for NARST, but they are meant instead to add information from various perspectives of science education research. In addition, the Committee explores other ways to communicate the work to a variety of audiences and stakeholders, such as through social media and the use of technology.

- *Sources for Procedures and Timelines: NSTA Position Statement Procedure; NSTA Position Statements Development and Revisions Guidelines; NSTA Policy Statements; AERA Policy Statement Development and Revisions Guidelines; AERA Policy Statements

Table 1: Timeline Overview of the Processes for Developing Position Statement(s) and Brief(s)

Item	Year 1	Year 2	Year 3
Identify and propose the development of new positionstatement(s) and brief(s)	**Start:** Week priorto Annual Conference **End:** Summer		
Development of positionstatement(s) and brief(s)	**Start:** Early September	**End:** January	
Gathering feedback on drafts of theposition statement(s) and brief(s) from the NARST leadership		**Start:** Early February **End:** Annual Conference	
Gathering feedback on drafts of theposition statement(s) and brief(s) from the NARST membership		**Start:** April **End:** November	
Publish position statement(s) andbrief(s)			Week prior toAnnual Conference

Table 2: Procedures and timeline for identifying and proposing the development of positionstatements and briefs.

Item	Task description	Due date
1	The policy subcommittee will solicit input from the membership through a survey distributed through the NARST listserv (with approval from the Board) or through other means of gathering input.This input will focus on gathering potential position statements or topics that can be written into position statements and briefs.	Week prior to Annual Conference (*est.* end of March)
2	The policy subcommittee reviews survey results gathered from membership and otherwise solicited (or unsolicited) suggestions fromNARST members for new position statements or topics.	April
3	With input from committee members and Board Liaison, the EPRC Chair and policy subcommittee Chair identify position statement(s) ortopic(s) to develop.	June

	4	The list of selected position statements or topics is presented to theNARST Board by the Board Liaison.	Summer

Table 3: Procedures and timeline for developing position statement(s) and brief(s).

Item	Task description	Due date
1	Individual members of the policy subcommittee volunteer as writers for the development of position statement(s) and briefs. The individuals drafting position statement(s) and brief(s) will be referred toas the "drafting group". Note: the product(s) of the drafting group is notfinal. The final version will include the input of NARST leadership. The drafting group will have one lead writer who volunteers and is elected by the policy subcommittee Chair in consultationwith the EPRC Chair. In the event that a lead writer is not identified, the policy sub-committee Chair will serve as lead writer. A maximum of 4 people can join the drafting group. The composition of the drafting group will prioritize members ofthe EPRC, though members of other committees may volunteer.	Early September
2	The drafting group meets to decide on and implement a writing planwithin the expected timeline.	Late September
2	Draft(s) of position statement(s) and brief(s) are shared electronically(e.g., Google Drive, E-mail) with the rest of the policy subcommittee.	November
3	The subcommittee meets virtually or in person to discuss draft(s) andfinalize language.	Late November
4	The drafting group incorporates suggestions and changes, andpresents modified draft(s) to the policy subcommittee.	Early December
5	Policy subcommittee Chair shares modified draft(s) with the EPRCChair and board Liaison.	January

Table 4: Procedures and timeline for gathering feedback on drafts of position statement(s) andbrief(s) from the NARST leadership

Item	Task description	Due date

1	EPRC Chair shares the modified draft(s) with the full committee electronically and schedules virtual or in-person meetings to discussposition statement draft(s).	Early February
2	Recommendations from the full committee are incorporated byvolunteer drafters. Final draft is shared with the full committee.	Late February
2	EPRC Chair shares final draft with the Chairs of the Equity & Ethics Committee, International Committee, Research Committee, and Publications Advisory Committee, and requests electronic feedback.	Early March
3	Recommendations are incorporated by the EPRC Chair and/ordrafting group.	Week prior to Annual Conference (*est.* end of March)
4	Position statement(s) are shared with the Board for commenting priorto member commenting with a MOTION to start member commentingand lawyers to review.	Annual Conference Meeting

Table 5: Procedures and timeline for gathering feedback on drafts of position statement(s) andbrief(s) from the NARST membership

Item	Task description	Due date
1	The EPRC Chair will work with the Chair of the Website Committee to determine how to best solicit comments from NARST membership. If necessary, input from the Chair of the PAC will be solicited. An electronic survey will be developed by the EPRC Chair and policy subcommittee Chair.	April
2	Comments will be compiled by the policy subcommittee Chair .	June
2	Modifications based on NARST members' commenting are made bythe drafting group and reviewed by the EPRC Chair.	September
3	Final statement(s) and brief(s) presented to the Board with a MOTIONfor approval to publish.	October
4	Final statement(s) and brief(s) presented to the Executive Directorand lawyers for final sign-off.	November

Table 6: Procedures and timeline publishing and disseminating positions statement(s) andbrief(s).

Item	Task description	Due date
1	The EPRC Chair will work with the Chair of the Website Committeeand the Chair of the PAC to publish the position statement(s) and brief(s).	Week prior to Annual Conference (*est.* end of March)

Table 7. Procedures and timeline revisions and retirement of positions statement(s) and brief(s).

Item	Task description	Due date
1	Statements will be reviewed by the EPRC at least once every 2 yearsfrom the date of publication or sooner as needed. Changes, revisions,or removals will be presented to the Board for approval. *Note: Policy statements may be updated or removed as needed by subsequent statements of the NARST Board.*	Once every 2 years

The Collaborations and Conferences sub-committee
Activities include:

1. Foster the development of official NARST affiliations with other organizations.
2. Evaluate all nominations for NARST to become an Organizational Member, consider all applications for organizations to become NARST affiliates, and make a recommendation to the NARST Board. Nominations should include a letter from the governing body of the nominated society indicating that society's mission, their reasons for seeking association with NARST, and specific ways such association will benefit the respective societies.
3. In collaboration with the Policy, Reform, and Program Evaluation Strand (15) co-sponsor one or more relevant policy sessions/workshops at the NARST annual meeting.

Procedures and Timeline

1. EPRC members work with the EPRC Liaison and the NARST President to develop Affiliations (through writing memoranda of understanding with potential Affiliates, communicating with the potential Affiliate's leadership, pursuing the completion of paperwork, etc.). EPRC members work to identify meaningful connections between NARST and the Affiliate organization(s), as appropriate for the type of Affiliation. This work is ongoing as needed.
2. Participate in the evaluation of the International Science Education Recognition (ISER) event applications, a process managed by the International Coordinator.
3. EPRC members annually collaborate with members of the Policy, Reform, and Program Evaluation Strand (15) to co-sponsor one or more relevant policy sessions/workshops at the annual meeting. The sponsored sessions are due in September.

Graduate Student Committee

Committee Scope

The Graduate Student Committee charge is to provide leadership and guidance to NARST related to the educational and professional development of graduate student members. These efforts include planning and facilitating annual and ongoing programs aligned with the committee charge. The committee is organized into four sub-committees: (a) the Graduate Student Forum Sub-Committee, (b) the Graduate Student Research Symposium Sub-Committee, (c) the Graduate Student Communications and Networking Sub-Committee, and (d) the Graduate Student Scholarship and Awards Sub-Committee.

Committee Composition

The Graduate Student Committee membership consists of up to twelve graduate student members including a chair and co-chair: up to eleven appointed committee members and one elected graduate student board member. The committee composition includes at least two International members who have voting status on the Committee. The Graduate Student Coordinator serves as chair of the committee and is a voting board member elected by the members of NARST. The co-chairs are elected by Graduate Student Committee members from the remaining eleven members. The President-Elect appoints members of the committee with five or six members rotating off each year from their two years of service. The President-Elect and Executive Director serve as ex-officio members of the committee. The Chair makes a report to NARST at the Annual Membership meeting.

Avoiding and Remediating Conflicts of Interest for the Graduate Student Committee (GSC)

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment, or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the GSC.

Sub-Committees Members of NARST GSC charged with determining the recipient(s) of an award need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these conflicts of interest arise, GSC Sub-Committee members must bring the matter to the attention of the GSC Sub-Committee Chair who then informs the Board liaison of the GSC.

- Fellow candidate for an award
- Relationship with nominee in accordance with the definition of "relationships" in the Conflicts of Interest Policy detailed in the NARST Policies & Procedures
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Past or present association as advisee of the nominee

When a conflict of interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes

(e.g., discussion, voting) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Volunteering with the Graduate Student Committee

There are opportunities to volunteer with one of the four subcommittees. There is also flexibility to select activities according to one's time and schedule. Email the Graduate Student Coordinator with interest in volunteering. If graduate students desire an appointment to a standing committee, then they should respond to the call for volunteers distributed in the spring (see NARST Committees Overview in this document for details).

Committee Member Commitments

Each member of the Graduate Student Committee is expected to participate in collective committee work. Each member is expected to serve as members on one or more of the following sub-committees: (a) the Graduate Student Forum sub-committee; (b) the Graduate Student Communications and Networking sub-committee; (c) the Graduate Research Symposium sub-committee, and the Graduate Student Scholarship and Awards sub-committee. The work of these sub-committees is described in the sections below. For details about general expectations and responsibilities of committee leaders (i.e., chair, co-chair, board liaison), refer to the *Committee Leadership: Roles and Responsibilities* section of the NARST Policies and Procedures.

Responsibilities of the Graduate Student Committee Chair (Graduate Student Coordinator) include the following:

1. Carry out general responsibilities as stated in the General Duties of the Board Liaison and Committee Leadership: Roles and Responsibilities sections of the NARST Policies and Procedures.
2. Work closely with Graduate Student Coordinator for two years to oversee the work of sub-committees; and co-author committee reports to NARST for the Membership Meeting at the Annual International Conference
3. Serve as ex-officio for all sub-committees
4. Provide orientation to the new co-chair or Graduate Student Coordinator selected during their two-year term.

Responsibilities of the Graduate Student Committee Co-Chair include the following:

1. Carry out general responsibilities as stated in the Committee Leadership: Roles and Responsibilities section of the NARST Policies and Procedures.
2. Work closely with the Graduate Student Coordinator to oversee the work of sub-committees; and co-author committee reports to NARST for the Membership Meeting at the Annual International Conference.
3. Serve as ex-officio for all sub-committees.

Responsibilities of the Graduate Student Committee include the following:

1. Compile data about graduate student participation in NARST, communicate results to the Board of Directors and greater NARST community, and suggest recommendations to the Board of

Directors related to the educational and professional development of graduate students in the organization.

2. Plan, organize, and advertise Graduate Student Committee events.
3. At each NARST Annual International Conference, facilitate programs that support the educational and professional development of graduate students; sponsor symposia highlighting the work of graduate students; and lead the graduate student forum.
4. Recruit graduate student members and promote leadership development through participation in NARST committees and other leadership roles.

Timeline: The business of the Graduate Student Committee is conducted at the Annual International Conference and by video or phone meetings between conferences.

Deadline	Committee Task	Notes
3 weeks before NARST conference	Graduate Student Coordinator and Graduate Student Committee Co-Chair co-author and submit Board Report summarizing GSC activities that have occurred since the October Board report	Submit board report
NARST Conference March/April	Attend 2 GSC committee meetings at NARST annual conference During the first meeting, GSC will review past year and discuss ideas for improvement. At the second meeting will be dedicated to transition for new committee members.	Attend committee meeting
Last Day of NARST Conference	Graduate Student Coordinator and GSC Co-Chair co-author and submit Board Report summarizing GSC activities that have occurred at the NARST conference	Submit board report
Within 2 weeks of NARST conference	Graduate Student Coordinator emails event evaluation surveys for GSC NARST conference events	Send post-conference evaluation to GSC event participants

July-August	GSC summer meeting to review evaluation data from conference events and plan upcoming tasks.	Attend committee meeting
August 15th	GSC prepares drafts of ideas for sponsored sessions. Graduate Student Coordinator requests administrative session/workshop submission rights for the NARST website	GSC NARST sponsored sessions
September 15th	The Graduate Student Coordinator submits GSC committee-sponsored session(s) abstracts.	GSC NARST sponsored sessions
September 30th	The Graduate Student Research Symposium Sub-Committee sends Call for Abstracts for the Graduate Student Research Symposium to the NARST email list.	Graduate Student Research Symposium Sub-Committee
October 1st	Graduate Student Coordinator and GSC Co-Chair co-author and submit Board Report summarizing GSC activities that have occurred since the Board report from the end of the NARST conference.	Submit board report
Fall/Winter, after Fall NARST Board Meeting (no later than December 15th)	GSC meeting to discuss planning for NARST events, recruiting volunteers, and identifying mentors for the Graduate Student Research Symposium.	Attend committee meeting

January 15th	Graduate Student Research Symposium Sub-Committee and volunteers review and select abstracts for the Graduate Student Research Symposium.	Graduate Student Research Symposium Sub-Committee
	Graduate Student Research Symposium email mentor recruitment form to NARST email list and/or target list.	
February 15th	Graduate Student Communications and Networking Sub-Committee identifies off-site location for the Social.	Graduate Student Communications and Networking Sub-Committee
	Graduate Student Research Symposium Sub-Committee finalizes mentors for symposium participants.	Graduate Student Research Symposium Sub-Committee
3 weeks before NARST conference	Graduate Student Research Symposium Sub-Committee emails symposium participant proposals to assigned mentors.	Graduate Student Research Symposium Sub-Committee

Graduate Student Forum Sub-Committee
The Graduate Student Forum aims to guide and encourage beginning researchers by discussing the various parts of a graduate career, e.g. getting involved in NARST, completing the dissertation, or searching for a position. Attendees of the forum are given the opportunity to participate in roundtable discussions with experienced colleagues on all matters of academic and professional interest.

Graduate Student Communications and Networking Sub-Committee
The Graduate Student Committee organizes one planned social. A venue is selected and emailed to NARST membership in advance of the conference. The Graduate Student Social is an effort to promote the development of peer networks and collegiality among graduate students.

Graduate Student Research Symposium Sub-Committee
The Graduate Student Research Symposium is a poster symposium is to provide mentoring and support for graduate students as they develop their research projects by providing an opportunity to present works-in-progress and receive feedback from scholars in the field. Students are matched with faculty based on research areas for individualized feedback at the NARST annual conference. Up to 20 graduate student submissions are accepted for this sponsored session.

The Graduate Student Scholarship and Awards Sub-Committee
The subcommittee organizes a scholarship for graduate students to support participation at the annual conference as well as an Excellence in Mentoring Award. Given on a one-time basis, the Graduate Student

Committee selects scholarship recipients; these scholarships are supported by $5,000 yearly allocation by NARST. These initiatives are efforts to aid new NARST graduate student members to be able to engage the conference and to recognize outstanding mentors of graduate students among the NARST membership.

A call for scholarship applications is distributed to the membership in November for an application submission deadline in January. If selected for an award, the funds must be applied to the current NARST conference in the academic year it is received. Applicants from 'underrepresented' institutions in the US and lower-middle-income and low-income countries are given priority. The applications that are ranked highest based on the eligibility criteria are selected on a lottery basis. The eligibility requirements include a) being a member of NARST; b) having an accepted proposal or being a first-time conference participant; c) demonstrating some declared financial need; d) having not received any financial support from university institution; and e) having not received a scholarship from another NARST committee (i.e., Basu Scholarship, International Committee award, etc.).

International Committee

The membership consists of 9-13 members including the International Coordinator who serves as the chair and a co-Chair. The Board Liaison (the International Coordinator) is a Board Member elected by the members of NARST. The NARST President-Elect appoints the other members of whom at least two must be International NARST members, with two to four members rotating out every year from their three years of service, and at least one graduate student member who have voting status on the Committee. The President and Executive Director also act as ex-officio members. In the third year of the International Coordinator's service on the Executive Board, a new International Coordinator is elected in the Board elections. The exiting coordinator serves as a liaison to the incoming International Coordinator for the next year in an ex officio capacity.

Committee Charge

The International Committee organizes various activities including, but not limited to, Committee sponsored seminars at the NARST Annual International Conference and at meetings of affiliate organizations, a scholarship program, a Linking Science Educators Program (LSEP), and doctoral program. In the event that an international affiliate of NARST requests that NARST identify representatives to serve as research school mentors, speakers, or in other professional roles, the International Committee should recommend NARST members in good standing with the appropriate expertise and rank.

Avoiding and Remediating Conflicts of Interest for the International Committee

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the International Committee.

Members of NARST International Committee charged with determining the recipient(s) of an award need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these conflicts of interest arise, an International Committee member must bring the matter to the attention of the International Committee Chair who then informs the Board liaison of the International Committee.

- Employment at the same institution as the nominee
- Fellow candidate for an award
- Employment in an advisory capacity with the nominee or with his/her academic department
- Recent employment (within the last 12 months) with the nominee or with his/her academic unit
- Currently being considered for employment by the nominee or his/her academic unit
- Business associate of/or collaborated with the nominee on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

When a conflict of interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Committee Activities
The committee is organized into five sub-committees. Each member of the International Committee is expected to participate in collective committee work. Each is also expected to serve on one or more of the following sub-committees:

NARST Scholarship Program Sub-Committee
The sub-committee reviews applications from international NARST members for scholarships that are offered to provide international graduate students and early career researchers with financial assistance to participate in the NARST Annual International Conference.

Linking Science Educators Program Sub-Committee
The sub-committee reviews applications for the Linking Science Educators (LSEP) program, an initiative designed to contribute to improvement of science educators in countries interested in science education reform. In particular, the program intends to support, but is not limited to, representatives from countries that are either economically disadvantaged (i.e., UNDP Human Development Index 0.80 or below), or educationally disadvantaged (e.g., low financial support towards science education with respect to their gross national product for education) who will implement new ideas on science educational reform in their countries. The LSEP program supports the economy round-trip airfare for "resource experts" while the host country provides the cost for the resource expert's stay and for expenses for the proposed activity (conference/workshop/seminar, or other activity). LSEP awardees will be provided the total amount of $7,000 as stipends [i.e., paid in advance], to be divided as the awardees and International Committee Leaders deem appropriate relative to the funded project.

Mentor Program for ESERA Summer School Sub-Committee

The sub-committee reviews applications from professors who are interested in participating in ESERA's summer program as a coach/mentor. The coach/mentor is expected to give lectures or carry out workshops during the summer school program. The mentor must have been member of NARST for at least 5 years and a full-time university faculty member at the institution. ESERA will cover on-site expenses (food and accommodation) and provide reimbursement for travelling costs to a maximum of EUR 500,00.

Doctoral School Program Sub-Committee

The sub-committee reviews applications from doctoral students who are interested in participating in doctoral school programs and selects candidates to receive a stipend to support attendance at the doctoral summer school (e.g. ESERA, SAARMSTE). The committee coordinates with the relevant doctoral school. The main purpose of the funding is to support the learning experiences of science education doctoral students by providing an opportunity to meet with science education researchers and peers from other parts of the world.

International Science Education Recognition Program (ISER) Sub-Committee

The sub-committee reviews applications from organizations who wish to have their events recognized by NARST. The International Science Education Recognition (ISER) program is designed to recognize international events that demonstrate science education research and that would benefit from NARST recognition. The aim is to build relationships across organizations and provide publicity for NARST in international contexts. The ISER Events program is meant to act as a catalyst to extend NARST's interests and collaboration efforts with other science education researchers in different countries.

Procedures

The International Coordinator chairs the International Committee; organizes and supervises the international activities of NARST, subject to review by the Board of Directors; and makes a report to NARST at the Annual Membership Meeting.

The International Committee hosts a symposium at each Annual International Conference.

The International Committee sponsors an ESERA Session at the NARST Annual International Conference, while ESERA sponsors a NARST Session at its conference. Similarly, NARST has a reciprocal agreement with ASERA, to sponsor one session with ASERA at the NARST conference and we NARST has a session at their conference in alternating years.

NARST International Committee Scholarships

Purpose

The NARST international committee scholarships were established to demonstrate NARST's commitment to excel as an international organization by financially supporting international science education scholars from various countries in order to encourage discussion on science teaching and learning from a global perspective. To achieve this goal, scholarships are offered to provide international graduate students and early career faculty or researchers with financial assistance to participate in the NARST Annual International Conference.

Intent of Scholarships

Scholarships are not meant to cover the full cost associated with participation in the NARST International Annual Conference. They are rather intended to defray some of the cost of participating in the conference.

Therefore, a scholarship may be applied towards air travel, hotel, ground transportation, and/or conference registration fees, etc. All applicants will need to register and pay for the fees before attending the conference. NOTE: *Reimbursement of expenses based on receipts submitted to the Executive Director will not be made until after the conference.*

Number of scholarships and scholarship amount
NARST offers scholarships ranging from $300-$1200 per scholarship on the basis of income-level category of the applicant's country of work. The total amount of scholarship monies granted per conference will not exceed a total of $10,500.

Eligibility
The following groups of individuals are eligible to receive a NARST International Committee scholarship includes:

1. Members of NARST who are science education graduate students studying outside the USA.
2. Members of NARST who are science education scholars within 10 years since completion of their PhD and working outside the USA.

The following requirements must be met:

1. Recipients must have evidence that they will be participating in the conference by presenting a paper, participating in a seminar, or conducting NARST official business such as serving on the NARST board or chairing a NARST committee.
2. Applicants must demonstrate a need for the financial support of one of these scholarships in order to participate in the conference.
3. First-time applicants are prioritized after the above criteria have been met. This being said, applicants may only receive a NARST IC conference participation award twice in over a ten-year period.

NOTE: *Preference will be given to applicants from under-represented groups. Geographic location as well as per capita income level of an applicant's current country of residence will be a key consideration for determining the level of funding. An international graduate student studying within the US or an international faculty member/researcher working in the US, and members of the International Committee are <u>not </u>eligible for a scholarship.*

Scholarship application procedures:

Applicants should

1. Fill in an application form.
2. Provide evidence for needing financial support.

Application materials should be combined into *one* Word or PDF file and submitted electronically to the Chair of the International Committee no later than December 15.

 Selection process

The Sub-Committee reviews and ranks the applications. Decisions are based on eligibility requirements stated above, the merit of the application and the evidence provided of financial need. Preference is given to applicants who will present papers at the NARST Annual International Conference.

To protect the anonymity and integrity of the selection process, Board Liaison of the International Committee (who is not eligible to apply for the scholarships) will:

1. Solicit, collect, and mask the applications.
2. Not engage in the review of the candidates or cast votes for recipients, including in the case of a tie.
3. Distribute and synthesize the recommendations of the Committee.
4. Report to the NARST Board of Directors and to the applicants regarding final awardees and alternates.

Application deadline for the scholarships is December 15. Detailed information and the application form for the scholarships are posted on the NARST website. Scholarship application procedures and rubric can be found in the NARST Handbook.

Linking Science Educators Program (LSEP)
The Linking Science Educators (LSEP) program is an initiative designed to contribute to the improvement of science education in countries interested in science education reform. In particular, the program intends to support representatives from countries that are either economically disadvantaged (e.g., UNDP Human Development Index 0.80 or below) or educationally disadvantaged countries (e.g., low financial support towards science education with respect to their gross national product for education). However, the LSEP award can also be awarded to researchers and science education practitioners who seek to implement new ideas on science educational reform in their countries, but cannot attain enough financial support.

The LSEP program seeks to act as a catalyst whereby NARST members contribute their expertise and experiences in theory and in practice to people in different countries by participating as a resource- individual. The LSEP program supports economy round-trip airfare for resource-individuals (who must be NARST members) and the host country is expected to provide the cost for the resource person's stay and for expenses for the proposed activities (e.g., conference, workshop, seminar, or other activity). Countries that are involved in science education reform are encouraged to submit a proposal for the LSEP program via the chairpersons of their science education association, or other recognized bodies in the country, to the NARST International Coordinator/International Committee Chair.

Purpose
The Linking Science Education Program (LSEP) has been established for the following purposes:

1. Connect science educators with countries interested in improving science education, in particular, to economically disadvantaged or underrepresented countries for implementing new ideas in science education reform.
2. Encourage NARST members to contribute their expertise and experiences in theory and practice to different regions and countries.
3. Demonstrate the commitment of NARST to improving science education research in different cultures.
4. Share responsibilities for improving scientific literacy of all citizens in the 21st century.

5. Promote active interaction among science education associations.

Who is eligible for this program?
1. Countries that are willing to implement science education reform will be strongly encouraged to submitthe proposal for the LSEP program either via the chairpersons of their science education association or from other internally recognized bodies that are associated with the improvement of science education.
2. LSEP program will act as a catalyst to encourage NARST members to contribute their expertise and experiences in theory and practice to different regions and countries.

Budget anticipated
Maximum total amount of proposal: $7,000 Submission deadlines: February 1, 2022

Starting and ending time: March 20, 2022 - December 31, 2022

Who are the resource experts?
All NARST members are eligible and encouraged to contribute their experiences and expertise to the LSEP program.

Procedures and requirements of application
The following procedures are recommended to those who are interested in applying LSEP:

1. Download LSEP announcement, application form and evaluation forms from www.narst.org, theofficial website of NARST.
2. Search for potential resource persons who will agree to come.
3. Consult the NARST International Coordinator or the Chair of the LSEP committee if needed.
4. Submit the proposal to the NARST International Coordinator

Additional Requirements (for funded projects)
1. Write a 1-page description of the project to advertise the project on the NARST website. The description should be submitted to the NARST International Coordinator. Any questions about how to prepare the summary can be directed to the International Coordinator.
2. Write a 1-page report after completing the project for NARST and submit it to the NARST International Coordinator. The report will describe how the project was implemented and outcomesfrom the project. Support will be provided by the International Coordinator in writing the report if needed.

Selection Process
The LSEP Sub-Committee will review all applications based on the provided criteria. Preference will be given to applicants who demonstrate a strong case for science education reform in their country that would benefit from international expertise. Recipients are chosen through a review process by all members of the International Committee, and approval by the NARST Board of Directors.

Membership Committee

Charge of the Committee

The Membership Committee examines the membership of NARST as an organization and reports on the membership as dictated by the NARST Board; generates plans to recruit more members to NARST; and ascertains and responds to the ongoing needs and interests of the membership as a way to retain members.

Committee Composition

The Committee consists of 12 members. Nine of these members are voting members with two additional non-voting members serving as advisory and one non-voting Board Director working with the Committee. The voting membership of the committee must include at least one graduate student and two International NARST members at all times. The appointment term for voting committee members is 3 years with 3 voting members rotating out every year replaced by 3 members appointed by the President-Elect. Graduate students serve a two-year term. The Committee members represent the diversity of the membership and their interests as a whole.

One representative from the International Committee and one representative from the Equity and Ethics (E & E) Committee will be appointed by their respective committees to serve as advisors to the Membership Committee. Each appointed individual must have already served at least one year on his or her committee (E&E or International). These representatives will assist the Committee in addressing any questions or concerns regarding the diverse needs of the membership. Each appointed individual will serve a one-year advisory term with the Committee, although each may be selected for multiple terms if his or her committee (E&E or International) so chooses.

Two Co-chairs lead the Committee and a designated elected Board Director serves as a liaison between the Committee and the Board. The President-Elect, in consultation with the Board Director, recommends Co-chairs to the Board for approval.

Avoiding and Remediating Conflicts of Interest for the Membership Committee

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Membership Committee.

Committee Member Commitments

Committee Activities

The Committee, in isolation or in collaboration with other NARST entities, will implement appropriate data collection activities (e.g., surveys, focus groups) to ascertain the needs and interests of the membership. The Committee, in isolation or in collaboration with other NARST groups, will seek to address these needs and interests through NARST constituency-specific activities (e.g., graduate student forums and early career conference sessions) that may occur at or outside the NARST Annual International Conference. For the NARST Conference, the Committee offers four administrative sessions: Mentor-Mentee Nexus, Welcome Session, Early Career Forum, and Writing Retreat.

In addition, the Membership Committee reviews applications for NARST Virtual Events. The application for NARST Virtual Events can be found in the NARST Handbook.

NARST Virtual Event Policy

Purpose and Overview

Members and groups of members may propose virtual events to meet the needs of the membership and/or to benefit NARST as an organization. Virtual events are defined as any event that is offered as either a recorded, synchronous, asynchronous, or hybrid (e.g. synchronous/asynchronous) format. These events may include town halls, webinars, workshops, short courses, or other related activities that occur outside of the dates of the annual conference.

If approved, virtual events will be sanctioned by NARST and covered by the general liability insurance policy. Proposed events may utilize the NARST Zoom Account and are asked to submit a short report to provide information regarding the session following its conclusion.

Eligibility for a Virtual Event

Members or groups of members may propose to host virtual events. Virtual events should be designed to be inclusive of the membership and open to all who would like to participate. These events should also align with the mission and goals of the NARST organization.

Procedures for Hosting a Virtual Event

The following procedures are to be followed for this process:

1. Applicants should provide (i) a clear description of purpose and audience, (ii) timeframe for the event and justification for timeframe chosen, (iii) information about how the event will be posted, (iv) rationale the virtual event, and (v) specify any NARST resources required.
2. Applicants should select an appropriate Series under which the event would be advertised:
    i. President Series – planned by current NARST President
    ii. Committee Series – planned by one or more NARST Committees
    iii. RIG/Strand Series – related to a specific RIG or strand topic
    iv. Research to Practice Series – focused on translating research into practice
    v. Town Hall – opportunity for membership to discuss and interact around an issue
    vi. Other
3. Applicants that are interested in holding a virtual event should submit a completed application via the website.
4. An application to host a virtual event will be required for every new session and should be submitted by the stated quarterly deadlines (January 1, April 1, July 1, October 1) prior to the event. If a session is in response to a current event and requires a speedier approval, then an exception may be made by emailing a request to review to the current Membership Board Liaison. The Membership Board Liaison will then start the review process as described below.
5. If accepted, a registration link and Zoom link will be provided to the organizers and the event will be advertised using the NARST Listserv, Website, and avenues deemed appropriate by the Social Media, Website, and Communications Committee.
6. If accepted, the event hosts are asked to provide a short report detailing the number of attendees, a brief description of how it went, and any additional relevant details following the completion of the event.

Review Process

The application will go through an initial review by the Board Membership Committee Liaison to ensure minimum requirements are met for the event to be considered. The minimum requirements include:

- Alignment with NARST mission and goals
- Completed all components of the application

Applications that meet the minimum requirements will be reviewed by a Membership Committee sub-committee to include the Membership Board Liaison, one Membership Committee Chair, the graduate student representative, the International Committee representative, the Equity & Ethics representative, and a representative from the Social Media, Website, and Communications Committee. Criteria for this step of the process include:

- Timing and conflicts with official NARST virtual events (these can be found on the NARST calendar)
- Purpose of the event and its alignment with NARST mission and goals
- Likelihood of event meeting the needs of members and/or benefiting NARST

Applicants will be notified within two weeks of the quarterly deadline of their acceptance status.

Rights and Responsibilities of NARST

The NARST Executive Director will ensure the procedures and application form are posted on the NARST website.

The application and review process will be managed by the sub-committee outlined above and will report to the applicant in a timely manner.

Avoiding and Remediating Conflict of Interest

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment, or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits.

Program Committee

The Chair of the Program Committee is the NARST President. The President-Elect serves as co-Chair. The Program Committee includes the Executive Director, and each of the Strand Coordinators (typically two per Strand, each with a staggered two-year term). The charge of the Program Committee is to assist the President in planning and conducting the Annual International Conference.

Avoiding and Remediating Conflicts of Interest for the Program Committee

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of

interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Program Committee.

Members of Program Committee, including co-chairs and strand coordinators, charged with the final decision to accept or reject a conference proposal need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships.

- Employment at the same institution as the proposer
- Assigned to back a decision over your own proposal
- Employment in an advisory capacity with the proposer or with his/her academic department
- Recent employment (within the last 12 months) with the proposer or with his/her academic unit
- Currently being considered for employment by the proposer or his/her academic unit
- Business associate of/or collaborated with the proposer on a professional project, research investigation, co-editing, or scholarly publication/presentation within the last 12 months
- Family relationship with the proposer in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with the proposer in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making
- Business association with the proposer within the last 12 months
- Past or present association as thesis advisor or advisee with proposer

Should any of these conflicts of interest arise for an assigned conference proposal, a strand coordinator will bring the matter to the attention of the strand co-coordinator. The strand coordinator who does not have a conflict of interest regarding that conference proposal will assume responsibility for assigning reviewers and making all decisions for that proposal. In event the conflict cannot be resolved, the strand coordinators will report the conflict to the committee chair.

NARST Annual International Conference

Procedures

Advisory Nature of Strands

Final program decisions will be based on the advice and opinions of the Strand Coordinators. The Program Committee Chair has the ultimate responsibility for the program as a whole. Considerations such as the number of meeting rooms available at the conference hotel and the room setup will influence the number of proposals that can be accepted altogether and the number of sessions that will be possible. The Program Committee Chair is responsible for ensuring that fairness has been achieved across Strands. Consequently, the Strand Coordinators' recommendations about acceptance/rejection of proposals and session formats are **only** advisory to the Program Committee Chair. In addition, the President (and not Strand Coordinators) will report all decisions about acceptance or rejection of proposal submissions. Thus, any questions regarding the status of a proposal will be directed to the President.

Criteria to Be Used in Reviewing Proposals

Strand Coordinators and Assessors on each Strand team should be guided in their reviews by the criteria set out in the Call for Proposals. The Call for Proposals identifies the following criteria.

a) Subject/Problem.
b) Design or Procedure for empirical or non-empirical (e.g., conceptual or position papers, reviews of the literature)
c) Analyses and Findings.
d) Contribution
e) General Interest

The complete rubric can be found the NARST Handbook.

Limits on the Number of Presentations
The number of first author proposed presentations will be limited. The person to upload the proposal for submission for the NARST program is the first author. The rules are that an author may be:

a. First author on only one stand-alone paper or a paper within a related paper set,

b. First author on only one "interactive poster paper,

c. Presenter in only one special symposium, and

d. Secondary author on any other stand-alone, related paper set, and/or interactive poster paper.

The on-line system will not allow a first author to make any more submissions than those that meet these guidelines. All papers (individual or paper sets) are identified with a P for the first part of the proposal number, and for related paper sets the letter code is R. So, individuals can be first author on either a P or R proposal. For posters the letter is a Q, and for special symposia an S. A person can be first author for one additional Q or S proposal.

The first author limitation applies only to member's individually submitted proposals. Symposia, invited sessions, keynote speakers, and workshops sponsored by Strand Coordinators or Board Members are not limited by first author and do not impact a member's ability to submit individual proposals in addition to those they were invited to present at NARST.

