

Society for the Teaching of Psychology
Graduate Student Teaching Association (GSTA)

Policies & Procedures

Drafted 05.06
Updated 09.09
Updated 02.17.10

Graduate Student Teaching Association

Mission Statement

The Graduate Student Teaching Association (GSTA) is the student affiliate organization of APA Division 2: Society for the Teaching of Psychology (STP).

The GSTA provides psychology graduate student teachers and teaching assistants with an array of services to hone their teaching skills. GSTA is an avenue for graduate students in psychology and related field to integrate information relevant to their career development as future contributing members of the professoriate. GSTA can be a powerful tool for psychology graduate student teachers and teaching assistants to dedicate themselves to a lifetime of improving the learning process and improving the lives of others.

The GSTA holds the following philosophy: a good teacher is courteous, passionate, knowledgeable, and dedicated. A good teacher also has the ability to exert influence beyond the classroom and is capable of helping others to change the way in which they think about specific issues in psychology. The GSTA recognizes the power of employing basic psychological principles to positively change the lives of those around us, and that teaching can serve as an effective vehicle toward this end. Contributing to the body of teaching-related research is another way to positively influence others.

Basic Operating Principles of the GSTA

Nothing in these policies and procedures can be taken to supplant or have priority over the Bylaws of APA Division 2; Society of the Teaching of Psychology (STP; relevant by-law appears below). The GSTA is an organization of STP, and as such, is responsible to the STP Executive Committee. Its funds and functions remain under the direct control of the STP Executive Committee.

ARTICLE VI—GRADUATE STUDENT TEACHING ASSOCIATION

1. There shall be a Graduate Student Teaching Association of the Society. The Association shall be charged with educational and development activities for future psychology teachers. The Association shall be led by a Steering Committee comprised of a Chair, an Associate Chair, a Faculty Advisor, and at least four at-large members appointed by the President with the approval of the Executive Committee. The Chair and Associate Chair shall be graduate students and serve a term of one year, starting on January 1. Ordinarily, the Associate Chair shall succeed the Chair. The Faculty Advisor shall serve a three-year renewable term.

The GSTA Chair reports to the Recruitment, Retention, and Public Relations Vice President. The vice president is a member of the STP Executive Committee and holds voting power in that body. The chair works closely with vice president to ensure that issues, perspectives, interests, and needs of the GSTA are considered, as appropriate, by the Executive Committee. The GSTA Chair also works closely with her/his Faculty Advisor in carrying out the duties of the office and organization.

All GSTA members, the faculty advisor, Regional Representatives, and any other GSTA personnel must be members of STP. All GSTA personnel agree to be bound by the APA Code of Ethics, and they will conduct the business of the GSTA and execute the duties of their offices in line with those ethical principles and standards.

The most current edition of Robert's Rules of Order will govern all committee meetings and proceedings of the GSTA.

General Procedures

Membership

Membership in the GSTA shall be open to graduate students in psychology and related fields. Students who wish to join the GSTA do so by contacting APA Division 2 (STP) and indicate their status as a student affiliate (<http://teachpsych.org/members/registration/index.php>). All members receive subscriptions to the Society's journal *Teaching of Psychology*, the STP Newsletter, and TOPNEWS-Online. Members may also choose to subscribe to the PSYCHTEACHER and the GSTA listserv. The GSTA Chair should periodically contact the Executive Director of STP for membership listings and reports of new graduate students joining STP.

Reports on the Organization

The GSTA is responsible for submitting an annual report to the Recruitment, Retention, and Public Relations Vice President as well as any other relevant documents as needed. Typically, summaries of GSTA activities will be due to the Vice President in January/February for the Spring Executive Committee meeting, and in June/July for the APA Convention in August. These reports should include a brief statement of the purpose of the GSTA, a list of activities completed to date, a list of proposed initiatives for the committee to review, and any financial expenditures to date.

Budget

The STP Executive Committee is responsible for appropriating the GSTA budget line. The GSTA chair is responsible for communicating with the Recruitment, Retention, and Public Relations Vice President regarding costs, reimbursement and the financial standing of the GSTA. The chair submits an annual budget to the Executive Committee for review and approval.

APA Program Hour

The GSTA has one hour of programming at the APA Convention through STP. The GSTA Chair is responsible for coordinating and submitting a proposal to the STP program Chair in late fall of each year.

GSTA Website and Listserv

The GSTA is responsible for coordinating with the STP Internet Editor to maintain and update the GSTA website and listserv as necessary.

GSTA Facebook group:

<http://www.facebook.com/group.php?gid=33805718623>

GSTA Clearinghouse website:

<http://gstaclearinghouse.blogspot.com/>

GSTA Listserv:

STP-GSTA@list.kennesaw.edu

Selecting a Host Institution for the GSTA

Responsibility for the GSTA governance will be transferred among psychology graduate departments as outlined in the selection procedures below. The term of service for a host institution is three years, with transfer of the host institution to occur on January 1 of the year that begins the three year term. The selection process is as follows:

- 1) A call for proposals is issued in spring of the final year of the term of the current host institution. The call for proposals will be printed in the STP Newsletter and other relevant outlets.
- 2) The proposal to be considered for appointment as the GSTA host institution will include the following materials:
 - a. A letter from a psychology faculty person, who is a member of STP, indicating her/his willingness to serve as GSTA Faculty Advisor for a three year period.
 - b. A letter from the department Chairperson endorsing the proposal.
 - c. Indication of available departmental/institutional support for this project (e.g. computer/tech support for web presence).
 - d. The availability of GSTA members to fill GSTA leadership positions for the three year period, including Chair, Associate Chair, and Regional Representatives.
 - e. An outline of goals to maintain and expand the functions of the GSTA over the three year period and plans for implementing these goals.
- 3) The deadline for proposal submissions will typically be May. Proposals are sent to the current GSTA Chair. The GSTA Chair is responsible for answering questions and handling any correspondence related to the host institution selection process.
- 4) The STP President and Recruitment, Retention, and Public Relations Vice President, in consultation with the GSTA Chair and Faculty Advisor, will review

