

Operating Procedure 18 - Appointed Officers

Purpose: To provide guidance on the appointed officers of ASC.

[Reference Article IV of the ASC By-laws]

1. Additional officers may be appointed by the President, subject to approval by the Board of Directors, such as:

- a. Finance Manager
- b. Operations Manager
- c. Treasurer
- d. Journal Editor
- e. Annual Conference Proceedings Editor/Publisher
- f. Webmaster

2. The Board of Directors shall determine the dates and terms of office.

- a. Finance Manager
 1. Position/term/duties are at the discretion of the Finance Committee and the President.
 2. Duties may include:
 - a. Financial responsibility of the following: Tax related documents as required by law, prepares invoices, collect dues and other income, keep financial accounts, and deposit funds, disburses funds as allowed by the approved budget or as approved by the Board of Directors, prepare financial reports, reports on delinquent members.
 - b. Maintains the official record of membership.
 - c. Maintains the official file for current ASC contracts and agreements.
- b. Operations Manager
 1. Position/term/duties are at the discretion of the President.
 2. Duties may include:
 - a. Responds to inquiries related to ASC information, membership, policy, and procedures.
 - b. Maintains and publishes the By-laws.

- c. Maintains and publishes the Operating Procedures.
 - d. Prints agenda and materials for ASC Board meetings.
 - e. Coordinates and monitors ASC activities.
 - f. Administers the new-member information, application and approval process.
 - g. Provides initial liaison to other construction-related associations to promote the goals of the ASC.
 - h. Provides liaison to ASC Industry Members.
 - i. Provides general oversight along with the 1st Vice President for the logistical support for the annual conference.
 - j. Attends meetings as directed by the Board.
 - k. Provide support to ASC Awards process.
 - l. Performs other duties as assigned by the President and the Board of Directors.
- c. Treasurer
- 1. This position holds a three-year board appointment.
 - 2. Duties may include:
 - a. Oversight of the Finance Manager for the following duties:
 - 1. Prepares invoices, collect dues and other income, keep financial accounts, and deposit funds. Disburses funds as allowed by the approved budget or as approved by the Board of Directors.
 - 2. Prepare financial reports.
 - 3. Report on delinquent members to the Board of Directors as required.
 - b. Prepares financial reports as required by the Board of Directors.
 - c. Participation in the Finance Committee and Investment Advisory Group.
- d. Journal Editor
- 1. The Journal Editor shall be appointed by the President, be reviewed by the ASC Publications Committee and approved by the ASC Board of Directors. The Editor shall hold a concurrent ASC Officer appointment. This position holds a three-year board appointment with a yearly stipend for the Editor and Associate Editors to offset publication and paper review costs. Terms of office shall not exceed nine years unless the Board decides to extend this period of time and both parties agree.

2. Duties may include:
 - a. Maintaining effective ASC Editors, and Editorial Review Board.
 - b. Circulating calls for manuscript submissions and, when appropriate, submitting revisions to the Journal's Aims and Scope to the ASC Publications Committee for approval.
 - c. Administrating a timely and effective manuscript review process, each article shall be sent for blind peer review by at least three reviewers. Comments from reviewers are to be collected and forwarded to the contributing author.
 - d. Preparing submissions for publication, editing of draft manuscripts and final editing of manuscripts for submission to the publisher.
 - e. Providing a timely and effective liaison with contributors regarding manuscript drafts.
 - f. Maintaining the By-laws and operating procedures of the Journal.
 - g. Maintaining the review data and manuscript archive.
 - h. Coordinating with publisher regarding marketing activities.
 - i. Serving as the primary source of contact between the ASC and Journal publisher.
 - j. Coordinate with Journal publisher to ensure good service to member institutions and contributing authors.
 - k. Coordinate with the publisher to ensure annual reporting of ASC Royalties and relevant publication data typically provided by the publisher to its journal editors.
 - l. Work with publisher to encourage international exposure and subscriptions for the Journal.
 - m. At the discretion of the ASC President, travel to ASC Mid-year board meeting. Travel expenses paid by ASC.
 - n. Prepare editorial for each issue of the Journal according to the publisher's deadlines. Alternatively, and after obtaining ASC Publications Committee approval of a guest editor candidate, make appropriate arrangements for the guest editorial to appear in the appropriate issue of the Journal.
3. Manuscript Submissions Operations
 - a. The International Journal of Construction Education and Research will be published according to agreements made between ASC and a publishing entity (currently Taylor & Francis).

