

ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING
ASSOCIATION HANDBOOK

SERVING ADDITIONALLY AS
GOVERNING BOARD ORIENTATION MANUAL
AND
COMMITTEE & INTEREST GROUP GUIDE



ACSP

Connecting educators,
researchers and students

Association of Collegiate Schools of Planning

www.acsp.org

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Table of Contents

ABOUT THE ASSOCIATION	5
History	6
Description	6
Reference Documents	7
Corporate Purpose	7
Mission	7
Values Statement	8
STRUCTURE OF THE ASSOCIATION	9
Operations Chart	10
Membership	10
Governing Board	10
Executive Committee	11
Membership Meetings	11
Committees & Task Forces	12
Interest & Working Groups	12
Student Network	12
Association Staff	13
PROGRAMS AND INITIATIVES	14
Journal of Planning Education & Research	15
Annual Conference	15
StudyUrbanPlanning.com	16
Student Support	16
CONNECTIONS TO OTHER ORGANIZATIONS	17
Association of European Schools of Planning [AESOP]	18
American Planning Association [APA]	18
Global Planning Education Associations Network [GPEAN]	18
Planning Accreditation Board [PAB]	18
International Association of China Planning	18
ASSOCIATION BUDGET PREPARATION	19
Budget Managers	20
Fund Descriptions	20
Budget Development Process	21
Bank Accounts	22
GOVERNING BOARD ORIENTATION OR REVIEW GUIDE	23
Welcome & Links to Training Videos	24
Commitment to Serve	24
Responsibilities of Being a Board Member	24
Fiduciary Obligations	25
Conflict of Interest	25
Risk Management	26



Conducting Meetings-----26
 Roles of Governing Board Voting Members-----27

COMMITTEE SERVICE GUIDE _____ 30

Overview-----30
 Types of Committees-----30
 Annual Call for Volunteers-----30
 Committee Resources-----30
 Risk Management-----31
 Staff Working with Committees-----31
 Committee Meetings-----32
 Submitting Board Reports-----32
 Guidelines for ACSP Research Projects Approved by the Governing Board-----32

Standing Committees – Description & Scope of Work

Finance & Investment Committee-----34
 Review & Appraisal Committee-----34
 National Conference Committee-----34
 National Conference Program Committee-----35
 Institutional Governance Committee-----35
 ACSP-PAB Site Visitor Nomination Committee-----36
 Nominating & Election Committee-----36

Special Committees – Description & Scope of Work

Anti-racism Committee-----37
 Committee on the Academy-----37
 Climate Action Committee-----38
 Committee on Diversity-----38
 Doctoral Committee-----39
 Faculty Mentoring Committee-----40
 Global Planning Education Committee-----40
 Strategic Plan Committee-----41
 ACSP-APA Undergraduate Education Committee-----41

Task Forces – Description & Scope of Work

Urban Planning AI Task Force-----42
 ACSP Executive Leadership Transition Task Force-----42
 ACSP-PAB Joint Task Force on Simplifying the Accreditation Process-----42

Conference Track Chairs-----42

Award Committees

Distinguished Educator Award (Faculty)-----44
 Jay Chatterjee Distinguished Service (Faculty)-----45
 Paul Davidoff Book Award (Faculty)-----46
 John Friedmann Book Award (Faculty)-----47
 Margarita McCoy Award (Faculty)-----48



Marcia M. Feld Leadership Award (Faculty)-----49
 ACSP/JPER Chester Rapkin Award (Faculty)-----50
 POCIG Edward Blakely Award (Faculty) -----51
 Martin Meyerson Award for Distinguished Leadership in Higher Education (Faculty) -----52
 Rising Scholar Award (Faculty) -----53
 Ed McClure Award for Best Masters Student Paper (Student) -----54
 Marsha Ritzdorf Award (Student) -----55
 Gill-Chin Lim Award for the Best Dissertation on International Planning (Student) -----56
 Barclay Gibbs Jones Award for the Best Dissertation in Planning (Student) -----57
 Don Schön Award for Excellence in Learning from Practice (Student) -----58
 Karen R. Polenske Award (Student)-----59
 ACSP Student Travel Awards for the Annual Conference-----60

WORKING GROUPS AND INTEREST GROUP GUIDE _____ 61

Overview-----62
 Risk Management -----62
 Staff Support from ACSP -----63
 Fundraising-----63
 Submitting Board Reports and Budget Requests -----63
 Guidelines for Research Projects (if approved by the Governing Board) -----64
 Timeline of Group Activities -----64

ADDENDUM A _____ 66

Governing Board Commitment Form-----67
 Sample Activity Report for the Governing Board (spring or fall) -----68
 Sample Budget Request for the Governing Board -----69

ABOUT THE ASSOCIATION



ABOUT THE ASSOCIATION

History

[Presidential Addresses](#)

[Past Officers of the Governing Board](#)

[ACSP Presidential Perspectives – Video Library](#)

[Archives at the University of Cincinnati](#)

[Viewpoint: ACSP at 50 Introduction](#)

by Mickey Lauria, TPR, 81 (2) 2010 doi: 10.3828/tpr.2009.35

The founding of the Association of Collegiate Schools of Planning (ACSP) in 1969 and its creation of a separate conference (from the AIP/APA's) in 1981 marked the institutionalisation of a planning academy independent of but still inherently tied to professional planning practice. Ironically this institutionalisation in some ways codified the ongoing tension between planning theory and planning practice: the planning academy and the planning profession. This is ironic because the raison d'être of ACSP and its annual conference was pedagogy: how can planning educators effectively train students to be planning professionals? Access the rest of the article through the title link.

[Viewpoint: ACSP at 50](#)

by Michael Hibbard, TPR, 81 (2) 2010 doi: 10.3828/trp.2009.29

As the Association of Collegiate Schools of Planning (ACSP) celebrates its 50th anniversary in 2009, it is timely to recount its current activities and assess some of the issues faced by the Association and planning education more broadly. Access the rest of the article through the title link.