Requirements for First Author
The first author of the paper or poster, or organizer of a symposium is the one to upload the proposal for submission for the NARST program. Note that all first authors need to present their paper or poster, and the first author needs to pre-register for the meeting by the announced deadline. Otherwise, the submission will be deleted from the program.

Authors presenting either a paper or a poster are required to have a manuscript for distribution at the paper or poster presentation.

Formatting for Proposal Submission
Adobe PDF is the only format that will be accepted for a proposal upload. Proposers can save a Microsoft Word file, for instance, in PDF by using the "Print" field and pressing the button, "Save as PDF," being sure that the suffix at the end of the file name has ".pdf".

For all proposal submissions, the first author will need to submit the abstract (maximum 200 words) into a textbox provided at the website. In addition, the first author submits one electronic abstract file for the proposal. This abstract will be used exactly as entered later in the program, if the paper is accepted.

The document should be single-spaced with 1" margins all around in font no smaller than 12 on US letter size. In the document, the author(s) should address the five criteria that are part of the review process: 1) subject/problem; 2) the design/procedure; 3) the findings and analysis; 4) the contribution to the teaching and learning of science; and 5) the contribution of the paper to the interests of NARST members.

- For a *paper or poster* by individual authors or co-authors, there is a maximum of five pages (excluding references).
- For a *related paperset* by multiple author or co-author groups, each first author of a paper within the paper set submits an abstract and proposal for that paper, in a maximum of ten pages per proposal (excluding references).
- For a *special symposium* by multiple presenters, there is a maximum of 10 pages (excluding references). This should include a description of all the papers in one document (including the five features listed above) within the set and indicate the relationship of the findings to one another.

Invited Strand Sessions

Each pair of Strand Co-coordinators may (optional) recommend one invited Strand session (entitled Admin Symposium on the online submission web page). Board members in some cases (e.g., Publications Advisory Committee) may have two invited sessions. These sessions do not go through the normal review process. Suggestions for invited sessions are **advisory** to the Program Chair, who is responsible for the overall balance of the Annual International Conference. Strand Co-coordinators are encouraged to assemble a session and invite participants. It should be clear to invited speakers, however, that the session is not confirmed at the time of invitation. Strand Co- coordinators enter the Admin Symposium into the website. These invited sessions will be scheduled as part of the regular program and will count toward the Strand's total number of sessions for the conference. **Invited Admin Symposia or invited sessions must be uploaded by August 31st.**

NOTE: *Specific coordinator steps in processing proposals can be found in the NARST Handbook.*

Summary of Deadlines in Proposal Review Process

Date	Tasks
June 15	Call for proposals.
Around August 15	Solicit assessors for the Strand.
August 15	Deadline for NARST proposals submitted to the proposal system. The website will shut down; new proposals may not be submitted after the deadline.

Around August 21	Revisions to already prepared proposal submissions can take place directly on the proposal system website.
September 15	Assessors post completed proposal ratings and documentation to the proposal system website.
September 30	Strand Coordinators submit Rating Summaries and grouping/format/title recommendations to proposal system website.

NARST Auxiliary Event Policy

Purpose and Overview

Members and/or groups may propose auxiliary events to meet the needs of the membership and/or to benefit NARST as an organization. Auxiliary events are defined as any event that is not submitted and scheduled as part of the NARST Program and may collect funds through the annual registration process. These events may include dinners, outings, retreats, or other related activities that occur in close proximity to or during the dates of the annual conference.

If approved, auxiliary events will be covered by the NARST general liability insurance policy and the NARST Executive Director will sign the contract for the event. Proposed events may not occur on water, violate any elements of NARST's general liability insurance, and a minimum number of paying attendees to cover the cost of the event must commit by set cut-off date. If an event is cancelled before the cut-off date, members will be refunded the cost of the event. However, if the event is cancelled after the cut- off date, there is no coverage of refunds for the cancellation of the event. Members will not receive refunds if the event is cancelled after the cut-off date or if they decide not to attend the event.

Eligibility for an Auxiliary Event

Members or groups may propose to host auxiliary events. Auxiliary events should be designed to be inclusive of the membership and open to all who would like to participate. These events should also align well with the mission and goals of the NARST organization.

Procedures for Hosting an Auxiliary Event

(see NARST Handbook for application)

The following procedures are to be followed for this process:

1. Applicants should have a clear sense of who will attend, when they would like to host the event, where they would like to host the event, and why they are proposing the auxiliary event
2. Applicants that are interested in holding an auxiliary event should submit a completed application via the website by August 15th of each year.
3. An application to host an auxiliary event will be required every year.

Review Process

The application will go through an initial review by the Executive Director to ensure minimum requirements are met for the event to be considered auxiliary. The minimum requirements include:

- Alignment with NARST mission and goals

- Clear connection to the conference
- Meets the liability insurance criteria

Applications that meet the minimum requirements will be reviewed by the Executive Director and an Ad-Hoc Committee of the Program Committee. Criteria for this step of the process include:

- Timing and conflicts with official NARST conference events
- Purpose of the event and its alignment with NARST mission and goals
- Likelihood of event meeting the needs of members and/or benefiting NARST

Applicants will be notified by October 1st of each year of their acceptance status. If accepted, all contracts required for the auxiliary event will be signed by the Executive Director and notified of the cut- off date for registration goals. In advertising the event, applicants will be required to notify potential participants of the cancellation policies.

Rights and Responsibilities of NARST
The NARST Executive Director and program committee will post procedures, application form, and review form on the NARST website.

The application and review process will be managed by the Executive Director and report to the applicant in a timely manner.

Avoiding and Remediating Conflict of Interest
NARST is guided by The National Academies' definition of conflict of interest: "any financial or other interest which conflicts with the service of the individual because it (1) could significantly impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization" (http://www.nationalacademies.org/coi/index.html; retrieved October 21, 2015). For example, with regard to NARST Auxiliary Events, conflict of interest will be defined as an instance in which a member of NARST has a vested interest in a particular venue. Conflicts of interest and potential conflicts of interest will be remediated with involvement from the potentially conflicted individual and members of the leadership groups of NARST.

Publications Advisory Committee
The membership consists of one chair, one co-chair and 10-11 additional members, 1-2 of whom are graduate students and at least two of whom are International NARST members who have voting status, and the Board Liaison. The Board Liaison and the additional committee members are appointed by the NARST President-Elect, with three committee members rotating out after three years of service and graduate students rotating out after two years of service. The JRST Editor(s), Directors of other NARST publication efforts, along with the NSTA Research Director, the NARST Liaison to NSTA, and the NARST President and Executive Director serve as ex officio members. The chairs compile information for the report and submit it to the Board Liaison. The Board Liaison makes a report to NARST at the Board meeting.

Committee Charge
The Publications Advisory Committee serves in an advisory capacity for all NARST–sponsored publications, including *JRST*, position papers, and research–practice documents. The PAC coordinates publication efforts with the External Policy and Relations Committee and Research Committee, which involves recommending policy, as well as overseeing the development and dissemination of publications specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

Each member of this committee is expected to participate in collective committee work to support the following PAC initiatives: (a) Research for Practitioners and Policymakers, (b) Teacher / Informal Educator scholarships, and (c) NARST Conference workshops / administrative sessions. The main tasks for these initiatives are described below.

Avoiding and Remediating Conflicts of Interest for the Publications Advisory Committee
A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Publications Advisory Committee.

Members of the NARST Publications Advisory Committee need to be aware of potential conflict of interest situations that may arise in carrying out the several of the tasks the Committee is charged with. Below are the tasks in which members of the Publications Advisory Committee may face a conflict of interest together with situations that may indicate a potential conflict of interest.

Task: Development of policy, as well as documents related to policy, such as position statements and research–practice documents.

- Immediate personal financial benefits through the policy, position statement or research practice documents.
- Immediate financial benefits for "family members" as defined in the Conflicts of Interest Policy through the policy, position statement or research practice documents.
- Immediate financial benefits for a business the member is associated with or business associates of the member through the policy, position statement or research practice documents.
- Immediate financial benefits for the members' institution, or a professional institution the member is affiliated with through the policy, position statement or research practice documents.

Task: Select JRST articles for the NARST/NSTA Annual Research Worth Reading Recognition.

- Author or co-author of a JRST article in the respective volume.
- Ongoing collaboration or collaboration completed within the past 12 months with an author or co-author of a JRST article in the respective volume
- Close personal relationship with an author or co-author of a JRST article in the respective volume

Task: Select recipients of scholarships for classroom teachers and/or informal science educators to attend the NARST Annual International Conference.

- Fellow applicant for scholarship
- Ongoing professional collaboration or professional collaboration completed with-in the past 12 months with nominee
- Professional or business association with nominee within the last 12 months
- Past or present association as thesis advisor or advisee with nominee

- Employment in an advisory capacity with the nominee or with his/her academic department
- Family relationship with nominee in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with nominee in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making

Should any of these situations or another situation potentially indicating a conflict of interest occur, a Publications Advisory Committee member must bring the matter to the attention of the Committee Chairs who then inform the Board liaison of the Publications Advisory Committee. Once a conflict-of-interest situation is confirmed, the committee should attempt to resolve the conflict. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Research for Practitioners and Policymakers

Tasks

- Collaborate with the Research Committee and the External Policy and Relations Committee on the development of policy, as well as documents related to policy, such as position statements and research–practice documents.
- Select JRST articles for the NARST/NSTA Annual Research Worth Reading Recognition.

Procedures and Timeline

1. Select articles from the last JRST volume to be recognized at the Annual Conference (see below), completing this work towards the beginning of each year.
2. Collaborate in an ongoing way with members of other committees and with the NSTA Research Director to develop and publish documents that have broad appeal to multiple audiences, including teachers and policymakers.

Teacher / Informal Educator Scholarships

Task

- Provide scholarships for classroom teachers and/or informal science educators to participate in the NARST Annual International Conference.

Procedures and Timeline

In September of each year, a call goes out for scholarships for classroom teachers and informal science educators (see below).

Scholarship for classroom teachers and informal science educators

Each year in September, the PAC chairs send out a call to the NARST membership for up to 9 scholarships, each worth $700. An application can only be made by a NARST member, on behalf of a collaborating classroom teacher or informal science educator. The scholarship is meant to facilitate participating in the

NARST Annual International Conference. Applications should be submitted by December 15. The PAC has developed a procedure and a rubric to review the applications. Each proposal is scored on the rubric by members of the PAC. On the basis of the scores, a ranking is made, with only one application per NARST member/PI/adviser being considered in the first round of the selection process. The nine applicants with the highest scores are selected to receive the scholarship. Scholarship recipients are informed by the PAC chairs about the scholarship being granted to them. Throughout this procedure, the PAC chairs communicate with the chairs of the International Committee and the Equity and Ethics committee, the Graduate Students Committee, and the Executive Director, to: (a) check for 'double' applications and (b) pool the different scholarships, if, for instance, the number of applications for one stipend is lower than the number of scholarships.

NARST Conference workshops / administrative sessions

Tasks

- Sponsor two Pre-Conference Workshops at the NARST Annual International Conference – one aimed at reviewing for *JRST* and the other to be determined by the committee.
- Sponsor two sessions at the NARST Annual International Conference - one by the Editors of *JRST* on publishing in the journal and the other to be determined by the committee.
- Coordinates the NARST/NSTA Annual Research Worth Reading Recognition session.

Procedures and Timeline

- During the summer the PAC discusses, agrees upon, and organizes the committee-sponsored workshop and session for the next NARST Annual International Conference. An abstract for this session, for the *JRST* Editors' session and for the NSTA's Annual Research Worth Reading Recognition, is submitted approximately October 1st. In the same time period, the PAC chairs contact the *JRST* editors about the abstract for the pre-conference workshop aimed at reviewing for *JRST*. Workshop plans are submitted with the PAC report for the Fall NARST Board Meeting.

The committee as a whole undertakes additional responsibilities, as described below.

Committee Activities
- Review the slate of nominees for *JRST* Editorial Board and Associate Editors, and make a motion for approval by the Board on the final version of the slate.
- Members of the *JRST* Editorial Board are appointed for a three-year term and may not be appointed to consecutive terms. Exceptions to this policy must be submitted to and be approved by the Publications Advisory Committee.
- Consider publications for endorsement by NARST (see below).

Procedures and Timeline
1. In February prior to the NARST Annual International Conference, JRST Editors provide a slate of candidates for the Editorial Board and Associate Editors, as needed. PAC members review and discuss the slate, and then make a motion at the Board meeting during the conference to endorse the final version of the slate.
2. The PAC collaborates in an ongoing way with members of other committees and with the NSTA Research Director to develop and publish documents that have broad appeal to multiple audiences, such as NARST membership, teachers, and policymakers.

Endorsement by NARST of publications

The PAC drafted guidelines for seeking NARST endorsement for publications developed by members. These guidelines have been applied in practice, evaluated by the PAC, and approved by the NARST Board (March 2011).

Items to submit:

1. Cover letter that includes the following information – (a) request for NARST endorsement that includes a statement of how the publication will support or advance the (international) mission of the association; (b) author information, highlighting NARST membership; (c) publisher information; (d) involvement/endorsements of other associations (if applicable); and (e) statement of commitment by the publisher to market the publication among NARST membership.
2. Book prospectus (prepared for the publisher).

Process:

1. Submit the request to the Board Liaison of the NARST Publications Advisory Committee.
2. If the application is complete, the Board Liaison will distribute to members of the PAC and request feedback/comments. Questions will be addressed directly to the applicant(s), so as to allow time for dialogue.
3. The PAC Board liaison will present the request to the NARST Executive Board with a recommendation regarding publication.
4. If approved, the applicant(s) will (a) work with the PAC to develop an agreement with the publisher; (b) provide periodic updates to the PAC Board Liaison as designated in the approval letter, and (c) discuss with the PAC Board Liaison how NARST endorsement will be made visible in the publication.
5. If the application for endorsement is not approved, then applicants will be provided with a rationale and feedback from the PAC Board Liaison.

Research Committee

The Research Committee membership consists of 15 members (14 voting members, of whom at least two are International NARST members, and one graduate student with voting status). A Board Member appointed by the NARST President-Elect serves as Board Liaison. The NARST President-Elect appoints the 14 voting members (and any non-voting graduate students) with five members rotating out every year after three years of service. Graduate students rotate off after two years of service. The NARST Liaison to NSTA serves for three years and is appointed by the Board upon a search and recommendation by the Research Committee. The NARST Liaison to NSTA represents NARST on the NSTA Committee on Research in Science Education and as a part of the Alliance of Affiliates (AOA). The President, the Executive Director and the NSTA Research Director serve as additional ex-officio members. If a sufficient number of elected Directors exists, then the President-Elect appoints a Board member to serve as Co-Board Liaison during the final year of the Liaison's tenure on the Board. The Co-Board Liaison succeeds to the Board Liaison position upon the Board Liaison's retirement from the Board. The Board Liaison makes a report to NARST at the Annual Membership Meeting.

The NARST-NSTA Liaison meets with the AOA at the NSTA National Congress for Science Education held each year in July. AOA representatives also participate in conference calls that take place monthly or every

two months. Four of the eight AOA representatives are elected by the AOA to serve on a leadership council. The AOA Leadership Council participates in the annual NSTA winter board meeting held in February

The Research Committee structure will consist of a Leadership Team (Lead Chair, Co-Chair, and Secretary) with four subcommittees: 1) Researcher Development, 2) Research Impact, 3) Research to Practice, and 4) Research Networks (each with a Lead Chair, Co-Chair, and 1 member at large). The NARST Liaison to NSTA serves as the Lead Chair of the Research to Practice Subcommittee. The Graduate Student serves as an additional subcommittee member on one of the four subcommittees.

Committee Charge

The Research Committee develops, organizes and/or implements various professional development activities for the NARST membership, including special research-focused pre-conference workshops at the Annual International Conference and research reviews and research-oriented documents specifically designed for internal use and member benefit; conceptualizes, develops, and disseminates reviews of research and white papers on appropriate topics; and supports the work of the NARST Liaison to NSTA. The NARST Liaison to NSTA is responsible for coordinating NARST-sponsored sessions at NSTA conventions. The Research Committee supports this work of the NARST Liaison to NSTA by helping to review and select presentations.

Research Committee Activities

The committee is organized into four sub-committees. Each member of this committee is expected to participate in collective committee work. Each is also expected to serve on one of the following subcommittees:

Researcher Development Subcommittee

Reviews, organizes, implements, and disseminates highlights of various research professional development activities for the NARST membership, including pre-conference workshops and recommending hosts for the S. K. Abell Institute.

Research Impact Subcommittee

Convenes conference panels and develops and/or disseminates reviews of research and white papers on appropriate topics for diverse audiences to enhance the NARST mission to improve science teaching and learning through research.

Research to Practice Subcommittee

NSTA & Practitioners: Organizes dissemination of research to practitioners (teachers, administrators, and policymakers) through synergistic partnerships, conference sessions, publications, and other initiatives that communicate science education research findings and foster cooperation with NSTA and other educational and scientific societies.

Research Networks Subcommittee

Reviews and supports internal networks and organizational structures for members who are drawn together by a common interest in a unique field of study, teaching, or research. within the community (e.g., RIGs and Strands) to foster research, collaboration, and dissemination through the optimization of these professional connections.

Other activities of the Research Committee include:

- The revision of research areas included in the NARST Membership form;
- The support of commissioned papers on timely and important research topics;
- The vetting and promotion of new ideas for increasing the visibility of NARST research.

Procedures and Timeline

1. NSTA representatives request that the NARST Liaison to NSTA provide names, titles and abstracts for two hours of programming at each of the three NSTA Annual Area Conferences. This communication takes place in December or January and NARST submissions are due in February. The NSTA Area Conferences take place in the fall of the same calendar year.
2. NSTA representatives will request that the NARST Liaison to NSTA provide names, titles and abstracts for ten hours of conference programming at the NSTA Annual National Conference. This communication takes place in early spring of the year that precedes the conference. NARST submissions are due in May (for the next year's Spring conference).
3. The call for pre-conference workshops goes out in mid-summer for the following year's NARST international conference. Research Committee members review proposals and return results in September.
4. Categories of research interest for the membership form are reviewed and updated by chairs of the Sub-Committee every few years
5. On a regular basis, research papers are commissioned as one means of disseminating NARST-related research to wider and more varied audiences.
6. The Chairs of the Sub-Committee regularly reviews new mechanisms of producing press releases, developing web pages, sponsoring workshops or other events related to the increased visibility and understanding of NARST-related research

NARST sponsors the Sandra K. Abell Institute for Doctoral Students every other summer on odd-numbered years. The chart below outlines a timeline that extends over three calendar years for this initiative.

Time	Activity
Yr 1 Summer	Research Committee solicits and reviews proposals to host the Abell Institute. With respect to mentors, one element of the Abell Institute, other than the organizers, at least half of Abell Institute mentors must be selected from submissions to a Call for Abell Institute Mentors open to the NARST membership.
Yr 1 Fall	Research Committee recommends a host proposal to the Board.
	Board makes funding decision. The host team begins recruitment of participants.
Yr 2 Spring	Host team selects participants and finalizes plans.

Yr 2 Summer	Abell Institute is hosted.
Yr 2 Fall	The host team and the external evaluator provide reports to the Research Sub-Committee.
	Research Sub-Committee forwards reports to the Board Liaison who communicates with the Board.
Yr 3 Spring	Research Committee and host team may collaborate on a culminating activity for the Abell Institute participants at the NARST Annual Conference (e.g. poster session).

Committee Resources
The Committee's work involves the following materials:

- Call for Preconference Workshop Proposals
- Preconference Workshop Proposal Review Sheet
- Preconference Workshop Acceptance Letter
- Preconference Workshop Declination Letter
- Solicitation Guidelines for NARST-Sponsored Presentations for the NSTA National Conference
- Solicitation letter for NARST-sponsored presentations at NSTA Area Conferences
- Supplemental Proposal Information for NARST-Sponsored Sessions at NSTA Area Conferences
- Request for Proposals to Host the Sandra K. Abell Institute for Doctoral Students
- Review Rubric for Sandra K. Abell Institute for Doctoral Students Proposals

The Call for NARST Pre-Conference Workshops, Preconference Workshop Acceptance Letter, and Preconference Workshop Declination Letter can be found in the NARST Handbook

Solicitation Guidelines and letter for NARST Sponsored Presentations at the NSTA National and Area Conferences can be found in the NARST Handbook

The Supplemental Proposal Information for NARST Sponsored Sessions at NSTA Area Conferences can be found in the NARST Handbook

The Request for Proposals to Host the Sandra K. Abell Institute for Doctoral Students can be found in the NARST Handbook

Social Media, Website, and Communications Committee
Charge of the Committee
The NARST Social Media, Website, and Communications Committee provides leadership and guidance to NARST regarding the organization's website and social media presence. The responsibilities include advising about the creation, curation, and modification of the website and other digital identity assets. This may include periodic evaluation of the website with input from the NARST membership. The Social Media, Website, and Communications Committee shall recommend changes to the website and offer suggestions about other digital identity assets to the Board of Directors.

Committee Composition

The Social Media, Website, and Communications Committee composition should be designed to bring expertise and continuity to the discussion of the NARST website and digital assets on an ongoing basis. Two Co-chairs chosen from the NARST membership lead the committee. A member of the elected Board of Directors serves as a liaison and non- voting member. The President-Elect recommends Co-chairs to the Board for approval. In addition to the co-chairs, the committee membership consists of other voting members (at least two international and one graduate student) for a total of up to 12 members on the Committee. The President-Elect appoints these members for a term of three years of service, renewable once. Graduate students rotate off after two years. The co-chairs and appointed members' terms should be staggered to maintain continuity in membership.

Avoiding and Remediating Conflicts of Interest for the Social Media, Website, and Communications Committee

A conflict of interest exists when an Interested Person has a direct or indirect (through business, investment or a family member) material financial or other interest in a matter that might influence, or that might be perceived to influence, the judgment or actions of the Interested Person while serving the Association. That is, an independent observer might reasonably question whether the Interested Person's judgment or actions are compromised by considerations in which the Interested Person directly or indirectly benefits. Conflicts of interest, detailed in Conflicts of Interest Policy in the NARST Policies and Procedures, should be intentionally considered and addressed, when necessary, in conducting the work of the Social Media, Website, and Communications Committee.

Members of NARST Social Media, Website, and Communications Committee are charged with providing leadership and guidance to NARST regarding the organization's website and social media presence need to be aware of potential conflict of interest situations that may arise. Below are examples of potentially biasing affiliations or relationships. Should any of these conflicts of interest arise, a Social Media, Website, and Communications Committee member must bring the matter to the attention of the Social Media, Website, and Communications Committee Chair who then informs the Board liaison of the Social Media, Website, and Communications Committee. Potential conflicts include:

- Providing favorable or unfavorable treatment of institutions or scholars at those institutions when posting on social media. This might include:
  - Employment at the same institution as the posted information
  - Benefits and gains from the postings (e.g., based on advisory capacity, business association within the last 12 months, family relations, close personal relationships such that the relationship would reasonably perceive an undue influence of the relationship on the decision making, etc.)
- Academic advisory status of one member over other members of the committee
- Business associate of/or collaborated with potential hires (e.g. a new social media manager or website developer) within the last 12 months
- Family relationship with potential hires in accordance with the definition of "family members" in the Conflicts of Interest Policy
- Close personal relationship with potential hires in which an individual aware of the relationship would reasonably perceive an undue influence of the relationship on the decision-making

When a conflict of interest situation has been identified, the committee or subcommittee should attempt to resolve the conflict and report the conflict to the committee or subcommittee leadership and affiliated Board Liaison. A common action to resolve conflicts of interest include removal from all decision-making processes (e.g., discussion, voting) involved in the situation. If the conflict of interest situation cannot be resolved by the Committee, then the Board Liaison should disclose the situation to the Board and when immediate action is needed, to the Executive Committee.

Gift Acceptance Policies and Guidelines

NARST, a not-for-profit organization organized under the laws of the State of Minnesota, encourages the solicitation and acceptance of gifts to NARST for purposes that will help the organization to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to NARST or for the benefit of its programs.

NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policymakers; and 3) cooperating with other educational and scientific societies to influence educational policies.

Purpose of Policies and Guidelines

The NARST Board of Directors, its staff, and any designees of the Board solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of the organization. These policies and guidelines govern the acceptance of gifts by NARST and provide guidance to prospective donors and their advisors when making gifts to the organization. The provisions of these policies shall apply to all gifts received by NARST for any of its programs or services.

Use of Legal Counsel

NARST, initiated only by the NARST President, shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements.
2. Documents naming NARST as Trustee.
3. Gifts involving contracts, such as bargain sales or other documents requiring NARST to assume an obligation.
4. Transactions with potential conflicts of interest that may invoke IRS sanctions.
5. Other instances in which use of counsel is deemed appropriate by the Philanthropy & Giving Committee, a committee internal to the Board of Directors (see Section VI of this document for committee composition).

Conflicts of Interest

NARST urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

Restrictions on Gifts

NARST accepts unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities. NARST will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate terms of the organization's Bylaws or other regulations to which the organization must adhere, or gifts too cumbersome to administer in relation to NARST resources. All decisions on the restrictive nature of the gift, and its acceptance or

refusal, shall be made by the Philanthropy & Giving (PG) Committee (described in Section VI of this document). If a decision made by the PG Committee will accrue appreciable costs for NARST, the decision should be treated like other financial decisions under NARST Bylaws and be examined by the NARST Board. The PG Committee reports its decisions and any activity to the NARST Board at least once per year at a Board meeting.

Untenable Gifts

When considering the acceptance of gifts, NARST must be mindful of how the acceptance reflects upon the organization and how it impacts the ethical interests, financial interests, legal interests, public relation interests, and reputational interests of NARST.

NARST cannot accept gifts that

a) Obligate the organization to break laws and other regulations to which the organization must adhere
b) Conflict with federal and state tax regulations
c) Designate specific individuals as recipients
d) Restrict NARST from seeking other gifts
e) Expose NARST to liabilities
f) Are contrary to the best interests of NARST

In the instances in which the donor wishes to remain anonymous, the PG Committee should, where possible, attempt to determine if reasons for anonymity are contrary to the best interests of NARST.

The Philanthropy & Giving Committee

The PG Committee is charged with reviewing all restricted gifts and gifts greater than $5,000 made to NARST, properly screening and accepting those gifts, and making recommendations to the NARST Board on gift acceptance and other gift-related issues (e.g., naming), when appropriate. If issues emerge from the initial review, the Committee should elicit professional/ technical guidance internal and external to NARST as needed. In the event NARST hires staff working within development and advancement, the PG Committee will determine various thresholds and situations in which staff become appropriate designees for gift determinations and append, in writing, its decisions to this document, Gift Acceptance Policies and Guidelines.

The PG Committee shall consist of:

1. the NARST President;
2. the NARST Treasurer;
3. Board of Director affiliated with the External Policy and Relations Committee;
4. Board of Director affiliated with the Social Media, Website, and Communications Committee;
5. a relevant staff person involved in development/ advancement efforts; and
6. ex-officio members shall include the Executive Director and the Development Director of NARST (when the position exists).

Types of Gifts

Gifts are charitable donations voluntarily made by a donor (individual or organization) without benefit transferred to the donor in return. The charitable donation is for the benefit of NARST to be used in accordance with donor intent. The following gifts are acceptable:

- Cash.
- Tangible Personal Property.
- Securities.
- Life Insurance.
- Charitable Gift Annuities.
- Charitable Remainder Trusts.
- Charitable Lead Trusts.
- Retirement Plan Beneficiary Designations.
- Bequests.
- Life Insurance Beneficiary Designations.

Cash. Gifts through a transfer of cash or cash equivalents (e.g., check).Cash is acceptable in any form and is payable to NARST, with the location of its administrative office noted.

Tangible Personal Property. Gifts of physical property (i.e., can be touched) that can be used or consumed (e.g., jewelry, art). These gifts should be examined in relation to the following:

a) Does the property advance the NARST mission?
b) Is the property marketable?
c) Are there restrictions on the use, display, or sale of the property?
d) Are there any costs associated with the property?

Securities. Gifts of a financial asset that can be bought, sold, or traded.These gifts should be examined in relation to the following:

a) Are there restrictions to prevent NARST from converting securities to cash?
b) Are the securities marketable?
c) Will the security generate undesirable tax consequences for NARST?

Life Insurance. NARST must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The interpolated terminal reserve value, or cash surrender value, upon receipt, will be the value of the gift. If the donor contributes future premium payments, then NARST will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue premium payments, NARST can pay premiums, convert the policy to paid up insurance, or surrender the policy for its current cash value.

Charitable Remainder Trusts. A tax-exempt irrevocable trust that disperses income to trust beneficiaries for a stipulated period and then donates after the stipulated time has elapsed the remainder of the trust to a designated charity/ not-for-profit. After considering tax consequences for NARST, NARST may accept designation as a remainder beneficiary for this gift type. NARST will not accept designation as a trustee.

Charitable Lead Trusts. A tax-exempt irrevocable trust that disperses income to designated charities/ not-for-profits for a set term. After the expiration of the set term, the remaining trust is distributed to non-charitable beneficiaries. After considering tax consequences for NARST, NARST may accept designation as income beneficiary for this gift type. NARST will not accept designation as a trustee.

Retirement Plan Beneficiary Designations. NARST may be designated as beneficiary of retirement plans, but designation will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and is not due until a future date, the present value of gift may be recorded at the time the gift becomes irrevocable.

Bequests. Assets provided through a will or trust. Supportive parties are encouraged to make bequests to NARST. Such bequests will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and is not due until a future date, the present value of gift may be recorded at the time the gift becomes irrevocable.

Life Insurance Beneficiary Designations. NARST may be designated as beneficiary or contingent beneficiary of life insurance policies, but designation will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable and is not due until a future date, the present value of gift may be recorded at the time the gift becomes irrevocable.

Miscellaneous Provisions

Costs of accepting gifts. It is the responsibility of donors to cover costs associated with the acceptance of a gift such as legal fees, accounting fees, and other professional fees as well as costs to establish a gift like appraisal, escrow, etc.

Costs of administering gifts. Administrative costs shall be paid by funds from the gift except by special circumstances as determined by the NARST Board.

Valuation of gifts for development purposes. NARST records a gift received by the Charity at its valuation for gift purposes on the date of gift.

Responsibility for IRS Filings upon sale of gift items. NARST Treasurer working with the Executive Director is responsible for filing pertinent IRS forms according to regulations upon the sale or disposition of any asset sold within two years of receipt by NARST when the charitable deduction value of the item is morethan $10,000.00.

Acknowledgement. Acknowledging gifts to NARST and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the NARST Board.

Gift Acceptance

Once gifts have been transferred to NARST and recorded accordingly, donors cannot be involved in any facet of the administration of the gift. NARST is responsible for the following:

a) Ensures the use of the gift aligns with donor intent
b) For restricted gifts, prior to the release of funds by the Treasurer, the Executive Director will communicate with entities receiving funds to confirm compliance. In the case of unrestricted funds, the proper use of funds will be examined as part of the financial quarterly activity of the organization.

c) Monitors the gift funds

d) The Treasurer and management company will track funds as part of the financial quarterly activity.

e) Reports to the donor on gift uses and outcomes as stated in gift agreements

f) In the case of restricted gifts, entities using the funds will report annually as part of the October Board reporting through the appropriate Board Liaison associated with efforts. The Executive Director uses the information contained in the October Board meeting record in communicating with the donor by the end of the same calendar year. For unrestricted gifts, the Executive Director will use the information shared as part of the financial quarterly activity to report activity to donors at least once prior to the end of a calendar year.

Gift Return

NARST may return a gift to a donor if the NARST Board determines the gift, association with the donor, or the intended use of the gift could cause harm to NARST.

Confidentiality

Information received from or about potential donors or donors will be held in strict confidence. Donors must give consent to publicize gifts.

Changes to Gift Acceptance Policies

These policies and guidelines should be reviewed by the NARST Board with guidance from the PG Committee at least once every five years with a more frequent review recommended as NARST gains experience with development and advancement. Any changes must be approved by a majority (more than half) vote of the NARST Board.

Standard Gift Agreement

This is a standard agreement which may be altered in negotiation with a donor.

This Gift Agreement (the "Agreement") is made this _____ day of _____ by and among _____ (hereinafter referred to as "the Donor"), and NARST.

The Donor and NARST agree as follows:

1.   Donor Commitment. The Donor hereby pledges to NARST the sum of Dollars ($_____), which as provided for herein is designated for the benefit of _____ *[specify the initiative].*

2.   Donor Purpose.

a) Purpose. It is understood and agreed that the gift will be used for the following purpose or purposes: [Description of the use or eventual use of the gift/pledge, the use of the income from the fund, and any additional or stipulated purposes for the gift. If the donor wishes to designate a portion of gift for an annual contribution to an ongoing initiative or event, language should appear in this section regarding the distribution of the annual portion. Gifts, including proposed namings, would specify names in this section which would be subject to the NARST naming policies and procedures.]

b) Discretionary Fund. __% of the total commitment/gift will be designated for use as unrestricted funding for priorities authorized by NARST. If the commitment is fulfilled in more than one payment, __% of each payment will be applied toward this Fund.

3.   Payment. It is further understood and agreed that the gift will be paid in full on or before_____ or as may be further described hereafter in the event of an agreed payment schedule: *[state payment schedule, including months, years, and amounts; note that the standard pledge duration is 3-5 years].* It is also understood and agreed that the gift funds as received may be invested by NARST as it shall best determine pending distribution to the purpose or purposes described herein.

[If the gift is to create an endowment, include #4 and #5; also when appropriate, #6:]

4.   Endowment. The gift specified above shall be used for the purpose of creating with NARST an endowment fund to be known as the [name] Fund (the "Fund"). The assets of the Fund may be merged or pooled for investment and investment management purposes with the general endowment or other assets of NARST and managed and invested in accordance with NARST investment policy and procedure as well NARST investment managers/ advisors but shall be entered on the books and records of NARST as the "[name] Fund." Distributions in support of the above gift purpose and reasonable fees associated with securing, raising, investing, and administering such funds shall be charged to the said Fund administered in accordance with the policies and procedures of NARST then in effect.

5.   Inadequate Funding. The amount needed to fully fund such an endowed fund shall be that amount required by NARST on the date the first gift is received into the Fund. If, after the specified pledge period is ended, the value of the Fund is less than the minimum required by the NARST as of the date of this Agreement for the establishment and continuing support of the named fund, the Fund may be transferred to and merged with an existing endowment or other fund in NARST whose purpose will most nearly accomplish the Donor's intention evidenced by the purpose described above.

