

Committee Responsibilities

Cooley-Mead Award Committee (Revised 10/13/17)

Responsibilities of the Chair of the Cooley-Mead Committee

1. In October, work with the section chair to create the call for nominations, which the section chair will send out as an announcement on the listserv. The call should request a short description of how the nominee's career contributions make the candidate a deserving recipient.
2. Contact members of your committee and (a) remind them that the Cooley-Mead Award is for career contributions to sociological social psychology; (b) give them the list of past winners, both to provide exemplars and to keep someone from nominating someone who has already won; (c) outline the procedures you intend to follow (see below) in case someone has some objections or a better idea; (d) encourage a discussion of the general criteria and issues that should be taken into account (often committee members have thoughts about the fact that recipients should be younger/older, sociologists/not necessarily sociologists, balanced between the three faces of work that we encompass, etc.); and (e) give the committee any information left over from last year's deliberations.
3. After all nominations are in, have a discussion of the candidates.
4. Have committee members vote. The election should be completed by mid-December so that the Cooley-Mead recipient can be informed before making other commitments on the ASA program.
5. Inform the committee members, the section chair, the award recipient, and the *SPQ* editor of the award (in that order). When informing the award winner, be sure to tell him/her that s/he will need to: (a) prepare a 40-45 minute presentation for the award ceremony at the ASA Meetings that year; (b) prepare a written version of the address to be reviewed "with the presumption to publish" by *SPQ*; this written version will be needed in the *SPQ* office very soon after the ASA Meetings; tell him/her that the *SPQ* editor will be in touch about the procedures.
6. Prepare an announcement for the listserv and for the summer newsletter. Consult with the newsletter editor about relevant deadlines.
7. By February, you will need a title from the Cooley-Mead recipient. You can introduce the award recipient yourself, but if you think that you are not close enough to the intellectual tradition of the recipient to do that job, you might request that some other member of the committee or someone recommended by the recipient take over that responsibility. Inform the section chair of this program information by mid-February.
8. Arrange with the secretary-treasurer to have a plaque made for the award presentation. The plaques have varied, but should be close to the following format (on a roughly 8.5 x 11 inch plaque)

Cooley-Mead Award
20xx
presented to
Name of Recipient
for career contributions to social psychology
by the
American Sociological Association
Section on Social Psychology

9. Preside at the Cooley-Mead Award Ceremony. Either introduce the introducer or do the introduction yourself.
10. After the next Cooley-Mead Committee Chair has been announced in the fall, send him or her the list of nominees from the previous year.

Professional and External Affairs Committee (Revised 10/13/17)

Responsibilities of the Chair of the Professional and External Affairs Committee

The purpose of the Professional and External Affairs Committee is to monitor professional, political, federal funding, and federal regulatory developments as well as foster inter- and intra-disciplinary collaboration relevant to social psychologists. The committee will report to the membership and the council on matters affecting the discipline. The duties of the chair of this committee are the following: (1) addressing or investigating issues brought to the committee by any officer or member of the section; (2) informing section members about funding, professional development and regulatory trends that are particularly relevant to

members; (3) increasing section awareness of other sections, disciplines and external organizations regarding opportunities of interest; (4) reporting to the section membership at least yearly but no more than quarterly on such trends and opportunities affecting members of the profession, through the section's media; and (5) preparing an annual report for council summarizing work for the year. The fulfillment of these activities should include writing or commissioning a column for the winter newsletter that focuses on funding and related issues.

Nominations Committee (Revised 10/13/17)

Responsibilities of the Chair of the Nominations Committee

Compile initial roster of candidates by position:

1. In mid-November, the ASA sends the section chair and the nominations chair a list of section offices to be filled. As soon as you have this information, e-mail each of the committee members (who are appointed by the section chair) and request nominations for each open position. In addition, request that the section chair post a call for nominations to the listserv. The posting should indicate that section members may send nominations to the nominations committee chair by a certain date. The requests for nominations sent to committee and section members should remind people that there is a great deal of diversity in a section of 600 members and that they may consider diversity in making their nominations. In addition, each nomination should include the following: name of candidate, position (e.g., assistant, associate, full professor), university affiliation, and main research area (e.g., group processes, symbolic interactionism, social structure and personality). The information is intended to allow the committee members to assess the diversity of the pool of candidates prior to their decision-making. Committee and section members are allowed to submit multiple nominations and may nominate the same person for more than one category.
2. Have each committee member (including the chair) provide a list of potential candidates, by position, in late November.
3. The chair should combine and alphabetize nominations made by committee members as well as those from the section membership. This combined list should be returned to the committee. Each committee member (including the chair) should assign each candidate a numerical priority rating (1 = highest).
4. Candidates who are not section members are dropped from further consideration, per ASA rules. You may include people who were in the section the prior year but have not yet renewed their membership in the ASA (many people do not pay their dues by January). Persons who have renewed their current ASA membership but have not selected the social psychology section for membership need to be dropped from further consideration. (This information is available from the ASA governance coordinator. The coordinator will send the nominations chair a complete list of members as of October 1. The list can be offered to all the committee members for reference.)
5. If people who are currently serving on the nominations committee are nominated by others to fill one or more positions, they must be dropped from further consideration, per ASA rules.
6. In early to mid-January, everyone on the committee should return their ratings to the nominations chair.

Select the slate:

1. With scores in hand (lowest scores indicating the top candidates), construct an initial list of candidates. Share this list with committee members. Then begin contacting the candidates.
2. Build the slate with two candidates for each vacancy; e.g., for two council vacancies, there should be four candidates.
3. When contacting potential candidates, simply work down the priority list as you inquire whether people want or do not want to run. If a person chooses not to run, contact the next person on the list until all of the vacancies have a competitive slate.

Send slate to ASA:

1. Forward the full slate to the ASA governance coordinator by January 15th and send an announcement to both the section chair and the section newsletter editor.
2. In early June, the ASA will notify the section chair and the nominations chair of the election results. The nominations chair will then notify the candidates. The ASA requests that the section receive active confirmation of each candidate's receipt of the results before publicly announcing them.
3. It is customary for the nominations committee chair to give brief reports on the election at both the section's council meeting and business meeting at the ASA Annual Meeting.

Final Considerations:

1. The candidates begin their terms after the first ASA Meeting following the election, except the section chair, who serves as chair-elect for one year.
2. The student member to council serves for two years, the chair for one year, and all other officers for three years.
3. The section chair generally appoints the nominations committee members. According to the section's bylaws, the chair of the committee should be chosen from the previous year's regular committee members.

Graduate Student Affairs Committee (Revised 10/13/17)
Responsibilities of the Chair of the Graduate Student Affairs Committee

The primary responsibility of the Graduate Student Affairs Committee is administering the Graduate Student Paper Award Competition. The chair of the committee is appointed by the Social Psychology section chairperson, as are committee members. Traditionally, the section chair queries the current committee chair for suggestions on the new chair (usually a committee member). The Committee generally consists of the committee chair, three to five faculty members and a student member. Most of the Committee's work is conducted between March and May (see task schedule).

The committee chair is responsible for maintaining contact with committee members to apprise them of deadlines and procedures, working with the section chair to create the call for submissions (which the chair sends out as an announcement on the listserv and includes in the section newsletter; see example below), corresponding with authors of papers submitted for the competition, distributing papers among committee members to review, compiling reviews, determining a winner, apprising the section chair of the winner (and any concerns in the process of making the determination), contacting the winner, arranging with the secretary-treasurer for the creation of the award certificate, giving the award information to the newsletter editor (who will request a report from the winner for the summer newsletter), arranging with the secretary-treasurer to have the award (normally \$500) sent to the recipient, preparing a report to the section, and presenting the award at the section business meeting (during the ASA Meetings). The financial award for this award is \$500 if funds are available. Therefore, the committee chair should work with the section chair and secretary-treasurer to confirm that the funds are available in the budget before writing the call for submissions. When funds are not available, the amount of the award can be reduced accordingly.