[Viewpoint: ACSP Retrospective](#)

by Chris Silver, TPR, 81 (2) 2010 doi: 10.3828/tpr.2009.30

ACSP has thrived as an organisation largely because it has sustained and enhanced core activities from its inception in the 1970s around issues of planning education. Typically, this has required a long-term nurturing process rather than instantaneous organisational changes. In reflecting on why ACSP came into being and how it has developed over a period of three decades plus, it is the steady and methodical expansion of planning education within higher education institutions in the United States that best depicts the goals and successes of ACSP. Access the rest of the article through the title link.

ACSP thanks Town Planning Review for allowing us to post these articles here. [Town Planning Review](http://liverpool.metapress.com/) (<http://liverpool.metapress.com/>) has been one of the world's leading journals of urban and regional planning since its foundation in 1910. With an extensive international readership, TPR is a well-established urban and regional planning journal, providing a principal forum for communication between researchers and students, policy analysts and practitioners.

Organization Description

The Association of Collegiate Schools of Planning (ACSP) is a consortium of university-based programs offering credentials in urban and regional planning. Acting together, the ACSP member school faculty are able to express their shared commitments to understanding the dynamics of urban and regional development, enhancing planning practices, and improving the education of both novice and experienced planners.

Reference Documents

- [Articles of Incorporation](#)
- [Current Bylaws \(adopted September 2020\)](#)
- [Mission, Corporate Purpose](#)
- [Values Statement](#)
- [Policy Manual](#)

Corporate Purpose

According to the Articles of Incorporation, the Association of Collegiate Schools of Planning, a corporation, shall be a nonprofit organization organized and operated exclusively for educational purposes...under Section 501c3 of the Internal Revenue Code ([ACSP IRS 501c3 Determination Letter](#)), for such purposes including:

1. Encourage development of and provision for the dissemination of information about new and improved methods of education in city, community, urban or regional planning;
2. Provide a forum for the identification and discussion of issues in planning education;
3. Enhance opportunities for the development of new, and the improvement of existing, planning curricula;
4. Enhance opportunities for the conduct and dissemination of research;
5. Assist the Corporation's membership in enhancing the equal accessibility of their several curricula for all qualified persons and in assuring racial and ethnic diversity of faculty and students;
6. Support the highest quality of planning education through services to the Corporation's membership in faculty recruitment and development;
7. Coordinate with other organizations concerned with planning education;
8. Perform, or join with other bodies to perform, such evaluation and recognition functions of planning curricula as the membership may direct; and
9. Facilitate the broad involvement of the students and faculties of the Corporation's membership in the fulfillment of the above purposes.

Mission

ACSP promotes planning education, research, service, and outreach in the United States and throughout the world. It is committed to recognizing the diverse needs and interests in planning. It seeks to strengthen the role of planning education in colleges and universities through publications, conferences, and community engagement as well as through participation in the accreditation process. ACSP believes that planning education should extend beyond the classroom and into the world of practice by working closely with practicing professionals and communities.

The Association of Collegiate Schools of Planning promotes education, research, service and outreach in the United States and throughout the world by seeking to:

- recognize diverse needs and interests in planning;
- improve and enhance the accreditation process, and;



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- strengthen the role of planning education in colleges and universities through publications, conferences, and community engagement;
- extend planning beyond the classroom into the world of practice.

Values Statement

Planners link knowledge with collective action, work in the public interest, and advocate for transformational change.

ACSP values:

- **Excellence in education and scholarship:** ACSP values rigorous education, scholarship and practice that critically engage with the myriad challenges that affect our planet, communities, and people now and in the future.
- **Broadly inclusive methodological perspectives and a fully inclusive range of voices:** Planning is a field that welcomes multiple disciplinary and methodological approaches and is enriched by scholarship that seriously interrogates questions related to access, equity, and disparities, and the intersectional dynamics of inclusion/exclusion.
- **Engagement across multiple publics:** ACSP recognizes the critical importance of deep and sustained community engagement with multiple publics to create transformative, socially responsible, and just actions.
- **Education that supports inclusion and cultural competence:** ACSP supports curricula and instructional approaches that prepare learners to become future scholars and professionals who serve as ethical and culturally competent partners, adept at working in multiple contexts, from local to global.
- **An inclusive and a welcoming environment within all our association activities:** ACSP is committed to welcoming all members, scholars, and educators and to developing events, meetings, and publications that are welcoming, inclusive, and safe venues for discourse and inquiry.

The Association of Collegiate Schools of Planning (ACSP) is an organization of university planning programs and scholars, with a mission to lift planning education and scholarship and to support the scholarly field in its role generating and disseminating knowledge and educating current and future generations of planners. The field and profession of planning are context, scale, and place dependent; focus on understanding the multi-layered interactions between the built and natural environment and human behaviors/actions; and consider how socio-cultural, natural, and institutional systems influence the quality of life for people and the well-being of the planet. Planners are deeply committed to ethical and responsible research and practice, a commitment that is integrated into the planning curriculum. That commitment requires that we acknowledge the times, past and present, when planning has been a tool that has marginalized individuals, harmed communities, and sustained structures of racism, sexism, oppression, and power imbalances. ACSP, through its mission to advance excellence in planning education and research, is committed to broadly inclusive engagement that enables our member programs to educate planners who can work toward more socially just communities.

STRUCTURE OF THE ASSOCIATION



STRUCTURE OF THE ASSOCIATION

Operations Chart

Always at the top of an Association's organizational chart should be the membership – the reason for the existence of the Association ([ACSP's operations chart](#)). The elected governing body is next followed by those who perform the necessary tasks to accomplish the mission set out by the Association.

Membership

There are three classes of membership in the Association: Full Member, Affiliate Member and Individual Member. Members pay dues to support the Association. The first two classes are open only to academic units such as a school, department, program, curriculum, or institute. A complete list of current institutional members can be found [here](#).