- b. During the Journal Editor's tenure, the Editor shall be responsible for the receiving, appropriate review, and all final decisions regarding the acceptance or rejection of manuscripts received by the Journal. The Editor, working with the Associate Editors and recommendations of the Peer Reviewers, is ultimately responsible for the quality of all manuscripts published by the Journal.
 - c. The Editor is responsible for the substance of the Journal, matters of style, and format of the manuscripts, as well as content, context and meeting publication deadlines of the publisher. Editorial decisions or recommendations, and material issues affecting the terms of the publishing agreement, that will have financial or administrative implications on the Journal, must be discussed with the Associate Editors, and the ASC Publications Committee.
- e. Annual Conference Proceedings Editor/Publisher
1. This position holds a three-year board appointment with a yearly stipend to offset publication and paper review costs.
 2. Duties may include:
 - a. Publication Operations
 1. Maintain and update Proceedings Web site and equipment as technology allows.
 2. Provide established criteria to the membership for article content and format for articles to be published in the Proceedings.
 3. Solicit interested reviewers for papers submitted for publication and presentation. Solicitations to send three times each year in the months of May, September, and in November. Each time direct the individuals to the Reviewer Qualification web site.
 4. Solicit papers from faculty members and other interested parties for presentation at the Annual Conference in April. This process is called the "Call for Papers". The 1st Call is send out in June and the second call is sent out in September.
 5. Coordinate the review process beginning in November for articles submitted for presentation and publication. This includes the blind review for each article using 3 select reviewers from the ASC Review Board and the compilation of comments from reviewers that are forwarded to respective authors.
 6. Reviewer voting is to be completed by the beginning of the first week in February.
 7. Notify the authors of the papers selected for presentation at the conference by the end of the first week in February.

8. Coordinate with the conference coordinator as to the number of articles accepted for presentation 6 weeks in advance of the annual meeting.
 9. Collect final manuscripts from authors by the end of the third week in February.
 10. By the end of February, nominate at least three papers for the Publications committee that is qualified to receive “Best Paper” award for the Annual Proceedings. Nominations are based on responsiveness, formatting, and reviewer voting results.
 11. Send Best Paper nominations to the Publications Committee for voting before the first week in March. Collect votes and prepare award for presentation at the Annual Meeting.
 12. Prepare the book of abstracts and mail out to the host institution in time to be distributed at the conference during registration.
 13. Put the Proceedings on-line before the 3rd week of March to be accessed during the conference.
 14. By the middle of October, all member schools and industry are to be mailed one bound hardcopy.
 15. Leftover publications are the property and maintenance of the Associated Schools of Construction.
 16. Attend all Publication Committee meetings at the annual ASC conference. Travel and room/board to the Annual meeting are to be provided by the ASC.
 17. Travel to ASC Mid-year board meeting. Travel expenses paid by ASC.
 18. Organize, prioritize, and customize the earlier Proceeding’s documentation by the previous Editor. This documentation to be provided by the ASC or the previous Editor.
- b. Paper Submissions Operations
1. The purpose for the publication of the Proceedings of the ASC Annual Conference is to 1) disseminate new/innovative construction educational concepts within member schools and industry, 2) provide a communication platform for ASC member works and constructive peer feedback, and 3) provide a faculty development tool for those seeking tenure/promotion.
 2. The ASC, as noted in the By-laws, is an organization that not only promotes construction education, but also one that promotes faculty development. The Annual Proceedings is a valuable tool/service for faculty wanting to communicate and develop their works.