The award shall be given to the author of the most outstanding, article-length graduate student paper that contributes to the social psychology scholarship. Papers are eligible if they have made a "public appearance" in one of the following ways: submitted for a class, or seminar; filed as a thesis or dissertation; presented at a professional meeting; submitted or accepted for publication; pre-published on a journal website; or published between March of the previous school year and March of the current school year. Authors of eligible papers must be graduate students at the time of the paper submission. Authors may only submit one paper for consideration each year. Multiple authored papers are eligible for the award if all authors are graduate students. The chair should create and save a spreadsheet indicating paper title, author, author's email, and author's affiliation. The spreadsheet will allow assessment of the trends in submissions over time. Over the years, the method of determining the winner has become somewhat institutionalized.

1. The committee chair should screen out papers that appear social psychological in name only and/or do not meet the stated paper guidelines. He or she should consult committee members if any questions arise.
2. Remaining papers are distributed to all committee members following the submission deadline.
3. All committee members read all papers except under certain specific circumstances (see [6] and [7] below).
4. All papers are rated in two ways. First, ratings are made on a scale of 1 = Excellent, 2 = Good, 3 = Fair, 4 = Poor for each of the dimensions of theoretical adequacy, methodological adequacy, writing quality, and contribution to knowledge. Second, committee members are asked to make an overall evaluation of the paper on a scale of 50 to 100, where 100 = excellent. These values are used to ascertain the winning paper. The committee chair, in consultation with committee members, will have the discretion to determine the extent to which committee members will be asked to provide written comments to authors of submitted papers. It is hoped that such comments may be provided to at least a subset of authors, if not all, who submitted. Whatever procedures are used in a given year should be passed along to the incoming committee chair. Whenever written comments are provided, reviewers are not identified to the authors.

5. Committee members do not review papers for which they believe there may be a conflict of interest (e.g., cases where the author is a student or friend). The section chair may be asked to step in to review/evaluate papers in which a conflict of interest is involved. In years where there is a large number of submissions, committee members may be added (up to a maximum of seven members). At the discretion of the committee chair, papers could also be distributed so that each is read, rated, and commented on by three reviewers. Then, the top five papers that emerge from these ratings could be sent to remaining committee members who had not yet read them. These remaining committee members would then read them, as well as provide ratings and comments. What would appear to be the top five papers, then, would be read and rated by all committee members. From this subset of papers and the ratings of all committee members, a winner could be determined.
6. On occasion, the difference between the ratings of the winning paper and the next highest ranked paper has been small. In these cases, an Honorable Mention Award has been made to the paper that was rated second-best. The winner of the Honorable Mention Award also receives a framed certificate, signed by the Social Psychology Section Chair. There is no strict rule for determining whether an Honorable Mention Award should be made. This decision is left to the discretion of the committee chair.
7. Forms, sample correspondence, ratings sheets, sample reports, and this document are available from the chair of the Graduate Paper Award Committee.

Task Schedule

Following are the tasks that must be accomplished and recommended dates for each task:

October:

- Work with the section chair to create a call for submissions that is sent out over the listserv and included in the winter newsletter.

March 16 (day after paper deadline)

- Send electronic copies of papers, rating forms, and instructions to committee members

May 11 (i.e., day after committee deadline)

- Review ratings/rankings to determine winner
- Send email to committee members announcing winner
- Send email to section chair announcing winner
- Send official email announcing competition results to winner and non-winners
- Send email to newsletter editor with the name and email address of the winner

May 15

- Contact treasurer to arrange disbursement of financial award to winner and creation of the certificate

June 1

- Email written comments on papers to authors

August 1

- Prepare committee report for section council meeting at ASA Meeting
- Prepare notes for award presentation at section business meeting at ASA Meeting

August

- Present award at section business meeting at ASA

Sample Call for Papers

The Social Psychology Section of the ASA invites submissions for the Graduate Student Paper Award. The paper should be article length. Eligible papers include those: submitted for a class, or seminar; filed as a thesis or dissertation; presented at a professional meeting; submitted or accepted for publication; or published between March 20xx and March 20xx. Authors of eligible papers must be graduate students at the time of the paper submission. Authors may only submit one paper for consideration each year. Multi-authored papers may be submitted if all authors are students, but the prize must be shared. The recipient(s) will receive \$500, an amount that is shared among authors for multi-authored papers. Please send an electronic version of the paper by March 15, 20XX, to: chair of committee....