- **Full Membership** is open to any not-for-profit academic unit in the United States and Canada that offers a degree or degrees in planning. Full Members, and only Full Members, have one vote in elections and Association business meetings. Faculty and students affiliated with Full Members may hold elective office at the Association level (see Bylaws articles VII and VIII). Each faculty member counted in capitation fees (see Bylaws Article III) will receive capitation services, including publications and special conference fees.
- **Affiliate Membership** is open to any academic unit with a clear interest in planning. Faculty and students of Affiliate Members may serve on and chair committees but may not vote or hold offices. Affiliate Members may pay capitation fees so that their faculty may receive capitation services, including publications.
- **Individual Membership (faculty of non-member schools, retired faculty, students)** is open to any person who wishes to participate in Association activities. Individual members shall receive capitation services and publications. Individual members may attend meetings of the Association, participate in its discussions and deliberations, serve on or chair committees and receive publications. Non-student Individual Members may stand for election as Categorical Representatives (see Bylaws Article VII). Individual Members may vote for the Individual Member Categorical Representative.
- **Newsletter Only Accounts** – Individuals who do not opt for membership may have an account at www.acsp.org to submit an abstract for the conference and receive the weekly newsletter. These individuals may attend meetings and conferences as non-members, but may not serve on committees, nor vote in meetings or elections.

Governing Board

The business of the Association is planned and decided by the Governing Board, though any Governing Board decision can be overridden by a majority vote of the Full Members.

The Governing Board consists of 18 voting members. The voting members are:

- Four officers (president, vice-president, secretary, and treasurer)



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- Immediate past president serves a one-year term when their presidential term is over
- Six regional representatives (one from each of five U.S. regions, and one from the Canadian region)
- Five categorical representatives:
 - Individual Members including current and retired educators and researchers
 - Minority serving Full Members (HBCU, HSI, and AANAPISI)
 - Full Members with 5 or fewer full-time capitated faculty, not in category 2
 - Two representatives of Full Members not in categories 2 and 3
- Two student representatives appointed by the President

The non-voting members of the ACSP Governing Board include three academic members of the Planning Accreditation Board appointed by the ACSP President, the ACSP Representative to the GPEAN Board, and the Editor(s) of the *Journal of Planning Education and Research*.

For inclusive representation and to facilitate and encourage the pursuit and achievement of the purposes of the Association in regard to worldwide understanding, appreciation and perspective, liaisons to the board are welcomed. Liaisons to the Governing Board will receive notices of board meetings and are asked to provide summary reports of their on-going activities in relation to the ACSP mission. Specific liaisons may include:

1. ACSP Special Interest Group Liaisons: Leaders of officially designated interest groups of the Association.
2. International Programs Liaisons: Posts established by the Governing Board from time-to-time, as interest from or in geographic areas arise.
3. Organizational Liaisons: Leaders of other organizations with similar purposes and interest in the advancement of the ACSP mission.

The Association bylaws require that the Governing board meet at least annually. In practice there are two meetings per year. When efficient, the spring meeting sometimes coincides in time and location with the American Planning Association's National Planning Conference, and the fall meeting with the Association's Annual Conference but meetings may occur at other ACSP sponsored events or may be conducted virtually at the determination of the ACSP president.

Executive Committee

The officers of the Association comprise the Executive Committee. The purposes of the Executive Committee are to review, appraise, and set the Governing Board agenda; propose a budget; and undertake other actions as are deemed necessary for the successful accomplishment of the Association's goals.

The Executive Committee meets at least twice a year in addition to attending and participating in Governing Board meetings. Executive Committee meetings are generally scheduled 4-6 weeks before the Governing Board meetings and can be held in-person or as virtual meetings.

Membership Meetings

The Association holds an Annual Business Meeting at the Annual Conference. The purpose of the Business Meeting is to conduct Association business and to install new officers and board

representatives. Other business meetings may be called by the Governing Board or a majority of the Full Members of the Association. All minutes of each annual meeting are available on request.

Each Full Member department has one vote at membership meetings and a quorum is a majority of the Full Members of the Association.

Committees & Task Forces

More information about committees, special committees and task forces can be found in the Committee Guide section of this handbook. Detailed descriptions of each committee can also be found at ACSP's [committee web page](#).

- **Standing Committees** – Identified in the bylaws and serve throughout the year with a permanent status.
- **Special Committees** – Created with a specific purpose, serve throughout the year, but have a semi-permanent status.
- **Task Forces** – Appointed for a specific purpose but disbands after completing the assignment typically with no more than a one-year duration.

Interest & Working Groups

An Interest Group is a formally recognized entity within the ACSP for faculty and students. They are organized groups of people with a common identity. They have their own elected leadership, bylaws, and activities. These groups do not collect dues and are a simple opt-in to participate.

- [Faculty Women's Interest Group](#)
- [Global Planning Educators Interest Group](#)
- [Planners of Color Interest Group](#)
- [Queers & Trans in Planning Interest Group](#)

[Working Groups](#) are organized groups of issue-oriented people primarily linked through an email list who share ideas and interests around a common theme.

- [ACSP EconDev Discussion Working Group](#)
- [ASCP Hazard Mitigation and Recovery Working Group](#)
- [Climate Action Working Group](#)
- [Innovation and Entrepreneurship Working Group](#)
- [Urban Data Science Working Group](#)
- [Water and Planning Working Group](#)

Student Network

While the ACSP Governing Board has two students appointed as Student Governing Board Representatives, the [organization of the student body](#) of the ACSP is called the Student Network but is informal at this time. The Student Slack Group is an app intended to promote and facilitate communication among planning Ph.D. students, post-docs, recent graduates, researchers, non-tenured faculty, and others throughout the US, Canada, and the rest of the world.

Student Governing Board Representatives create an annual student bulletin published prior to each conference, continuously add links to the [Student Resources](#) web page, and lead very popular initiatives including “The Doctor is IN” Graduate Student Clinic, workshops for the academic job market and the non-academic job market, and publishing workshops.

The ACSP supports students in many ways and continues to seek new ways to do so: student volunteer program, research and paper cash awards, subsidized conference registration and membership fees, pre-doctoral workshops, doctoral workshops, international student workshops, and more.