3. Additionally, one can use the services of the regional and national ASC meeting/conferences to aid in the development of their work into a Journal manuscript.
- c. Stages of development are as follows:
1. If timing allows, the author(s) may submit and/or present the paper for review and presentation at the regional level. At this stage of a paper's development, regional school faculty would help the author(s) with ideas, focus areas, the ASC Style.
 2. By the deadline established for the Annual Proceedings, the author(s) would modify and submit the paper to the Annual Proceedings for a blind national peer review. Anonymous national reviewers would aid in the paper's development through a dynamic online commentary feedback process. The objective is to provide the author(s) with a detailed constructive evaluation of the paper based on its quality, content, and value to construction education. If the author(s) so chooses and the ASC reviewers had so indicated, the author is encouraged to submit the paper to the Journal (see item 4 below).
 3. If the reviewers accept the paper for the Annual Proceedings publication, the author would then be invited and expected to present their manuscript at the ASC Annual Conference. At the conference, the author would be able to disseminate newfound knowledge to a national audience of peers. The presentation time allotment provides for further development of the paper through questions and discussion.
 4. If the paper's content and focus can attain or does meet Journal quality, the ASC Reviewers from the Annual Proceedings will have already provided detailed constructive comments and suggest submission to the Journal or other similar journals. To help with the definition of "Journal quality", as a reviewer or submitting author, keep in mind that the Journal exists to preserve and disseminate exemplary information, practice, and research in construction departments, schools and colleges, and industry.
- d. The divisions of the Annual Proceedings include:
1. Undergraduate Education
 2. Graduate Education
 3. General Topics
 4. Research
- e. Division Guidelines for the Annual Proceedings
1. Undergraduate Education

- a. This division of the Annual Proceedings is primarily focused at the undergraduate level of education. Papers should describe how a particular instructional design or strategy is unique and/or innovated. The paper needs to show how this design/strategy can improve the aspects of a delivery system and/or can increase professional knowledge in the classroom. Contributors need not limit themselves to selecting courses/curricula with innovative content. Also sought are the descriptions of traditional courses taught in unique and innovative ways. Papers can focus on instructional materials such as books, films, videotapes, computer software, filmstrips, web sites, and other mediated or unconventional formats vis-à-vis its actual/potential classroom use. Materials should have proven their effectiveness in the undergraduate construction educational setting.

2. Graduate Education

- a. This division of the Annual Proceedings is primarily focused at the graduate level of education. Paper content is similar to that of the division of Undergraduate Education...but at the graduate level.

3. General Topics

- a. General Topics is a division that does not involve undergraduate and graduate education. Papers can contain unique educational issues and activities that are located and addressed within industrial training, public schools, and community workshops. Collaborative papers and works from industry and academic construction educators are also welcome.
- b. Papers in Undergraduate Education, Graduate Education, and General Topics need pedagogical content and should include the following elements:
 1. context of course/program
 2. professional knowledge, skills, and attitudes to be developed
 3. content and rationale
 4. teaching strategies/methods
 5. some other clearly stated pedagogical component
 6. appeal to either:
 - a. a general audience (the majority of our readers)
 - b. a clearly identifiable special audience (a specialized portion of our readers)
 7. unique aspects:

- a. how the subject discussed would fit into the curriculum
 - b. how it might improve presentation of construction in classrooms, laboratories, textbooks, or other media
8. usefulness to its intended audience
 9. resources utilized
 10. students' evaluations and perceptions
 11. descriptive analysis
 12. include thoroughly researched list of references of those references cited within the text, according to the ASC format (located at <http://ascproceedings/ascstyle.htm>) especially include references from the Annual Proceedings and the Journal
4. Research
 - a. This division of the Annual Proceedings provides for the reporting of research, which communicates new knowledge about phenomena, whether it is qualitative or quantitative. The term "research" can be defined as any effort of careful, systematic, patient study and investigation in some field of knowledge, undertaken to discover or establish facts and principles. More precisely, a research paper should communicate confidence that particular knowledge claims about phenomena are true or false. Papers must have immediate application to construction education's programs, curricula, and courses. Methodologies and paper elements are identical to the Journal's Research Guidelines.
 - b. Submissions will be reviewed by a minimum of three members of the ASC Review Board. If the papers are inadequate, the papers will be returned to the author(s).
- f. Webmaster
 1. This position holds a three-year board appointment with a yearly stipend to offset publication costs. The Webmaster will initiate and maintain the ASC Web which provides for integrated electronic communications and collaboration within the ASC.
 2. Duties may include:
 - a. Protection and Preservation of ASC Property and Data
 1. Safeguard ASC data, software, operating systems, files, and other electronic materials from hacking, pirating, computer viruses, stealing, and unwanted loading of advertisement, spyware, or general misuse of the ASC electronic domains.