Sample Certificate Wording

Social Psychology Section
Graduate Student Paper Award 20XX
Presented to
(Recipient)
(Recipients Affiliation)
(Title of Paper)
American Sociological Association

Membership Committee (Revised 10/13/17) Responsibilities of the Chair of the Membership Committee

The primary responsibilities of the Membership Committee are to maintain and, if possible, increase membership in the section. Not only is a healthy membership important for the social psychological community, but it is directly related to our viability as a section of the ASA. In particular, it determines the number of sessions that ASA allocates to the section at the annual meetings, with one additional session allocated for each increment of 200 members (e.g., one session for 200 members, two sessions for 400, etc.). With a current membership of over 600, our present allocation is four sessions.

Unlike other section committees, the Membership Committee has few specific duties to carry out or specific deadlines to meet. Innovative approaches to the general goal of maintaining or increasing membership are encouraged. Past committees have used a variety of approaches, including the following:

1. Section newsletter: The committee chair should make sure that there is a membership application in the Social Psychology Section Newsletter. The committee chair might also want to place a short column in the winter newsletter, reminding members to renew their membership and encouraging the recruitment of new members.
2. Contacting non-members who present in section sessions. The committee can also send emails to ASA members who are scheduled to present in a Social Psychology Section Session at the ASA Meeting but are not current members of the section. The email would encourage them to join by itemizing the benefits of membership, particularly for graduate students. These emails can be sent shortly after the preliminary schedule is published in May, or they can be sent after the meetings in November when people are making renewal decision renewing their ASA memberships.
3. Graduate student membership: The committee can work with the Graduate Student Advisory Committee to create a list of graduate students who are ASA members but are not in the section. The section chair can then email the membership, encouraging them to sponsor one or more of these students. The members should be asked to email the Membership Committee contact person for one or more names and then use the ASA gift membership site to sponsor them. Recent committees have created a list of benefits of membership for graduate students. This list can be sent out an announcement on the listserv in November when people are making renewal decisions. It can also be included in the winter newsletter column and in the emails sent to non-members described above. The committee can also send it as an announcement on listservs for other sections (e.g., Emotions, Mathematical Sociology) or other organizations (e.g., SSSP).

Program Committee Responsibilities (Revised 10/13/17)

The section chair is responsible for the section program at the Annual Meeting of the American Sociological Association and is assisted by a program committee, which he or she appoints. The size and composition of each the committee is determined by the chair, in consultation with council. The council shall insure that over a period of years diverse perspectives are represented on the Program Committees.

Outstanding Recent Contribution in Social Psychology Award Committee Responsibilities (Revised 10/13/2017)

The primary responsibility of the Outstanding Recent Contribution in Social Psychology Award Committee is administering the award competition. This annual award honors the best article, chapter, or book in sociological

social psychology that was published in the last three calendar years (i.e., Jan. 1, 2010 - Dec. 31, 2012 for the award given in 2013). The award will be given for an article or chapter in two consecutive years followed by a book in the following year. For example, in the first year of the award (2012), a book was awarded. For 2013 and 2014, the competition will be for an article or chapter. In 2015, the competition will return to a book and so on. Both nominations and self-nominations are encouraged. Both nominators and the first author of the publication must be members of the Social Psychology Section.

The chair of the committee is appointed by the Social Psychology Section Chair, with council approval, as are committee members. The Committee consists of the chair and four additional members. Most of the Committee's work is conducted between February and May.

The chair is responsible for maintaining contact with committee members to apprise them of deadlines and procedures, working with the section chair to create the call for submissions (which the chair sends out as an announcement on the listserv and includes in the winter newsletter),, soliciting books from publishers as necessary, distributing papers and books among committee members to review, compiling reviews, determining the award recipient, apprising the section chair of the recipient (and any concerns in the process of making the determination), contacting the recipient, preparing an announcement/article for the section newsletter about the recipient, arranging with the section secretary for the award plaque to be ordered, preparing a report to the section, and presenting the award at the section business meeting (during the ASA Meetings).