Association Staff

“Member and Volunteer-led” means that the Governing Board is making the important decisions for the Association. This includes approving strategic initiatives, making decisions about the direction of growth, and approving the annual budget. These examples are high level, critical decisions about the future of the Association. In the ACSP, they are made by member-leaders.

ACSP is “staff-implemented” which means that the Association staff implements the critical decisions made by the member-leaders and manages the Association. Staff also play an important role in helping member leaders with their decision-making process... getting the appropriate information to the Board so that they can make the decisions they need to make.

ACSP has always been a member-led association with staff only beginning to take on responsibilities in the early 2000s. Even since 2000, the ACSP staff has only grown to a total of 4-5 individuals, with the great majority of the work contributed by volunteers as the foundation of ACSP’s success.

Currently all [Association staff](#) are employed by White Picket Fence Productions, Inc. an association management company with Donna Dodd, President. Donna Dodd is considered the ACSP Executive Director and hires individuals to perform the tasks involved with managing:

- Membership
- StudyUrbanPlanning.org
- Marketing & Web Site Management
- Communications
- Conference & Workshop Management
- Bookkeeping

PROGRAMS AND INITIATIVES



PROGRAMS AND INITIATIVES

The Association has programs with successful history inclusive of publications, workshops and conferences, and provision of resources for faculty and students. The ACSP president also establishes [personal strategic priorities](#) for their term. Much information about all the Association's programming can be found at www.acsp.org through web menus including Initiatives, Events, Awards, Publications, Careers, Resources. Four of the largest initiatives of the Association are JPER, the ACSP Annual Conference, StudyUrbanPlanning.org, and various kinds of student support.

Journal of Planning Education & Research

The *Journal of Planning Education and Research (JPER)* is published quarterly by SAGE Publications in association with the Association of Collegiate Schools of Planning. JPER is a forum for planning educators and scholars (from both academe and practice) to present results from teaching and research that advance the profession and improve planning practice. Manuscript submission guidelines and a direct link to do so can be found here: <http://www.acsp.org/?page=PubsJPERSubmissions>.

- *Journal of Planning Education and Research* - ISSN 0739-456X.
- Go to the SAGE Publications website for more information about the journal.
- The editorial office can be contacted at jper@acsp.org.

Subscriptions – Declared full-time faculty of ACSP member institutions, individual faculty members, retired faculty members and student members receive an annual on-line subscription to *JPER* with each payment of annual membership dues. The on-line subscription also includes the archived history of *JPER* dating back to the first issue in 1981.

Annual Conference

ACSP traditionally welcomes more than 1000 attendees to the annual conference – this includes nearly 600 faculty, and about 400 students as well as sponsors, exhibitors, researchers, and professional planners. Representing more than 30 countries, attendees will experience 250+ research sessions, round table discussions, workshops, career information sessions, an interactive exhibit hall and plenty of networking opportunities over the span of three days.

The ACSP Annual Conference is an opportunity for academics and researchers to expose their ideas to other experts in the academy, inviting discussion of their latest project to ultimately strengthen their work. In general, attendance promises you'll discover new and interesting developments in the planning field. Attending this conference can be one of the most intellectually invigorating experiences the planning academy has to offer. It helps researchers forge new connections, build on their research, and enrich their career.

The conference provides niche connections as well specifically geared toward higher education administrators, underrepresented students and faculty of color, students on the job market, and events for the ACSP interest groups. Distinguished faculty are honored, the location is highlighted, and AICP CM credits can be earned.

Prior to the conference, ACSP publishes a PDF volume called the “Book of Scheduled Abstracts”. This Book contains an abstract for every anticipated presentation given at the conference and is a treasure trove of the latest research in the planning academy.

StusyUrbanPlanning.com

StudyUrbanPlanning.com is an online directory for potential students to scan 100+ universities offering degrees in urban and regional planning. The directory will help students learn more about the field of urban planning and can be searched for higher education programs that best match their interests and preferences. Students can explore schools and degree options, learn how and when to apply and envision a career working with communities to shape their futures.

All Full Member schools are invited to participate. All participating member schools will have the option to stock a photo library, include promotional video, and list multiple masters planning degrees or multiple undergraduate planning degrees.

Marketing and social media campaigns along with digital advertising support the site and uplift the idea of a planning degree as a significant option to consider for their future.

Student Support

The ACSP continues to seek opportunities to support our students and currently does so with many types of programming:

- Free or subsidized student workshops
- Research and student paper awards
- student reception and student-focused sessions at the conference
- travel support for ACSP Student Governing Board Representatives
- conference registration subsidies for 400+ students
- subsidized membership dues for about 400 students on an annual basis

CONNECTIONS TO OTHER ORGANIZATIONS



CONNECTIONS TO OTHER ORGANIZATIONS

The Association has an interest in maintaining strong ties with other organizations concerned with urban and regional planning education in the U.S. and globally. The most consistent current relationships are with the following organizations. Additional information about ACSP's relationships to these organizations can be found [through this link](#).