[If the gift contains a naming requirement, include #6]:

6.   Naming/Approvals: The proposed naming of any NARST-affiliated endeavor must be approved by the NARST Board and documented in writing with the signature of the Executive Director and President. Any naming is and shall be subject to NARST Naming Policies and Procedures in effect at the time of the gift.

[Include #7 as appropriate where NARST intends to create an unrestricted funding pool from all restricted gifts]:

7.   Related Expenses. [the following or similar language.] NARST may, at its discretion, assess a reasonable percentage from the gift to the unrestricted general operating funds of NARST to defray its operation expenses, provided the amount assessed shall not exceed ___% of each gift installment the Donor makes and shall be assessed within ____ days of NARST's receipt of each gift installment made in fulfillment of this Agreement.

8. <u>Intent.</u> It is the agreement of the parties and the intention and wish of the Donor that this gift and any unpaid promised installment under this Agreement shall constitute the Donor's binding obligation and shall be enforceable at law and equity including, without limitation, against the Donor and the Donor's estate, heirs and personal representatives, and their successors and assigns. The Donor acknowledges that NARST is relying, and shall continue to rely, on the Donor's gift being fully satisfied as set forth herein.

9. <u>Recognition by NARST.</u> To honor the Donor, and to express the appreciation of NARST publicity in the form of news announcements, both internal and external, will be made with the permission of the Donor. [Additional information as appropriate, including specification regarding the donor's name and how the donor should be recognized in publicity.]

10. <u>Reporting and Stewardship.</u> Reports on performance of the Fund and use of the proceeds shall be provided annually to the Donor for endowment gifts. For capital and current use gifts, once the gift has been fully paid and/or employed by NARST for the purpose specified in this Agreement, NARST will normally report at least one time (except as the Donor and NARST may otherwise mutually agree in writing) on the outcome of the gift. [Supplement as needed.]

11. <u>Additional Gifts.</u> The Donor reserves the right to increase the Fund through additional gifts and hereby consents to additional contributions to the Fund by any individual, corporation, foundation, trust, estate or other legal entity through individual gift, bequest or other gift vehicle, and all gifts so designated shall be subject to the provisions of this Agreement.

12. <u>Future Changed Circumstances.</u> [Note that this provision is not necessary for unrestricted gifts but should be used for all others.] If, in the opinion of the NARST Board, all or part of this gift cannot at some time in the future be usefully or practically applied to the above purposes or if the purpose cannot be achieved because of a future change in law or unforeseeable circumstances, it may be used for any related purpose which in the opinion of the NARST Board will most nearly accomplish the Donor's wishes.

13. <u>Amendment.</u> By mutual consent of the NARST Board and the Donor, the Donor's legally or duly appointed agent or attorney-in-fact, or the personal representative of the Donor's estate, any provision of this Agreement may be amended, modified, or deleted. Any such changes, deletions or additions shall be recorded in written signed addenda, which shall form part of this Agreement.

14. <u>Entire Agreement.</u> This Agreement contains the entire understanding of the parties with respect to the subject matter of the Agreement and is subject to the laws of the Commonwealth of Virginia. This Agreement also supersedes all other agreements and understandings, both oral and written, between the parties relating to the subject matter of the Agreement.

In witness whereof, the parties to this Agreement have affixed their signatures (signatures to follow)

Recommendations for Procedures on Use of Standard Gift Agreement

When to use standard gift agreements:
1. For restricted gifts.
2. For commitments of $5,000 or greater.
3. For named endowment gifts at any level.

4. For capital gifts at levels that include naming rights (see Naming Polices and Procedures)

Who needs to sign?
1. Donor.
2. NARST President.
3. Executive Director.
4. The lead staff personnel in the event NARST hires staff working within development and advancement.

Procedures:
1. The Donor works with the Executive Director, NARST President, and NARST Treasurer to draft a gift agreement using the gift agreement template.
2. The President presents the draft gift agreement to the External Policy and Relations Committee Board Liaison and Committee Leadership for feedback.
3. The External Policy and Relations Committee Board Liaison presents the gift agreement to the NARST Board for action. If the NARST Board disagrees with any aspect of the proposed gift agreement, then the Board must clearly articulate under what conditions the agreement would become untenable and determine if it is appropriate to confer authority to the Executive Director to complete the negotiations with the Donor on behalf of NARST.
4. If changes are required and the NARST Board has conferred necessary authority, the Executive Director communicates with the Donor to reach agreement.
5. Once revisions are made, all signatories are obtained.
6. Once finalized, a copy of the signed gift agreement is sent to the Donor, filed in the NARST files by the management company, and uploaded to the NARST Board community space on the NARST website in archived documents labeled as "Gifts."

Sources: https://policy.umn.edu/finance/gifts;

https://adrp.memberclicks.net/assets/Regional/2017_SEDRC/Presentations/sample%20named%20space_2017.pdf;

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjJkZ-w7LH0AhWXj3IEHRjHCvQQFnoECAUQAQ&url=https%3A%2F%2Fuvapolicy.virginia.edu%2Fsites%2Fuvapolicy.virginia.edu%2Ffiles%2FDPA_Standard_Gift_Agreement_FEB09.doc&usg=AOvVaw0u5Li4MxAJ1-8DCC2wLZ0G

https://www.councilofnonprofits.org/tools-resources/gift-acceptance-policies

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjv7sHM77H0AhXcQzABHbZ4DGkQFnoECAkQAQ&url=https%3A%2F%2Ffoundation.ucf.edu%2Ffile%2Fpolicies%2Fexecutive-and-administration%2F6.07-Gift-Acceptance-Policy.pdf&usg=AOvVaw3MtlZxY9oQ1b9IWsoRcIhB

Naming Policies and Procedures

Naming a NARST internal entity or NARST effort is a significant honor. The purpose of these policies is to define the scope, standards, responsibilities, and procedures for charitable gift and honorific naming opportunities.

The general guidelines in section I and section II pertain to both types of naming opportunities and renaming, in circumstances in which it occurs.

Section I: General Principles
In considering the naming of a NARST entity or effort, the following shall apply:

- The naming must be consistent with the NARST mission and values
- The naming reflects a fundamental understanding and appreciation of NARST and its work
- The naming represents the highest standards and ideals advanced by NARST

Section II: General Guidelines
I.   No commitment regarding naming shall be made to a donor or a non-donor honoree prior to approval of the naming proposal.

II. The proposal and record of the action taken shall be maintained in the permanent archives (e.g., NARST Board community space on the NARST website).

III. Each eligible proposal for naming shall be considered on its merit, not because it meets a predetermined financial or non-financial goal, and attention given to the short-term and long-term appropriateness of naming.

IV. All proposals shall be submitted in writing to the Executive Director.

V.   For all naming opportunities, the Naming Committee (described in Section IV of this document) shall generate a call that shall be distributed to the NARST membership. At a minimum, the call a) describes the naming opportunity, b) lists any eligibility requirements (e.g., minimum donation amount, honoree status), c) includes a link to the Naming Policies and Procedures document, d) describes the criteria for selection, and e) explains nomination and selection processes.

VI. When a naming in recognition has been approved, the name will generally be effective for the useful life of the entity named, unless noted otherwise in any related agreements.

VII. If an entity must be replaced or repurposed, it may be renamed, subject to the specific terms and conditions in agreements related to the prior naming action.

VIII. NARST reserves the right to terminate its obligation of a naming if the NARST Board determines
- A. the naming causes damage to the organization's reputation
- B. the naming is inconsistent with the organization's values
- C. terms of the naming agreement have not been fulfilled by other parties in the case of a charitable gift naming.

Section III: General Scope
The Naming Policies and Procedures pertain to all naming aspects in NARST. Naming opportunities can include the naming of:

- physical spaces or elements of spaces (e.g., NARST webpages)
- collections (e.g., NARST webinar series)
- seminars, symposia, panels, and other related events
- awards

- scholarships and travel awards
- institutes or programs (e.g., Sandra Abell Institute)
- other new initiatives

Section IV: Naming Committee

The Naming Committee is responsible for managing the processes related to naming opportunities and presenting information to the NARST Board for its deliberation and determination. If issues emerge during this process, the Committee should elicit as needed professional/ technical guidance internal and external to NARST, including legal counsel which can only be initiated by the NARST President.

The Naming Committee will consist of the Immediate Past President (chair), Board Liaison affiliated with the Awards Committee, Board Liaison affiliated with the Publications Advisory Committee, Board Liaison affiliated with the Equity and Ethics Committee, and Board Liaison affiliated with the Research Committee. The Executive Director will serve as an ex officio member.

Section V: Charitable Gift Naming Opportunities

Charitable gifts associated with a naming opportunity must be addressed in the gift agreement with a review of the agreement by legal counsel, as appropriate and as initiated by the NARST President. These naming opportunities must adhere to the General Principles articulated in section I and General Guidelines stated in section II of this document.

I. In reviewing proposals for this type of naming opportunity, consideration shall be given to the following:
   a. the eminence, reputation, and integrity of the individual or entity whose name is proposed (investigations would be confidential and results shared with the Board)
   b. the quality and longevity of the proposed naming individual or entity's relationship with NARST
   c. the significance of the proposed gift as it pertains to the success or improvement of the named entity or effort in advancing NARST
   d. the urgency for the named entity or effort
   e. the need or support for the named entity or effort
   f. the gift amount shall cover the total cost of operating and sustaining the entity or effort over time because the name designation is in effect for the useful life of the entity or effort

II. The nature of the naming opportunity and the duration of the naming should be considered when setting minimum gift levels. Generally, naming exists for the useful life of the named entity, but time limits can be designated. The Naming Committee shall adjust minimum levels for inflation and other events at least once every three years and present to the NARST Board for approval.

Named Entity	Minimum Gift	Naming Duration
Physical spaces or elements of spaces	$1,200	One calendar year
Conference Sessions (symposia, panels, and other related meetings	$1,000 $12,000	One annual meeting 12 annual meetings
Awards	$25,000 payable over five years	Usefulness of entity
Scholarships and travel awards	$25,000 payable over five years	Usefulness of entity
Institutes or programs	$50,000 payable over five years	Usefulness of entity

Section VI: Honorific Naming

This naming opportunity honors individuals or entities that have made extraordinary and long-lasting contributions to the field of science education and have rendered distinguished and exceptional service and leadership to NARST. Their excellence warrants such a unique recognition. Anyone who has been sanctioned at any time by an institution or NARST for inappropriate behavior is ineligible for consideration. These naming opportunities must adhere to the general principles articulated in section I and general guidelines stated in section II.

Section VII: Determinations and Recognitions

The Naming Committee presents information with the Committee's commentary to the NARST Board for its deliberation and action. The approval for naming a NARST entity will require a unanimous vote of the NARST Board. Upon approval, the NARST Board shall distribute an announcement to the NARST membership.

Section VIII: Policy Revisions

The Executive Director or Naming Committee shall initiate a review of this policy at least once every five years with a more frequent review recommended as needed.

*Sources: https://ucanr.edu/sites/ucanr/Development_services/UC_gift_acceptance_policies/; https://policies.uni.edu/803; https://www.bu.edu/policies/boston-university-gift-acceptance-and-naming-policy/;

NARST Investment Policy Statement

Purpose

The purpose of this investment policy statement (IPS) is to establish the principles and objectives of investments for the National Association for Research in Science Teaching (NARST) and the process by which investments are determined and administered. This document shall apply to the NARST Board of Directors, Executive Director, and Finance Committee and Management Company, as well as all Investment Advisors (language used in Bylaws) hired to assist with the management of NARST funds. This IPS is designed to ensure that funds are available to meet NARST's needs and to continue its operations, and secure future sustainability in a financially prudent manner.

Fiduciary Responsibility

Fiduciary responsibility for the safekeeping, administration, and investment management for NARST's monies shall be provided by the Board of Directors. As fiduciaries, Board members must act with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims (See for example, the "Prudent Investor Rule" https://www.investopedia.com/terms/p/ prudent-investor-rule.asp). The fiduciaries must comply with existing and future applicable State and Federal laws and regulations. In addition, the Board members as fiduciaries must act for the purpose of providing benefits to the NARST membership and the community as its primary beneficiary. The fiduciaries also must act in accordance with the terms of this IPS.

Delegation of Authority

The Board hereby delegates the Finance Committee, chaired by the Treasurer, to implement and maintain this Investment Policy as directed by the Board. The Finance Committee shall be assisted in implementing and maintaining this Investment Policy by NARST's Executive Director, Investment Advisor, and Management Company.

Conflict of Interest

Any person or organization involved in the oversight or management of NARST's monies should adhere to NARST's conflict of interest guidelines as stated in NARST's Policies and Procedures Manual.

Guiding Principles

The fundamental fiscal principles underlying this IPS are to:

1. Preserve principal;
2. Maintain sufficient liquidity to meet cash needs;
3. Develop and maintain a clear investment strategy that provides reasonable growth through diversification for the purpose of minimizing investment risk;
4. Optimize investment income/returns subordinate to the above criteria.

NARST Funds

For the purposes of meeting the above principles, NARST monies shall be divided into three separate pools as follows:

Operating Fund (checking or operating accounts): Provides sufficient cash to meet immediate financial obligations. These monies should generate income, not growth, and the typical utilization of these monies will be in days, weeks or a few months. Liquidity and safety are primary concerns for this pool of money.

Contingency Fund (short-term investments): Provides monies not needed immediately but that may be needed to meet expenses occurring as a result of unanticipated shortfalls or activities. The investment horizon for these monies may be counted in months or a few years. A balance among safety, liquidity, and growth is preferred. Horizon refers to the total length of time that an investor expects to hold a security or a portfolio (Source: https://www.investopedia.com/terms/i/investment_horizon.asp)

Endowment Fund (long-term investments): Provides financial stability during difficult financial times or provides support for extraordinary non-recurring projects. The investment horizon for these monies is typically measured in years, with the goal being growth.

With the approval of the Board, monies in the above Funds may be used to secure a line of credit.

Risk Tolerance and Diversification

NARST recognizes that higher returns involve higher volatility and has indicated a willingness to tolerate some volatility in order to optimize the total return of NARST monies. NARST's Funds will be managed in a manner that seeks to minimize principal fluctuations over the established investment horizon and that is consistent with stated objectives. Risk shall be evaluated in terms of the total portfolio, not each individual investment.

To minimize risk, NARST's investments should be well diversified across asset classes, economic sectors, industry groups and individual securities as allowed by the target asset allocation of each Fund. NARST will seek guidance from its Investment Advisor in terms of such issues as diversification by value and growth stocks, by industry type, and by domestic and international markets.

Investment Philosophy

NARST subscribes to a socially responsible approach to investing. As a general matter, NARST should not invest in individual companies with egregiously anti-labor policies or deficient educational, health and safety records. Nor should NARST monies be invested in companies that do not have policies against discrimination regarding race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, age, disability, and genetic information (Source: https://www.eeoc.gov/ employers/small-business/3-who-protected-employment-discrimination). Likewise, NARST investments should avoid companies that derive 10% or more of their earnings from the manufacture of tobacco, weapons or ammunition, or are substantially involved in the production and distribution of fossil fuels.

General Procedures

The following procedures ensure that this IPS is consistent with the mission of NARST and accurately reflects the current financial condition.

1. In consultation with the Executive Director, the Finance Committee will make recommendations to the Board for the hiring, maintaining, or replacing of an Investment Advisor. Following the hire of an inaugural Investment Advisor, Board hire/fire decisions will be informed by the following activities:
   i. The Finance Committee will monitor the performance of the Investment Advisor on an ongoing basis.
   ii. The Personnel Committee will conduct formal reviews of the Investment Advisor every three years.
   iii. Upon approval of the Board, the evaluation process will be incorporated into the NARST Policies and Procedures. The evaluation process will be informed by the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and other such laws and regulations that may apply now or in the future to the work of investment professionals.
2. In consultation with the Treasurer and Investment Advisor, minimally on an annual basis, the Executive Director will facilitate determination of specific guidelines for the Operating, Contingency, and Endowment Funds. Such guidelines shall include, but not be limited to, the following:
   i. Target allocations (i.e., dollar amounts) for the Operating and Contingency Funds. Specification of the cash balance necessary for the Operating Fund will take place with each review of the NARST budget. Monies in excess of those required for operations and short term needs will be allocated to the Endowment Fund.
   ii. Target asset allocations for the three Funds, including allowable and prohibited assets and transactions as appropriate.
   iii. Acceptable asset classes and ranges for the Endowment Fund.
   iv. Procedures for transferring monies among the Operating, Contingency, and Endowment Funds, and for rebalancing assets within the Endowment Fund.

3. The Investment Advisor will oversee the purchase and sale of investments based on guidelines and restrictions set forth in this IPS and accompanying documents (e.g., the Fund guidelines referenced in #2 above).
4. The Investment Advisor will prepare and present to the Finance Committee and Executive Director quarterly summary investment reports, monthly statements of holdings and account activity, and other reports deemed appropriate. In consultation with the Treasurer and Executive Director, the Investment Advisor will determine reporting guidelines appropriate for NARST's Operating, Contingency, and Endowment Funds.
5. The Executive Director and Treasurer will review monthly statements, quarterly investment reports, and other reports as appropriate. The Finance Committee will review all NARST investments at least semi-annually. The Treasurer will present an annual investment report to the Board at its Fall meeting.
6. This Investment Policy shall be reviewed annually by the Finance Committee and Executive Director. Recommendations for revisions will be made to the Board for their approval.

Custody and Safekeeping

NARST shall, at all times, utilize a third-party custodian for the safekeeping of its assets. The third-party custodian shall be responsible for the settlement, transfer and reporting of assets. At no time should NARST's selected Investment Advisor act as both a custodian and advisor/broker to NARST.

Benchmarks and Performance Management

Investment return is to be measured in a manner consistent with NARST guidelines and as issued by the Global Investment Performance Standards (GIPS) or, if differently as NARST specifically directs in writing. Investment returns will be reported quarterly. This review will examine the NARST's portfolio's total return and that of the separate asset classes or funds that comprise the portfolio. Performance is to be compared to all relevant benchmarks. To aid in the evaluation of portfolio trends, returns will be evaluated each quarter, year to date, end of year, three-year cycle, and since inception. All asset classes should be compared to their relevant benchmarks and the benchmarks should remain consistent from reporting period to reporting period.

Exceptions

The NARST Board of Directors may, from time to time, approve exceptions to this IPS. Approved exceptions must be written and include the following information: the specific exception to be allowed, the rationale for the exception, the date the exception is effective, and the date the exception will terminate. Approved exceptions shall be added as addenda to this IPS.

Investment Policy Review

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this document, the NARST Board of Directors shall review this Investment Policy Statement every five years. In the years in which it occurs, this review will supplant that done by the Finance Committee and Executive Director.

Acceptance and Authorization

This statement of investment policy is adopted on October 16, 2021 by the NARST Board of Directors. The NARST Executive Director is authorized to sign this policy document on behalf of the NARST Board of Directors.

Guidelines for the Selection of NARST's Investment Advisor

NARST has the responsibility of monitoring the investment activities and performance of the Investment Advisor. NARST's Investment Advisor shall have a fiduciary duty (the highest standard of care) to advise NARST and prudently manage NARST's funds in accordance with the best interests of NARST and the community it serves, and State and Federal regulations. Accordingly, NARST shall monitor adherence of the Investment Advisor to the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and other such laws and regulations that may apply now or in the future to the investment of the NARST monies.

Selection Process

Using the information below, in consultation with the Executive Director the Finance Committee shall identify appropriate candidates for the position of NARST's Investment Advisor and make a recommendation to the Board for hiring said individual.

Qualifications

An Investment Advisor (IA) will be hired to assist in the management of NARST's monies. The IA may be independent or affiliated with a broker-dealer firm. Candidates will be evaluated according to the following criteria:

- Registered with the U.S. Securities and Exchange Commission (SEC).
- Provides a reasonable and transparent fee structure. Typical fees are 1% of assets under management and may decline as the value of the assets exceeds $5 million.
- Provides a copy of Form ADV, Parts I and II, to NARST for review prior to engagement.
- Shall not have any pending or finalized disciplinary actions by any government regulator.

Roles and Responsibilities

The IA is responsible for assisting NARST in formulating an appropriate investment policy based on the needs, objectives, and risk profile stated in NARST's Investment Policy Statement. The IA does not have the ultimate authority to use NARST's monies without permission from the NARST Board or its designee(s) such as the Finance Committee and Executive Director.

Specifically, the Investment Advisor shall be responsible for:

- Assisting NARST's Executive Director and Treasurer with determining specific guidelines for the money pools described in NARST's Investment Policy Statement (i.e., the Operating, Contingency and Endowment Funds);
- Preparing for and presenting to the Finance Committee and Executive Director quarterly summary investment reporting, a monthly statement of holdings and account activity, and other reports deemed appropriate;
- Requesting and obtaining approval from the Finance Committee and Executive Director for all major sales and purchases with the definition of "major" to be developed collaboratively among the Investment Advisor, Executive Director and Treasurer.
- Communicating all transactions of major sales and purchases to the Finance Committee and Executive Director within a week of the transaction date;
- Identifying and selecting specific investments and managers (as appropriate) within each asset category;
- Managing allocations to specific investments and managers (as appropriate);

- Monitoring the performance of all selected asset categories, investments, and managers (as appropriate);
- Periodically reviewing the appropriateness of the investments and managers of the NARST's portfolio;
- Meeting with the NARST Board of Directors at least once a year at the Fall Board meeting, and at other times deemed necessary at NARST's request; and
- Recommending and implementing changes to any of the above.

The IA must keep all necessary documentation current and provided to the Finance Committee and Executive Director. The NARST Executive Director shall notify the IA of authorized individuals. The NARST Executive Director also shall immediately notify the IA of any changes in personnel or responsibilities.

APPENDIX

NARST

A Worldwide Organization for Improving Science Teaching and Learning through Research

NARST HANDBOOK

Approved by the Board

19 October 2012

Revised: April 2013, October 2013, April 2014, February 2016 and February 2021

Table of Contents

Awards Committee

The Awards Committee consists of Chairs and co-chairs of the subcommittees responsible for award selections and would be convened by the Board Liaison when work and communication is needed across the sub-committees. At least two members on each subcommittee should be international NARST members. When needed to work or communicate across the Sub-Committees, the Board liaison may convene the Chairs and Co-chairs of the Sub-Committees as the Awards Committee. For example, the Board Liaison may convene the Sub-Committee leadership as the Awards Committee to decide how to use the one administrative session per Committee or to use the funds allotted per Committee.

Early Career Research Award Selection Committee

Call for Nominations

Nominations are invited for the NARST Early Career Research Award**.**

The NARST Early Career Research Award acknowledges contributions to science education through research by individuals during the five years immediately following receipt of the doctoral degree. To qualify for the award this year, the nominee must have received the doctoral degree on or after January 1. *All NARST members are encouraged to consider nominating an eligible and deserving early career member*. Self-nominations are not accepted.

The following supporting material must accompany nominations for the award

      a) a letter of nomination, which discusses the nominee's impact on the field,

      b) the nominee's vita,

      c) a two-page summary of the nominee's research interests, prepared by the nominee,

      d) three of the nominee's best papers, and

      e) three letters of support to be sent separately.

Six NARST committee members review each candidate independently. If you are interested in seeing the rating sheet that is used in this process, please request it from the Committee Chair.

Nomination materials should be sent to XXXXXXX at the address below no later than November 15.

Nominee Record Rating Sheet

Nominee _____

I. Submitted Papers

Paper 1 Title: _____	Low				High
Intellectual Quality of Scholarship	**1**	**2**	**3**	**4**	**5**
Quality of Theoretical Foundations	**1**	**2**	**3**	**4**	**5**
Methodological Rigor	**1**	**2**	**3**	**4**	**5**
Creativity/Innovation	**1**	**2**	**3**	**4**	**5**

Paper 2 Title:

	Low				High
Intellectual Quality of Scholarship	**1**	**2**	**3**	**4**	**5**
Quality of Theoretical Foundations	**1**	**2**	**3**	**4**	**5**
Methodological Rigor					
Creativity/Innovation	**1**	**2**	**3**	**4**	**5**

Paper 3 Title:

	Low				High
Intellectual Quality of Scholarship	**1**	**2**	**3**	**4**	**5**
Quality of Theoretical Foundations	**1**	**2**	**3**	**4**	**5**
Methodological Rigor					
Creativity/Innovation	**1**	**2**	**3**	**4**	**5**

Comments on Quality of the Papers:

II. Other Indicators (Vita Review)

	1	2	3	4	5
Prominence of Journals in Which Published	1	2	3	4	5
Quantity of Publications	1	2	3	4	5
Research Conference Presentations	1	2	3	4	5
Research Grant Awards	1	2	3	4	5

Comments on Other Indicators:

III. Nomination Letters

	0.5	1.0	1.5	2.0	2.5
Nominee's Letter	0.5	1.0	1.5	2.0	2.5
Support Letter 1	0.5	1.0	1.5	2.0	2.5
Support Letter 2	0.5	1.0	1.5	2.0	2.5
Support Letter 3	0.5	1.0	1.5	2.0	2.5

Comments on the Nomination Letters:

IV. Summary

Total Numeric Rating _____

Overall Rank

    Among Nominees _____

        (1st, 2nd, etc.)\

Outstanding Doctoral Research Award

Sample Call for Submissions

The NARST Outstanding Doctoral Research Award Selection Committee invites all current NARST members who completed a dissertation within the 15 months prior to September 15, [current year] to submit an expanded ten-page abstract to the committee for consideration for the [following year] NARST Outstanding Doctoral Research Award. Nominations are to be sought from as wide a field of candidates as possible to be inclusive of gender, age and ethnicity.

Judging will occur in two rounds. The first round of judging will be based on the ten-page abstract. From these, a small group of finalists will be asked to submit one unbound copy of the complete dissertation. The final decision of the committee will be based on the complete dissertation. The first round of judging will be completed in November and all applicants will be notified. The recipient will be announced at the awards luncheon at the [following year] Annual International Conference in [location].

The committee welcomes doctoral dissertations from all research perspectives. The ten-page abstract should be structured to describe clearly the following: (1) the purpose or objectives of the study; (2) conceptual/theoretical framework; (3) research approach/method; (4) data sources and methods of analysis; (5) findings or results; (6) conclusions and implications; and (7) significance of the study.

Judging in both rounds (for abstracts and dissertations) will be based on the following three central questions: (1) Is the question being asked of importance to the community of science educators? (2) Are the research approach and its implementation thorough and appropriate for the research question(s)? and (3) Are the results and conclusions appropriate for the context of the study? Specific criteria considered in relation to these questions include: the significance of the research problem/area; conceptual/theoretical background; thoroughness of the research approach and methods; identification of conclusions/outcomes and their implications for science education; clarity and coherence of communication; and overall originality or creativity. In the past, successful applicants have been those able to make a case for the significance of their study to the science education community as a whole; and/or who convinced the reviewers of the originality of the questions asked or methods employed.

Submission Procedure: Persons wishing to be considered for the award must submit an e-mail with the following attachments (in pdf format): (1) one file containing a ten-page, double-spaced abstract (margins are limited to 1 inch all around using 12 cpi font); (2) one file containing a five page abbreviated bibliography; (3) one file containing a cover sheet which includes the author's name, address where they can be reached through December, [current year]), e-mail address, telephone and fax numbers, title of the study, the name and address of the institution where the dissertation was completed, a list of the members of the dissertation committee, and the date the dissertation was passed. The cover sheet should be signed by the major advisor/professor/supervisor or chair of the dissertation committee. An electronic signature is acceptable. Alternatively, the dissertation supervisor/director can send an e-mail to the Chair of the Outstanding Doctoral Research Award Selection Committee endorsing the application and attesting to the accuracy of the information provided in the application. (Note: The title of the study should appear on the first page of the abstract, but the author's name and other identifying information should appear ONLY on the cover sheet.)

The Chair of the Outstanding Doctoral Research Award Committee must receive an email with all three attachments including major advisor's signature, at *e-mail address* no later than September 15. We regret

that the committee will be unable to consider incomplete or late applications. Questions regarding this award should be e-mailed to the Chair of the Committee at e-mail address.

NARST Outstanding Doctoral Research Award

Criteria for Judging

Please read each dissertation/abstract using the following criteria to make your evaluation. Each criterion is worth ten points (i.e., 10 is the highest possible score). Record your ratings for each dissertation/abstract on the rating sheet. Return the ratings sheets and any comments to the Chair of the Committee by the due date.

1.	Significance of the Research Problem	How important or critical is the research problem to the science education community and/or the education community at large? Does the study contribute significantly to the knowledge base in science education?
2.	Conceptual/Theoretical Background	Is the study embedded in theoretical constructs? Does the study fit or reinforce the belief system that underlies the paradigm, which the research follows?
3.	Research Approach	Is the research approach suitable to the question(s) asked (e.g. experimental, correlational, naturalistic, interpretive, ethnographic, historical, etc.)? Is the description sufficient to allow the reader to understand what was done? Are data gathering and data analysis procedures, and context of the study (e.g., sample, setting, description of culture, etc.) adequately described? Are the standards for judging the candidate's knowledge claims explicit, appropriate and well justified?
4.	Conclusions/Outcomes/Significance	Do the conclusions add to, refine, or refute the theoretical constructs? Are the conclusions valid and/or viable? Are they presented in a way that is meaningful to science educators? Are the implications of the study drawn clearly and well justified?
5.	Quality of Communication	Does the presentation of the dissertation demonstrate clarity, coherence, insightfulness, and incisiveness in communication? Is/are the genre(s) used throughout the dissertation appropriate and well justified?
6.	Originality/Creativity	Does the study break new ground? Does it involve risk-taking? Does it invite criticism?

PLEASE E MAIL YOUR RATINGS SHEETS TO [committee chair, give email address]

Rating Sheet for NARST Outstanding Doctoral Research Award

Reviewer‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗

Please rate each dissertation/abstract on each criterion using a ten-point scale in which 10 is highest and 1 is lowest. Each criterion is defined on the attached page.

stract ID	1. Signifi-cance	2. Background	3. Research Approach	4. Conclu-sions	5. Commun-ication	6. Origin-ality	Total (Max = 60)
01							
01	Comments:						
02	Comments:						

Sample Letter to Finalist for NARST Outstanding Doctoral Research Award

[Address]

Dear [give name],

Thank you very much for participating in the NARST Outstanding Doctoral Research Award process for the Year [current year]. The committee's judging of the abstracts is now completed and I am pleased to inform you that your dissertation has been selected as a finalist for the award.

The final judging of the dissertation award is made on the complete dissertation, therefore I request that you send one, single-sided, unbound copy of the dissertation to me at the address below. Please ensure that any information, which might identify you, is removed so that judging is anonymous. I will arrange for copies to be made and sent to the committee members. In order to give me time to do this, and to allow the committee time to complete its deliberations, I need to have the copy of your dissertation by [date of deadline]. Please respond to me at once by email confirming that you have received this letter and that you intend to send your dissertation to arrive by the due date

The recipient will be announced at the awards luncheon at the [following year] NARST Annual International Conference in [location], although when the judging process is complete, you will be informed of the result.

Please accept my congratulations for being selected as a finalist for this award and I look forward to receiving the copy of your dissertation.

Yours sincerely,

Signed

Chair, NARST Outstanding Doctoral Research Award Selection Committee

Please send a copy of your unbound dissertation to the address below, to arrive by [give date]

Place name of Chair, address and contact details here

Sample Letter to Non Finalist for NARST Outstanding Doctoral Research Award

[Address]

Dear [name],

Thank you very much for participating in the NARST Outstanding Doctoral Research Award process for the Year [current year].

The committee's judging of the abstracts is now complete and I am sorry to inform you that your dissertation has not been selected as a finalist for the award. The judging process was very thorough and all abstracts received ratings that indicated they were of high quality. We are very pleased to see such high quality research being carried out by NARST members.

On behalf of the Committee, I thank you for your participation in the judging process and wish you the very best of good fortune in your future career.

Yours sincerely,

Signed

Chair, NARST Outstanding Doctoral Research Award Selection Committee

NARST Distinguished Contribution to Science Education through Research Award Nominees

NARST seeks to improve science education through research. To this end, NARST desires to recognize and reward individuals who have made significant contributions to science education through research. Contributions may be of several types including, but not limited to empirical, philosophical or historical research, evaluative studies, policy-related research, and studies reflecting new techniques to be applied in research.

The recipient of the Award should have contributed over a period of at least 20 years since the award of his or her doctorate. This award is the highest recognition NARST can bestow for contributions to science education through exemplary, high quality research.

Nominations are due not later than 30 August xxxx to the address below.

All members are encouraged to consider nominating a leading figure in science education research for this award. Self-nominations are not permitted.

Please note that the award will be made to an individual who over a period of at least 20 years has:

a) made a **continuing contribution** to science education through research;

b) provided **notable leadership** in science education through research; and

c) had **substantial impact** on science education through research.

All that is necessary to start the nomination process is for a NARST member to send a name or names with no more than a one-page letter supporting the nomination of the person.

Please send the names of nominees to the Chair of the Committee by e-mail.

NARST Outstanding Doctoral Research Award

The NARST Outstanding Doctoral Research Award Selection Committee invites all current NARST members who completed a dissertation within the 15 months prior to September 15, xxxx to submit an expanded ten-page abstract (in PDF format) to the committee for consideration for the xxxx NARST Outstanding Doctoral Research Award. Submissions are sought from as wide a field of candidates as possible, inclusive of gender, age, and ethnicity.

Judging will occur in two rounds. The first round of judging will be based on the ten-page abstract. From these, a small group of applicants will be asked to submit one copy (in PDF format) of the complete dissertation. The final decision of the committee will be based on the complete dissertation. All applicants will be notified of their status after the first round of judging is completed in early November. The recipient will be announced at the awards luncheon at the xxxx NARST Annual International Conference in yyyyy.

The committee welcomes doctoral dissertations from all research perspectives. The ten-page abstract should be structured to describe clearly the following: (1) purpose or objectives of the study; (2) conceptual/theoretical framework; (3) research approach/methods; (4) data sources and methods of analysis; (5) findings or results; (6) conclusions and implications; and (7) significance of the study. It is suggested that nominees model their abstracts after conference proposals submitted for NARST: Abstracts should foreground rationale, methods, and results.

Judging in both rounds (for abstracts and dissertations) will be based on the following three central questions: (1) Are the research question(s) being asked of importance to the community of science educators? (2) Is the research approach and its implementation thorough and appropriate for the research question(s) asked? And (3) Are the results and conclusions appropriate for the context of the study? Specific criteria considered in relation to these questions include: The significance of the research problem/area; conceptual/theoretical background; thoroughness of the research approach and methods; identification of conclusions/outcomes and their implications for science education; clarity and coherence of communication; and overall originality or creativity. In the past successful applicants have been those who were able to make a case for the significance of their study to the science education community as a whole and/or who convinced the reviewers of the originality of the questions asked or methods employed.