- the proposals and select the best proposal based on the criteria outlined in the call for proposals.
- 5) The STP President will formally announce the appointment of the host institution and GSTA personnel to the Executive Committee and STP membership at large through appropriate venues.
 - 6) The past GSTA chair and faculty advisor will remain available to provide transitional information to the chair and faculty advisor of the new host institution.

GSTA Committee Roles and Responsibilities

Faculty Advisor

The GSTA Faculty Advisor is responsible for ensuring that the GSTA and GSTA Chair has the institutional and professional support and knowledge necessary to wisely and appropriately execute her/his role and responsibilities. The Faculty Advisor should facilitate the education of the GSTA Chair as to the Society's functions, goals, procedures, history and current concerns. The Faculty Advisor also serves as a conduit to Society resources, can serve as an adjudicator if difficulties arise, and works in concert with the GSTA Chair in order to ensure the proper and appropriate functioning of the organization. Specific duties include:

- 1) Serve a term of three calendar years, starting January 1.
- 2) Be available on an as needed basis to advise the GSTA Chair on all aspects of conducting GSTA business.
- 3) Oversee, with the GSTA Chair, daily functioning of the organization and ensure that other committee members fulfill responsibilities associated with their roles.
- 4) Assume chief responsibility for dealing with the host institution (university) regarding resources and other local needs of the GSTA.
- 5) Help to ensure that the GSTA Chair keeps all needed deadlines with respect to Society requirements, reports, and other responsibilities.

GSTA Chair

The Chair of the GSTA is generally responsible for increasing membership in the organization, developing and implementing services for graduate student members, developing awareness of the organization through professional contacts (i.e. schools, universities, sister organizations, etc.), and generally acting as an advocate of graduate student teacher interests both within and outside of STP. Miscellaneous duties are required as necessary; and are the responsibility of the Chair, in consultation with the GSTA faculty advisor, to complete. Specific details include:

- 1) Serve a term of one calendar year, starting January 1.
- 2) Report to the Faculty Advisor of the GSTA.
- 3) Oversee daily functioning of the organization, preside over meetings, and ensure that other committee members fulfill responsibilities associated with their roles.

- 4) Write and submit articles for the STP Newsletter and other relevant publications as needed.
- 5) Plan and submit a proposal for the GSTA program hour at the APA Convention. The programming must be submitted as a proposal through the usual channels (i.e. the programming chair of STP) by the regular submission date (usually in late fall; planning should begin at the start of the Chair's term.).
- 6) Consult GSTA Faculty Advisor and Recruitment, Retention, and Public Relations Vice President as needed regarding GSTA business and/or policy issues.
- 7) Periodically contact the Executive Director of STP for membership listings and reports of new graduate students joining STP.
- 8) Maintain visibility of the GSTA through attendance and participation at regional and teaching conferences.
- 9) Each year, recruit, and coordinate regional GSTA representatives' activities and GSTA poster presentations at regional and teaching conferences.

GSTA Associate Chair

- 1) Serve a term of one calendar year, starting January 1.
- 2) Assume role of GSTA Chair if Chair is unable to fulfill duties.
- 3) Consult with GSTA Chair and Faculty Advisor as needed regarding GSTA business and/or policy issues.
- 4) Maintain visibility of the GSTA through attendance and participation at regional and teaching conferences
- 5) Maintain the official records of the GSTA and take minutes at all GSTA Committee meetings
- 6) In conjunction with the GSTA chair, oversee and monitor the budget of the GSTA and maintain the financial records of the GSTA
- 7) To maintain records of receipts and expenditures of the GSTA
- 8) To perform other duties related to GSTA as assigned by the GSTA Chair or Faculty Advisor.

GSTA Regional Representatives

The GSTA Regional Representatives are the regional contacts for the GSTA and help the GSTA to carry out business within their own particular local and regional areas. Examples include staffing a poster concerning the GSTA at regional and other teaching conferences; helping to recruit and matriculate new graduate student members within their region to the STP and the GSTA; implementing services for graduate student members.

- 1) Serve a term of one calendar year, starting January 1.
- 2) Report to the GSTA Chair on local and regional activities as necessary.
- 3) Attend and staff a poster and materials table for GSTA at national/regional teaching of psychology conferences (e.g., NIToP, MISToP; NEToP; SWToP SEToP).

- 4) Consult with GSTA Chair as needed regarding GSTA business and/or policy issues.
- 5) Periodically contact the GSTA Chair for membership brochures and reports of activities intended to recruit new graduate students to join STP.

GSTA Host Institutions

2002 - 2004	Auburn University Faculty Advisor: Dr. William Buskist Chairs: Jason Sliorski/Jared Keeley
2004 - 2007	University of Akron Faculty Advisor: Dr. Loreto Prieto Chairs: David Wimer/Sara Rieder Bennett/Shannon Schmidt
2007-2010	University of New Hampshire Faculty Advisor: Dr. Victor Benassi Chairs: Rachel Rogers (2007-2008)/Bethany Fleck (2008-2009)/Jennifer Stiegler (2009-2010)