- **AESOP** - [AESOP](#) was established in 1987 in Belgium as an international association with scientific, artistic and educational purposes and operates according to its [Charter](#). With over 150 members, AESOP is the only representation of planning schools of Europe. Given this unique position, AESOP strengthens its profile as a professional body. AESOP mobilizes its resources, taking a leading role and entering its expertise into ongoing debates and initiatives regarding planning education and planning qualifications of future professionals. AESOP promotes its agenda with professional bodies, politicians and all other key stakeholders in spatial and urban development and management across Europe. ACSP and AESOP have a [Memorandum of Understanding](#) for the mutual benefit of both organizations.
- **American Planning Association** - The [American Planning Association](#) is an independent, not-for-profit educational organization that provides leadership in the development of vital communities. APA and its professional institute, the **American Institute of Certified Planners**, are dedicated to advancing the art, science, and profession of good planning — physical, economic and social — so as to create communities that offer better choices for where and how people work and live. Members of APA help create communities of lasting value and encourage civic leaders, business interests and citizens to play a meaningful role in creating communities that enrich people's lives. APA has offices in Washington, D.C., and Chicago. For more information, visit www.planning.org.
- **Global Planning Education Associations Network** – GPEAN is an association of planning associations. Ten planning school associations from around the world, including ACSP, have formed an affiliation to increase mutual communication to improve the quality and visibility of planning and planning education. GPEAN's two major activities are the periodic World Planning Schools Congress and *Dialogues in Urban and Regional Planning*, a biennial compilation of the best planning scholarship from around the world, published by Taylor and Francis. In addition, it hosts meetings at the conferences of the member associations on a rotating basis.
- **Planning Accreditation Board** - The PAB is a cooperative undertaking of ACSP, the American Institute of Certified Planners (AICP), and the American Planning Association (APA). It accredits master's and undergraduate planning programs and works to enhance their strength. It has eight members. The president of ACSP appoints four members - three academics and one public member. The president of AICP appoints three practitioners, one of whom has recently been a student. The president of APA appoints one member, who is a citizen planner.
- **International Association of China Planning** - IACP is an independent non-profit organization of scholars, students, and practitioners interested in planning issues in China. As a global network of scholars, students, and practitioners, IACP is committed to promoting the career advancement of its members by fostering fellowship, exchange, and cooperation among them. Its mission is three-fold: (1) to serve as a bridge between urban planning researchers and practitioners in China and their counterparts in other countries, (2) to provide a forum for scholarly and professional dialogues, and (3) to form a lively and supportive community for its members. IACP members come from diverse academic and professional backgrounds.

ASSOCIATION BUDGET PREPARATION



ASSOCIATION BUDGET PREPARATION

ACSP must obtain and spend funds to accomplish its objectives. Revenues come primarily from base dues charged to each member school, capitation dues based on the number of faculty in each program, net revenues from conferences, StudyUrbanPlanning.com, JPER, and other miscellaneous income. Expenditures include the Annual Conference; StudyUrbanPlanning.com; *JPER* publication; strategic initiatives, and various committee and interest group activities approved by the Governing Board; and organizational support (administrative and financial). According to the Bylaws, the ACSP maintains a reserve fund to insure its future.

The proposed annual budget prepared by the Treasurer and Executive Committee is reviewed, amended as necessary, and approved by the Governing Board at the board meeting in the spring. In preparing the proposed budget the Treasurer solicits budget requests from ACSP standing and special committees, task forces, interest groups, etc. The Governing Board approves budget requests only in the spring of each year, except in emergencies brought to the Governing Board by the Executive Committee. Budget requests must be linked to the overall ACSP Mission and current approved Strategic Plan.

Budget Managers

- **ACSP Treasurer** – The ACSP Treasurer works directly with Association Staff and the contracted CPA and has access to all accounts for complete oversight of the Association’s financial picture. The Treasurer works with the CPA to submit annual tax returns.
- **ACSP CPA** – The CPA has on-line access to the QuickBooks accounting file of the Association to monitor activity as necessary and to provide semi-annual and year-end reporting as well as completion of the annual tax returns. The CPA also recommends accounting practices specific to the Association’s needs.
- **ACSP Bursar** – Also known as the bookkeeper, the ACSP Bursar develops accounting practice for the Association. The Bursar is charged with maintaining accurate records and necessary external relationships for the fiscal management of the Association. The Bursar assists with preparation of budget proposals and overall Association budget to be submitted to the ACSP Treasurer. The Bursar collects and pays all invoices and collects and processes all deposits. The Bursar allocates each payment or deposit to the appropriate fund and pulls financial reports on as needed basis from the accounting software.

Fund Descriptions

- **General Fund** - Shows Association activity including revenue and expense streams for general business, membership dues revenue, committee initiatives, strategic alliances and staff support.
- **Administrators Conference** - This is a small conference (75-100 people) but provides similar descriptions of revenue and expenses to the Annual Conference. This is expected to be a break-even bottom line.
- **Annual Conference Fund** - The Annual Conference has hosted upwards of 1200 people in its best years. This fund provides extensive detail of all the registration, advertising, sponsorship, and additional revenues streams vs. the detail of variable and fixed expenses of the conference



production. The conference is expected to provide a significant profit acting as one of the primary revenue drivers of the Association.

- **FWIG Fund** - Revenue or contributions raised by FWIG directly is managed in this fund and remains as carry-forward balance in the fund. This fund does not contain money to support ACSP approved budget proposals.
- **GPEIG Fund** - Revenue or contributions raised by GPEIG directly is managed in this fund and remains as carry-forward balance in the fund. This fund does not contain money to support ACSP approved budget proposals. The annual contribution by the Gill-Chin Lim Family Consortium in Korea offsets student travel scholarships provided and a cash prize for the Gill-Chin Lim Best Dissertation award is hosted in the General Fund.
- **JPER Fund** - Shows SAGE contributions, student subscriptions, royalties, expenses and ACSP's faculty, student and individual member subscription costs. This fund collects a portion of an editor's transition fee payment each year stored in restricted assets until payment is due during the JPER editorial transition. The JPER Fund, with growing annual royalty payments, is now an economic driver for the Association.
- **POCIG Fund** - Revenue or contributions raised by POCIG directly is managed in this fund and remains as carry-forward balance in the fund. This fund does not contain money to support ACSP approved budget proposals. The contribution by the Blakely Foundation is housed in this fund and offsets the expenses of the bi-annual Blakely award and an event to honor the winner.
- **Queers & Trans in Planning Fund** - Revenue or contributions raised by POCIG directly is managed in this fund and remains as carry-forward balance in the fund. This fund does not contain money to support ACSP approved budget proposals.