Submission Procedure: An all-electronic submission process will be used. Persons wishing to be considered for the award should submit an e-mail with the following three attachments (in PDF format): (1) one file containing a ten-page, double-spaced abstract (margins limited to one inch all around using 12 cpi font); (2) one file containing a five-page abbreviated bibliography; (3) one file containing a cover sheet which includes the author's name, address where they can be reached through December of that year, e-mail address, telephone and fax numbers, title of the study, the name and address of the institution where the dissertation was completed, a list of the members of the dissertation committee, and the date the dissertation was passed. This cover sheet should be signed by the major advisor/professor/supervisor or chair of the dissertation committee. An electronic signature is acceptable.

Alternatively, the dissertation supervisor/director can send an e-mail to the Chair of the Outstanding Doctoral Research Award Selection Committee endorsing the application and attesting to the accuracy of the information provided in the application. (Note: The title of the study should appear on the first page of the abstract, but the author's name and other identifying information should appear ONLY on the cover sheet.)

The Chair must receive an email with all three attachments at *xxxx* no later than September 15, yyyy. We regret that the committee will be unable to consider incomplete or late applications. Questions regarding this award should be e-mailed to the Chair of the Committee.

Early Career Research Award: Submission Invitation

The NARST Early Career Research Award acknowledges contributions to science education through research by individuals during the five years immediately following receipt of the doctoral degree. To qualify for the award this year, the nominee must have received the doctoral degree on or after January 1, (xxxx -5 years). All NARST members are encouraged to consider nominating an eligible and deserving early career member.

The following supporting material must accompany nominations for the award:

a) a letter of nomination that discusses the nominee's impact on the field;

b) the nominee's vita;

c) a two-page summary of the nominee's research interests, prepared by the nominee;

d) three of the nominee's best papers; and

e) two additional letters of support to be sent separately.

Nomination materials should be received by the Committee, sent to Committee Co-chair at e-mail address no later than October 15, xxxx.

All-electronic packages (including PDF files of all the above mentioned documents) can be e-mailed to the Committee Chair. Hard copy packages can also be mailed to the Committee Chair at the following address:

Note: Eight committee members review each candidate independently. The rating sheet that is used in this process follows below:

NOMINEE RECORD RATING SHEET FOR EARLY CAREER RESEARCH AWARD

NARST

Assessor _____

Nominee _____

I. Submitted Papers

Paper 1 Title: _____

	Low				**High**
Intellectual Quality of Scholarship	**1**	**2**	**3**	**4**	**5**
Quality of Theoretical Foundations	**1**	**2**	**3**	**4**	**5**
Methodological Rigor	**1**	**2**	**3**	**4**	**5**
Creativity/Innovation	**1**	**2**	**3**	**4**	**5**

Paper 2 Title:

_____

Intellectual Quality of Scholarship	**1**	**2**	**3**	**4**	**5**
Quality of Theoretical Foundations	**1**	**2**	**3**	**4**	**5**
Methodological Rigor	**1**	**2**	**3**	**4**	**5**
Creativity/Innovation	**1**	**2**	**3**	**4**	**5**

Paper 3 Title:

_____

Intellectual Quality of Scholarship	**1**	**2**	**3**	**4**	**5**
Quality of Theoretical Foundations	**1**	**2**	**3**	**4**	**5**
Methodological Rigor	**1**	**2**	**3**	**4**	**5**
Creativity/Innovation	**1**	**2**	**3**	**4**	**5**

Comments on Quality of the Papers:

II.   **Other Indicators (Vita Review)**

Prominence of Journals in Which Published	1	2	3	4	5
Quantity of Publications	1	2	3	4	5
Research Conference Presentations	1	2	3	4	5
Research Grant Awards	1	2	3	4	5

Comments on Other Indicators:

III.   **Nomination Letters**

Candidate's Statement	0.5	1.0	1.5	2.0	2.5
Nominee's letter		0.5	1.0	1.5	2.0	2.5
Support Letter 1		0.5	1.0	1.5	2.0	2.5
Support Letter 2		0.5	1.0	1.5	2.0	2.5

Comments on the Nomination Letters:

IV.   **Summary**

Total Numeric Rating   _____

Overall Rank

NARST Fellows Award Program
(updated July 2021)

Rationale

The NARST Fellows Award Program is an award that honors and recognizes the work of a NARST member that has made an exceptional impact in science education. The emphasis is on translational scholarship, wherein scholars extend the boundaries of traditional research and service in order to impact formal and informal science education. Through this award program, we celebrate work that makes a difference in the lives of children, teachers, and communities at local, national and international levels.

The NARST Fellows will be a current and active member of the NARST community. The award, which will honor and recognize the work of scholars who make exceptional impact in science education, will simultaneously provide opportunities for NARST members to engage in service to NARST and the broader science education and education community through (a) NARST Fellows Society (b) Mentoring (c) Advisory Roles, and (d) Fellows Award Subcommittee.

Who is a NARST Fellow?

To be eligible for recognition as a NARST Fellow, members must meet the following criteria:

(a)   Current and active NARST membership of at least 10 years
(b)   Evidence of service to NARST
(c)   Evidence of leadership and/or service in science education (e.g., service and leadership through collaborations with schools and other community organizations, application of research in practice, orientations of science education in the community, professional development, social justice and inclusive science education, international service)
(d)   Evidence of translational impact in science education (e.g., development of new ideas, illumination of novel areas, pursuit of a line of work, robust dissemination)

Nomination Process

We encourage you to nominate a qualified colleague for this prestigious award. The nominee should be and have demonstrated

•   A current and active member of NARST for a minimum of 10 continuous years
•   Consistent attendance and participation at NARST conferences
•   Significant and excellence in contributions to science education research
•   Significant and excellence in service to NARST, the profession, and the science education community

The nomination process is described below:

- The nominator must write a two-page letter of nomination addressing the selection criteria. A nominator can only nominate one person per cycle
- Append a 10-page abbreviated CV of the nominee with the letter
- A statement (max: 3 pages) that describes the impact and transformative work of the nominee. The statement should be written by the nominee
- Two additional letters of support discussing the contributions of the nominee's work. (A letter writer may write only one letter of support for the nominee)
- The nominee should submit all of the above as one pdf document to the Chair/Co-Chair of the NARST Fellows Subcommittee

The completed package will be reviewed by the NARST Fellows Subcommittee.

*Incomplete packages will not be accepted.

Nomination Materials

The complete nomination package contains:

- A letter of nomination. The letter is written by the nominator addressing the selection criteria.
- A 10-page abbreviated CV
- A statement of impact and transformative work (max: 3 pages) written by the nominee
- Two additional letters of support discussing the contributions of the nominee to the science education community (A letter writer may write only one letter of support for the nomination)

Timeline

- The first call for NARST Fellows nomination will be released by May 15. Second and third calls will be issued by June 15 and July 15 respectively. Due dates for submission of completed packages will be slated for August 1.
- Fellows will be announced in January, and will receive the title and award (Octavia/plaque)
- The Fellow status can be revoked for misconduct, breeches in professional ethics, or when the Fellow no longer merits the status. The revoking of the Fellow status requires a letter to the President of NARST and the NARST Board Liaison who passes the materials on to the Chair of the Fellow committee. Additional items may be requested to verify the request.

Criteria for Selection

What is the Translational Impact?

The ways in which scholarship is translated into concrete impact

- The type and nature of impact on the lives of people: to what extent is the work transformative and equitably consequential?

- The ways in which the work attend and address inequity and injustice: who were the most impacted people through the work, and how did the work contribute to promoting equity and justice?

What is the Depth of Impact?

- To what degree did the work change lives?
- How profoundly were lives changed?
- How enduring is the change?
- Sustainability of program development, commitment to working with community organizations, etc.

What is the Breadth of Impact?

- How many people are likely to be affected?
- How many units of an intervention were created? Distributed?
- How long-standing is the impact?

NARST Fellow Award Program Rubric
(**updated July 2021**)

Nominee: _____

Position: _____

Institution: _____

Email: _____

Phone: _____

Nominator: _____

Position: _____

Institution: _____

Nominee NARST membership: _____ (# of years)

Nominator NARST membership: _____ (# of years)

Review of Nominee's Package

Each of the categories will be rated on a scale of 1-5 (5 being highest). The criteria below will guide review of the nominee's package:

Criteria 1: <u>What is the Translational Impact?</u>

- The type and nature of impact on the lives of people: to what extent is the work transformative and equitably consequential?
- The ways in which the work attend and address inequity and injustice: who were the most impacted people through the work, and how did the work contribute to promoting equity and justice?

Criteria 2: <u>What is the Depth of Impact?</u>

- To what degree did the work change lives?

- How profoundly were lives changed?
- How enduring is the change?
- Sustainability of program development, commitment to working with community organizations, etc.

Criteria 3: <u>What is the Breadth of Impact?</u>

- How many people are likely to be affected?
- How many units of an intervention were created? Distributed?
- How long-standing is the impact?

To what extent do the nominator and other supporting letters align with the above criteria?

_____ Nominator Letter

Comments:

_____ Support Letter 1

Comments:

_____ Support Letter 2

Comments:

_____ Nominee Statement

Comments:

_____ CV

Comments:

Equity And Ethics Committee

Jhumki Basu Scholars Program
APPLICATION DEADLINE: OCTOBER 30

Purpose
As part of NARST's mission to broaden and diversify membership, the NARST Equity and Ethics (E & E) Committee offers a Scholars Program for members from underrepresented groups within the United States (see Eligibility #2 below). The program is designed to support and to nurture promising young scholars (advanced doctoral students, postdoctoral fellows, and junior faculty) from underrepresented groups. It is more than a financial stipend – it is intended to intellectually support the development of Scholars' programs of research. Scholars are required to participate in the NARST Pre-Conference Workshop to help them craft questions, strengthen their theoretical frameworks, and improve their research skills. Scholars are also invited to participate in other NARST events and to contribute to science education research, scholarship, and leadership more broadly.

Scholarships
Fifteen scholarships in the amount of $700 each are offered to defray expenses to attend the NARST Conference, and the Pre-conference Workshop offered by the NARST Equity and Ethics Committee. The scholarship to be used for conference-related expenses, which may include conference registration fee, air travel, lodging, and ground transportation. Calls for application will be sent to NARST members at the beginning of September. Applications will be due by the end of October. Scholarship recipients will be notified at the beginning of December.

Note: Awards are available to support members outside the U.S. through the NARST International Committee.

Eligibility
An applicant should meet the following criteria:

1. Member of NARST;
2. Member of an underrepresented group, as defined by the charge of the Equity and Ethics Committee as follows: "The Equity and Ethics Committee is responsible for providing leadership and guidance to the Association on issues of equity, including but not limited to gender, ethnicity, socioeconomic status, disabling conditions, sexual orientations, language and religion."
3. Advanced-level doctoral student or junior scholar within 6 years of completion of doctoral degree;
4. Attends or works at a US university at the time of application;
5. Agrees to participate in the NARST Pre-conference Workshop offered by the Equity and Ethics Committee
   Note: Recipients of the previous year's NARST Jhumki Basu Scholars Program are not eligible. Members may re-apply more than once, but may not receive the award in two consecutive years.

Application

Information about this Scholars Program, along with the application form, is available on the NARST website (http://www.narst.org/applications/scholarships.cfm). Applicants must include the following in their application: (a) the application form, (b) a 2-page vitae, and (c) a 2-4 double spaced statement of research interests.

Please combine these three application materials into **one** Word or PDF file. Submit your document electronically to Chair(s) of the Equity and Ethics Committee, no later than **October 30 20xx**:

name

email:

phone:

It is the responsibility of the applicant to ensure that the application is complete and that it has been received. There could be problems in email communication. The Chair(s) will notify the applicant electronically when the application is received. Please keep this email communication for your records.

Selection

The Equity and Ethics Committee will select scholars by consensus based on the merit and need of applicants. Selection will favor first time applicants. Further, selection will favor those who demonstrate that: (a) their personal backgrounds as members of underrepresented groups can provide unique insights about science teaching and learning among students traditionally marginalized in science education, (b) their research and scholarship will contribute to the knowledge base on equitable educational opportunities and science achievement among marginalized students, and (c) their work will contribute to the diversity-related mission and goals of NARST (see http://narst.org). These points should be addressed in the 2-4 page statement of research interests. Finally, selection will favor applicants who will attend the Pre-conference Workshop and present at the 20XX NARST Conference.

To protect the anonymity and integrity of the selection process, the Chair(s) of the Equity and Ethics Committee will:

- Solicit, collect, and blind the applications;

- Not engage in the review of the candidates or cast votes for recipients, including in the case of a tie;
- Distribute and synthesize the recommendations of the sub-committee members who   review the applications;
- Report to the NARST Board of Directors and the applicants regarding final awardees and alternates. Any member of the NARST Equity and Ethics Committee applying for the scholarship will be excluded from **the selection** sub-committee and the selection process.

NARST ANNUAL CONFERENCE

Jhumki Basu Scholars Program Application Equity and Ethics Committee
APPLICATION DEADLINE: OCTOBER 30

Contact Details	
Last name:	
First name:	
Email address:	
Institution:	
Institution address:	
Mailing address:	
Telephone number:	
Fax number:	
Current Status	
□ Yes □ No	Are you a science education graduate student studying in the US.
□ Yes □ No	Are you a science education scholar within six years of completion of Ph.D. and working in the U.S.
□ Yes □ No	Will you receive other financial aid to attend the 20XX NARST conference?
□ Yes □ No	Are you currently funded through a graduate assistantship, fellowship, or grant? If yes, specify the amount and duration of the funding:

Eligibility	
□ Yes □ No	Are you a current member of NARST?
□ Yes □ No	Do you attend or work at a U.S. university?
□ Yes □ No	Have you ever received a NARST Jhumki Basu Scholars Award? If yes, what year(s) did you receive the award?

	The year that you obtained (or will obtain) your doctoral degree:
□ Yes □ No	Did you submit a proposal(s) to the 20XX NARST Annual Conference? If yes, what is the title(s) of the proposal(s) you submitted? 1. 2. 3.
Yes □ No Have yet to hear	Has your proposal(s) to the 20XX NARST Annual Conference been accepted?
□ Yes □ No	Are you willing to participate in the Pre-conference Workshop offered by the NARST Equity and Ethics Committee?

Additional Information
The charge for the Equity and Ethics Committee is to provide *"leadership and guidance to the Association on issues of equity, including but not limited to gender, ethnicity, socioeconomic status, disabling conditions, sexual orientations, language and religion."* With the above charge in mind**, please describe your eligibility in one paragraph.**
Please merge this application form with the two additional documents listed below into one Word or PDF file. A curriculum vitae (maximum of 2 pages) describing your education, research, and work experiences in science education A statement of research interests and current research activities (2-4 pages, double spaced)
One must be a graduate student or have received their doctoral degree within the last 6 years to be eligible for this scholars program. Please have your advisor or department chair (electronically) sign below or send a separate email verifying this is indeed the case. Name of Graduate Advisor or Department Chair: Signature: Date:

Jhumki Basu Scholars Program Application Rubric

APPLICANT'S NAME:

SUMMARY SCORE

1	ELIGIBILITY	
2	PROMISE AS A SCHOLAR	

1. ELIGIBILITY

#	EVALUATION CATEGORY	POSSIBLE SCORE*	SCORE
1	Current NARST member93	1	
2	From an underrepresented group	1	
3	Advanced-level doctoral student or junior scholar (< 6 years PhD)	1	
4	Attends or works at a US university at time of application	1	
5	Will attend the pre-conference workshop	1	
		TOTAL SCORE	

(*) Possible scores: 0 = criterion is not met; 1 = criterion is met

APPLICANT'S PROMISE AS A SCHOLAR

#	EVALUATION CATEGORY	POSSIBLE SCORE**	SCORE
1	Personal background as a member of an underrepresented group can provide unique insights about science teaching and learning for students traditionally marginalized in science education	**2**	
2	Scholarship will likely contribute to the knowledge base on equitable educational opportunities and science achievement for marginalized students	**2**	
3	Scholarship will likely contribute to the diversity-related mission goals of NARST	**2**	
4	First time applicant	**2**	
5	Will present at NARST Annual Conference	**2**	
		TOTAL SCORE	

(**) Possible scores: 0 = Criterion is clearly not met; 1 = Criterion is not met yet, but within applicant's reach (case of doubt); 2 = Criterion is met

External Policy And Relations Committee

Affiliation Procedures

Becoming An Affiliate of NARST

Ultimately, The Board determines external organizations with which NARST is affiliated. The NARST President will inform the society of the results of the decision However, the External Policy and Relations Committee will evaluate all nominations for NARST to become an Organizational Member and make a recommendation to the NARST Board. Upon receiving a *Letter of Request* from a potential affiliate, the NARST Executive Director will forward the letter and documentation to the NARST President and the Board Liaison of the External Policy and Relations Committee. The External Policy and Relations Committee will review the documentation and will make a recommendation to the NARST Board of Directors. The application will be discussed at the next Board meeting, and any action items or further information needed from potential affiliate will be identified. If necessary, the External Policy and Relations Committee will convey information back to the petitioning organization, which will submit a revised *Letter of Request* and documentation. If necessary, the NARST Board of Directors will discuss the letter and documentation at the subsequent Board meeting or, if that is not possible, at another scheduled meeting, electronically, or via a conference call. After discussion and resolution of remaining issues, the NARST Board of Directors will vote on the request.

Appointing Designees

The NARST point of contact ("designee") for an affiliation may be a member of the NARST Presidential team. Alternatively, depending on specifics detailed within the Memorandum of Understanding, the point of contact may be a Board Member or a member of a NARST Standing Committee.

Affiliate Meeting(s)

The Affiliates Meeting (or meetings) will occur on an annual basis. The Affiliates Meeting(s) will take place via conference call, free video conferencing, or equivalent, or at the NARST Annual International Conference. Participants will include the NARST President (or other member(s) of the Presidential team), the NARST Executive Director, the Board Liaison and the chair(s) of the External Policy and Relations Committee, and Board Members representing other relevant NARST Standing Committees, as well as each of the designees from the Affiliates. A member of the NARST

Presidential team and the Board Liaison to the External Policy and Relations Committee will facilitate the meeting.

The meeting will focus on issues of importance pertaining to the affiliates. If the meeting occurs at the NARST Annual International Conference, whenever possible, arrangements will be made so that Affiliate representatives who are not able to attend the NARST Annual International Conference can participate without being physically present. The meeting will typically last no longer than three hours.

Affiliation Report and Regular Review of the Affiliation

The External Policy and Relations Committee (and, possibly, other committees) will review the Affiliation Memorandum of Understanding and the Affiliation Reports on a regular basis.

Disaffiliation (updated November 2021)

Disaffiliation will be accomplished through written notice and Board action.

1.   Written notice by initiating organization

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

   b. NARST may move to terminate an Affiliation relationship by submitting a letter from the NARST President to the Affiliate President citing related NARST Board action to initiate disaffiliation and the reasons for this request. In the case of disaffiliation, it is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.

2. Board Action

   a. The NARST Board of Directors must act on any disaffiliation request and on the resolution of any related business issues in order to confirm and effect disaffiliation.

   b. The governing body of the disaffiliating organization must confirm such disaffiliation, and accommodate for this action in their records. Upon confirmation, the affiliation will be terminated. If confirmation does not occur within six months, then confirmation will be assumed and the affiliation will be terminated.

International Committee

The membership consists of 9-13 members including a Chair. The Board Liaison (the International Coordinator) is a Board Member elected by the members of NARST. The NARST President-elect appoints the other members of whom at least two must be International NARST members, with two to four members rotating out every year from their three years of service. The President and Executive Director also act as ex-officio members. In the third year of the International Coordinator's service on the Executive Board, a new International Coordinator is elected in the Board elections. We ask the exiting coordinator to serve as a liaison to the incoming International Coordinator for the next year as an ex officio, non-voting Board member.

Announcement to be posted on narst.org in October/November: (updated December 2021)

To NARST International Members:

The NARST International Committee is offering travel scholarships* to support the travel of PhD students and Early-career scholars within 10 years of completion of their PhD to travel to the NARST XXXX Annual Meeting to be held *(fill in details)* USA.

International members (scholars living and working outside of the USA) are invited to submit an application to the International Coordinator at ic.narst@gmail.com by January XX, 20XX.

*The amount of the scholarship varies depending on where the researcher lives and what activities are to be supported. Please review the application materials carefully for more details.

For the application form please visit *(insert link to application, shown below).*

NARST 20XX INTERNATIONAL COMMITTEE TRAVEL

(Virtual/Hybrid Conference Attendance)

SCHOLARSHIP APPLICATION (updated December 2021)

Last name:	First name:
Institution name:	
Institution address:	
Mailing address:	
Email:	

To qualify for the scholarship you must meet the following criteria:

1.   What is your NARST Membership #: _____

Current professional status (must comply with ONE of the following)

2.   I am a science education graduate student studying <u>outside</u> the USA. _____ Yes _____ No

I am a science education scholar within 10 years of completion of PhD and working outside the USA (*doctoral degree conferred on or after 20XX)

_____ Yes ____No

3.   Have you received a NARST scholarship in the past?   _____ Yes _____ No

If yes, in what year did you receive the scholarship and for which purpose/program was the scholarship awarded? _____

(*Guidelines stipulate that members are eligible for the IC Scholarship twice in a 10 year period*)

NOTE: students studying in the USA, Faculty or Researchers working in the USA, and Members of the International Committee are NOT eligible to apply.

Please estimate your budget for attending the virtual conference.	
Conference registration fee:	**Infrastructure to support virtual attendance** (*List item(s), such as headset, internet, etc. including a price for the item(s))*:
Please describe any additional funding you are guaranteed to receive in support of your travels to attend the 20XXAnnual (Virtual) NARST Conference. For example, will your institution cover the cost of conference registration, infrastructure (internet, headset) costs independent of this award? As the IC Awards are awarded based on both merit and need, we ask you to describe any additional support that you will receive outside of this IC Award. **There is not any institutional funding for conference attendance in my institution that I can cover my expenses.**	

Please attach <u>THREE</u> additional documents to your application materials that include:

<u>DOCUMENT 1</u>

    A. **<u>Provide a written statement</u>** (*maximum of 300 words*) answering the following questions:

➢ What is the nature of your participation in the 20XX NARST Conference (e.g. title of your presentation, symposium, poster etc.)?

➢ What benefits do you expect to gain from participating at the conference?

➢ How may your participation at the NARST XX at this conference benefit the goals for science education in your country?

➢ How might the international NARST community benefit from your contribution?

<u>DOCUMENT 2</u>

    B. **<u>Evidence of participation in NARST</u>** that include the following:

➢ Copy of your proposal acceptance email for the 20XX NARST conference.

➢ If you are not presenting, but are serving NARST membership in another way, please provide evidence to explain (e.g., serving on a committee, serving on the Board, etc.)

<u>DOCUMENT 3</u>

    C. **<u>Provide your curriculum vita</u>** (*maximum of 2 pages*) that includes the following:

➢ Education and professional experiences in science education,

➢ Contributions to the field of science education research both within your country and internationally (including any publications, grants, conference papers, presentations, etc.)

Application Submission

- Submit your complete application to ic.narst@gmail.com by **XX XX, 20XX.**

- You will receive a **confirmation email** from the IC Committee to confirm receipt of your application. If you do not receive a confirmation email within 24 hours of emailing your application, your application will need to be resubmitted.

NARST 20xx INTERNATIONAL COMMITTEE TRAVEL

SCHOLARSHIP APPLICATION (updated December 2021)

REVIEW FORM

APPLICANT NAME:

Criteria that are not scored

Minimum criteria for eligibility:

In order to be eligible for the IC scholarship, the applicant should have "yes" responses for the following items.

Yes	No	
		Applicant is a current member of NARST
		Applicant resides outside of the US
		Applicant is either a current graduate student or an early career faculty member of researcher (within the 10 years of completion of Ph.D.).
		Applicant provides evidence of participating in the Annual Conference (e.g., presenting a paper, chairing a committee, or serving on the Board, etc.)

Applicant's country income level (Refer to Appendix A) **Applicant's country of residence:**

Income level of applicant's country:

- ☐ Low income (Less than $1,025 per capita/per year)
- ☐ Lower middle income (Between $ 1,026-3995 per capita/per year)
- ☐ Upper middle income (Between $ 3996-12,735 per capita/per year)
- ☐ Higher income (More than $12,736 per capita/per year)

Check country income levels for each year at this site and check Appendix A

Criteria that are scored - SUMMARY TABLE

	EVALUATION CATEGORY	POINTS (MAX 3)	SCORE
1	Nature of Participation at Conference	3	
2	Expected benefits for attending conference	3	
3	Contribution or Potential Contribution to Field (see CV)	3	
		TOTAL	

RUBRIC 1 point for each following criterion (updated December 2021)

Criterion 1: NATURE OF PARTICIPATION AT ANNUAL CONFERENCE

- Description of participation included all required information requires – title of presentation, seminar, or role/position in service to NARST (1 point)
- Description of participation provides a strong (2 pts.), fair (1 pt.), or weak (0pts) argument as to why their attendance at the conference is necessary.

Criterion 2: BENEFITS EXPECTED BY ATTENDING

- Applicant describes how attending the conference will benefit their own line of research and/or teaching. (1 point)
- Applicant describes how attending will benefit the goals of improving science education in their country of residence. (1 point)
- Applicant describes how their attendance may help with NARST's overall goal of expanding as an international leader for promoting quality science learning and teaching globally. (1 point)

Criterion 3: SCHOLARLY CONTRIBUTIONS OR POTENTIAL CONTRIBUTIONS TO THE FIELD OF SCIENCE EDUCATION (refer to CV)

- Applicant's CV demonstrates a strong record of scholarly research or activity through multiple publications, grants, and/or presentations at conferences. (3 points) *NOTE for assessors: Keep in mind that for graduate students a "strong record" may be shown more through collaborative work with advisors and conference presentations than actual publications and grants.*
- Applicant's CV demonstrates a good record in mainly one of following scholarly activities: publications, grants, and/or presentations at conferences. (2 points)
- Applicant's CV demonstrates very limited record of any scholarly activities, such as: publications, grants, and/or presentations at conferences. (1 point)
- Applicant's CV did not include any scholarly activities listed. (0 points)

Overall Comments

(please provide your comments here)

Low-income economies ($1,025 or less)- Scholarship amount $1000

Afghanistan	Guinea-Bissau	Sierra Leone
Benin	Haiti	Somalia
Burkina Faso	Korea, Dem. People's Rep.	South Sudan
Burundi	Liberia	Syrian Arab Republic
Central African Republic	Madagascar	Tajikistan
Chad	Malawi	Tanzania
Congo, Dem. Rep	Mali	Togo
Eritrea	Mozambique	Uganda
Ethiopia	Nepal	Yemen, Rep.
Gambia, The	Niger	
Guinea	Rwanda	

Lower-middle-income economies ($1,026 to $3,995) – Scholarship amount $800

Angola	India	Papua New Guinea
Bangladesh	Indonesia	Philippines
Bhutan	Kenya	São Tomé and Principe
Bolivia	Kiribati	**Senegal**
Cabo Verde	Kyrgyz Republic	Solomon Islands
Cambodia	Lao PDR	Sudan
Cameroon	Lesotho	Timor-Leste
Comoros	Mauritania	Tunisia
Congo, Rep.	Micronesia, Fed. Sts.	Ukraine
Côte d'Ivoire	Moldova	Uzbekistan
Djibouti	Mongolia	Vanuatu
Egypt, Arab Rep.	Morocco	Vietnam
El Salvador	Myanmar	West Bank and Gaza
Eswatini	Nicaragua	Zambia
Ghana	Nigeria	**Zimbabwe**
Honduras	Pakistan	

Upper-middle-income economies ($3,996 to $12,735) Scholarship amount $500

Albania	Fiji	Namibia
Algeria	Gabon	Nauru
American Samoa	**Georgia**	North Macedonia
Argentina	Grenada	Paraguay
Armenia	Guatemala	Peru
Azerbaijan	Guyana	Romania
Belarus	Iran, Islamic Rep.	Russian Federation
Belize	Iraq	Samoa
Bosnia and Herzegovina	Jamaica	Serbia
Botswana	Jordan	**Sri Lanka**
Brazil	Kazakhstan	South Africa
Bulgaria	**Kosovo**	St. Lucia
China	Lebanon	St. Vincent and the Grenadines
Colombia	Libya	Suriname
Costa Rica	Malaysia	Thailand
Cuba	Maldives	Tonga
Dominica	Marshall Islands	Turkey
Dominican Republic	Mauritius	Turkmenistan
Equatorial Guinea	Mexico	Tuvalu
Ecuador	Montenegro	Venezuela, RB

High-income economies ($12,376 or more) Scholarship amount $300

Andorra	Gibraltar	Palau
Antigua and Barbuda	Greece	Panama
Aruba	Greenland	Poland
Australia	Guam	Portugal
Austria	Hong Kong SAR, China	Puerto Rico
Bahamas, The	Hungary	Qatar
Bahrain	Iceland	San Marino
Barbados	Ireland	Saudi Arabia
Belgium	Isle of Man	Seychelles
Bermuda	Israel	Singapore
British Virgin Islands	Italy	Sint Maarten (Dutch part)
Brunei Darussalam	Japan	Slovak Republic
Canada	Korea, Rep.	Slovenia
Cayman Islands	Kuwait	Spain
Channel Islands	Latvia	St. Kitts and Nevis
Chile	Liechtenstein	St. Martin (French part)
Croatia	Lithuania	Sweden
Curaçao	Luxembourg	Switzerland
Cyprus	Macao SAR, China	Taiwan, China
Czech Republic	Malta	Trinidad and Tobago
Denmark	Monaco	Turks and Caicos Islands
Estonia	Netherlands	United Arab Emirates
Faroe Islands	New Caledonia	United Kingdom
Finland	New Zealand	United States
France	Northern Mariana Islands	Uruguay
French Polynesia	Norway	Virgin Islands (U.S.)
Germany	Oman	

International Committee Call for Proposals Linking Science Educators Program (LSEP)
(updated December 2021)

Description

NARST is a worldwide organization committed to help all learners to achieve scientific literacy as an ultimate goal and to cooperate with educational and scientific societies to influence science education policies. The Linking Science Educators (LSEP) program is an initiative designed to contribute to the improvement of science education in countries interested in science education reform. In particular, the program intends to support representatives from countries that are either economically disadvantaged (e.g., UNDP Human Development Index 0.80 or below) or educationally disadvantaged countries (e.g., low financial support towards science education with respect to their gross national product for education). However, the LSEP award can also be awarded to researchers and science education practitioners who seek to implement new ideas on science educational reform in their countries but cannot attain enough financial support.

The LSEP program seeks to act as a catalyst whereby NARST members contribute their expertise and experiences in theory and in practice to people in different countries by participating as resource-individuals.

The LSEP program supports economy round-trip airfare for resource-individuals (who must be NARST members) and the host country is expected to provide the cost for the resource person's stay and for expenses for the proposed activities (e.g., conference, workshop, seminar, or other activity). Countries that are involved in science education reform are encouraged to submit a proposal for the LSEP program via the chairpersons of their science education association, or other recognized bodies in the country, to the NARST International Coordinator/International Committee Chair.

Purpose

The Linking Science Education Program (LSEP) has been established for the following purposes:

1. To connect science educators with countries interested in improving science education, in particular, with economically disadvantaged or underrepresented countries in order to support implementing new ideas in science education reform.

2. To encourage NARST members to contribute their expertise and experiences in theory and practice to different regions and countries.

3. To demonstrate the commitment of NARST to improving science education research in different communities.

4. To share responsibilities for improving scientific literacy of all citizens in the 21st century.

5. To promote active interaction among science education associations/groups.

Who is eligible for this LSEP program?

1. Countries that are willing to implement science education reform will be strongly encouraged to submit the proposal for the LSEP program either via the chairpersons of their science education

association or from other internally recognized bodies/Leaders that are associated with the improvement of science education.

2. The LSEP program will act as a catalyst to encourage NARST members to contribute their expertise and experiences in theory and in practice to different regions and countries.

Budget anticipated

The maximum total award amount is $7,000.

Submission deadlines: February 1, 20XX

Starting and ending time: March 20, XXXX - December 31, 20XX

Who are the resource experts?

All NARST members are eligible and encouraged to serve as resource experts and to contribute their experiences and expertise to the LSEP program.

Procedures and requirements of application

The following procedures are recommended to those interested in applying for LSEP funding:

1. Download LSEP announcement, application form and evaluation forms from www.narst.org.

2. Search for potential resource persons who will agree to collaborate.

3. Consult the NARST International Coordinator or the Chair of the LSEP committee, *(insert name and email address*) with questions and for help with the preparation of the proposal if needed.

4. Submit the proposal to the NARST International Committee, electronically at ic.narst@gmail.com

Additional Requirements (for funded projects)

5. Write a 1-page description of the project to advertise the project on the NARST website. The description should be submitted to the NARST International Coordinator. Any questions about how to prepare the summary can be directed to the International Coordinator.

6. Write a 1-page report after completing the project for NARST and submit it to the NARST International Coordinator. The report will describe how the project was implemented and outcomes from the project. Support will be provided by the International Coordinator in writing the report if needed.

Selection Process

The LSEP Sub-Committee will review all applications based on the provided criteria. Preference will be given to applicants who demonstrate a strong case for science education reform in their country that would benefit from international expertise. Recipients are chosen through a review process by the International Committee, and upon approval by the NARST Board of Directors.