2. Maintain a backup and safeguard protocol for all ASC electronic records.
3. Catalog, license, and inventory those programs used or owned by ASC.
4. Maintain copyrights for electronic materials.
5. Provide copyright permission for Board approved release(s).

b. Development and Maintenance

1. Management and maintenance of current applications on the ascweb.org site, including employment ads, membership directories, new member applications and board voting, access control, email system, conference proceedings, and proceedings archive.
2. Provide general ASC Annual Conference coordination and logistical support, including facilitation of conference registration and credit card transactions.
3. Oversee, maintain and manage the internet credit card transactions that are required for ASC. The financial side of these transactions are managed by the ASC Finance Manager
4. On-going web maintenance and revisions to the ASC and ASC Proceedings websites as issues develop.
5. Perform development work on the ASC website as directed by the Board.
6. Work with Board in selecting, recommending, maintaining and installing new approved software applications that would benefit ASC members or operations.
7. Maintaining Web domains and ensuring that the domains are renewed and do not lapse. The current domains are ascweb.org, ascjournals.org, ascwebdev.org.
8. Facilitate ASC Regions hosting website. Regions are responsible for developing and maintaining the websites. The webmaster facilitates hosting the website on the ascweb.org server.
9. As directed by the Board, maintain, develop and archive data from or for web-based, ASC surveys, including but not limited to salary survey, faculty profiles, curriculum program, and other surveys as required from time to time. Maintain and develop electronic reports from ASC Survey data on a bi-annual bases.

c. Membership and Documentation

1. In cooperation with the ASC Finance Manager, maintain official record of membership and the detailed membership of the ASC member contacts,

faculty and personnel. This list shall be kept both on-line and in safe keeping of the Contractor.

2. Facilitate new-member applications and maintenance of membership lists by coordinating with the Operations Manager as needed.
 3. Maintenance and solicitation of information and records, along with the cooperation of the ASC operations manager, of new-member application information, ASC Surveys, and approvals.
 4. Archiving and recordkeeping of electronic documents.
- d. Interfacing, Technical Consulting, and Performance of Services in Connection with Others
1. Provide technical consultation and guidance with other organizations and Industry Members that have received approval to interface with ASC websites. The webmaster shall exercise caution in using his or her discretion and refer questions to the ASC Board about ASC web authority, access, rights to, and up/down loading information or programs onto the ASC websites.
 2. Respond to inquiries relating to ASC information, membership, policy and procedure and directing inquiries to the appropriate ASC contractors, personnel and representatives.
- e. Board Support
1. Provide general ASC Strategic Planning coordination, record keeping, documentation, logistical support and follow up.
 2. Post, in an appropriate format i.e., a protected format, the ASC Board meeting minutes and most current version of other operations documents such as the By-laws and Operating Procedures.
 3. Attend meetings as directed by the President.
 4. Prepare reports for the ASC and its membership.
 5. Periodic consultation with the ASC, its representatives or other Contractors.
- f. ASC Proceedings Website
1. Prepare the “ASC Proceedings Paper Submission and Review web” to process the upcoming conference submission and review process.
 2. Fix problems on the “ASC Proceedings Paper Submission and Review web”
 3. “Make minor improvement to the ASC Proceedings Paper Submission and Review web” by adding any additional functionality or modifying current functionality.

4. Work closely with the ASC Proceedings Editor to insure all papers are published correctly.
5. Assist in the generation of the Electronic version of the ASC conference proceedings

Current Appointed Position Assignments:

Position	Term Length	Held By	Term Expires	
Finance Manager	Discretion of President*	Maggie Glick	June 30, 2018	*subject to approval by the Board of Directors
Operations Manager	Discretion of President*			*subject to approval by the Board of Directors
Treasurer	3 Years	Jay Christofferson	June 30, 2019	
Journal Editor	3 Years	Andrew McCoy	June 30, 2019	
Annual Conference Proceedings Editor/Publisher	3 Years	Tulio Sulbaran	June 30, 2020	
Webmaster	3 Years	Carlos Sterling	June 30, 2020	