Budget Development Process

- In late January or February, the ACSP Treasurer requests that each interest group and committee prepare an activity report from the past six months and may also prepare a budget proposal for the next fiscal year (July 1 – June 30). Clear deadlines are set for submission of the report and budget proposal.
- Spring is the only Governing Board meeting where funding requests will be considered.
- Each interest group may request from the ACSP Bursar the status of their own fund before preparing their budget requests from ACSP for the coming year.
- Budget proposals require a detailed descriptions supported with research, justification and possible alternatives to the proposal items provided.
 - Budget requests must be linked to the ACSP Mission and currently approved Strategic Plan as well as the specific activities or charge of the committees, interest groups, etc. along with plans for how to achieve their goals or objectives.
 - The board will consider well-planned studies that benefit the entire Association.
 - The ACSP has traditionally denied requests for funding to pay for special events, abstract submission fees, awards not submitted to and approved by the ACSP Governing Board, operations expenses, and external web site maintenance fees, in addition to project proposals that do not provide enough detail to be considered. ACSP does not provide financial support for travel and lodging for the committees to meet, for conference calls, or for clerical support by graduate students.
- The Treasurer's job is to prepare an overall budget for ACSP that has the intent of planning for the best interest of the Association and all groups within. The ACSP Treasurer and ACSP Bursar prepare a draft Association budget which is reviewed by the ACSP Executive Committee in the



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month prior to the Spring Governing Board meeting. Each group/committee proposal is reviewed in detail. Additional questions may arise out of this meeting and the ACSP Treasurer or ACSP Bursar will seek additional clarification and information as necessary.

- At the Spring Governing Board meeting, the ACSP Treasurer should have enough information from the collected budget proposals to be able to discuss and defend the requests, if necessary, but committee and interest group representatives are always welcome to attend the meeting.
- The Governing Board reviews the overall budget proposal, discusses requests of concern, amends as they wish, and with a motion, they accept or reject the budget proposal in its entirety.
- There is no guaranteed funding provided for committees, groups, or projects.

Bank Accounts

Currently the ACSP has a regular checking account with Truist Bank as well as long-term assets with Merrill Lynch. In addition to the ACSP Bursar, the ACSP Treasurer and CPA all have electronic access to these accounts.

GOVERNING BOARD ORIENTATION OR REVIEW GUIDE



GOVERNING BOARD ORIENTATION OR REVIEW

Welcome to the ACSP Governing Board!

Board service is an honor and an opportunity. With it comes fiduciary responsibilities to represent member interests, to protect and build organizational resources, and to advance the mission of the Association. Board members do not *sit* on the board, they *serve* on the board.

In this manual, beginning with sections before this one, you'll discover a lot of information about the values, staffing, structure, finances, initiatives, and priorities of the Association. This information is important to be a well-informed board member.

[Additional reference documents](#) and board meeting information will be current here.

Leadership Training Videos

On April 8, 2022, the ACSP hosted consultant Bob Harris, CAE to conduct a new board member orientation. Whether you've performed service on other committees or boards through your university, your community, or personal endeavors, you'll find this video very informative. ACSP plans to continue providing leadership education programming.

- Spring 2022 - [ACSP Leadership Development Series: Comfort and Confidence in Governance](#)

Commitment to Serve

It is expected that current board members are committed to the health of the Association and their responsibilities as Association leadership. Review of this handbook is essential, as well as watching the orientation video, reviewing legal documents, and understanding legal requirements of the board.

All board members should review, understand and agree:

- Governing Documents – Articles of Incorporation, Association Bylaws, etc.
- Mission Statement – Understanding the Association's Mission helps board members direct the future of the Association.
- Confidentiality – Board members must recognize they don't speak for the full board. There are lines of communication to respect. Only the ACSP President speaks on behalf of the Association or the Governing Board.
- Conflicts of Interest – Conflicts will be disclosed at the beginning of ACSP board meetings for which a potential conflict appears on the agenda. Conflicts will be noted for the minutes.
- Antitrust – Understand what this means and avoid antitrust violations at all costs.
- Unanimity – Final decisions made at the board meeting are to be supported by ALL board members, no matter the dissent or positions expressed during the meeting.

Responsibilities of Being a Board Member

- 1) **Strategy:** Board members set the direction and vision of the Association. Board members work together to update and advance the Association's plan.



- 2) **Policy:** The board creates and upholds policies to benefit members, protect the organization, and advance the mission.
- 3) **Oversight:** The board oversees resource allocation including adoption of the annual budget and evaluating performance of programs, products, and services. The executive director, through agreement or contract, is responsible for the administration and management of the organization, including staffing, protection of assets and other responsibilities associated with a corporate CEO. While the board shall govern, the executive director shall manage. They work together to best position and serve the organization and its membership.

Fiduciary Obligations

Board members are responsible for protecting and making best use of assets. All board members should be familiar with the Association's finances. Member schools expect a return on investment (ROI) for dues paid. Member schools, faculty and students seek information and activities from the Association that are not available elsewhere.

- **Budget** - The budget identifies anticipated income and expenses for the year. The minutes will reflect that the board has approved the annual budget to serve as a roadmap for managing revenues and expenses.
- **Financial Statements** – Financial statements provide income and expenses (compared against what was budgeted), cash flow and assets.
- **IRS Form 990** – The IRS requires annual reporting by exempt organizations. This form is reviewed by the ACSP treasurer before being submitted to the IRS and is a public record.

Board members serve as fiduciaries on behalf of the members. Being a fiduciary requires being bound both legally and ethically to act in other's best interests. A fiduciary of the Association should follow three legal principles:

- **Duty of Care** - Duty of care describes the level of competence and business judgment expected of a board member. The obligation is to provide the level of care that an ordinarily prudent person would exercise in a similar position and under similar circumstances. So, as a fiduciary, board members should read reports and ask questions, ensuring they're well-informed and fully understand issues surrounding their decisions.
- **Duty of Loyalty** - Duty of loyalty concerns a board members' financial self-interest and the potential conflict this can create when making decisions on behalf of the Association. Board members must never use information for personal gain and must always act in the best interest of the organization.
- **Duty of Obedience** – Board members are responsible for making decisions that serve the purpose of upholding and perpetuating the Association's Mission.

Conflict of Interest

The Association of Collegiate Schools of Planning, also known as the ACSP, is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the ACSP as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the ACSP and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the ACSP honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the ACSP. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the ACSP, or knowledge gained therefrom for their personal benefit. The interests of the organization must be the priority in all decisions and actions.