Linking Science Educators Program (LSEP)Application
(updated December 2021)

Part 1: Applicant Information

First Name	
Last Name	
Name of Institution	
Address of Institution	
Postcode	
Country	
Email	
Telephone	

Part 2: Project Description

Project Title	
Project Time Frame	
Keywords (at least 3)	
Task Group Chairperson (needs to be NARST member)	(Name, email, address)
Task Group Members	(Name, email, address)
Project Objectives	(50 word max)
Project Description **(including names and institutions of resource persons who need to be NARST members. If not,**	(Max 1000 words or 2 pages)

they have to register before conducting the project)	
Duration	
Audience (who and how many)	
Location	
Format	(conference, workshop, lecture, combination of formats – please explain)
Proposed agenda	
Outcome(s)	(Select as many as relate from the list below, or add additional outcomes) Journal papers Book Conference proceeding Set of Instructional materials Workshop Database Web page Other
Dissemination Plan	
Budget Travel Administrative	

Local transportation	
Other (describe)	
Total (in USD)	
Amount of funding requested from NARST	
External funding (agency and amount, if any)	
Anticipated Impact	
Criteria for Retrospective Evaluation	
Reference Persons	

LSEP Reviewer Form

Applicant	
Country	
LSEP Format: (Conference/Workshop/Seminar)	

LSEP Review **Summary Table**

Review Category Points (Max 100 points)

1	Applicant's Status…………………………………..	10
2	Meets LSEP Requirements ………………………...	15
3	Content and Value of the Proposal………………….....	20
4	Contribution to NARST and International Community.	20
5	Contribution to Applicant's Own Country and/or to country in collaboration	20
6	Qualification of Resource Persons …………………….	15

Total points:

i.   Strongly recommend (85-100)

ii.   Recommend (75-84)

iii.   Recommend with reservations (60-74)

iv.   Not Recommend (50-59)

v.   Strongly not recommend (under 50)

Descriptions of Review Categories

1.   Applicant's status (10 points)

(1)   Applicant is a CURRENT member of NARST

(2)   Applicant is currently in a position to facilitate/lead the LSEP project in her/his country

(3)   Applicant shows strong competence in potential to conduct proposed LSEP project

□ all fit well (7-10 points) □ partially fit (3-6 points) □ all do NOT fit well (0-2 points)

Comments:

2. Meets LSEP Requirements (15 points)

(1)   Project addresses an emergent need for improving science education quality (1-8 points)

(2)   Project to be conducted in/with economically disadvantaged or underrepresented countries (1-7 points)

Comments:

3. Content and Value of the Proposal (20 points)

(1)   Project clearly addresses value of promoting science education (1-7 points)

(2)   Planned activity is feasible (1-7 points)

(3)   Anticipated outcomes are achievable (1-6 points)

Comments:

4. Contribution to NARST and International Community (20 points)

(1)   Fulfills the LSEP/ NARST mission of promoting quality of teaching and learning in science (1-10 points)

(2)   Fulfill the LSEP/ NARST mission in communicating with researchers internationally (1-10 points)

Comments:

5. Contribution to Applicant's Country (25 points)

(1)   Fulfills the LSEP mission of promoting quality of teaching and learning in science (1-7 points)

(2)   Fulfill the LSEP mission in communicating with researchers (1-6 points)

(3)   Potential to influence science education policy (1-6 points)

(4)   Involves various participants/stakeholders to participate in the activity (1-6 points)

Comments:

6. Qualification of Resource Persons (10 points)

(1)   Background and experience of resource persons in science education (1-5 points)

(2)   Appropriateness of expertise relative to the proposed activity (1-5 points)

Comments:

International Committee Scholarships

xxxx Doctoral Research School (updated December 2021)

Application deadline is xx xx, 20xx.

The NARST International Committee is offering xx scholarships to support attendance of PhD students at the 20xx xxxx Research School. NARST members are encouraged to apply.

As part of its increased focus on international communication and collaboration, NARST will be funding **xx** doctoral students to participate in this virtual doctoral school. The main purpose of the funding is to support the learning experiences of science education doctoral students by providing an opportunity to meet with science education researchers and peers from other parts of the world.

The research school will be hosted by *xxx*, xx, xx over the following dates: **xx, 20xx**. Participants will xxx. More information on the school can be found here: (insert link here)

Eligibility

The three eligibility requirements detailed below will be used to evaluate applications and select two awardees. The evaluation rubric (insert doc link) outlines the criteria that will be used in the evaluation of the applications.

1.   *NARST Membership***:** You or faculty members representing your institution have been NARST members for at least 2 years. Proof of membership is required upon application submission.

2.   *PhD candidate:* You must present proof that you are currently registered as a candidate in a recognized PhD or equivalent program at your institution.

3.   *Letters of Recommendation:* Two brief letters of recommendation are required.

Funding

Two scholarships awarded will be awarded this year. The scholarship will cover the cost for xxxxx.

Application process:

1.   Complete the application form (Personal Information page and Personal Statement). (link to application document)

2.   Attach

a.   proof of NARST membership,

b.   proof of enrollment in a doctoral study program, and

c.   2 brief letters of recommendation

3.   Submit the application package (PDFs or docs) to the NARST International Committee via email at ic.narst@gmail.com by XX XX, 20XX.

Questions? Contact the NARST International Committee at ic.narst@gmail.com

The deadline of application is XX XX, 20XX.

Submit all the application materials to the NARST International Committee: at: ic.narst@gmail.com.

Selection Process:

The NARST International Committee will follow a selection process that adheres to the criteria outlined in Review Form posted with this announcement. The proposals will be evaluated by a sub-committee with the use of the evaluation rubric posted above. Awardees will be notified in late XXXand asked to provide XXXX with a brief summary of their PhD research.

NARST PhD SCHOOL SCHOLARSHIP EVALUATION RUBRIC (updated December 2021)

The international committee, according to the criteria in the following table, will review applications for the 20XX NARST international PhD School Scholarships. In addition to these criteria, the international committee will consider the application criteria for the 20XX XXX Summer School (see Summer School website) and will confer with 20XX XXX Summer School organizers to make the final decision when awarding each scholarship.

	EVALUATION CATEGORY	YES/NO	COMMENTS
1.	The applicant is a (full-time) doctoral student and student OR advisor is an active member of NARST (i.e., at least 2 years' of NARST membership).		
2.	The applicant is from a region/continent outside of the host institutions of the summer school (XX/XX)		
3	The applicant shows a strong interest in science education research globally (as evidenced by application materials)		
4.	The applicant has a clear goal for why it is important to attend the PhD school.		
5.	The applicant has a solid plan to disseminate his/her experience from participating in the PhD school.		
6.	The PhD school may significantly contribute to the student's dissertation research e.g. data analysis approaches, framing of results.		
7.	The applicant has a satisfactory level of the English (which will be the language used in the summer school). Language exam scores, publications or conference presentations in English, and assessment of English language proficiency by advisors in recommendation letters can all serve as evidence.		
8.	The applicant demonstrates that financial support is necessary to attend the PhD school (as evidenced by letter from advisor and described by applicant in budget request)		
9.	The applicant is in the middle stage of his or her doctoral research (i.e. has already collected data, and is still conducting analysis).		
10.	The applicant demonstrates ability to adapt to new environments (can be evidenced by research, participation in service, remarks by advisors/recommendation letters about adaptability)		
11.	Applicant included all required materials for application		

Program Committee

Annual Conference Proposal

SPECIFIC COORDINATOR STEPS IN PROCESSING PROPOSALS

Step 1. Checking That All Proposals Are Complete, Have The Correct Format, And Have No Indicators Of Names Or Institutions

All required information must be provided during the submission process. However, it is possible for proposers to submit information incorrectly or to not follow page limits or other rules. Therefore, please examine all proposals submitted to your Strand. For standalone paper, poster, and roundtable presentation proposals, check that the proposal has the name of the presenter(s), the abstract, and a PDF file with the paper and references (*no more than five pages **excluding references***). For related paper sets, the proposal must include an abstract and a PDF with the paper and references (*no more than five pages **excluding references***) for each paper in the set. Symposium proposals must have the abstract and a single PDF file with a summary of the symposium and references (*no more than 10 pages **excluding references***).

To check your proposals, enter the proposal system and go to the section labeled "Strand Coordinator Tasks." In that section, click on the link to "Manage All Proposals." You will be directed to a page listing all of the proposals submitted to your Strand. Click on the proposal ID code for information about that proposal, including the title, abstract, all authors, and a link to download the proposal PDF file. At the bottom, you will see a link to "Assign Reviewer(s) to This Proposal". The function of that link is described later in this document.

Be sure that all proposals are in the proper format and meet the submission rules (e.g. page length, masking the identities of the authors) (see Proposal Submission Checklist in appendices). If a proposal does not meet the requirements, please return the proposal once to the submitting author and note individuals have until the submission deadline if notification occurred prior to August 15 or 48 hours from the date of the notification to resubmit if notification occurred after August 15. We will allow one week following the submission deadline to make any necessary changes to proposals prior to review.

It is especially important to make certain the proposal is masked/ blind. Check every proposal to be sure that it does not contain any indicators of the submitting author or any co-author, including their institution(s). Examples of such indicators include citing a publication written by one or more co-authors or naming a project on which the authors worked. If you find indicators of the author's identity, e-mail the submitting author and ask them to replace the file within the previously stated time periods.

Please note that most reviewers are also proposal-writers who are aware of the rules regarding masking of proposals. Upon finding identifying information, they may stop reviewing that proposal to report the identifiers to you. This slows down the review process. The best time to check for identifiers is before reviewing begins!

The week after the proposal submission deadline is the recommended time to assign reviewers to each proposal (see below). Approximately 10 days after the deadline, an e-mail message explaining the review process will be sent to all assigned reviewers.

Step 2. Redirecting Proposals

If you have received any proposal that you feel is more appropriate for another Strand, please notify the Program Coordinator with a specific suggestion for a more appropriate Strand. The proposal will be moved if the Coordinators for the other Strand agree to receive it.

If you deem the proposal is not an appropriate proposal for NARST and does not relate the NARST mission, you may decide not to send the proposal for external review. If you elect to do so, then please send the proposal with a justification to the NARST President and NARST President-Elect for their review and they will communicate with the author(s).

Step 3. Selecting Reviewers

Each proposal should receive three reviews and two must be performed by external reviewers. Preferably, all the reviews should be conducted by external reviewers, but the third review by a strand coordinator is acceptable. All reviewers must register in the proposal system. Most do so by having registered to submit a proposal. During registration in the proposal system, they are asked to identify Strands for which they would be willing to review. The volunteers for your Strand can be viewed using the "Manage All Reviewers" link in the "Strand Coordinator Tasks" section of the proposal system.

Many NARST members are willing to review proposals even if they have not submitted one for the upcoming meeting. We encourage you to reach out to other potential reviewers known for their expertise in your Strand's subject matter. It is imperative to get good reviewers as they serve as your advisors on accepting or rejecting a proposal. Their input is vital to maintaining a high quality of proposals presented at the conference. Since approximately 20-30% of proposals come from international members, please seek some international members as reviewers. Under Strand Coordinator Tasks, you will find a link to Prior Year Reviewers, a helpful, downloadable Excel file to assist you with identifying potential reviewers. You can solicit assessors by contacting individual NARST members. Please direct these additional reviewers to https://proposals.narst.org and ask them to register in the proposal system if they have not done so already. After registering and logging in, they will find a link under User Tasks to "User Account/Volunteer to Review Proposals and Preside". They will be able to select the Strands for which they are willing to review.

BEFORE YOU CAN ASSIGN REVIEWERS, you must indicate which volunteers you will accept as potential reviewers for your Strand. Under Strand Coordinator Tasks you will see a link to "Manage All Reviewers". That link will list all who of the individuals who have volunteered to serve as an assessor for your Strand (and they may have volunteered for other Strands). Click on each person's name to indicate your acceptance. Until you accept a volunteer, that person will not be listed as a possible reviewer for any proposal in your Strand.

After completing this first step, you are ready to assign reviewers to proposals using the "Manage All Proposals" link, which displays all submissions to your Strand. For each individual paper, related paper set, poster, roundtable presentation, or symposium, you will need to assign 2-3 reviewers. Reviewers are not assigned to administrative sessions.

IMPORTANT: Most reviewers are willing to review multiple proposals, most will complete their reviews, and most have volunteered to review for more than one Strand. **Reviewers are a limited resource shared with other Strands. Please do not routinely assign 4 or 5 reviewers to each proposal submitted to your Strand; in effect, that would be consuming more than your fair share of a limited resource.** Each reviewer will indicate the maximum number of reviews they are willing to provide. After they have been assigned that maximum number they are no longer available to any Strand. We suggest that you **seek reviews from 2-3 individuals**, and check review progress regularly. Reminders work! Please reach out to reviewers who have not turned in a review. Shortly before the review period closes, a final email will be sent to all reviewers who have an outstanding review.

To assign reviewers to a proposal:

1. Click on Manage All Proposals.

2. Select a proposal by clicking on its ID.

3. At the bottom of the next page, click on Assign Reviewers to This Proposal. A list of available, accepted volunteers will be displayed.

4. Select 2-3 volunteers.

After reviewers have been assigned to all proposals in all Strands, an email will be sent to every assigned reviewer with instructions for their review. The review process cannot begin until you have completed your reviewer assignments!

Inevitably, some reviewers will be unable to complete one or more of their assigned reviews. Rarely, a proposal may have only one review submitted, or one of its reviews may be cursory, but if these situations occur, then please be prepared to expeditiously them.

The deadline for completed reviews is set each year, on or near September 15th. You can encourage your reviewers to submit early – the sooner you have reviews in hand, the sooner you can begin making decisions. You will be able to monitor the review process for each proposal under the "Manage All Proposals" link. When all reviews for a given proposal have been submitted, a pink background (review is missing) will turn to green (reviews are in).

Step 4. Resolving Disputes and Conflicts Of Interest

Strand Coordinators should submit a **final rating and recommendation** for every proposal. If reviewers disagree, you can either opt to elicit another external review or review the proposal and use your own judgment to reach a final decision. However, should you not be able to reach a decision, or have any other issue with a specific proposal, please notify the Program Coordinator who will endeavor to provide advice or will solicit advice from the Program Chairs.

If you have authored or co-authored a proposal submitted to your own Strand, or a proposal was authored by a close colleague, please ask your Strand Co-Coordinator to manage its review.

Please check the institution(s) at which the proposers work against the institution of the reviewer; this will help avoid conflicts of interest inherent in asking someone from the same institution to review a proposal.

All proposals should be sent to reviewers in the normal way, avoiding conflicts of interest to the best of your ability. However, please notify the Program Coordinator regarding any proposal that has a potential conflict of interest. Conflicts of interest and their resolution will be assessed by the President.

Step 5. Submitting Strand Decisions

Reviewers vary in their scoring habits; one reviewer's score for a particular proposal may appear much worse or better than another reviewer's despite that they have written similar comments about the proposal. It is important to read all reviews fully before making your final accept/reject decisions. To view a reviewer's written comments, go to Strand Coordinator Tasks, click on Manage All Proposals, and select a proposal. At the bottom of the abstract page, a list of assigned reviewers is displayed with the status of each review. If a review has been submitted, click on the "Read Review" link.

To submit your ratings, go to Strand Coordinator Tasks, click on the link entitled "SC Recommendation (Accept/Reject)", where you will see a summary of the ratings from individual reviewers and a column entitled "Strand Coordinator Recommendation".

Reviews are made available to the first author of all proposals. If you receive emails from authors asking where to find their reviews (often from co-authors who do not have direct access to the reviews), please forward them to the Program Coordinator who will respond on your behalf.

Step 6. Submitting Recommended Groupings

After you have completed the process of accepting or rejecting proposals, your next task is to group individual proposals into recommended program sessions. Although the Program Committee Co-Chairs will make the final decisions on the conference program, they rely on you to recommend these groupings.

You will be advised of the total number of sessions slots allocated to your Strand for the conference. Allocations for a given meeting are based on the level of interest in each Strand, where interest is gauged by the distribution of submissions among Strands. Proposal formats that occupy an entire session slot (e.g., related paper sets, special symposia, and admin proposals) do not need to be grouped, but they do count toward your Strand's total allocation of session slots. To make your groupings:

1. Go to "Create A Grouped Session" under Strand Coordinator Tasks. Be sure that your Strand is selected.

2. Use the pull-down menu to select which type of grouping you are creating. The options are SC-Organized Paper Sets, Posters, and Roundtables. See below for more information about

each type. We suggest that you work on poster proposals first, as they will all go into a single group.

3. Provide a recommended title for this grouping. Poster groups have a default title; please use it. The title for other groupings should reflect a theme common to the proposals placed in this grouping.

4. Select the proposals you want to group together by using the Ctrl key (Apple Command key on a Mac) to highlight specific accepted proposals in the right-hand column.

5. Next, identify a presider for the set. Individuals who have volunteered to act as Presider for your Strand are listed. Poster groupings do not require a Presider.

6. Finally, click on the "Save This Grouping". The grouped proposals will no longer appear in the right-hand column.

7. Repeat until all papers, posters, and roundtables have been grouped into sets.

Please submit your Rating/Decision and your Grouping/Format Recommendations by September 30th. This deadline is set to allow us to post a draft version of the preliminary program in December.

Remember that you should attempt to honor the author's preference for presentation format, for instance by grouping Standalone Paper proposals into paper sets, and poster proposals into a poster grouping. You may need to put some stand-alone papers into poster sessions to remain within your allocation of session slots. You may also place poster proposals into a roundtable grouping, or the converse. There is no distinction among the formats in terms of paper quality--all papers should be reviewed on their merit. **We advise against moving either poster or roundtable proposals into a SC-Organized Paper Set grouping**.

The invitation email sent to the authors of accepted proposals will include the grouping into which their proposal was placed. Some may choose to withdraw their presentation rather than change format, or may request reconsideration of your recommended grouping. Under most circumstances, the groupings will remain as recommended.

Grouping Paper Sets

You will create multiple Strand Coordinator (SC) Organized Paper Sets, recommend a title for each set, and select a presider for each set from a list of volunteers. Each grouping typically consists of 3-4 papers grouped around a common theme. Each grouping will count as one session toward your total allocation of session slots.

Grouping Posters

Group all accepted poster proposals into a single set named Strand [X] Poster Session (the default title will appear when you select the Poster format). No presider is needed for a poster set. The poster set does not count against your session allocation. Again, it is possible to move a proposal into the poster

set even though it was not submitted as a poster. Try to respect the submitters' requested formats, unless it is not possible to do so and remain within your session allocation.

Grouping Roundtables

Roundtable presentations are a new, discussion-rich format in which presenters are literally seated at tables, typically with 3 or 4 presenters sharing a 1-hr time slot to discuss their work with one another and with interested persons who opt to sit at that table. All roundtables will happen simultaneously in a single time slot. Consequently, roundtable groupings do not count against your session allocation. However, the total number of tables is limited by the available physical space. **You may be allocated a maximum number of roundtable groupings, independent of your allocation of session slots**. Group 3-4 proposals based on a common theme and recommend a title for the roundtable grouping. It is not necessary to select a presider. Instructions will be provided at the roundtable for the presenters to follow. You may move a poster proposal to a roundtable format, or a roundtable proposal to a poster format.

Step 7. Recognizing Reviewers

Names of reviewers will be listed in the Annual International Conference program. *We also recommend that you send a letter of appreciation to your reviewers, which can be done using the Group Email function under Strand Coordinator Tasks.* We receive occasional requests for a more formal acknowledgement of reviewing. Please forward all such requests to the Program Coordinator.

Strand Coordinator's Recommended Groupings

Session Format	Presider	Recommended Session Title	Proposals in this Session (ID# only)

These completed data must be posted in electronic format to the NARST Web site no later than September 30th.

Administrative Sessions

In addition to peer-reviewed proposals, Administrative Session proposals may be submitted by Strand Coordinators, Standing Committees by way of Board Members, Research Interest Groups, and the NARST President.

Submission is optional and is not required. In addition, NSTA is allotted one session and JRST Editors one session. For all Administrative Session submissions, the event must be directly related to the committee's or entity's charge, the Strand domain, or the RIG area. Even though Administrative Session proposals are not subject to peer review, it is important to keep in mind their inclusion in the program reduces the overall number of presentation slots available to the general membership.

First Step: Sign into the Proposal System!

If you have received this email but have not visited the Proposal System recently, please do the following:

1. Log into the Proposal System (https://proposals.narst.com/) as soon as possible.
2. Click on **User Account/Volunteer to Review Proposals and Preside**.
3. We hope you will volunteer to review or preside, but at minimum please **click on Submit**. This creates an entry for you in the 2021 conference database.
4. Send a note to Paul Kemp (paulkemp@narst.org) afterward, letting him know that you have logged in. He will assign you **Board Member** or **Strand Coordinator** privileges in the Proposal System, as appropriate.

Strand Coordinators, you will not be able to start your work until you have completed this step!

When to Submit Administrative Sessions

The long lead time required for conference planning demands that we keep to a carefully developed timeline. Administrative Session Proposals should be submitted by 5 pm your local time the first Friday of September. The areas of the Proposal System used to submit Administrative Sessions will be activated late July for more than four weeks to submit Administrative Sessions.

Submitting an Administrative Session

General comments

Please note that ALL relevant information related to the session must be entered in the system. This includes every presenter participating in your session, and every presentation title – you are submitting a complete description of the session that will appear in the program exactly as you enter the information. You are not entering a 'place holder' to be updated later. If you are submitting a proposal on behalf of a committee or another entity, you might want to check that the proposal is the final, complete version. Incomplete proposals cannot be considered.

During conference scheduling, we make every effort to minimize the possibility that someone is scheduled to be in two places at the same time. However, the conference scheduling software treats "Robert L. Smith" and "Bob L. Smith" as two different people, not just variations on a name. It will

freely schedule "Robert" and "Bob" to be in different places concurrently. Please use the Proposal System's built-in user lookup to search for the names of all individuals involved in your Administrative Session. If the person is not found by the user lookup, enter the name manually. We will do our best to find any unintended variations on a name.

Individuals named in a proposal (e.g. presenters in a Related Paper Set, co-authors on a presentation) often ask why they cannot see their proposal in the Proposal System. **Only the submitter can view or edit the proposal**. If the proposal needs to be edited (e.g. an author's name was left out, a typo was found), you can edit the proposal yourself, or ask Paul Kemp (paulkemp@narst.org) to assist. Proposals will be editable through the deadline for submission, by 5 pm your local time the first Friday of September.

If you have a strong reason to hold your session on a particular date or in the morning vs. afternoon, please email your preference to paulkemp@narst.org before the first Friday of September. We will do our best but cannot guarantee to accommodate your preference; for every session assigned to a fixed date/time, we lose degrees of freedom to avoid scheduling conflicts.

Strand-Sponsored Sessions

Each Strand may propose **ONE** Administrative Session. The inclusion of Strand-sponsored sessions into the final program is subject to the Program Chair's discretion. Either of the Strand Co-Coordinators can enter the proposal. Please use the Coordinator Abstract Entry link under Strand Coordinator Tasks. **Please remember that the Administrative Session will count toward your Strand's total allocation of session slots**.

Standing Committee-Sponsored Sessions

Every Standing Committee may sponsor **ONE** Administrative Session for the entire committee (not one session per subcommittee). The proposal must be submitted by the committee's Board Liaison using the Board Member Tasks area of the Proposal System. This area will be activated at the end of July. You will not be able to see this area until it is activated.

A few exceptions are made to the one-session-per-committee rule. The Membership Committee has two Administrative Sessions and usually sponsors the Mentee-Mentor Nexus and Early Career Forum. The Equity and Ethics Committee sponsors the Jhumki Basu Poster Symposium in addition to a separate Administrative Session.

President and JRST Editors

The President and Directors representing NSTA and JRST should upload their Administrative Session proposals to the proposal system using the Board Member Tasks area. This area will be activated at the end of July. You will not be able to see this area until it is activated.

Research Interest Groups

Each Research Interest Group may propose **ONE** Administrative Session. The proposal must be submitted by email to the Board Liaison to the Research Committee and copied to paulkemp@narst.org. He will enter your proposal into the Proposal System on your behalf. As with all other Administrative Session proposals, provide all pertinent information in your proposal. In addition to the names of the presenters and title of the presentation, please include a 200-word abstract.

Funding Requests

NARST Standing Committees and RIGs are eligible to request funding. Funding requests, accompanied by the Administrative Session proposal, must be submitted by email to the Executive Director with NARST Secretary-Treasurer, President, and Immediate Past President copied on the email.

The funding request should include a budget and budget justification for each item. The deadline for the funding request is the same as the administrative session proposal submission—by 5 pm your local time the first Friday of September.

APPENDICES for annual conference proposal processing

   A.   Proposal Submission Checklist

   B.   Reviewer's Letter

   C.   Reviewers' Rating Sheet

   D.   Ratings Summary Sheet

   E.   Strand Coordinator's Recommended Groupings

Appendix A: Proposal Submission Checklist
The completion of this checklist may be helpful in ensuring your proposal meets the requirements.

_____   Names of author(s) correct and consistent throughout

_____   Submission is properly masked/ blinded

_____   Uses pseudonyms to mask locations that may identify author(s)

_____   Omit names or other information that may identify author(s)

_____ Specific descriptions (e.g., curriculum developed by authors) that may identify author(s)

are made more general

_____ Third person is used to refer to self-citations

_____   In the reference list, used "Author" or "Authors" followed by publication date for

self-citations and alphabetized accordingly

_____ Format of the submission meets requirements

_____ 1" margins all around

_____ No font smaller than 12-inches

_____ US letter size paper (8.5" x 11") is used

_____ No more than 5 pages (excluding references) for paper, poster, or roundtable

_____ No more than 10 pages (excluding references) for symposium or related paper set

_____ Inclusion of abstract of no more than 200 words

_____ All citations included in the proposal body are included in the reference list

_____ References adhere to APA format

_____ Submission is converted to a PDF document

_____ After creating PDF, opened it and clicked on File/Properties to check if name, institution or other identifying information were displayed. If so, deleted that information and saved the PDF

_____ Submission indicated alternative format, where applicable

_____ Submission indicated to if email address could be included in program

_____ Submission indicated if author(s) submitted a proposal to AERA (this information is needed for scheduling purposes)

Appendix B: Sample Reviewer's Letter
Date [INSERT DATE]

Dear [Reviewer's name]:

Thank you for agreeing to serve as a Reviewer for NARST proposals submitted to [*Strand 1-Science Learning, Understanding and Conceptual Change*]. Your task is relatively straightforward; you are to provide a fair assessment of the proposals assigned to you. Please go to http://proposals.narst.org/abstracts21 and log in with your user name and password (the same one you used to register as an reviewer or to submit a proposal).

Under "Reviewer Tasks," you will find a link(s) to the proposals assigned to you indicating the status of your review. Simply click on the proposals you need to review, and you will be taken to an electronic form that you should complete for each proposal you are assigned to review. A form is provided with this letter, titled "Reviewer Rating Sheet", illustrates for you the information you will need to enter into the proposal system. Although you may want to type your reviews onto this sheet first, all ratings must be submitted on via the proposal system. The rating form requires you to rate all categories of questions and provide written comments on at least your overall rating (the system will

not accept rating sheets <u>without written comments).</u> Also please check your overall recommendation of definitely accept, probably accept or reject. Please be sure that your name does not appear anywhere on the rating form. Your goal is to provide high quality reviews that authors will find most helpful and informative.

The proposal system will notify you when your review has been posted. Additionally, next time you log into http://proposals.narst.org/, you will see a comment that your review has already been completed. **Please post your completed reviews by September 15th!**

I would also like to remind you that 20-30% of NARST conference attendees are international members. Thus, although it is certainly helpful to point out deficiencies in proposals, please be cognizant of US bias. For example, not addressing US standards (e.g., No Child Left Behind) is not necessarily a deficiency. Careful review and rating of proposals will ensure a quality NARST program for the upcoming meeting. The authors of the proposals, the program committee, and the members of NARST thank you.

Sincerely,

NARST President

Appendix C: Sample Reviews from NARST

Three sample reviews are included here. Review #1 is an example of the *most helpful review*, as it offers information useful in making a decision for inclusion in the NARST program and also offers the submitter constructive feedback to improve their paper. As a reviewer, we ask that you aim to provide reviews that are most helpful. Review #2 is an example of *a somewhat helpful review*, because it includes details needed to make a good decision regarding inclusion in the NARST program. Review #3 is an example of a *less helpful review*.

Review #1 [Most helpful to the Strand Coordinators in making a decision and the author(s) for making modifications to their paper.]

5 		*Subject/Problem -* Focus, rationale, model, theory and/or philosophy are clear.
-

It is well documented in the literature that teachers need support in developing environmental knowledge and awareness. This is a great example that accomplishes that goal. One recommendation to strengthen this section is to also draw on the major policy statements of AAAS with regard to scientific literacy.

4 		*Design/Procedure -* Methodology, procedure, design and/or organization are
 - 			appropriate.

Sample is a bit skewed to the female slant but, overall, the data sources and procedure seems complete. I am interested in seeing the complete questionnaire in the paper. Also, please make sure to include a detailed

description of the activities the teachers were involved in through the PD program—I understand space limitations are a concern at the proposal stage.

4   *Findings and Analysis* **-** Syntheses of ideas or data analyses and findings appear to
-   be appropriate and complete.

Seems robust and complete - findings reported in terms of increasing knowledge, feelings, and pedagogy as well as evaluation of professional development. I look forward to seeing a more detailed discussion of the content analysis of lesson plans - since this is the long term impact that we are looking for as science researchers involving teachers in professional development programs.

5   *Contribution* **-** The conclusions contribute valuable insights into the
-   teaching/learning of science.

The core characteristics of EE are a valuable contribution to begin with. Then the application of a professional development opportunity designed around these characteristics adds to the value of using them as a design framework for professional development. You also are accomplishing something else that is really weak in the teacher learning literature - the link between increased teacher knowledge and increased student knowledge. Very few professional development opportunities continue the analysis of effectiveness into the classroom. You have designed your professional development to really think about student learning and how what the teachers do in professional development can apply to their classrooms. If you have any student data to add that empirically supports the link between teacher knowledge and student knowledge, you can reach a broader audience than just those interested in environmental education.

5   *General Interest* **-** The presentation promises to be of general interest to NARST
-   members.

On many levels NARST members will be interested in this work: those interested in environmental education will find the core characteristics for professional development valuable; those interested in teacher learning will find the design of your professional development and your method and analysis useful; and those interested in inquiry-based learning and reflective science practices will find the content of your professional development and how you are bringing this into the classroom interesting.

5   *Overall Rating* **- (1-not recommended; 5-highly recommended)**
-

I look forward to the full paper.

In the next two reviews, details that would lead to knowledge of the paper were omitted. The second review was somewhat helpful, but the third review was less helpful. Both were for papers that were not accepted.

Review #2 [somewhat helpful for the authors to learn how to improve the paper and more instructive for the Strand Coordinators to make a decision.]

Question 1: Subject/Problem — **3**/5

The focus is somewhat diffuse but supported with adequate literature. My concern is the multiple contexts being measured. The model imposed on the design is sound and the theory is explicitly described.

Question 2: Design/Procedure — **3**/5

The methods are sound, but I have some questions about the integrity of the interviews. Be sure to clearly describe your participants. Were those interviewed undergraduates, master's students, lateral entry; were the participants traditional and/or non-traditional? It may help the generalizability and the relevance of the study if the audience can draw some relationships to the participants' experiences.

Question 3: Findings and Analysis — **2**/5

There are multiple themes being expounded upon in the study (characteristics of students, school and student financial situations [how are these being measured?], and teachers' knowledge of the teaching profession and of educational technology). As a reader, I'm having difficulty with your justification of each theme. I have some questions about the findings of these themes with the in-depth analysis of those three participants from the 2005 data. It will be interesting to compare and contrast with the 2006 group. The data will at least increase the sample's generalizability

to other populations of lateral entry teachers.

Question 4: Contribution — **2**/5

I'm not convinced we have realized anything new from the research based upon the statements of findings. I see the relationships between the broad domains and case study findings as tenuous, at best.

Question 5: General Interest — **3**/5

Interest will be moderate because of the population being studied. But, I fail to see many new findings. Although, there is potential in terms of the data speaking to preservice, lateral entry teaching and learning with technology.

Question 6: Overall Rating (1-not recommended; 5-highly recommended) — **3**/5

I may recommend the overall rating for the proposal to be higher if the study were complete and the findings to be more concrete.

Review #3 [less helpful for the authors to learn how to improve the paper and less instructive for Strand Coordinators to make a decision.]

Question 1: Subject/Problem — **4**/5

Question 2: Design/Procedure — **4**/5

Question 3: Findings and Analysis — **4**/5

Question 4: Contribution — **4**/5

Question 5: General Interest — **4**/5

Question 6: Overall Rating (1-not recommended; 5-highly recommended)) — **4**/5

Well written.

Appendix D: Reviewer's Rating Sheet for NARST Proposals
Strand Number: _____

Identification Code of Proposal:

Assessment Criteria and Ratings: (5--highest quality; 1--lowest quality)

	Criteria	. **of criteria**
1.	**Subject/Problem**	Focus, rationale, model, theory and/or philosophy are clear.
		Comments (required):
2.	**Design /Procedure**	Methodology, procedure, design and/or organization are appropriate.
		Comments (required):
3.	**Findings and Analysis**	Syntheses of ideas or data analyses and findings appear to be appropriate and complete.
		Comments (required):

4. **Contribution**   The conclusions contribute valuable insights into the
                              teaching/learning of science.

                              Comments (required):

5. **General Interest**   The presentation promises to be of general interest to NARST
                              members.

                                  Comments (required):

6. **Overall Rating**

                              (1-not recommended; 5-highly recommended)

                              Comments (required):

                              **Overall Recommendation: Definitely Accept   Probably
                              Accept   Reject**

Appendix E: Ratings Summary Sheet for NARST Proposals (For Use By Strand Coordinators)

Strand Number: _____

Proposal ID Code	Author	Title	Rating by Reviewer 1	Rating by Reviewer 2	Rating by Reviewer 3	Rating by Reviewer 4	Rating by Reviewer 5	**SC** Recommendation (accept/reject)

Publications Advisory Committee

The Publications Advisory Committee serves in an advisory capacity for all NARST–sponsored publications, including JRST, position papers, and research–practice documents. The PAC coordinates publication efforts with the External Policy and Relations Committee and Research Committee, which involves recommending policy, as well as overseeing the development and dissemination of publications specifically designed for use by media, policymakers, education officials, teachers, and other professional organizations.

The membership consists of one chair, one co-chair and 10-11 additional members, 1-2 of whom are graduate students and at least two of whom are International NARST members, and the Board Liaison. The Board Liaison and the additional committee members are appointed by the NARST President-elect, with three committee members rotating out after three years of service and graduate students rotating out after two years of service. The JRST Editor(s), Directors of other NARST publication efforts, along with the NSTA Research Director, the NARST Liaison to NSTA, and the NARST President and Executive Director serve as ex officio members. The chairs compile information for the report and submit it to the Board Liaison. The Board Liaison makes a report to NARST at the Annual Membership Meeting. The chairs compile information for the report and submit it to the Board Liaison. The Board Liaison makes a report to NARST at the Annual Membership Meeting. The co-chairs compile information for an annual report and submit it to the Board Liaison. The Board Liaison Chair makes a report to NARST at the Annual Membership Meeting.