Each committee may decide its selection procedure. In some years, all committee members will read all submissions. However, in years when there are many submissions, the committee may choose to follow a two-stage selection procedure in which submissions are screened by a subset of committee members at the first stage for consideration by the full committee.

Task Schedule

The following are the tasks that must be accomplished and recommended dates for each task:

October:

- Work with the section chair to create a call for submissions that is sent out over the listserv and included in the winter newsletter.

November:

- Email to committee members to verify contact information and review schedule

February:

- Nominations are due February 1
- Solicit books from publishers as necessary
- Distribute papers/books and instructions to committee members

May:

- Select award recipient by May 1
- Contact recipient
- Send notice of award recipient to section chair
- Contact section secretary to arrange for award plaque

Suggested Call for Submissions:

The Social Psychology Section of the ASA invites submissions for the 20XX Outstanding Recent Contribution in Social Psychology Award. In 20XX, the award will be given to an article, chapter, or book published between January 1, 20XX, and December 31, 20XX. For articles: Nominations must include a PDF copy of the article and a brief statement (1-2 paragraphs) regarding its merits. For books: Nominations must include the full reference of the book, including the ISBN number, contact information for the publishers, and a brief statement (1-2 paragraphs) regarding its merits. To be eligible for the award, the first author of the publication must be a member of the Social Psychology Section. Please send submissions by February 1, 20XX, to: chair of committee. Nominators must be members of the ASA Social Psychology Section; self-nominations are welcome.

Sample Plaque Wording:

Social Psychology Section
Outstanding Recent Contribution in Social Psychology Award 20XX
Presented to
(Recipient)
(Recipient's Affiliation)
(Title of Article or Book)
American Sociological Association

Graduate Student Investigator Award Committee Responsibilities

The responsibility of the Graduate Student Investigator Award Committee is the evaluation and awarding of the Graduate Student Investigator Award. Members of this committee are appointed by the Social Psychology section chairperson. The committee will consist of a committee chair, three other faculty members, and a student member. Membership on this committee will rotate, but the committee chair for a given year ideally will have served as a committee member the previous year. The first year of the award, the committee will consist of faculty members. In the following years, the student member will ideally be the award winner from the previous year.

The committee chair is responsible for maintaining contact with committee members to apprise them of deadlines and procedures, working with the section chair to create the call for submissions (which the chair sends out as an announcement on the listserv and includes in the section newsletter; see example below), corresponding with authors of submitted proposals, distributing proposals among committee members to review, compiling reviews, determining a winner, apprising the section chair of the winner (and any concerns in the process of making the determination), contacting the winner, preparing an announcement/article for the section newsletter about the winner, arranging with the section treasurer for award distribution, preparing a report to the section, and presenting the award at the section meeting (during the annual ASA Meetings).

The award shall be given to the author of the most outstanding research proposal with the potential to contribute to social psychological scholarship. The chair of the committee should create and save a spreadsheet indicating proposal title, author, author's email, and author's affiliation. It should also contain the rankings of the proposal on the various criteria outlined below. The spreadsheet will provide a record of the award.

The method for determining the winner is as follows:

1. The committee chair should distribute applications to all committee members following the submission deadline.
2. All committee members read all applications except under certain specific circumstances (see [4] and [5] below).
3. All applications are rated on a scale of 0 to 10 using the four following criteria:
 - a. Theoretical Significance: Are the theoretical ideas adequately developed? Does the proposed research seek to answer a significant theoretical question within the field of social psychology?
 - b. Creativity: How innovative or insightful are the ideas underlying the proposed research? Does the proposed research seek to answer old questions in a new and creative way? Or, does the proposed research seek to answer important but yet unexplored areas of social psychology?
 - c. Methodological Adequacy: Is the general methodological strategy or approach appropriate? Is there a good fit between the theory and proposed methodology?
 - d. Potential Contribution to Knowledge: Overall, does the proposed research have the potential to make a significant contribution to the field of social psychology?If a clear winner does not emerge from the ratings, the committee will then discuss the relative merits of the leading applications.
4. Committee members do not review applications for which there is a conflict of interest (e.g., cases where the author is a student or friend). The section chair may be asked to step in to review/evaluate applications in which a conflict of interest is involved.