Each voting Governing Board member will be asked to declare at each board meeting whether they have an economic interest in, or acts as an officer or a director of any outside entity whose financial interests would reasonably appear to be affected by the outcomes of decisions made by the ACSP Governing Board. The board member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from participating in the discussion and vote regarding the declared conflict.

Risk Management

Leaders have a responsibility to be aware, mitigate and avoid risks. Protective measures include establishment of policies, smart practices, and the counsel of attorney, accountant and insurance agents as needed. Risks may include antitrust violations, discrimination, speaking for the Association, or posting to social media without authority, embezzlement, copyright infringement, libel, or defamation, etc.

There are provisions that protect the board of directors:

- **D&O Insurance** – The ACSP carries D&O insurance which pays for legal defense of the board.
- **Volunteer Immunity** – This is a state and federal provision providing immunity for leaders working within the governing documents.
- **Annual Orientation** – ACSP performs an annual review of roles and responsibilities.
- **Counsel** – Associations rely on legal and accounting counsel.

Conducting Meetings

The President chairs the Governing Board and Business Meetings. The Vice President is the Association's parliamentarian and serves as chair in the President's absence. Meetings are conducted in accordance with the most recent edition of [Robert's Rule of Order](#).

- **Meeting Agendas and Minutes** - Agendas of Governing Board meetings are prepared by the President in consultation with the Executive Committee. Draft Governing Board minutes are prepared by the Secretary and circulated for review shortly after each board meeting. The minutes are finalized and approved by electronic vote of the Governing Board. Historical Minutes are available on request.
- **Consent Agenda** - The Governing Board has adopted the widely used practice of the Consent Agenda for its meetings. Non-action and non-controversial items are grouped together at the beginning of the agenda. The board members vote on the agenda on as a whole, without discussion. Before the vote on the consent agenda the President asks the Governing Board for



agreement on the items on the Consent Agenda. If requested by a voting member of the board, any item on the Consent Agenda will be moved from the Consent Agenda to the regular agenda for a full discussion.

Roles of Governing Board Voting Members (current ACSP Board)

President

- a. Chairs the Governing Board and Executive Committee.
- b. Interprets policy established by the Association, the Governing Board and the Executive Committee.
- c. Appoints all Standing Committees whose selection is not specifically assigned in the Bylaws to other officers, and all non-specified Standing and Ad-hoc Committees, including the Awards Committees.
- d. Coordinates activities of officers and committees.
- e. Works with the Treasurer and Executive Committee to prepare an annual budget for approval of the Governing Board.
- f. Presides at meetings of the Association.
- g. Appoints members to the Planning Accreditation Board as may be required by the charter of that organization and appoints the liaisons to the Global Planning Education Association Network (GPEAN) and two student representatives to the Governing Board.
- h. Assures the orderly succession of officers should an incumbent be unable to serve her/his/their complete term by either calling for a special election [see section on duties of Nominating and Elections Committee] or appointing a replacement when none is specified in these Bylaws.
- i. Appoints a replacement to complete the term of any non-student representative, student, or other vacant seat on the Governing Board, apart from officers (as noted above).

Vice-President

- a. Is the President-Elect.
- b. Oversees ACSP publications, including: the Journal of Planning Education and Research ("JPER"), StudyUrbanPlanning.com, the weekly Tuesday newsletter, and other print and electronic communications of the organization.
- c. Oversees ACSP conferences including the annual conference, the Administrators Conference and workshops.
- d. Performs other activities and tasks as may from time to time be assigned by the President.
- e. Acts for the President in her/his/their absence or incapacity.
- f. Assumes the office of President in the event the incumbent resigns or is otherwise unable to complete her/his/their term. In this case, an election for Vice-President to fulfill the term shall be held as soon as practical.
- g. Serves as Parliamentarian for the Association.
- h. Chairs the National Conference Committee.
- i. Chairs the Review and Appraisal Committee.

Secretary

- a. Chairs the Strategic Plan Review Committee
- b. Oversees maintenance of membership lists, such as the names and titles of administrative heads of Full Members and of any other Members that may subsequently be authorized to vote in Association meetings.
- c. Supervises necessary marketing or publicity efforts, as delegated by the President.
- d. Conducts selected correspondence of the Association, such as dispersal of minutes to Governing Board or Executive Committee members and welcoming correspondence to incoming member schools.
- e. Oversees timely preparation and distribution of minutes for the Annual Meeting of the Association, Governing Board Meetings, and Executive Committee Meetings.
- f. Provides recommendations to the President for appointments of new members to standing committees, as appropriate (except the Executive Committee and the Review and Appraisal Committee).
- g. Solicits and posts to the Executive Committee annual or semi-annual reports from standing committees.
- h. Oversees the solicitation and welcoming of new members.
- i. Completes other tasks as requested by the President.

Treasurer

- a. Is responsible for the collection of dues and the keeping of financial accounts.
- b. Is responsible for approving expenditures and making disbursements.
- c. Oversees audits and reviews of organization finances.
- d. Works with the President and committee chairs to prepare an annual budget for Governing Board approval.
- e. Chairs the Finance and Investment Committee.

Past-President

- a. Is a voting member of the Governing Board.
- b. Is available for consultation with the officers, upon request.

Regional and Categorical Representatives

- a. Are asked to consult with their constituent members to identify and report issues and concerns to the Governing Board and membership.
- b. Are responsible to prepare for and attend Governing Board meetings.
- c. Respond to officers' requests for action between meetings.

Student Governing Board Representatives

The role of the Student Governing Board Representatives is to ensure the concerns of doctorate-level planning students are reflected in the discussions and decisions of the ACSP Governing Board. Two Student Representatives serve alternating, two-year terms. To be eligible, students must be enrolled in an ACSP member planning program for the entire length of their term. A committee composed of the ACSP Vice President, and the current student representatives recommend new candidates for the position, and the President confirms the new student representative.

COMMITTEE SERVICE GUIDE



COMMITTEE SERVICE GUIDE

Overview

Committees supplement the work of the board. They are an integral part of successful organizations. Future leaders can be identified this way and members are engaged when serving on committees. Committees are an asset when they produce programs, offer solutions, and advance elements of the Association's strategic plan. Committees can be a liability if they make little progress while draining the Association's time and resources.