Each member of this committee is expected to participate in collective committee work. The committee work includes four major tasks: 1) Overseeing the Journal of Research in Science Teaching, 2) Organizing the reviewing process for the NARST/NSTA Research Worth Reading Award, 3) Provide scholarships for classroom teachers and/or informal science educators to attend the NARST Annual Conference and 4) Organizing publication-related pre-conference and conference workshops.

Journal of Research in Science Teaching Oversight
Task: Oversight over JRST involves i) supporting NARST in searching a new team of editors every five years and ii) reviewing the JRST Editorial Board slate and making a motion for approval by the Board on the final version of the slate.

JRST Editor Search Committee
Procedures and Timeline: Every five years NARST needs to organize a committee to advertise for NARST members to apply for the position of JRST Editor. The Chair of the committee is the Immediate Past President. Other committee members included Chair of the Publications Advisory Committee, President-elect, Co-Chair of the

Awards Committee, Chair of the Research Committee, and a NARST member selected to diversify the committee such that the NARST membership is represented in its full variety.

Sample Advertisement for New JRST Editorship
The following advertisement is posted on the website in the summer:

The National Association for Research in Science Teaching is searching for the new Editor of the *Journal of Research in Science Teaching* for [INSERT DATE].

Interested persons are encouraged to discuss the nature of this position informally with the Chair of the JRST Editor Search Committee, [INSERT NAME], or the current and past journal editors, or other members of the NARST Board.

Applicants should forward a letter describing the reasons for seeking the position and providing details related to the relevant criteria listed above. With the application, please provide evidence of institutional commitment, a curriculum vitae, and names of three persons who may serve as professional references. A letter of intention is due by [INSERT DATE] at which time a mailing address will be provided for submitting final submissions due by [INSERT DATE].

Sample Call For Applications For New JRST Editor
The following call is posted to the website and sent through the listserv in autumn:

The National Association for Research in Science Teaching is searching for the new Editor of the *Journal of Research in Science Teaching* for [INSERT DATE]. Applications will be welcomed either by individuals for the position of sole Editor or for the position of Co-Editors. *JRST* is a leading international journal and as such applications are encouraged from international members. The position provides the person(s) chosen, as well as the host institution(s), with international visibility in the area of science education. The *JRST* Editor provides the world's science educators with the organization's broad views and goals as illustrated by published manuscripts. By providing editorials, the *Journal* can and should assume a leadership role in science education, as well as influence policy and practice. Upon approval by the NARST Board of Directors, the new *JRST* Editor(s) will begin working with the current Editors for transition purposes during the calendar year [INSERT DATE]. Full responsibilities as Editor will be from [INSERT DATE] through [INSERT DATE], with the current Editor(s). The first issue for which the new Editor is fully responsible [INSERT DATE] would be due to the publisher, Wiley - Blackwell, three months in advance of the publication date.

Responsibilities of the Position
Vision: Each applicant should indicate very clearly the vision, innovation, and creative leadership that will be provided, thereby ensuring *JRST* continues to be a premier journal. Individual qualifications: Each applicant must be a respected scholar in science education. Please articulate how you will be committed to: 1) publishing a diversity of styles of research; 2) ensuring the review process remains international, so as to reflect multiple perspectives and diversity; and 3) being highly visible and active within NARST and other science education organizations (e.g., being a regular attendee / presenter at conferences). Each applicant should possess a strong research record of publications in high-quality journals, excellent writing and editing skills, and the ability to work with an Editorial Board and reviewers to maintain the high quality of manuscripts published in the *Journal*. The individual(s) selected must possess the ability to work with the staff of the publisher, Wiley-Blackwell, to assure an efficient manuscript flow and publication process. The Editor must possess skills in computer technology to work within the online submission and review system, ScholarOne Manuscripts, which is maintained by Wiley-Blackwell. Regular, reliable online access is imperative to the success of the *Journal.*

Institutional qualifications: The Editor(s) must demonstrate the abilities to: 1) manage approximately 450-500 manuscripts each year; 2) conduct extensive correspondence with authors, reviewers, and the Wiley-Blackwell publication and production staff; 3) be responsible for producing 10 issues of *JRST* per year comprising 1,160 journal pages annually; 4) attend meetings of the NARST Board of Directors at the NARST Annual International Conference and during the 3rd weekend of October each year; 5) solicit and nominate NARST members for the Editorial Board when required; 6) acquire institutional office space for accommodating

Journal production activities; 7) provide computers to process the *Journal*, and 8) possess the e-infrastructure to efficiently and securely manage the electronic submission and review system.

Given that NARST provides up to $40,000 in support, applicants may want to consider seeking in-kind contributions not covered by this amount from your institution/university including for example:

1. Course release for Editor(s)

2. Summer salary for Editor(s)

3. Full or half time support for a Managing Editor (to manage online editorial system and manage flow of manuscripts

4. One or more half-time graduate assistant(s)

NARST Commitments
The NARST organization will provide: 1) financial support up to $40,000 per year to cover office expenses, clerical support, and communication costs; 2) financial support to attend the NARST Board Meeting in October; and 3) reasonable efforts by the NARST Board to facilitate the Editor's responsibilities, as directed by the Board from time to time and consistent with previous expectations.

Applications for Editor Position
Interested persons are encouraged to discuss the nature of this position informally with the current Editors and / or NARST Executive Director **[INSERT NAME AND EMAIL]**. A letter of intention is **due by [INSERT DATE] to** the Search Chair in which the rationale for seeking the position is described in detail.

The complete proposal for *JRST* Editor is due **[INSERT DATE].** The proposal should be submitted to the Search Committee Chair in a single Adobe PDF document (.pdf) file. Finalists may be invited to attend a portion of the NARST Board of Directors meeting in Reston, Virginia (USA) for the purpose of interviewing for the position. Applicants are expected to be available to travel to Reston, VA, USA at NARST expense during these dates. The proposal should address, but not be limited to, the following:

1. YOUR VISION FOR JRST

What will you do to further enhance the *Journal's* reputation beyond the status it already enjoys?

What is your view/vision of science education research over the next five years? How will this view/vision affect how you plan to manage the *Journal*?

Are there aspects of the *Journal* that you would wish to change and what new approaches are you considering that may move the *Journal* forward?

2. MANAGEMENT STRUCTURE AND PROCEDURES What management structure do you envisage for the *Journal*?

How will you structure the relationship between the Editor(s) and Associate Editor(s)? Will you be the sole Editor and have support from Associate Editors?

What will be the specific logistics of review and editorial decisions? Can you provide the Board with details about how this will be put in place within the opportunities and constraints of ScholarOne?

How will the structure and procedures that you create produce a reduction in the time required for editorial review while maintaining the quality of the journal congruent with journal rating systems

Please specify the names, institutions, departments, and specialties of your Associate Editors?

    3.   FINANCIAL ARRANGEMENTS

Specify the financial support required of NARST

Specify the contribution (financial / physical / and release time) provided by your institution. Provide evidence of this contribution by including letters from the Dean of your faculty and/or other such administrators.

    4.   PROFESSIONAL DETAILS

Submit abbreviated vitae (maximum of three pages each) for all Editor(s) and Associate Editors.

Sample Criteria and Scoring for Candidates for JRST Editorship
The Search Committee Chair will distribute applications to the committee members with the criteria upon which the committee had agreed. Each committee member sends her/his comments only to the Chair, so each person would give her/his appraisal independently. Once all evaluations were submitted, the Chair summarizes the results in a series of tables, one for each applicant, with the scores and text from each committee member for each of the seven criteria.

Next the committee will hold a conference call and decide on a ranked list, and ask the top choice(s) to come to the NARST Fall Board meeting. The NARST Board must approve the nominees for *JRST* Editor.

Below are the criteria for the evaluation:

Scoring of candidates for *JRST* Editorial team:

5 excellent

4 very good

3 good

2 fair

1 poor

***JRST* Editor team names:** _____

Criteria	Score (1-5)	Comments
Vision for *JRST*, proposed direction and foci, with respect to the future of science education over the next five years		
Creative leadership/innovation: what specific changes and new approaches, including computer/technology, are needed to realize the vision out above?		
Outward looking and understanding of relevant cognate areas of science education research; publishing a diversity of styles of research with methodological pluralism; international perspectives; international review process		
Collective effort of Editors and Associate Editors as respected scholars; strong record of publications, excellent writing and editing skills		
Activities within and beyond NARST		
Institutional support…space, computer technology, equipment, time, money…		
A. Suggested Management structure: Editors/Associate Editors/Editorial Board Evidence/experience of working collaboratively/effectively with teams of people		
Total		

JRST Editorial Board Slate

Procedures and Timeline: Each year, the JRST editors put forward for our consideration a slate of candidates to fill open positions as Editorial Board members and as Associate Editors. The slate of nominees for JRST Editorial Board and Associate Editors is reviewed and discussed by PAC members, who then make a motion to the Board to endorse the final version of the slate. Members of the JRST Editorial Board are appointed for a three-year term and may not be appointed to consecutive terms. Exceptions to this policy must be submitted to and be approved by the Publications Advisory Committee.

In February prior to the NARST Annual International Conference, JRST Editors provide a slate of candidates for the Editorial Board and Associate Editors, as needed. PAC members review and discuss the slate, and then make a motion at the Board meeting during the conference to endorse the final version of the slate.

Editorial Board Slate

Prior to the PAC meeting(s) at the Annual Conference the JRST Editors will submit a slate for appointing new Associate Editors (AEs) and Editorial Board Members (EBs) to replace those whose terms have expired. The Editors will submit a list of suggestions of AEs and EBMs in the form:

<NAME>

<Affiliation>

<Areas of Expertise>

plus a three-page CV for each AE/EBM. The information will be forwarded to the PAC members using the following

e-mail:

One of the main responsibilities of the PAC is oversight of NARST's official journal, the Journal of Research in Science Teaching. Each year, the JRST editors put forward for our consideration a slate of candidates to fill open positions as Editorial Board members and as Associate Editors. Our job is to consider each candidate, as well as the slate as a whole, and to raise any concerns (either about qualifications of an individual candidate or about the composition of the Editorial Board and/or team of Associate Editors). If any concerns are raised (i.e., if we request changes to the slate), **[INSERT NAME OF BOARD LIAISON]** and I will take those concerns back to the JRST editors so that we can work together to compose a slate that will be acceptable to the committee. In other words, we are not deciding which of these candidates is more/less qualified. (The editors have already chosen the slate that they would prefer from among the available candidates.) So, there is no need to compare candidates to each other – only to consider whether or not you approve of the slate as constituted.

To that end, please review the attached application materials (described in the forwarded email below), and make the following decisions:

Do you have concerns about any of the candidates? (For each candidate, decide whether you think the person is/is not qualified to serve as an Editorial Board member/as an Associate Editor).

Do you have any concerns about the slate as a whole?

If you wish to initiate a conversation with the committee about your responses to these questions, please reply to all. If you wish to simply register your vote/decision, you may just respond to me. Please treat as confidential the attached materials, as well as any discussion about the slate.

Based on the committees decision, the Board Liaison to the PAC will make a motion to approve the Editorial Board Slate:

Motion

I move that the Board approves the JRST Editorial Board Slate. [Add potential additional information based on committee discussions].

Rationale

The publications advisory committee has received the JRST Editorial Board slate prior to its meeting on **[FILL IN DATE]**. The slate included **[FILL IN NUMBER]** Associate Editors and **[FILL IN NUMBER]**Editorial Board Members. The committee

has carefully reviewed the slate and the additional information (i.e. short CVs) prior to the meeting and discussed the slate at the meeting. [Briefly describe conclusions, i.e. if there were or were not concerns about individuals listed on the slate].

NARST/NSTA Research Worth Reading Recognition

Task: In the beginning of each year, PAC members select three articles from the previous year's volume of JRST for the NARST/NSTA Research Worth Reading Recognition. The articles are selected on the basis of relevance and readability for science teachers.

Procedures and Timeline: Each PAC member focuses on one (or, if needed, two) issues from the last JRST volume, and nominates paper(s) from that issue(s). This may lead to an initial selection of 10-12 articles. To organize this step the following e-mail is sent to members:

The NARST Publications Advisory Committee coordinates the NARST/NSTA Research Worth Reading Recognition selection process by reviewing all JRST articles from the **[FILL IN YEAR]** calendar year (Volume *([FILL IN NUMBER]*)) and recommending up to three for this initiative. For this to happen, this group needs to have reviewing completed in two steps.

Step 1) Each member of this group will select zero, one or two articles that are relevant for practitioners from the JRST issue(s) assigned to the member:

[ASSIGN ISSUES TO MEMBERS' NAMES]

Kindly find the following criteria, which were previously approved by NARST, when ranking potential articles:

Review Criteria

Addresses themes relevant for the teaching and learning of science (in preK-12, higher education, and informal education settings)

Bridges gaps between theory and practice and/or research and practice

Addresses concerns and needs of practitioners

Identified implications for the ideas that have direct implications for the classroom or learning environment (if in informal education spaces)

All you need to send is **no more than 2 articles** per issue that you want the full committee to consider. It is also fine to send **0 recommendations** from a particular issue - not everything in JRST will be appropriate.

Step 2) The first author of those selected in step one will be asked to provide an extended abstract which addresses the implications of their research for curriculum and instruction. After we receive those, a second round of voting will determine the 3 winners.

Since NARST will be **[INSERT DATE]** next year, we are hoping to finish our work by **[INSERT DATE].**

The following e-mail is sent to the authors identified in step one:

To: Authors of selected papers

Subject: NARST/NSTA Research Worth Reading Award

My name is **[INSERT NAME]**, chair of the NARST PAC subcommittee to select the three winners of NARST/NSTA Research Worth Reading award.

This is a two-step process: First the committee members read all the JRST (year) issues and select all articles that can be useful for teachers/practitioners, and we ask those nominees to provide a 500 word abstract of their article which emphasizes how this work is relevant for classroom teachers and practitioners. Next, the committee will then screen all the abstracts and nominated papers a second time and select the three winners. The winners will be recognized by NSTA and they will have a special session at NARST to present their work.

Your article (reference) was nominated by the first screening. Therefore and we would like you to provide the 500 words abstract by **[INSERT DATE]** so that we can move forward with the process. In case you are one of the winners, we will notify you by **[INSERT DATE]**.

The extended abstracts and articles are then read and ranked by each member. Each member will inform the chairs about the top 6 articles they have identified. The chairs will then compile a ranking of all identified articles and the top three will be recommended to the NSTA. To organize this step the following e-mail is sent to members:

Email for part 2

[INSERT NUMBER] articles were recommended by our group and **[INSERT NUMBER]** abstracts were received from the authors. As we enter the final round of reviews, you are asked to do the following:

- Please look over each article and its teacher-friendly abstract. You will need two files to complete each review: (1) the articles, which are listed here:**[INSERT LINK]** and (2) the teacher-friendly abstracts, which are located here **[INSERT LINK]**

- Then, reply with your **top 6 article selections**, and a list will be compiled of the rankings and the top 3 will be recommended to NSTA.

These top three articles are made available to NSTA members by providing hard copies at the NARST booth during the NSTA annual conference. In addition, the three articles are submitted to the NSTA Representative to NARST, who compiles a list that also includes articles from other journals. Last but not least the awardees are recognized at the NARST/NSTA Research Worth Reading Recognition session at the Annual NARST conference.

Scholarships for Classroom Teachers and Informal Science Educators

Task: Provide scholarships for classroom teachers and/or informal science educators to attend the NARST Annual International Conference.

Procedures and Timeline: Each year in September, the PAC Scholarship committee sends out a call to the NARST membership for applications for 9 scholarships, each worth $700. An application can only be made by a NARST member, on behalf of a collaborating classroom teacher or informal science educator. The scholarship is meant to facilitate attending the NARST Annual International Conference. Applications are submitted by December 15. The committee members use a rubric to review the applications. On the basis of the scores, a ranking is made, with only one application per NARST member/PI/adviser being considered in the first round of the selection process. The nine applicants with the highest scores are selected to receive the scholarship. Scholarship recipients are informed by the committee about the scholarship being granted to them. Throughout this procedure, the PAC committee members communicate with the chairs of the International Committee, the Equity and Ethics committee, and the Executive Director, to: (a) check for 'double' applications and (b) pool the different scholarships if the number of applicants for one scholarship is lower than another set of applicants.

Pre-Conference and Conference Workshops / Sessions

Task: i) Sponsor two sessions at the NARST Annual International Conference - one by the Editors of JRST on publishing in the journal and the other to be determined by the committee. ii) Sponsor two Pre-Conference Workshops at the NARST Annual International Conference – one aimed at reviewing for JRST and the other to be determined by the committee. iii) Coordinate the NARST/NSTA Annual Research Worth Reading Recognition session.

Procedures and Timeline: Beginning with the committee meetings in spring and extending throughout the summer the PAC discusses, agrees upon, and organizes the committee-sponsored sessions and workshops for the next NARST Annual International Conference. An abstract for this session and for the *JRST* Editors' session, is submitted approximately October 1. In the same time period, the PAC contacts the *JRST* editors about the abstract for the pre-conference workshop aimed at reviewing for *JRST*. Workshop plans are submitted with the PAC report for the Fall NARST Board Meeting. Finally,

the PAC coordinates with the NSTA liaison to NARST to submit an abstract for the NARST/NSTA Annual Research Worth Reading Recognition session.

Research Committee

MASTER CALENDAR FOR NARST RESEARCH COMMITTEE

30 January

Task & Dates	Timeline & Activities
Meetings during the NARST Annual International Conference	Report on work of subcommittees during previous year Thank subcommittee members and chairs Establish Subcommittees for upcoming year and appoint chairs. Subcommittees are: RC-sponsored pre-conference workshops NSTA Area conferences (NARST Liaison to NSTA is Chair) NSTA National Conference (NARST Liaison to NSTA is Chair) (even-numbered years) Sandra K. Abell Institute for Doctoral Students Selection Committee (RC Chair is Chair) (odd-numbered years) Sandra K. Abell Institute for Doctoral Students Evaluation Review Committee (every third year beginning in 2011—"yy minus 11" evenly divides by 3) Subcommittee to review the applications for the NARST-NSTA Liaison (RC Chair to Chair) position and to make a recommendation for appointment to the Board of Directors Solicit ideas for RC-sponsored administrative session Other planning
Abell Institute RFP **(even-numbered years)** End of June to end of September	*End of June*: Send email to the entire NARST membership with request for proposals (deadline end of August) to host the Sandra K. Abell Institute for Doctoral Students during the following Summer *First week of September*: Send proposals to the Sandra K. Abell Institute for Doctoral Students Selection Committee *End of third week of September*: Evaluations due from Selection Committee members *End of September*: Institute offered to highest ranked proposal

Pre-Conference Workshops Mid-Summer to early Fall	*Mid-July*: Call for proposals for pre-conference workshops for the following Spring Annual International Conference (deadline for proposals: 31 August) *First week of September*: Proposals forwarded to Subcommittee by Subcommittee Chair with request for reviews by end of third week of September *First week of October*: Decision made on which workshops (usually no more than two) to sponsor
NSTA Liaison Position **(every third year: "YY-11" evenly divides by 3)**	*Early September*: Call for applications for NARST Liaison to NSTA to be submitted by end of November
Early September to early February	*First week of December*: Applications forwarded to the Subcommittee to review the applications
	First week of January: Reviews due back to RC Chair
Abell Institute Evaluation **(odd-numbered years)** Early September to January	*Early September*: Request from the Organizer of the Sandra K. Abell Institute for Doctoral Students to submit a copy of the external evaluation report by beginning of October *Mid-October: Send external evaluation report to the Sandra K. Abell Institute for Doctoral Students Evaluation Review Committee with a request to review the evaluation report, and, by end of the coming January, to send to the RC Chair recommendations on the conduct of future institutes to be brought to the NARST Board of Directors following Spring meeting*
Administrative Session Mid-October	RC sponsored Administrative Session during the Annual International Conference (if any) to be established and information entered into conference site
NSTA Sessions **Early December to Late January**	Early December: NARST proposal submissions for NSTA National Conference (for the Spring two years on) and NSTA Area Conferences (for Fall of the following year) received from NARST annual conference program development person By Mid-December: NARST Liaison to NSTA forwards proposals and rating sheets to members of both national and area subcommittees Mid-January: Deadline to return ratings to NARST Liaison to NSTA Third week of January: Deadline for final decisions on presenters

	End of January: Deadline for presenters to submit proposals to NSTA and return information to NARST Liaison to NSTA (proposal ID number, title with "NARST:" at beginning, primary presenter's name)

Call for NARST Pre-Conference Workshops

The NARST Research Committee invites submission of pre-conference workshop proposals for the upcoming 20XX Annual Meeting in XXXXX, XX. Pre-conference workshops provide opportunities for NARST colleagues and others to engage in extended academic interaction and in-depth discussion of current issues facing our field. Workshops can serve as mini-courses focusing on research methodologies, specific research milestones or current issues. We encourage proposals that promote the advancement of scientific knowledge about science education and/or methodology through science education research and contain new ideas in collaboration, reflection or training. We also encourage and seek workshops that focus on the theme of the annual meeting: *XXXXX*. Workshop facilitators are encouraged to use the time to help participants work with resources, individuals, materials and ideas in a more interactive and in-depth manner than is often possible in traditional NARST presentation formats.

Workshops are scheduled for 4 hours on the first day of onsite registration at the NARST 20XX Annual Meeting prior to the start of concurrent sessions. Workshops should be planned for at least 30 participants. NARST members are encouraged to register for the workshops prior to the conference through the online conference registration site. If space permits, individuals may also register on-site. Workshop participants pay a $50 registration fee. Workshop facilitators will receive $1500 to offset costs associated with workshop materials, presentation expenses, and/or travel. If sufficient interest in a particular workshop is not demonstrated (i.e. a minimum number of participants do not register for the workshop) prior to the conference, a workshop may be cancelled. In some cases, presenters may choose to forgo the $1500 workshop payment, in which case, participants will not be charged the $50 registration fee. Questions regarding any of these issues may be directed to the individuals identified below.

Application Procedure

To apply to present a NARST 20XX Pre-Conference Workshop, please submit the following information to XXXXX (email address) of the NARST Research Committee, no later than September 1st, 20XX:

1. Title of workshop

2. Contact information

Requested fee per participant (select among the following choices: $0, $25, $50 per participant)

3. Requested maximum number of participants (between 30 and 50)

4. Short description of relevant areas of expertise for each workshop facilitator

5. Workshop abstract (for recruiting participants)

Workshop description (*no more than 5 pages*) including a detailed description of the proposed workshop goals, schedule and activities, information on the roles of workshop participants and

facilitators, and a short review of literature relevant to the workshop topic and/or format. Please also indicate what materials or artifacts, if any, participants will take away from the workshop.

Review Process
Review of proposals and selection of workshops will be conducted through the NARST Research Committee. Committee members will review proposals based on the following criteria:

- *Focus*: Degree to which the workshop focuses on issue(s) related to the advancement of science education knowledge and practice and/or methodology in conducting science education research.
- *Relation to Conference Theme*: Degree to which the workshop topic is related to the conference theme "[Insert Annual Theme Title]."
- *Outcomes*: Degree to which the workshop design will lead to fruitful outcomes for workshop participants, which are related to the advancement of science education knowledge and practice or research methodology.
- *Literature Base*: Degree to which the workshop content is well grounded in one or more research literatures relevant to science education.
- *Systemic Importance*: Degree to which the workshop content addresses an issue that is of systemic importance to the field of science education.
- *Interest*: Degree to which the workshop topic is of interest to science education researchers.
- *Engagement*: Degree to which the workshop delivery will enable all workshop participants to fully engage with the workshop foci.

Please submit proposals electronically in order to expedite the review process by members of the Research Committee. All proposers will be notified of the review outcome by early November

20XX.

Please direct inquiries to [enter chair email], Chair of the Research Committee, or to [enter other member contact].

NARST Research Committee Sponsored Pre-Conference Workshop
Review Sheet

Rater:

Proposal Author(s):

Proposal Title:	
Criteria	**Rating: 1-5** **(1 is low; 5 is high)**
Focus: Degree to which the workshop focuses on issue(s) related to the advancement of science education knowledge and practice and/or methodology in	
Relation to Conference Theme: Degree to which the workshop topic is related to the conference theme *Awakening Dialogues: Advancing Science Education Research,* *Practices, and Policies*	
Outcomes: Degree to which the workshop design will lead to fruitful outcomes for workshop participants, which are related to the advancement of science education knowledge and practice or research methodology	
Literature Base: Degree to which the workshop content is well grounded in one or more research literatures relevant to science education	
Systemic Importance: Degree to which the workshop content addresses an issue that is of systemic importance to the field of science education	
Interest: Degree to which the workshop topic is of interest to science education researchers	
Engagement: Degree to which the workshop delivery will enable all workshop participants to fully engage with the workshop foci	
Average	
Strengths:	
Weaknesses:	
Other comments:	

Preconference Workshop Acceptance Letter

Date

Dear,

Thank you very much for submitting a NARST Pre-conference Workshop proposal for the 20XX annual meeting in XXXXX. We are pleased to report that your proposal was reviewed quite favorably by this year's review committee and has been accepted for presentation.

The committee received several strong proposals and a thorough review was conducted for each of the submissions. The committee used the following criteria to help guide the review process:

- Focus: The focus of the workshop is upon the advancement of knowledge and practice relative to science education and/or methodology in conducting science education research.

- Likely Outcomes: The design of the workshop would result in the advancement of knowledge and practice relative to science teaching and learning or research methodology for workshop participants.

- Literature Base: The content of the workshop is well-grounded in one or more research literatures relevant to science teaching and learning.

- New Developments: The content of the workshop would advance the knowledge of participants about new developments (from within science education and/or other disciplines) that is relevant to research in science teaching and learning.

- Systemic Importance: The content of the workshop addresses an issue that is of systemic importance to the field of science education.

- Interest: The workshop topic would be of interest to science education researchers.

- Engagement: The delivery of the workshop will fully engage workshop participants.

  This year, the Pre-conference Workshops will be scheduled on XXXXX from 8 am to noon. The conference will be held at XXXXX. If you have any questions or concerns, please contact XXXXX, Chair of the review committee (email). Congratulations and we look forward to attending your workshop session.

  Sincerely,

  The 20XX Pre-Conference Workshop Review Committee

Preconference Workshop Declination Letter

Date:

Dear,

Thank you very much for submitting a NARST Pre-conference Workshop proposal for the 20XX annual meeting in XXXXX. We regret to report that your proposal was not recommended for presentation at this year's meeting. We reviewed many more high quality proposals than we were able to recommend.

The committee received several strong proposals and a thorough review was conducted for each of the submissions. The committee used the following criteria to help guide the review process:

- Focus: The focus of the workshop is upon the advancement of knowledge and practice relative to science education and/or methodology in conducting science education research.
- Likely Outcomes: The design of the workshop would result in the advancement of knowledge and practice relative to science teaching and learning or research methodology for workshop participants.
- Literature Base: The content of the workshop is well-grounded in one or more research literatures relevant to science teaching and learning.
- New Developments: The content of the workshop would advance the knowledge of participants about new developments (from within science education and/or other disciplines) that is relevant to research in science teaching and learning.
- Systemic Importance: The content of the workshop addresses an issue that is of systemic importance to the field of science education.
- Interest: The workshop topic would be of interest to science education researchers.
- Engagement: The delivery of the workshop will fully engage workshop participants.

We regret that we are unable to host more workshops and sincerely hope that your work described in the proposal will be presented in an alternative venue. We look forward to interacting with you further at the 20XX meeting in XXXXX.

Sincerely,

The 20XX Pre-Conference Workshop Review Committee

Solicitation Guidelines for NARST Sponsored Presentations at The NSTA National Conference

Guidelines For Selecting NARST Sponsored Proposals for NSTA

To be eligible for section a proposal must:

1. Address the themes relevant for the teaching and learning of science.

2. Bridge the gaps between theory and practice and research and practice

3. Address the concerns and needs of practitioners

4. Be interactive and engage the audience

5. Provide materials or ideas that can be used with a little or no modification by teachers, teacher educators, or administrators

6. Have a title and abstract that will attract a wide audience

NARST members who wish their NARST paper to be considered as a NARST sponsored paper at NSTA should submit a proposal to the Research Committee that addresses the criteria outlined above. Potential presenters may use their recent NARST presentations as a basis for a proposal, but it is likely that the proposal and ultimate presentation will require modification to meet the selection criteria and the needs of the NSTA community.

Proposals should be no longer than 3 pages, single spaced, with 12 point font. In addition, there should be a 200 word abstract. All author contact information should be placed on a separate cover sheet. Proposals should clearly state how the presentation will address all six of the selection criteria. Information about meeting themes can be found on the NSTA website. Proposals should be submitted to …….. by (Date)……….

Questions may be directed to XXXXX, the NARST Research Committee Member coordinating the review and selection of NARST sponsored NSTA sessions, or the Research Committee Chair, XXXXX.

Solicitation Guidelines for NARST Sponsored Presentations

The NSTA National Conference

The NARST Research Committee is soliciting proposals for NARST sponsored sessions at the 20XX National Science Teachers Association (NSTA) national conference. The 20XX NSTA national conference will be held in [insert date].

For many years the National Science Teachers Association (NSTA) has provided the NARST membership with the opportunity to give presentations at their meetings. The NARST Research Committee has developed a set of criteria that will aid in the selection of NARST sponsored presentations at NSTA. The criteria are intended to help the Research Committee select presentations that will be relevant to the NSTA community and bridge the research and practice gap.

Solicitation Letter for NARST Sponsored Presentations at NSTA Regional Conferences

Dear Colleague,

Each year, NARST is able to sponsor two hours of programming at each of the three NSTA regional meetings. In responding to the 20XX solicitation for NARST proposals, you indicated an interest in presenting your work at a NSTA regional meeting. We encourage scholars to prepare a version of the work they will present at the 2010 NARST conference specifically geared toward a practitioner audience. The NSTA presentation should be related to your NARST proposal, but the NSTA presentation may have a different focus and title. Please consider submitting a proposal for presenting at one of the 2010 regional meetings: XXXXX (date); XXXXX (date); and XXXXX (date). In order to apply, submit the NARST proposal associated with your presentation along with the attached form providing information specific to the NSTA presentation.

Proposals will be reviewed by the NARST Research Committee. The Research Committee will make selections based on the potential for the presentation to bridge gaps between theory and practice and research and practice as well as the extent to which the presentation will address the concerns and needs of practitioners. In order to be reviewed, proposals should be submitted to XXXXX via email (email address), Chair of the Research Committee, by February 10.

NARST

Research

Committee

XXXXX

Supplemental Proposal Information

NARST Sponsored Sessions at NSTA Regional Meetings

To propose a NARST sponsored session at a NSTA regional meeting, submit this completed form and the full NARST Proposal to XXXXX (email) by date.

Authors (Institutional Affiliation):

Contact information for *first Author*

Mailing Address:

Phone number:

Email address:

Presentation Title (*The title does not have to be the same as the NARST title)*:

Identify the 20XX NSTA Regional Conference(s) at which you would
like to present: XXXXX (date)   XXXXX (date)   XXXXX
(date)

In no more than one page of text, indicate how this presentation would help bridge the gaps between theory and practice and research and practice. Also, discuss how the presentation would address the concerns and needs of practitioners.

NARST Research Committee Administrative Session Review Sheet

Rater:

	Rating: 1-5 (1 is low; 5 is high)
Proposal Author(s):	
Proposal Title:	
Criteria	Rating: 1-5 (1 is low; 5 is high)
Focus: Degree to which the session focuses on issue(s) related to the advancement of science education knowledge and practice and/or methodology in	
Relation to Conference Theme: Degree to which the session is related to the conference theme *Awakening Dialogues: Advancing Science Education Research, Practices, and Policies*	
Systemic Importance: Degree to which the session addresses an issue that is of systemic importance to the field of science education	
Interest: Degree to which the session is of interest to science education Researchers	
Uniqueness: Degree to which the session addresses issue(s) in new and distinctive ways	
Average	
Strengths:	
Weaknesses:	
Other comments:	

Rank Order: _____

NARST Sponsored NSTA Sessions Review Sheet

Rater:

Proposal Author(s):	
Proposal Title:	
Criteria	Rating: 1-5 (1 is low; 5 is high)
A. Addresses theme(s) relevant for the teaching and learning of science	
B. Bridges gaps between theory and practice and research and practice	
C. Addresses concerns and needs of practitioners	
D. Is interactive and designed to engage audience	
E. Provides materials or ideas that can be used with little or no modification by teachers, teacher educators, or administrators	
F. Has a title and abstract that will attract a wide audience	
G. NARST proposal evaluation score: 5.0-4.5 --> rating 5 4.4-4.0 --> rating 4 3.9-3.5 --> rating 3 3.5-3.0 --> rating 2	
Average	
Strengths:	
Weaknesses:	
Comments:	

Sandra K. Abell Institute for Doctoral Students

NARST sponsors the Sandra K. Abell Institute for Doctoral Students every other summer on odd-numbered years. The chart below outlines a timeline that extends over three calendar years for this initiative.

Time	Activity
Yr 1 Summer	Research Committee solicits and reviews proposals to host the Abell Institute.
Yr 1 Fall	Research Committee recommends a host proposal to the Board. Board makes funding decision. The host team begins recruitment of participants.
Yr 2 Spring	Host team selects participants and finalizes plans.
Yr 2 Summer	Abell Institute is hosted.
Yr 2 Fall	The host team and the external evaluator provide reports to the Research Sub-Committee. Research Sub-Committee forwards reports to the Board liaison who communicates with the Board.
Yr 3 Spring	Research Committee and host team may collaborate on a culminating activity for the Abell Institute participants at the NARST Annual Conference (e.g. poster session).

Request for Proposals for Host the Sandra K. Abell Institute for Doctoral Students

NARST is soliciting proposals to host the 20XX Sandra K. Abell Institute for Doctoral Students. The purpose of the Sandra K. Abell Institute for Doctoral Students is to support the education and professional development of doctoral students involved in the study of science education.

Background & Goals

NARST sponsored the first institute for doctoral students in 2009, and the first Abell Institute in 2011. Based on the success of this initial offering, the organization committed to sponsor future institutes on a biennial basis. Organizers of the 2009 event created a model for the organization and structure of the institute based loosely on the European Science Education Research Association (ESERA) Summer School. Central to this model is a week-long event that provides opportunities for science education doctoral students and established researchers from diverse programs to share perspectives, discuss current research, and collaborate. The established researchers, most likely faculty members, serve as

mentors for the students. Students and mentors interact through a variety of formats including small groups dedicated to the discussion of student research projects, seminars and workshops. Proposers should plan to build from the successes of the models created for the 2009 and 2011 institutes but are encouraged to customize their proposals in order to maximize attainment of the institute goals. The following list identifies the primary goals for the Sandra K. Abell Institute for Doctoral Students. Proposers may supplement these goals with program-specific aims.