5. Committee members should also provide approximately a paragraph of comments on the theoretical, methodological, and substantive contributions of the proposal. In years where there are a large number of submissions, applications could also be distributed so that each is read, rated, and commented on by a subset of reviewers. Then, the top applications that emerge from these ratings could be sent to remaining committee members who had not yet read them. These remaining committee members would then read them, as well as provide ratings and comments. The top applications, then, would be read, rated, and commented on by all committee members.
6. The award will be granted annually, unless no application meets the standards of the year's selection committee. Effort should be made to select a single winner but if the committee determines that more than one application is meritorious, equal award amounts may be given. In addition to the monetary award, the winner will receive a certificate. An honorable mention may also be awarded, although it will not carry any monetary award. The winner of the Honorable Mention Award also receives a certificate. There is no strict rule for determining whether an Honorable Mention Award should be made. This decision is left to the discretion of the committee chair.

Task Schedule

Following are the tasks that must be accomplished and recommended dates for each task:

October:

- Work with the section chair to create a call for submissions that is sent out over the listserv and included in the winter newsletter.

November:

- Email committee members to verify schedule and availability

Early March (day after proposal deadline of March 1):

- Send applications, rating forms, instructions to committee members

April 1 (i.e., approx. one month before committee's deadline of May 1):

- Remind committee members of committee's deadline

Early May (i.e., the week after committee deadline):

- Review ratings/rankings to determine winner
- Send email to committee members announcing winner
- Send official email announcing competition results to winner and non-winners
- Send email regarding results to the section chair
- Send email to newsletter editor with winner's name and email address (s/he will request a report from the winner for the summer newsletter)
- Collect comments on proposals from committee members and distribute to the authors of the proposals
- Work with the secretary-treasurer on the wording for the certificate

Early August:

- Prepare committee report for council meeting at the ASA Meeting
- Prepare notes for award presentation at business meeting

August:

- Present award at section business meeting at ASA Meeting

Sample Call for Award Applications:

The Social Psychology Section of the ASA invites submissions for the Graduate Student Investigator Award. This award is designed to provide support for an innovative and outstanding research project that makes a significant contribution to social psychological scholarship. The proposed research may support the completion of the applicant's dissertation, thesis, or other publishable research. The award provides \$1,000 to meet some of the research expenses associated with the proposed research. The funds can be used for research expenses such as data collection, data analysis software packages (e.g. quantitative and/or qualitative programs), equipment, and travel. Applications will be accepted from graduate students who are currently enrolled in a sociology program. Interested students should submit four items in support of their application: 1) A proposal of no more than ten double-spaced pages outlining the proposed project; 2) a budget describing how the funds will be used to support the research; 3) a current CV; and 4) a supporting faculty reference form. Award applications will be evaluated using the following criteria: theoretical significance, creativity of the research, the appropriateness of the methods, and the potential contribution to the field of social psychology. The winner of the award must be a member of the Social Psychology Section of the American Sociological Association at the time of submission. An author may only submit one application for consideration each year.

Please send a PDF version of the proposal, CV, and budget by March 15, 20XX, to XX (XXi@XX), chair of the committee. The applicant's part of the faculty reference form should be submitted through this link: <http://www.socialpsychologyasasection.com/gsia-faculty-reference-form-part-i.html>, and the faculty letter of reference should be submitted through this link: <http://www.socialpsychologyasasection.com/gsia-faculty-reference-form-part-i.html>.

Sample Certificate Wording:

Graduate Student Investigator Award 20XX
Presented to
(Recipient)
(Recipients Affiliation)
(Title of Proposal)
Social Psychology Section
American Sociological Association