- Support development of doctoral student research practices including those related to research design, research methods and communication of research;

- Support doctoral student understanding of the science education research community and their positioning within the community;

- Develop networks of emerging and established researchers in science education.

Funding
NARST will provide up to $25,000 to support the organization and implementation of the 20XX Abell Institute.

These funds may not be used to pay for indirect operating expenses typical of many federal grants. Other sources of funding may include student fees and contributions from the host institution. The $25,000 organizational contribution is meant to minimize costs for participating students. However, modest fees to be paid by students or their home institutions are likely necessary for successful implementation of the Abell Institute and may be helpful in ensuring that participants are committed to Abell Institute activities and expectations. Proposers are encouraged to seek additional support from the host institution.

This support may come in the form of direct financial contributions and/or in-kind contributions of staff time, facilities, or other resources that support successful implementation of the Abell Institute.

Proposal Requirements
Proposals should be organized with the following components: *Program Description*, *Budget, Curriculum Vitae,* and *Supplemental Materials*.

Program Description
The Program Description should not exceed five pages including tables and figures. The Program Description should address all of the issues presented in the following list.

- Identify the organizer or organizing team and discuss the qualifications of this individual or group. Members of the organizing team should be current members of NARST.
- Identify the host institution. Discuss its capacity and commitment to host the Abell Institute.
- Discuss how the proposed event will meet the Abell Institute goals outlined in the introductory section of this call for proposals and any other aims specific to the proposed program.
- Present a plan for organizing and structuring the experience. This plan should identify foci for the Abell Institute as well as the structure(s) that will be used for organizing the event. Proposers should offer a model for how student and faculty participants will interact and present a tentative schedule of activities.

- Identify plans and procedures for recruiting and selecting both student and faculty participants. This discussion should explicitly highlight the number of students and faculty that are expected to participate.
- Describe facilities to be used as a part of the proposed Abell Institute. This description should include facilities that will be used for the group and mentoring activities central to the Abell Institute as well as lodging arrangements for student and faculty participants.
- Present a plan for evaluating the Abell Institute.

Budget

The budget section must clearly identify expected expenses as well as sources and amounts of funding. Proposers should include evaluation expenses within the budget. The detailed budget should be accompanied by a budget justification.

Curriculum Vitae

A two-page curriculum vitae (CV) should be included for each member of the organizing team. The CV should highlight the individual's research and mentoring experiences.

Supplemental Materials

Proposals may include supplemental materials that provide evidence of capacity for successful implementation of the Abell Institute. For example, proposers are encouraged to submit a letter indicating institutional support from the host institution.

Additional Requirements

The individual or team that hosts the 20XX Sandra K. Abell Institute for Doctoral Students will be expected to submit an interim report on planning and recruitment activities by March 15, 20XX. The individual or team will also be expected to submit a final report by October 1, 20XX. The final report must include results of the evaluation efforts, the plans for which are identified in the proposal. The interim and final reports should be submitted to the Chair of the Research Committee. These reports will be reviewed by the NARST Research Committee and the Board of Directors. The final report will be made available to the NARST membership, and proposal teams for future Abell Institutes will be encouraged to review this report.

Submission Information

Proposals should be prepared and submitted electronically. Organizing individuals or teams should prepare proposal materials in a single pdf document. If it is not possible to include a Supplemental Material resource within the primary proposal file, it may be submitted separately as an electronic document. Proposal files should be submitted via email to the Chair of the NARST Research Committee (XXXXX, email). Proposal files should be labeled using with the last name of the lead proposer followed by "Abell2011" (e.g., "Sadler.Abell2011"). If a supplemental file is required a similar format should be used for labeling (e.g., "Sadler.Abell2011.supplement1").

To be granted full consideration, proposals should be submitted by August 1, 20XX.

Review Process & Criteria

The NARST Research Committee will review all proposals and forward a recommendation to the NARST Board of Directors for final approval. In reviewing proposals, the Research Committee will consider the following criteria: qualifications of the organizers, host institution's capacity and demonstrated commitment to host the Abell Institute, potential to meet Abell Institute goals,

organization and structure of the proposed program, plans for recruiting and selecting student participants, plans for recruiting and selecting faculty mentors, proposed site and facilities, evaluation plan, and budget plans. The NARST Research Committee and Board of Directors may contact proposers to request additional information or to suggest changes to the Abell Institute as proposed. Proposers are encouraged to examine the review rubric that will be used in the evaluation process.

Resources to Support Proposal Development
In conducting and evaluating the first doctoral student institute, the University of Missouri organizing team, the NARST Research Committee, and Board of Directors learned a great deal. In some cases, these groups developed new understandings of successful approaches; in other cases, the groups identified challenges. Absolute solutions to these challenges may not exist, but organizers of future events will likely benefit from their identification. Findings, lessons learned, and recommendations are presented in two reports both of which are available to the NARST. The first document is the final report prepared by the 2009 organizing team; the second document is the formal evaluation report prepared by the Research Committee. All proposers are encouraged to review these reports carefully.

Review Rubric for Sandra K. Abell Institute for Doctoral Students Proposals

Proposal Team: _____

Host Institution:_____

The proposal evaluation process will be guided by several criteria each of which will be scored by raters using a point system. Please note that criteria have variable point values. Higher scores indicate a better rating.

Review Criterion (Available points)	Score	Rater Comments
Qualifications of the organizer(s) (**20**)	/20	
Host institution: capacity and demonstrated commitment to host the Abell Institute (**20**)	/20	
Potential to support development of doctoral student research practices including those related to research design, research methods and communication of research. (**10**)	/10	
Potential to support doctoral student understanding of the science education research community and their positioning within the community (**10**)	/10	
Potential to develop networks of emerging and established researchers in science education (**10**)		

	/10	
Organization and structure of the proposed program (**20**)	/20	
Plans for recruiting and selecting student participants (**10**)	/10	
Plans for recruiting and selecting faculty mentors (**10**)	/10	
Suitability of the facilities (**10**)	/10	
Evaluation plan (**10**)	/10	
Budget plans (including reasonable student expenses) (**20**)	/20	
Total	/150	

Pre-Institute Student Questions

Sandra K. Abell 20XX

Pre-Institute Questions---Students

Name :   Date:

University: First language:

1.   What is it that attracted you to participate in the Abell Institute this year?

2.   What do you anticipate will be the most useful components to you of the Institute and why?

3.   What supports and challenges did you have to arrange to participate? (family, funding, schedule and???)

4.   Any other comments before you begin

Critical Friends Photo Recognition Album or Crif-Riph-Recal

Name_____Date_____

These pages will help us evaluate the effectiveness of the "critical friends" goal of the 2013 Sandra K. Abell Summer Institute. Please keep a copy to jot notes into as you meet your colleagues. I am asking you to send me this form before and after the Institute. Please write about your personal knowledge of each of those you will meet (or have met) without using any other resources. There are 4 pages of photos. Please save on your computer for your own reference and email a copy back to me. – Thank you again for sending in your photos so that we can use this tool.

1) For each photo, jot down the person's name, if you know it

2) Note briefly what the person's science education interest is

3) Note how you might connect professionally (linkage, collaboration of any sort)

*Insert mentor picture here	*add additional cells as needed

S.K. Abell Institute 20XX

Working Notes with Your Mentor(S)

Tuesday, July 16 (insert new date) What did you gain from interacting with your mentor and group today?	What would you like to follow up on?
Wednesday, July 17 What did you gain from interacting with your mentor and group today?	What would you like to follow up on?
Thursday, July 18 What did you gain from interacting with your mentor and group today?	What would you like to follow up on?
Friday, July 20 What did you gain from interacting with your mentor and group today?	What would you like to follow up on?

Post Participation Survey-Students
On a scale of 1-6, where 1= not useful and 6 = extremely useful, how useful would you rate the following activities? Please mark an "x" in the box for your rating.

	1	2	3	4	5	6
Initial presentation of your work (on the first day)						
Critical friends group meetings						
Individual meetings with mentors from your team						
Individual meetings with mentors not on your team						
Faculty talks						
Presentations (lunch time and beyond)						
Time spent working alone						
Walks from GW to AAAS in the morning						
Group dinners						
Visit to Capitol Hill						
Preparation of NARST proposal						

My ability to develop a theoretical framework for my study						
My ability to develop a rationale for my study						
My ability to develop high quality research questions						
My ability to clearly describe the methodology (theory of method) and research methods						
My ability to develop a plan for collecting data						
My ability to align theoretical framework and research questions						
My ability to align research questions and methods						
My ability to communicate my research						
My understanding of the science education research community						
My research connection to policy						
My research connection to practice						
My ability to develop an effective literature review						

Please rate the institute's impact on the following skills, knowledge and abilities, where 1 = no positive impact and 6 = extensive positive impact.

Please rate the following statements where 1 = strongly disagree, 2= disagree, 3= agree, 4= strongly agree

	1	2	3	4
The Institute changed the way I will conduct my dissertation research				
The Institute allowed me to create a new network with science education colleagues				
The Institute made me feel more a part of the science education research community				
The Institute increased my confidence as a researcher				
The Institute increased my ability to talk about my research to others				
The Institute made me feel less isolated in my endeavors as a researcher				

Please rate the quality of the following aspects of the Sandra Abell Institute, where 1= unacceptable quality and 6= outstanding quality.

	1	2	3	4	5	6
Accommodations						
Lunches						
Snacks and drinks						
AAAS meeting facilities						
Internet access						
Dinners						

Open-ended questions.

1. What aspect of the Institute did you find to be most useful to you?   Why?

2. What aspect of the Institute did you find to be least useful for you? Why?

3. What recommendations do you have regarding the schedule of activities and sessions for future Institutes?

4. What recommendations do you have regarding the role of the mentors in future Institutes?

5. In what ways did the Institute most influence your research project?

6. In what ways did the Institute most influence you as a researcher?

7. What impact do you think participation in the Institute will have on your career?

8. If there were one type of activity that you wished the Institute spent more time on, what would it be and why?

9. If there were one type of activity that you wished the Institute spent less time on, what would it be and why?

10. Please write any other comments that you think would be helpful in planning for future Institutes.

Questions for Mentors (By email)
PRE-INSTITUTE WEEK

1. What led you to apply for the SA Institute this year?

2. What do you expect to learn from your participation?

3. What did you have to arrange in your life to participate for the Institute's week?

POST-INSTITUTE WEEK

1. What were the highlights of your mentoring role at this summer's Institute?

2. What changes would you suggest to improve the experience and why?

3. What are things we should continue? (added by one mentor)

Sample Overview Of SKA-SRI - July, 20xx

	Monday-15	Tuesday-16	Wednesday-17	Thursday-18	Friday-19	Saturday-20
8:00 am	Breakfast-downstairs	Leave for AAAS	Leave for AAAS	Leave for AAAS	Leave AAAS	Leave Washington, DC
9:00 am		Overview of week; group assignments; Critical Friends Group	Developing proposals; Critical Friends Group	Visit to Capitol Hill	Overview; Feedback on proposals	
10:00 am						
11:00 am		Faculty Talks: Alicia & Jan	Faculty Talks: Brian & Gale	Faculty Talks: Angie & Tali	Faculty Talks: Anat & Julie	
Noon	**Mentor meeting and Lunch/** Students on their own	Lunch-Jodi Peterson, NSTA	Lunch	Lunch- Jay Labov, NSTA	Lunch- Ann Culter, NSTA	
1:00 pm		Connecting to Practice: AAAS Curriculum & Assessment	Meet a Mentor	Meet a Mentor	Feedback on proposals; Work on presentations	
2:00 pm			Meet a Mentor/ Writing time	Critical Friends Groups & work on writing proposals		
3:00 pm	Arrive at GWU by this time	Critical Friends Group	Writing in Critical Friends Groups – Proposal due for group review		Closing presentations; Final reminders	
4:00 pm			Next Generation of Standards & Other initiatives – Dr. Joe			
5:00 pm	Name tags, Abell Institute scavenger	Recap and walk to dinner	Return to GWU	Recap and walk to dinner	Return to GWU	

	hunt, pictures of participants					
6:00 pm	Opening Dinner & Welcome	Group Dinner	Group Dinner	Mentor "thank you" dinner; Graduate students dine on their own	Gala Dinner	

RIG Contemporary Methods for Science Education Research

Purpose:

The broad purpose of the RIG is to advance the mission of NARST by maintaining the rigor of science education studies and the validity of their findings, as well as promoting more standardized research practices across the organization such that we are better able to learn from and synthesize each other's work. The intent is that these outcomes will, in turn, allow us to keep advancing the field and maintain the relevance of our research to improving science teaching and learning. More specifically, our goal would be to facilitate learning of and discussion about philosophical (i.e., ontological, epistemological) issues related to research methodology, as well as about recent developments and best methodological practices for science education research. The RIG will focus on methods and their applications in both the qualitative and quantitative traditions.

Long Term Contact:

Chair Selection and Rotation:

Current chair will seek nominations for a co- chair that would remain in the position with the chair for 3 years. If one nomination is received, that person will become the co-chair. If multiple nominations are received, there will be an election. Elections will be held if 3 or more nominations are received. Nominations will be accepted from members who have participated in the RIG for the previous three years. One of the initial co-chairs will agree to serve as advisor to the new co-chairs for a one-year transition period into the new 3-year term. This transition mechanism for will continue for future changes in the chair position.

Administrative Structure:

In addition to co-chairs, the RIG will seek nominations for a "communications officer" that will take minutes, disseminate announcements, and help coordinate the activities of the RIG.

Should the work of the RIG grow and evolve such that subcommittees are needed to best utilize the human resources of the RIG membership, volunteers for committee chairs will be sought from the RIG co-chairs. The RIG co-chairs will conduct quarterly phone meetings with committee co-chairs throughout the year to provide input and monitor progress.

Potential Plans Of Action:

Initial meetings of the RIG will be somewhat exploratory as the purpose of these meetings will be to surface the most salient methodological issues in our work. After this preliminary work, we envision the RIG proposing symposia, pre-conference workshops, and other sessions to the Research Committee on both broad and specific methodological topics.

One example of a near-term idea is for the RIG to conduct a pre-conference workshop toward the goal of helping NARST researchers learn from, build upon, and synthesize each other's work.

This can be thought of as increasing the coherence of our body of knowledge through appropriate standardization in research reporting practices. The title could be something like: Toward More Consistent Quantitative Approaches in Science Education Research. In such a workshop, we could share with participants trends in quantitative research reporting practices in science education journals, note the diversity of approaches that are used for a

given research question, and suggest some recommended practices for statistical reporting where the recommendation coms from the perspective of practices being the most replicable, rigorous, and accessible to the broadest set of audiences. We at BSCS have collected extensive information on research practices as part of our NSF-funded meta-analysis of science education effect sizes of which I am the Principal Investigator (NSF DRL#1118555). After sharing findings about common reporting practices and making some recommendations thereof, the workshop participants would engage with real data sets to see how some of the recommendations are applied. Finally, participants would be encouraged to assess the strengths, limitations, and other implications of implementing the recommended practices.

To develop session and workshop ideas such as the one proposed above, the RIG will meet at each annual conference, with the administrative team (and other RIG members as appropriate) meeting quarterly between conferences.

Membership Committee

Committee Member Commitments

Committee Activities

The Committee, in isolation or in collaboration with other NARST entities, will implement appropriate data collection activities (e.g., surveys, focus groups) to ascertain the needs and interests of the membership. The Committee, in isolation or in collaboration with other NARST groups, will seek to address these needs and interests through NARST constituency-specific activities (e.g., early career conference sessions) that may occur at or outside the NARST Annual International Conference.

Past Practices

In the past, the membership activities, as part of the previous Membership & Elections Committee, included the planning and implementation of sessions at the annual conference (practices summarized below). Now, the Membership Committee is a stand-alone committee; consequently, its members may be able and want to offer more services to the membership—surveying the membership to gauge interests and desires and work with other NARST committees to offer webinars accessible throughout the year are two examples.

Mentor/Mentee Nexus

- In January, the lead coordinator for the event informs the committee co-chair of any specific room needs for the event. For example, if the event utilizes small groups and expects a large number of participants then the committee co-chair can submit a request to the Program Coordinator for a room with a certain capacity and room set up of round tables.

- Approximately 6-8 weeks prior to the conference, the lead coordinator for the event contacts the NARST Executive Director and Drohan, the management company, to receive a list of individuals who volunteered during conference registration to be a mentor and a list of individuals who requested mentors. The Board Member liaison can provide contact information for the NARST Executive Director and the Drohan contact, if needed.

- The coordinating group for the event sends emails to the mentors and mentees (see Appendix A for samples).

- Appendix B includes an example of a past structuring (2016) of the conference session.

- The NARST conference meeting is a space for discussing the session—challenges and ways to improve it. The coordinators also submit a written report to be included in the spring Board report (see Appendix C for an example report)

Documents And Sample Letters for Membership Committee

Mentor/Mentee Sample Invitation

We invite all new NARST members and experienced NARST members to participate in a Mentor/Mentee program and special NARST session at the Annual International Conference. To aid new members in the navigation of the NARST community and conference, we match newer members (mentees) with more seasoned members (mentors) to engage in discussion to help launch or expand professional networks.

Mentors and mentees are encouraged to communicate before and during the Annual International Conference and then participate in this informal discussion session during the conference. We encourage all NARST members who are early in their professional career to attend this session. We encourage all experienced NARST members to consider sharing their wisdom and experience by being a mentor.

Are you a new member to the NARST community? Do you have questions about how to get the most out of your conference experience? Do you have questions about how to get involved in NARST committees? Do you want to begin networking with others in your field and in the broader NARST community? Please sign up as a mentee, and we will match you with an experienced NARST member to help mentor you through the early phases of your NARST career.

Are you an experienced member in the NARST community? Would you like to help the newer members get the most benefit from their conference experience? Can you show them how to navigate the program and conference events? Can you answer questions about sessions, committees, and ways to get involved in the association? We need experienced NARST members who want to continue making a difference in the association by helping build and foster our new membership. If you would like to serve as a mentor for a new NARST member, please sign up. We will match you with a mentee before the conference.

To Sign Up

Please mark all appropriate responses with an X:

(1) I would like to participate this year as a _____Mentor _____Mentee

(2) I would prefer to work with someone in one of the following research areas:

- ☐ Science Learning, Understanding and Conceptual Change
- ☐ Science Learning: Contexts, Characteristics, and Interactions
- ☐ Science Teaching—Primary School (Grades preK-6)
- ☐ Science Teaching—Middle and High School (Grades 5-12)
- ☐ College Science Teaching and Learning (Grades 13-20)
- ☐ Science Learning in Informal Contexts Cultural, Social, and Gender Issues
- ☐ Preservice Science Teacher Education
- ☐ In-service Science Teacher Education

☐ Reflective Practice
☐ Curriculum, Evaluation, and Assessment
☐ Cultural, Social and Gender Issues
☐ Educational Technology
☐ History, Philosophy and Sociology of Science
☐ Environmental Education
☐ Policy

(3) Optional. If you have any additional special requests to consider in matching mentor/mentee pairs, please describe:_____.

Once you have completed this short questionnaire, click on the SEND button to return to XXXXX, Membership Chair.

Sample Email to Mentee

        Here is a sample email sent to mentees about three weeks prior to the conference.

Dear Mentees,

On behalf of NARST, let us be the first to welcome you to San Antonio, Texas! We are glad you have agreed to work with a mentor, and we hope that your mentor will help to make your NARST conference experience a good one.

The Mentor/Mentee Nexus will take place on Saturday, April 22, 6-7pm, in the Hyatt Presidio ABC. The purpose of this meeting is to provide you with an opportunity to meet with a mentor and discuss ways to maximize the benefits of NARST meetings. In the past, some people have assumed that this would be a long-term relationship, but that is not the purpose of this initiative.

Please check the attached list to find the name and email address of your mentor. Contact the person by email to say hello. Send a BRIEF paragraph to your mentor related to your interests.

Here are some typical questions you might want to ask your mentor:

1. What role does content play in NARST members' research since the only clearly identified content strand is environmental science? How can we easily identify sessions with a content focus?

2. What is NARST conference etiquette? Can we go in to sessions and leave if we are only interested in one of the papers in the set? When do we ask questions - before, during after a presentation or after all presentations? What kinds of questions are appropriate?

3. What strategies do people use to decide what to listen to; do they pick a strand or only go to sessions of people they recognize?

4. Should grad students have business cards?

5. What is appropriate attire?

6. What are the best ways to network?

7. How important are the social events (equity dinner, president's reception, etc.)?

You and your mentor are welcome to make arrangements to meet outside of the scheduled time for the Nexus. If you decide to do so, please let Malcolm Butler (Malcolm.Butler@ucf.edu) know about such arrangements. Also, be sure to complete your Mentee survey, which will be provided to you at the Nexus, as well as online.

We look forward to seeing you in a couple weeks! Safe travels.

Sample Email to Mentors

Dear Mentors,

On behalf of NARST, thank you so much for agreeing to be a mentor for the 2017 NARST conference. The Mentor/Mentee Nexus will take place on Saturday, April 22, 6-7pm, in the Hyatt Presidio ABC. The purpose of this meeting is to provide you with an opportunity to meet with mentees and discuss ways to maximize the benefits of NARST meetings. In the past, some people have assumed that this would be a long-term relationship, but that is not the purpose of the program.

For your information, we have included a copy of the message we are sending to all mentees.

Please check the attached list to find the name and email address of your mentees. Contact the them by email to say hello. Here's some information that might be good to share with your mentees before the meeting: your organization, department, and title; your history with NARST; and a brief summary of your research.

You and your mentees are welcome to make arrangements to meet outside of the scheduled time for the Nexus. If you decide to do so, please let Malcolm Butler (Malcolm.Butler@ucf.edu) know about such arrangements. Also, be sure to complete your Mentor survey, which will be provided to you at the Nexus, as well as online.

We look forward to seeing you in a couple weeks! Safe travels.

Early Career Faculty Forum Handout Sample

Early Career Faculty Forum

NARST Year

Location

Session Organizers
X   X   X

Forum Overview

The membership committee hosts an annual Early Career Faculty Forum. This year the forum will use a panel approach to introduce junior faculty members and post-doctoral fellows to peers, recently promoted colleagues, and prominent scholars. The forum will focus on the nuances of succeeding during the early career years as a faculty member. Our discussions will include issues of developing and maintaining a research agenda (e.g., publications & grant writing), adhering to teaching responsibilities, and effective ways for engaging in meaningful service experiences. In addition, the forum will explore many of the challenges of transitioning into new professional roles and maintaining balance in your life in the process. The Early Career Faculty forum will provide participants with a detailed examination of the many small nuances that impact the successful navigation of early faculty careers in science education.

Forum Goals:

- To provide a basic introduction to strategies to negotiate professional relationships

- To provide opportunities to discuss grant writing and acquisition approaches

- To provide a forum to explore questions with senior colleagues

- To provide supplemental support to junior faculty for questions they may not be able to address at their home institutions

Senior Scholars:

- X

- X

- X

- X

- X

POTENTIAL GUIDING QUESTIONS

Maintaining balance

1. What strategies have you used to maintain balance in your life?

2. What should I say yes or no to prior to tenure?

3. How do I say no appropriately?

4. What do you wish you had done differently, if anything, in your first few years?

5. How do you deal with difficult colleagues?

6. What suggestions do you have for ensuring work doesn't take over everything?

7. If I encounter discrimination, what should I do?

Developing and maintaining a research agenda

1. What general suggestions do you have for acquiring grants?

2. Where do you get your information about available grants?

3. What writing strategies do you use to acquire grants?

4. How do you manage to write collaborative grants?

5. What suggestions do you have for successfully publishing research?

6. How do you address negative feedback?

7. How do you know which journals are respected for tenure?

8. What is a reasonable number of publications to expect for tenure in an average year?

9. How do you suggest developing relationships with international colleagues?

Meeting teaching expectations

1. How do you manage your teaching and research responsibilities?

2. What challenges do you encounter in attempting to manage teaching and research responsibilities?

3. What strategies do you use to make your research connect with your teaching?

4. How are you able to keep up with reading new research in the field while teaching and conducting research?

5. What suggestions do you have about maximizing the relationship between teaching and research?

6. What difficulties do you encounter with assessing your students work?

7. How do you design your courses?

8. How do you ensure you are meeting the needs of culturally diverse and underrepresented groups?

Engaging in meaningful service experiences

1. How do you identify and distinguish between meaningful service opportunities?

2. What strategies do you use to make your service experiences connect with your research interests?

3. What challenges do you encounter with managing multiple service experiences with your other professional responsibilities?

4. Where do you start in finding service opportunities?

5. How do I find ways to serve in professional organizations?

6. Should I focus more on institutional, state, national, or international service?

Mentoring and creating a strong research group

1. What strategies do you have for choosing good/excellent students for your research group?

2. Did you encounter a situation where you decided a student was not a good fit for your group? What did you do?

3. How do you manage your research group regarding group meetings? Their agenda? Students responsibilities beyond their individual research?

4. What can we ask our students in our research groups to help with (beyond their own research)?

5. What suggestions do you have for mentoring graduate students well?

6. How do you ensure you create a diverse research group?

Sample Email Sent to Senior Scholars for Early Career Faculty Forum

Dear X,

I am part of the group organizing the Early Career Faculty Workshop on **DATE from TIME** at NARST this year. I was wondering if you would be willing to serve as a senior scholar during this forum. This year we are planning on having a panel that will talk through different issues encountered by early career faculty followed by a meet and greet time for early career faculty members to interact more personally with senior scholars. During the panel, you would talk with the early career faculty about developing and moving forward in their careers in relationship to scholarship, teaching, service, and balance. We will provide some starter questions to support the start of these conversations.

Please let me know if you have any questions and if you would be willing to serve.

Thank you in advance for your consideration,

Elections Committee

Overview and Position Descriptions
Charge of the Committee

The committee develops recommended slates for the organization's elections. These slates should reflect the diversity of the NARST membership.

The Committee organizes nominations made by the membership and evaluates potential candidates in order to develop recommended slates of candidates to be approved by the NARST Board. The development of the slates occurs for the following NARST offices:

1. President-Elect; member of the Board

2. Directors-at-Large (hereafter referred to as "Director" or "Directors"); members of the Board

3. International Coordinator; member of the Board

4. Graduate Student Coordinator; member of the Board and

5. Secretary-Treasurer; member of the Board.

Criteria for the evaluations of candidates by the Committee include: (a) the candidates' research records, (b) their contributions to NARST to date, (c) their leadership in NARST, and (d) their expected contributions to and potential leadership in NARST serving in the mentioned offices. Expertise and experience is an additional criterion for Secretary-Treasurer.

The Committee also organizes the election of the Graduate Student Coordinator. The Committee organizes the nominations made by the membership and evaluates the potential candidates in order to recommend candidates for the election slate. Nominees for the NARST Board Graduate Student Coordinator should submit (1) an up-to-date curriculum vita, (2) completed application form (see below), (3) copy of most up-to-date transcript, and (4) a letter of support from the graduate program advisor. Applications should be sent by email to the Committee Co-chairs by the stated deadline. The Committee will use a rubric to evaluate candidates and recommend to the Board candidates for the slate. The following criteria are used to evaluate the packets: (1) graduate student's record with respect to the NARST mission, (2) graduate student's past contributions to NARST, (3) graduate student's leadership potential and performance, and (4) graduate student's potential future contribution to NARST.

Call for Nominations

Date: May XX, 20XX

From:

      Lead Co-Chair, Elections Committee

      Co-Chair, Elections Committee

      NARST Director, Board Liaison

      NARST Immediate Past President

To: NARST Membership

Dear NARST Members:

We take great pleasure in announcing the opening of the XXXX-XXXX elections for leadership positions for *NARST: A Worldwide Organization for Improving Science Teaching and Learning through Research*. Following the NARST 2016 Bylaws (accessible on the [NARST website](#)), current members of NARST are encouraged to nominate potential candidates for offices by following a simple nomination procedure (*see below*). **[list the positions available here]** (see specific nomination information below) will be elected (see NARST 2016 Bylaws on [NARST website](#) for position information). We invite you to help us advance and improve NARST by soliciting the participation of dedicated and effective leaders. This letter provides the basic information about the election process and encourages you to nominate yourself or qualified colleagues for offices.

Relevant Bylaws

According to the Bylaws of NARST, the nomination process begins by members (nominators) generating a petition nominating a potential candidate (themselves or another NARST member). The petition, formal letter or email message, should include a brief statement of support for the prospective candidate and the signatures of at least ten (10) Association members in support of the nomination. The Bylaws read:

"Association members may offer potential nominees for consideration by the Elections Committee by forwarding a petition to the Chairs of the Elections Committee. Each petition must be signed by at least ten (10) Association members" (NARST Bylaws, February 2016, Article IV, Section 9).

In accordance with the Bylaws, please take note of the following requirements:

- Candidates for all positions must be current and active NARST Members.

- Candidates should be members with an outstanding research record.

- Candidates for President-Elect must have served previously on the Board and have been a member of the Association for a minimum of ten (10) years. A candidate for President-Elect who has not served on the Board, but who has been a member of the Association for a minimum of ten (10) years, must submit a brief statement of support with the signatures of at least ten (10) other members in support of the nomination (NARST Bylaws, February 2016, Article IV, Section 5).

How to Complete and Submit a Nomination Packet (differs for Graduate Student Coordinator)**:**

Each **nominator** will assemble and deliver the following materials to the NARST Executive Director, who will forward the information to the Elections committee. The Executive Director will only forward complete packets received by **11:59 PM Eastern Daylight Time on Sunday, June 28, 2020**. The Elections Committee is charged with assessing all submitted nominees' materials in order to advance a recommended slate of potential candidates to the NARST Board of Directors for approval. The NARST membership will vote for candidates on the Board-approved slate. The packet submitted by nominators should include the following: **[insert nomination packet information]**

All election documents are in the NARST Handbook accessible through the NARST website.

[If the Graduate Student Coordinator position is on the slate, then insert the Graduate Student Coordinator application process here.]

[If the Graduate Student Coordinator position is on the slate, then insert: The Committee will follow the same procedures used for other Board positions but will use the following criteria to evaluate the packets [insert the evaluation criteria here].

Nominators for all positions, please send the completed nomination packet electronically to:

NARST Executive Director

XXXX XXXXXX

executivedirector@narst.org

Due date for complete packets: **June XX, 20XX, 11:59 PM Eastern Daylight Time**

Expectations of Eventual Candidates

Eventual candidates (those included on the elections slate) are expected to adhere to NARST policies and regulations, including the NARST Election Campaign policy (see below), which prohibits campaigning, and the NARST Conflict of Interest policy, which requires the disclosure of potential conflicts of interests. These policies and others are included in the NARST Policies and Procedures on the NARST website.

NARST Election Campaign Policy

NARST prohibits campaigning for all elections. The NARST publication of each candidate's biographical data, photo, and position statement shall be the total extent to which NARST members are informed about candidates for office. Any communication—oral, written, or electronic—sent by the candidate to all or a subset of members may announce only the names of all candidates for each office and the details of how and when to vote. Candidates whom the Board of Directors has determined to have violated this policy will be disqualified with the right to appeal.

[insert Elections timeline here]

Procedure to Select Nominees for Slate of Candidates:

After the applications are received and checked for completion, the Elections Committee reviews the nominations in order to provide the membership with at least 2 qualified candidates per available position. The Committee uses the Assessment Rubric for Elections specific to the positions to review each nominee's application packet. The Assessment Rubrics are available in the appendices of the NARST Policies and Procedures posted on the NARST website. Upon reviewing the nominees' application packets, the nominees with highest combined rubric scores are selected for recommendation to the Board. After confirming their willingness to run for office, the Elections Committee Co-chairs will submit a recommended slate of at least two nominees for each open position to the Board Liaison who will present the slate to the NARST Board of Directors for approval to advance to candidacy.

Thank you for your careful consideration and active participation in the nomination and election process.

Nomination Procedures
In accordance with the NARST Bylaws, Article IV, Section 9:

The Elections Committee shall propose to the Board a slate of at least two nominees for each vacant position, except that the Committee may, should it so choose, propose only one candidate for the office of Secretary-Treasurer.

Association members may offer potential nominees for the consideration by the Election Committee by forwarding a petition to the Chair(s) of the Election Committee. Each petition must be signed by at least ten (10) Association members.   This does not include Graduate Student Coordinator.

To ensure nominations are in compliance with the Bylaws, please take note of the eligibility requirements in Article IV, Section 5:

- Only members in good standing are eligible to serve as a Director or Officer of the Association.

- A nominee for President-Elect must have served previously on the Board and have been a member of the Association for a minimum of ten (10) years). A candidate for President-Elect who has not served on the Board, but who has

been a member of the Association for a minimum of ten (10) years, must have the nomination endorsed by at least ten (10) NARST members.

<div align="center">

20XX-20XX Election Timeline

</div>

For more information about the timeline associated with elections, we have provided the following timeline of the elections process.

Timeline of Nomination, Review, and Selection Process
(updated December 2021)

Timeline	Activity
Early May	Call for Nominations
~6 weeks	Deadline to submit nomination packets to Chairs of Elections committee or Executive Director
Early July	Completed Nomination packet sent to Elections Committee and advisors
One month after receipt of packets	Elections Committee reviews packets, discusses, and submits ratings of candidates
Mid-August	Elections Committee discussions and vote of final candidates to recommend to Board
One month within Committee vote	All nominees contacted by Elections Co-chairs about continued willingness to run for office
Late September	Elections Co-Chairs submit recommendation to Board for approval [included in Elections report]
Fall NARST Board Meeting	Board votes on recommended slate
After Fall Board meeting	-Executive Director informs individuals on the approved slate of their candidacy and confirms their continued willingness to stand for elections -Executive Director provides an example position statement to candidates and requests the submission of their 200-250 word position statements and a photo for inclusion in the Elections slate information distributed to the membership at the time of the Elections

	-Executive Director sends the NARST Election Campaign Policy to candidates
January	NARST Elections open [Call with electronic ballot sent to membership by Executive Director]
February	NARST Elections closed
Post-Election	Executive informs each final candidate only whether he or she was or was not elected. No additional information is provided regarding either the election results or the Elections Committee ratings. The Executive Director confirms with all those elected that they agree to comply with all Board and NARST policies and procedures. Executive Committee informs the NARST membership of the Elections results.

Nomination packets should be sent by email to the Executive Director by the stated deadline. The responsibility of the Executive Director is to ensure the nominee's packet is complete. Shortly after the submission deadline, completed packages received by the submission deadline will be sent by email to the co-chairs of the Elections Committee. Incomplete packets will not be reviewed.

HOW TO COMPLETE A NOMINATION PACKET

To provide basic information regarding each NARST applicant, please provide basic information regarding your desire to become a nominee for the upcoming NARST election. A potential candidate or their nominator should include completed documents listed below in the nomination packet. A completed packet (submitted as one pdf file) must be delivered to the NARST Executive Director.

20XX-20XX NARST NOMINATION PACKET GUIDELINES (except for Graduate Student Coordinator)

(updated December 2021)

Directions: Please limit the submission to the required materials, submit them in the requested sequence, and indicate the item (e.g., item 1) on the appropriate and corresponding documents. Please attend and adhere to nomination packet guidelines. *Please submit all documents as one Word, Rich Text Format, or PDF file.*

Item 1: General Information

Please provide your name, position title, institution, address, phone, and email followed by education/ training information (institution and location, degree if applicable, year(s), and field of study). Please begin the education/ training with baccalaureate or other initial professional education (e.g., nursing) and include postdoctoral training.

Item 2. Record of Research

A. Please list citations in APA format for up to 10 relevant **publications** that evidence a record of distinguished scholarship and leadership in the science education community. Nominees for President-elect **must include 10** publication citations. This may include journal articles, books, and other refereed publications.

B. Please list citations for up to 10 relevant **conference presentations** that evidence a record of distinguished scholarship and leadership in the science education community (particularly those presented at the NARST Annual International Conference). Nominees for President-elect **must include 10 conference presentation citations.**

C. Please list any awards you have received that evidence a record of distinguished scholarship and leadership in the science education community. Please include the award name and granting institution or organization.

Item 3: Past Attendance and Contribution to NARST Annual International Conferences

Please describe your attendance and contribution to the NARST Annual International Conference over the course of your membership and particularly in the last 5 years. (**double spaced and limit of 500 words**)

Item 4: Record of Leadership Contribution to NARST

Please list **all** leadership roles you have taken within NARST starting with the most recent. Examples include: Committee member and/or leader; Strand Coordinator and/or conference proposal reviewer; NARST Conference Leadership contributions (discussant, workshop organizer, panelist, etc.) JRST reviewer, Associate Editor, Editorial Board, and/or Editor. Nominees for **President-elect must**

include any leadership roles as a NARST Director-at-Large, if applicable. Please indicate the calendar years of service, leadership role, and affiliation (strand, committee, etc.).

Item 5: Potential Leadership in NARST

Please write a **Statement of Qualification** (**double-spaced and limit of 250 words**)

1. Describe how your professional history prepares you for a leadership position in NARST as an elected member of the Board (President-elect, Secretary-Treasurer, or member of the Board of Directors).

2. Present your **Vision for NARST** if elected to the position in consideration.

Item 6: Optional: Other relevant information that supports your nomination. (**double spaced and limit of 250 words**)

Item 7: Please include a current CV for a President-Elect nominee and a five-page CV for all other positions.

Item 8: Please include endorsements of ten active members, if required for the nomination.

Item 9: Please confirm that IF you are selected by the Elections Committee and then approved for the elections slate by the NARST Board, you agree to have your name on the slate and that you will serve if elected:

"I agree to have my name included on the NARST elections slate and to serve NARST if elected."

Signature _____

Date_____

Please Note: Below is a brief checklist, for your use, of what is included in a completed nomination packet:

_____ Letter of Nomination (written by nominator; not required for a self-nomination)

_____ Petition or endorsement by 10 active NARST members (brief emails will suffice)

_____ All items (1-8, excluding optional items) of these guidelines

GRADUATE STUDENT COORDINATOR NOMINATION PACKET (updated December 2021)

Part A: Please complete the information below.

Candidate's Name	
Candidate's Graduate Institution	
Primary Academic Advisor	

Please answer the following questions:

(1) Please provide information about the nominee's past contribution to the NARST community (**maximum limit 250 words**).

(2) Please provide information about how the nominee would contribute to NARST while serving as the Graduate Student Coordinator **(maximum limit 250 words).**

(3) Please provide information about the nominee's plans for leading graduate students in NARST **(maximum limit 250 words).**

Part B: Please include a letter of support from the nominee's graduate program advisor.

Part C: Please include the nominee's current curriculum vita.

Part D: Please include a copy of the nominee's an up-to-date transcript (an unofficial one will suffice).

Selection of Nominees Procedure

After the applications are received, the members of the Elections Committee will review the applications. The goal is to provide the membership with a minimum of 2 candidates per available position. There is one exception to this; the Secretary-Treasurer position can have 1 candidate. The rubrics will be provided to all committee members and each voting member independently evaluates each candidate. Upon reviewing the candidates and the committee leadership collecting the scores from the Committee members, the nominees with the top combined rubric scores will be selected for candidacy and discussions held if closeness of scores dictate. At that time, the Elections Committee will propose the top candidates to the NARST Board of Directors for approval.

Assessment Rubrics for Elections
Overview

The rubrics below provide an overview of the criteria to analyze the candidates for elected Board of Directors positions and the President-Elect position. In your review of the nominee's application package, please review the application by using the rubrics and offer notes. Only whole-number scores are used (1-3).

Rubrics for President-Elect & Board Members (except for the Graduate Student Coordinator)

Special Note: nominee for President-Elect must have served previously on the Board OR been a member of the Association for a minimum of 7 of the past 10 years. [YES / NO]

Item #1: Research Record*		
Score 1	*Score 2*	*Score 3*
CV demonstrates a research record that establishes a *history of research* <u>and/or</u> teaching scholarship.	CV demonstrates a research record that establishes a history of publication and research in *the most prominent science education journals* (based on ISI impact factor <u>and/or</u> teacher audience*).*	CV demonstrates a record of *distinguished scholarship* and leadership in the science education community as indicated by awards and citation record.
Notes regarding the nominee's record of distinction:		

*The intent of the options ("and/or") is to value research contributions from different types of institutions (e.g., research and/or teaching institutions).

**Example Research Journals – *Journal of Research in Science Teaching, International Journal of Science Education, Science Education, Science & Education, Cultural Studies of Science Education.* Example Practitioner Journals – *Journal of Science Teacher Education, The Science Teacher, Science and Children, Science Scope, Journal of College Science Teaching.*

Item #2: History of Participation* in the NARST Annual International Conference		
Score 1	*Score 2*	*Score 3*
Record of *participation in* NARST for 1-2 of the past 5 years.	Record of *participation* in NARST for 3- 4 of the past 5 years.	Record of *participation* in NARST for each of the past 5 years.
Notes regarding nominee's participation in the NARST Annual International Conference.		

Participation can include research presentations, organizing symposia and workshops, reviewing proposals, serving as discussant or presider.

Item #3: Record of Leadership* Contribution to NARST		
Score 1	*Score 2*	*Score 3*
Record of _some_ version of _leadership_ in NARST in 1-2 of the past 5 years	Record of _consistent_ and _regular_ leadership in NARST in 3-4 of the past 5 years	Record of consistent and regular leadership in NARST that includes serving as _Chair, Strand Coordinators, Board Member, JRST editor/Associate Editor or other executive position._ _Some aspect of leadership should have been demonstrated_ in each of the past 5 years.
Notes regarding candidate's leadership contribution to NARST:		

*NARST leadership can include serving as _Chair, Strand Coordinators, Board Member, JRST Editor/ Associate Editor or other executive position._

Item #4 : Potential Leadership in NARST		
Score 1	*Score 2*	*Score 3*
The nominee's statement of qualification provides a _description_ of their potential contribution.	The nominee's statement of qualification provides a _clearly articulated vision_ of a potential contribution that is _aligned with the NARST mission*_ but _not innovative_.	The candidate's statement provides a _clearly articulated vision_ of a potential contribution that is both _aligned with the NARST mission*_ **and** _innovative._
Notes regarding candidate's potential leadership in NARST:		

NARST Mission Statement

NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policy makers; and 3) cooperating with other educational and scientific societies to influence educational policies.

ADDITIONAL RUBRIC ITEM FOR SECRETARY-TREASURER POSITION ONLY

Item #5: Experience and Expertise (for Secretary-Treasurer only)		
Score 1	*Score 2*	*Score 3*
The nominee's packet lists expertise and some experiences necessary in fulfilling the duties of the position.	The nominee's packet clearly discusses requisite expertise and several experiences necessary in fulfilling the duties of the position.	The nominee's packet lists, discusses, and provides evidence for requisite expertise and many experiences needed in fulfilling the duties of the position.
Special Note: *Each candidate for the office of **Secretary-Treasurer** should, at a minimum, be able to translate and communicate financial information to laypersons, have some experience with and understand budgets for organizations (e.g., departments), and possess some knowledge of Robert's Rules of Order regarding minutes.*		
Notes regarding nominee's experience and expertise:		

Total Score:

Rubric for Graduate Student Coordinator

Assessment Process

Overview

The rubric below provides an overview of the four criteria the Elections Committee uses to assess the nominees for Graduate Student Coordinator Board Member. The review of the nominee's packet is guided by the rubric with opportunities for reviewers to record notes.

Special Note: The graduate student nominee must be a member in good standing at the time of the nomination.

- The Elections Committee will consider all applications and will assess them according to the following criteria: 1. Graduate Student Record. 2. Past Contributions to NARST. 3. Leading NARST Graduate Students. 4. Future Contribution to NARST. Whole numbers (1, 2, or 3) are used for the evaluations with 3 being the highest rating.

- The Elections Committee will make elections slate recommendations to the Board of at least two nominees.

Item #1: Graduate Student Record		
Score 1	*Score 2*	*Score 3*
The nominee has a record that illustrates an exposure to NARST mission-related content and issues. Record is supported by sources (CV, transcript, advisor letter)	The nominee has a record that illustrates an exposure to and understanding of NARST mission-related content and issues. Record is supported by sources (CV, transcript, advisor letter)	The nominee has a record that illustrates an exposure to, understanding and application (e.g. publication, engagement) of NARST mission-related content and issues. Record is supported by sources (CV, transcript, advisor letter)
Notes regarding the nominee*'s record:*		

Item #2: Past Contribution to NARST

Score 1	Score 2	Score 3
The nominee has *attended* NARST in the past.	The nominee has *attended* and *contributed* to NARST.	The nominee has a record of c*onsistent and recent* (within past 2 years) *attendance* and *contribution* to NARST.

Notes regarding nominee's attendance and contributions at the NARST Annual International Conference:

Item #3: Leading NARST Graduate Students

Score 1	Score 2	Score 3
The nominee has a record of *consistent* leadership in some domain.	The nominee has a record of *consistent* leadership in some domain and *some* version of leadership in NARST.	The nominee has a record of *consistent* leadership in some domain and *consistent* leadership in NARST.
The nominee provided general goals *or* future vision in the application about leading NARST graduate students.	The nominee provided general goals *or* future vision and specific, related details (e.g. activities) in the application about leading NARST graduate students.	The nominee provided general goals *or* future vision, specific details (e.g., activities) and strategies related to goals or future vision in the application about leading NARST graduate students.

Notes regarding nominee*'s past leadership:*

Item #4: Future Contribution to NARST		
Score 1	*Score 2*	*Score 3*
The nominee's statement provides a *description* of their potential contribution in the future.	The nominee's statement provides a clearly articulated vision of a potential contribution in the future. The vision is *innovative and somewhat aligned with the NARST mission*.*	The nominee's statement provides a clearly articulated vision of a potential contribution in the future. The vision is *innovative, aligned with the NARST mission*,* and has the potential to move NARST forward.
Notes regarding nominee's vision of potential future contribution in NARST:		

*NARST Mission Statement

NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. Since its inception in 1928, NARST has promoted research in science education and the communication of knowledge generated by the research. The ultimate goal of NARST is to help all learners achieve science literacy. NARST promotes this goal by: 1) encouraging and supporting the application of diverse research methods and theoretical perspectives from multiple disciplines to the investigation of teaching and learning in science; 2) communicating science education research findings to researchers, practitioners, and policy makers; and 3) cooperating with other educational and scientific societies to influence educational policies.

Sample Letters

LETTERS RELATED TO PRESIDENT-ELECT POSITION

LETTER #1: OFFER TO BE ON THE SLATE FOR PRESIDENT-ELECT

Name and address of applicant

Dear (Name):

On behalf of the Elections Committee, I would like to invite you to be considered as a candidate for the NARST President-Elect commencing at the Annual International Conference in XXXX.

There will be two candidates and one person will be elected. The Elections Committee believes that you would be an ideal candidate for this position.

Thank you for your consideration.

Immediate Past President

LETTER #2: APPROVAL TO BE ON THE SLATE FOR PRESIDENT-ELECT

Name and address of applicant

Dear (Name):

At its October meeting, the NARST Board of Directors approved the slate of officers proposed by the Elections Committee. Now it is official; you are a candidate for the NARST President.

As a president-elect candidate, you have the opportunity to place digital photo and a statement in the ballot that will help NARST members make informed choices in the election. I have attached an example of a past statement for your perusal. Please send the Executive Director, XXX XXX, the text of your statement no later than XX November, 20XX.

The first spring 20XX Board meeting has been scheduled for XXX and the second meeting for XXX. If elected, you will be expected to attend the following meetings: one prior to the Annual International Conference, one following the Annual International Conference, and one in October. Please plan accordingly.

Thanks again for agreeing to stand for election.

Sincerely,

Executive Director

LETTERS RELATED TO BOARD POSITIONS

LETTER #1: OFFER TO BE ON THE SLATE FOR THE BOARD OF DIRECTORS

Name and address of candidate

Dear (Name):

On behalf of the Elections Committee, I would like to invite you to be considered as a candidate for the NARST Board of Directors commencing at the Annual International Conference in XXXX.There will be two candidates for each open position.

Membership of the Board requires attendance at three Board meetings: one prior to the Annual International Conference, one following the Annual International Conference, and one in October. Expenses are provided for the October meeting only. Members of the Board of Directors govern the Association, serve on Board committees, and serve as liaisons to NARST Standing Committees. As stated in the NARST Bylaws, "All corporate powers shall be exercised by or under the authority of, and the business of the Association shall be managed under the direction of, the Board…."

Thank you for your consideration. We look forward to hearing from you at your earliest convenience.

Sincerely,

Co-Chairs of the NARST Elections Committee

LETTER #2: SENT TO DIRECTOR CANDIDATES BY EXECUTIVE DIRECTOR AFTER THE OCTOBER BOARD MEETING (updated December 2021)

Name and address of candidate

Dear (Name):

At its October meeting, the NARST Board of Directors approved the slate of officers proposed by the Elections Committee. Now it is official; you are a candidate for the NARST Board of Directors.

As a candidate, you have the opportunity to place a digital photograph and a statement of about 250 words for the electronic ballot that will help NARST members make informed choices in the election. I have attached an example statement for your perusal. The Executive Director (include email address) should receive an electronic version of your statement and photograph no later than [insert date].

The spring 20XX Board Meeting has been scheduled for XXX and XXX. If elected, you will be expected to attend these meetings, so please plan accordingly.

The Board also meets once on the third weekend of October; that meeting is scheduled for XXX. The attached list of Board Member responsibilities should help you understand

the expectations, should you be elected. As stated in the NARST Bylaws, "All corporate powers shall be exercised by or under the authority of, and the business of the Association shall be managed under the direction of, the Board…."

Thanks again for agreeing to stand for
election.

Sincerely,

Executive Director

Enclosure: Board Member Responsibilities

Board Member Responsibilities

1. Fulfill the fiduciary duties of a Director:

- duty of care: It requires being reasonably informed about the organization. At a minimum, it involves attending Board meetings, understanding the organization's Bylaws, knowing the organization's policies and procedures, and carefully reviewing the organization's financial and other reports.

- duty of loyalty: Identify and remedy conflicts of interest (see NARST Policies and Procedures) and act on behalf of the organization's best interests.

- duty of obedience: Comply with federal, state (NARST incorporated in Minnesota), and regulations as well as organization's Bylaws, policies, and procedures

2. Attend and participate in Board meetings

- Attend entire Board meeting—October (third weekend in October) and Spring (two sessions, one prior to the Annual International Conference and one following the Annual International Conference). NOTE: New Board members are expected to attend the Board meeting prior to the Annual International Conference, although they do not have voting rights until the Board meeting following the Annual International Conference.

  - *Confidentiality of Board Members*: At times the Board will go into closed sessions. It is critical that the substance of these sessions be kept confidential.

- Take part in conference calls

- Respond to email conferences and votes

- Attend NARST Award recognitions and Business Meeting at the Annual International Conference.

3. Act as Liaison to Committees

Carry out the charge of their Committees as stated in the *NARST Policies and Procedures*.

Ensure Committee and Sub-Committee leadership understand the responsibilities and related tasks of their Committees and Sub-Committees

Motions from committees can only be submitted by the Board Liaison to the Board of Directors

When a motion is submitted that requires a change to the P&P, the Board liaison making that motion must submit the corresponding changes and the motion to enable the Executive Director and Immediate Past President to update the master copy of the P&P for approval.

Attend two board meetings annually, one in fall and one in spring; Go-To meetings; and meetings conducted through other modes as needed to discuss NARST business.

Serve as a facilitator to assist Committee and Sub-Committee leadership in accomplishing their responsibilities.

Co-author the Committee report with the Committee leadership, who consult as needed with any existing Sub-Committee leadership. Submit to the Board motions from the Committee leadership and share the results of the motion with the Committee chairs.
Report to NARST at the annual membership meeting during the international conference.

4. Serve on Board Committees

- Several Board Committees exist upon which Directors serve (details provided in NARST Policies and Procedures).

5. *Ad hoc* Committee

- Chair or serve on ad hoc committees as requested by the President (examples include JRST Editor Search Committee; Executive Director search committee)

6. Represent NARST

- Serve as liaison between NARST members and Board

- Represent NARST at other professional meetings

- Seek ways to further the interests of the association

LETTER #3: SENT TO ELECTED BOARD MEMBERS BY EXECUTIVE DIRECTOR

Name and address of candidate

Dear (new Board member):

As the Executive Director of NARST, it is my pleasure to inform you that the election results have been tallied and you have been elected as a member of the Executive Board

for a period of three years (Annual International Conference, XXXX- Annual International Conference XXXX). Congratulations on such a deserving accomplishment!

Your Board member responsibilities are outlined in the attached statement. In terms of this year's Annual International Conference, your responsibilities are as follows:

1. Attend the first Board meeting on XXXX at XXXX (dinner provided). During this meeting your role will be as guest and observer. You are welcome to participate in the discussion but cannot yet make, second, or vote on motions.

2. Attend committee meetings for any committee(s) you are assigned as Board Liaison. The outgoing chair will conduct the meeting. President-elect XXXX will correspond with you about potential committee assignments prior to the meeting.

3. Attend NARST Awards Recognitions and the Business Meeting

4. Attend the second Board meeting on XXXX from XXXX (breakfast and lunch provided). You will have full voting rights at this meeting and will be asked to present a brief summary from your committee meetings.

Congratulations again, and see you in xxxx!

Sincerely,

NARST Executive Director

Attached:

Board Member Responsibilities

NARST Mission
Statement

LETTER #4: SENT BY EXECUTIVE DIRECTOR TO UNSUCCESSFUL CANDIDATES TO THE BOARD

Name and address of candidate

Dear (name):

The NARST election results have been tallied, and I am very sorry to inform you that your election to the Executive Board has not been successful.

As Executive Director of NARST, I sincerely thank you on behalf of the Board and the membership for taking the time, effort, and commitment to be a candidate.

I look forward to seeing you in XXXX. Best wishes for continued success in your science education research, teaching, and service efforts.

Sincerely,

Executive Director

LETTER TO NARST MEMBERSHIP: SENT BY EXECUTIVE COMMITTEE
(updated December 2021)

Dear NARST Members:

We thank you for your participation in the XXXX NARST Elections. The votes have been tallied and we are pleased to announce the results.

[insert names and affiliations]

Congratulations to the new leadership of NARST. We look forward to engaging all at the XXXX conference.

Sincerely,

[insert name of President]

[insert name of President-Elect]

[insert name of Immediate Past President]

Graduate Student Committee

Graduate Student Research Symposium

The NARST Graduate Student Committee holds a Graduate Student Research Symposium each year. The purpose of this annual event is to support graduate students as they develop their research projects by providing an opportunity to present works-in-progress and receive feedback from scholars in science education. Participants are matched with a mentor for individualized feedback during the NARST conference. Advanced science education researchers (i.e., faculty, postdoctoral scholars, senior scholars) serve as mentors to graduate student researchers during the event. Up to 20 graduate student submissions are accepted for this sponsored session. The research symposium sub-committee led by a co-chair/member is in charge of organizing the event.

Submission Guidelines & Procedures:

- 500-word abstract (does not include references)

- Abstracts should include the following: Title, Subject/Problem, Design or Procedure, Analyses and Findings, Contributions or Significance

- Abstracts should also include a reference list

- Example works-in-progress include literature review, research design and question development, data collection and analysis, dissertation analysis and writing, etc.

- Upon acceptance, a conference paper (10-15 pages, double spaced, 12pt font, length does not include references) is due mid-February

- Abstracts and required information are submitted through a google form

    o 2020 Abstract Submission Form (as an example)

    o 2020 Abstract Review Form (as an example)

Mentor Commitment

- Read a 10-15 page double-spaced draft proposal and provide written feedback to a graduate student mentee

- Attend the NARST Graduate Student Research Symposium and/or meet a graduate student mentee in person. Partial Symposium attendance is acceptable. We ask that mentors who cannot attend the symposium make arrangements to meet in person during the conference.

- 2020 Mentor Recruitment Form (as an example)

NARST-Graduate Student Committee (GSC) Scholarships XXX
(updated October 2020)

Deadline: January XX, 20XX

The NARST Graduate Student Committee is offering a total of 12 scholarships designed to cover registration fees for graduate students in science and STEM education to attend the NARST Annual Conference 2021 to be held April 7 - April 10 2021 in a virtual format. Scholarships are one-time, need-based awards in the amount of $100. The scholarships will be used to waive your registration fees. Please keep this in mind as you consider your timeline for registering for the conference.

NARST-GSC Scholarship Eligibility Requirements
To be eligible for the scholarship, the applicant must:

- be a member of NARST

- have an accepted proposal and/or be a first-time conference attendee

- demonstrate some declared financial need

- not be receiving any financial support from parent institution

- not also be receiving a scholarship from another NARST committee (i.e., Basu Scholarship, International Committee travel award, etc.)

- Priority will be given to applicants who are coming from 'underrepresented' institutions at NARST. Eligibility decisions will be made based on collaborative sub-committee discussions. Applications which are ranked highest will be selected for the scholarship on a lottery basis.

Application Process

Deadline: January XX, 20XX, at 11:59 pm EST

Application Form: **XXXX**

Recommendation Letter: This needs to be drafted by the applicant's Graduate Coordinator or Advisor. The letter should include information about the applicant's academic standing as well as financial need. Furthermore, the recommendation should mention the financial support that the applicant already has to attend the conference. The applicant needs to upload the letter at the end of the application form.

Evaluation Rubric: **NGSCS RUBRIC for NARST 20XX**

Condition of Acceptance
Notification of Awardees: February X, 20XX

After receiving a scholarship, graduate students will be asked to:

- Submit a brief biographical statement (up to 200 words) along with a headshot photo before March XX, 20XX for use in future advertising for the scholarship

NARST GSC Scholarship Application Form
The NARST Graduate Student Committee is offering a total of twelve scholarships designed to cover registration fees for graduate students in science and STEM education to attend the NARST Annual Conference XX to be held XX - XX in a virtual format. Scholarships are one-time, need-based awards in the amount of $500. The scholarships will be used to waive your registration fees. Please keep this in mind as you consider your timeline for registering for the conference.

NARST-GSC Scholarship Eligibility Requirements

To be eligible for the scholarship, the applicant must:

- be a member of NARST
- have an accepted proposal and/or be a first-time conference attendee
- demonstrate some declared financial need
- not receiving any financial support from parent institution

- not also receiving a scholarship from another NARST committee (i.e., Basu Scholarship, International Committee travel award, etc.)

Priority will be given to applicants who are coming from 'underrepresented' institutions at NARST. Eligibility decisions will be made based on collaborative sub-committee discussions. Applications which are ranked highest will be selected for the scholarship on a lottery basis.

Please make sure that you have a recommendation letter from your advisor/graduate coordinator before you start your application. You will be asked to upload your letter at the end of this application form.

Questions? Email us at narstgradcommittee@gmail.com

Application Questions

1. First Name
2. Last Name
3. College/University (do not use abbreviations in your response)
4. Email Address
5. Stage in Program

-Master's

-Pre-Dissertation

-Dissertation Proposal

-Dissertation

-Other

6. Do you attend or work at a US university?

-Yes

-No

7. Are you a current member of NARST?

8. Will you be a first-time attendee at 2021 NARST Annual Conference?

-Yes

-No

9. Has/have your proposal(s) to the 2021 NARST Annual Conference been accepted?

-Yes

-No

10. Please list below the title(s) of the proposal(s) you submitted for the 2021 NARST Annual Conference (If you don't have any accepted work, type "none" below).

11. Will you receive other financial aid to attend the 2021 NARST Annual Conference? (i.e., departmental funding, grant funding, financial support from parent institution)

-Yes

-No

-Maybe

12. If you are receiving other financial aid, how much of your conference expenses do you expect to be covered? (If you have no other aid, please write 'none.') Note that receiving other financial aid does not automatically disqualify you from this award.

13. Are you receiving a scholarship from another NARST committee (i.e., Basu Scholarship, International Committee travel award, etc.)

-Yes

-No

-I've applied for an award from another NARST committee but haven't heard of anything

14. Please describe your financial need to be able to attend the 2021 NARST Annual Conference in 500 words or less.

15. Write the name of your Graduate Coordinator or Advisor and their <email> below.

16. Please upload your recommendation letter from your Graduate Coordinator or Advisor (1 page max., only PDF). Your letter should describe your financial need and academic achievement. Please note that your application is incomplete without this letter. Incomplete applications are subject to removal from the review process.

NARST-Graduate Student Committee Scholarship (NGSCS) Evaluation Rubric
Applicant Name: _____

Scholarships are one-time, need-based awards to be applied toward the cost of attending the annual NARST Conference. For the 2021 virtual conference, these awards will be used to pay for awardees' registration fees. Qualified applicants will be entered into a lottery for selection.

Minimum Criteria for Eligibility

This section is unscored. In order to qualify for the NGSCS, the applicant should meet all the following requirements in the affirmative.

Yes	No	
		The applicant is a current member of NARST.
		The applicant provides evidence of their enrollment in a graduate program (e.g., submitted a recommendation letter from their supervisor/graduate program coordinator/advisor).
		The applicant is NOT receiving a scholarship from another NARST committee (i.e., Jhumki Basu Scholarship, International Committee Travel Award, etc.).
		The applicant is NOT a past recipient of a NARST Graduate Student Committee Award.
		The applicant has an accepted proposal and/or is a first-time NARST conference attendee.
		The applicant submitted a recommendation letter completed by their supervisor/graduate programme coordinator/advisor which also provides evidence of their enrollment in a graduate program.
		The applicant is in good standing within their respective graduate programme.
		The applicant demonstrates a declared financial need (e.g., outlined in the recommendation letter)

SCORED SECTION

#	Evaluation Score	Maximum Score	Score
1	The applicant is enrolled in an institution that is considered under-represented.	1*	
		Total Score	

*Possible score: 0 = criterion is NOT met; 1 = criterion is met

Rubric Description-- The status of the applicant's institution.

- The applicant is enrolled in a <u>minority-serving institution</u> in the US or an institution outside of the US in a <u>low income country</u> (1 point).

Graduate Student Coordinator
(updated December 2021)

Graduate Student Coordinator

The NARST Graduate Student Coordinator is an elected and voting member of the Board. The person holding this position will serve a two-year term. The elected Director will assume the position at the Board Meeting immediately following the NARST Annual International Conference in odd calendar years. The Election Committee follows the nomination process utilized for the NARST general elections.

Application Process (see Elections)

Applicants for the NARST Board Graduate Student Coordinator should submit (1) an up-to-date curriculum vita, (2) completed application form (see below), (3) copy of most up-to-date transcript, and (4) a letter of support from the graduate program advisor. Applications should be sent by email to the Committee Co-chairs by the stated deadline.

The Committee will use a rubric to evaluate candidates and recommend to the Board candidates for the slate. The following criteria are used to evaluate the packets:

(1) graduate student's record with respect to the NARST mission, (2) graduate student's past contributions to NARST, (3) graduate student's leadership potential and performance, and (4) graduate student's potential future contribution to NARST.

Qualifications (see Elections)

Graduate student applicants must be current members of NARST, with sufficient knowledge of and leadership in furthering NARST's mission and improving science education through research.

Position Description

The NARST Graduate Student Coordinator is a 2-year elected position to serve on the NARST Board of Directors as a voting member. The graduate student holding this position will serve to ensure graduate student viewpoints are represented in the discussions leading up to decisions being made by the NARST Board. Responsibilities of the position involve soliciting graduate student concerns, reporting Board decisions to the graduate students, and working to further the goals of NARST. The purpose of this Board position is to ensure graduate student voices are heard by the organization and to contribute positively to the governance of NARST.

Duties

- Serves as chair of the Graduate Student Committee

- Participates in NARST activities, including Board Meetings at the NARST Annual International Conference, the Fall NARST Board Meeting, and electronic communications with the Board throughout the year.

- Participates in the planning of the Graduate Student Committee activities at the NARST Annual International Conference.

- Serves as a liaison between the NARST Board of Directors and NARST Graduate Student Committee.

- Facilitates communication and interactions among NARST Graduate Student Members, including social media outreach.

- Works on behalf of NARST Graduate Student Members in organizational and NARST Board matters.

Social Media, Communications and Website Committee

Charge of the Committee

The NARST Website Committee provides leadership and guidance to NARST regarding the organization's website and social media presence. The responsibilities include advising about the curation and modification of the website, listserv, and social media platforms. This may include periodic evaluation of the website and content creation within social media platforms with input from the NARST membership. The Website Committee shall recommend changes to the website and social media platforms and offer suggestions to the Board of Directors.

Committee Composition

The website committee composition should be designed to bring expertise and continuity to the discussion of the NARST website, listserv, and social media platforms on an ongoing basis. Two Co-chairs chosen from the NARST membership lead the committee. A member of the elected Board of Directors serves as a liaison and non- voting member. The President-Elect recommends Co-chairs to the Board for approval. In addition to the co-chairs, the committee membership consists of five other voting members (two international). A subset of the committee will aid in managing the social media platforms. The President-elect appoints these members for a term of three years of service, renewable once. The co-chairs and appointed members' terms should be staggered to maintain continuity in membership.

NARST Conference Auxiliary Event Application

(added December 2021)

Members and/or groups may propose auxiliary events to meet the needs of the membership and/or to benefit NARST as an organization. Auxiliary events may include dinners, outings, retreats, or other related activities that occur in close proximity to or during the dates of the annual conference.

If approved, auxiliary events will be covered by the NARST general liability insurance policy and the NARST Executive Director will sign the contract for the event. Proposed events may not occur on water, violate any elements of NARST's general liability insurance, and a minimum number of paying attendees to cover the cost of the event must commit by set cut-off date. If an event is cancelled before the cut-offdate, members will be refunded the cost of the event. However, if the event is cancelled after the cut- off date, there is no coverage of refunds for the cancellation of the event. Members will not receive refunds if the event is cancelled after the cut-off date or if they decide not to attend the event.

Event Title:

Please describe the event and its purpose. Also include how the event is aligned with the mission and goals of NARST. :

Individual/Group Host:

Proposed Location:

Preferred Day & Time:

Alternate Day & Time:

Duration (Hours):

Expected Attendance:

Primary Type of Auxiliary Event:

☐ Workshop

☐ Town Hall

☐ Working Group

☐ Meeting

☐ Social Event (if social, please specify - breakfast, lunch, dinner, cocktail, reception, etc.)

☐ Early Career Event

☐ Graduate Student Event

☐ Education Activity

☐ Mentoring Activity

☐ Other

Beverage/Food Service:

☐ Yes

☐ No

Funds Available:

☐ Yes

☐ No

Participation Fee:

☐ Yes (if yes, how much is anticipated)

☐ No

Reoccurrence of Event:

☐ One-time event

☐ Annual event

☐ Biennial event

☐ Other

More information URL (if needed):

Primary Organizer Information:

☐ Name

☐ University/Organization

☐ Email

Would you like to add a secondary organizer contact?

NARST Virtual Event Application

(added December 2021)

Members and groups of members may propose virtual events to meet the needs of the membership and/or to benefit NARST as an organization. Virtual events are defined as any event that is offered as either a recorded, synchronous, asynchronous, or hybrid format (e.g. synchronous/asynchronous). These events may include town halls, webinars, workshops, short courses, or other related activities that occur outside of the dates of the annual conference.

If approved, virtual events will be sanctioned by NARST and covered by the general liability insurance policy. Proposed events may utilize the NARST Zoom Account and are asked to submit a short report to provide information regarding the session following its conclusion.

Event Title:

Please describe the event and its purpose. Please include how the event is aligned with the mission and goals of NARST, especially in terms of issues of equity, and how these needs will be met through the event:

Individual/Group Host:

Proposed Mode of Event (check all that apply):

☐ Video Recorded
☐ Synchronous
☐ Asynchronous
☐ Hybrid (Synchronous & Asynchronous)
☐ Other

Preferred Day & Time (please ensure you have already checked the NARST calendar for potential conflicts):

Alternate Day & Time:

Justification for Time Chosen (please consider all members of NARST including international):

Duration (Hours):

Expected Attendance:

Targeted Audience (e.g graduate students, thread members, early career, general membership):

Event Series:

☐ President Series – planned by current NARST President

☐ Committee Series – planned by one or more NARST Committees

☐ RIG/Strand Series – related to a specific RIG or strand topic

☐ Research to Practice Series – focused on translating research into practice

☐ Town Hall – opportunity for membership to discuss and interact around an issue

☐ Other

Reoccurrence of Event:

☐ One-time event

☐ Series (e.g. monthly, three sessions)

☐ If a series, please describe below:

More information you would like to provide (if needed):

Primary Organizer Information:

- Name

- University/Organization

- Email

Would you like to add a secondary organizer contact?