Types of ACSP Committees

- **Standing Committees** – Identified in the bylaws and serve throughout the year with a permanent status.
- **Special Committees** – Created with a specific purpose, serve throughout the year, but have a semi-permanent status.
- **Task Forces** – Appointed for a specific purpose but disbands after completing the assignment typically with a one-year duration.

Annual Call for Volunteers

An annual Call for Volunteers is shared with the membership in the winter of each year. The Call is used to seek individuals interested in a particular area and sometimes with specific skill sets. Open seats for committees and volunteer positions with the ACSP are detailed and those interested can indicate their preference for which type of committee is most interesting to them. The ACSP Executive Committee then works to consider volunteers for the open positions, ensuring balance and diversity of the committee's members. Not everyone who volunteers can receive an appointment. Invitations are extended and commitments to participate are collected. Everyone appointed to a committee will receive an official appointment communication from the ACSP President copied to their department chair and dean to share ACSP's appreciation and acknowledge the important work of this member. Typically, this process is complete by late Spring with terms of service beginning in the Fall (with some exceptions).

Committee Resources

- **Finances** – Committee Chairs should review the section in this book called "Association Budget Preparation" to understand the budget proposal and budget management process of the ACSP. There are very few automatic budget allocations for committees. The annual budget of the Association is prepared by staff and the ACSP Treasurer in early winter. Reminders are sent to all chairs to prepare reports and budget requests. All requests are considered by the ACSP Executive Committee which has the full understanding of the breadth of ACSP's resources and current and planned activities. The Executive Committee crafts the proposed annual budget and recommends it to the ACSP Governing Board. The Governing Board then reviews, asks questions and decides on the final budget.
- **Time** – Consider the value of one committee meeting by multiplying the # of people involved x the length of the meeting x \$50/hour wage/vale (minimum). Then consider the ACSP "employs"



14-16 committees and task forces with 5-10 people on each. The time donated by ACSP members is an incredibly valuable commodity.

Risk Management

Committees get their charges and authority from the board and the Bylaws. Committee charges should be aligned with goals and priorities of the Association's approved Strategic Plan.

While it is unlikely committees will cause risk for the Association, it is important to avoid potential risks.

- **Apparent Authority** – This arises when a board member, though not granting actual authority, permits a leader or committee to behave as if they have authority. Authority rests with the Association's President and should not be usurped by a committee. Committee leaders and members do not have the authority to speak for the organization, to expend funds that have not been approved, or sign contracts.
- **Antitrust Violations** – These occur when two or more people from the same industry or profession discuss and agree on suppliers, processes, prices or operations. Stop any conversation that would affect how business is conducted because of collusion among competitors.
- **Copyright Laws** – Obviously these laws must be respected. Be sure copyrighted materials are not mistakenly used when creating other works. ALL committee original works belong to the Association, not the committee.
- **Conflicts of Interest** – These should be disclosed at each meeting of the committee throughout the year if necessary.

Staff Working with Committees

ACSP's limited number of staff work alongside committees and task forces to ensure progress and success but are not considered administrative staff for the committees.

- Provides an annual orientation to ACSP activities and how the committee should work within the organization.
- Assist with postings to the committee's web page(s) making sure that the overall Association also gets the news of on-going activities by the committee or task force.
- Promotes the activities through the ACSP social media accounts and weekly eNewsletter.
- Works with chairs to create a timeline for new or sizeable projects that require Association resources, staff time and approval processes of ACSP leadership.
- Helps committee chairs understand their current budget status at any time throughout the year. The Bursar, having a historical perspective, will assist with creating new budget proposals.
- Assists committees wishing to host meetings or sessions during the ACSP Annual Conference.
- Additional assistance for larger workshops and events is provided.

The ACSP staff does not...

- scheduling committee meetings
- attend every meeting
- take minutes of committee meetings
- prepare reports for committees to share with the board

Committee Meetings

Each type of committee will have a chair, or co-chairs appointed by the ACSP President who will lead the meetings. Even with an established committee membership, all committee meetings are open to anyone who wishes to attend.

Committees should produce results. When setting committee goals, be realistic about what can be achieved. Committees should strive to respond positively to the following questions when deliberating a new idea. The answer “no” to any of these questions should steer the conversation of the committee or stop it completely.

- 1) Is it within the scope of the committee’s charge?
- 2) Does it advance the mission of the ACSP?
- 3) Does it fit within the ACSP Values?
- 4) Would it be considered an element of ACSP’s Strategic Plan?
- 5) Can the Association provide the resources required?
- 6) How does it benefit the *entire* membership?
- 7) Is ACSP legally allowed to do it?
- 8) Will it set a precedent that cannot be maintained?
- 9) Does it reflect the fiduciary duty to protect assets and the wellness of the *entire* organization?

Submitting Board Reports

Committees are required to submit semi-annual reports to the ACSP Governing Board for the spring and fall meetings. The ACSP staff will provide a template which is adaptable for simple or complex reports (see Addendum D in this book). The spring meeting is the meeting for budget requests and proposals for new ideas for the board to consider, whereas the fall meeting is reporting on successes and outcomes of projects from the previous fiscal year.

Guidelines for ACSP Research Projects (if approved by the Governing Board)

The Association of Collegiate Schools of Planning (ACSP) occasionally provides funding in support of research that advances its mission, primarily via existing committees, task forces, and interest groups. The following are guidelines for all research projects supported by funds through ACSP.

- **Project Administration and Responsibilities** - A research project must have a single person designated as the contact person. The contact person is responsible for communications with ACSP, submitting billing, maintaining records, and meeting deadlines. A project must have a clear purpose, specific deliverables, a detailed budget, and a delivery date.
- **Progress Reports** - The contact person will submit a progress report at least twice per year to PresidentsOffice@acsp.org, at least 30 days prior to the Governing Board meetings held in both the fall and spring of each year. The report shall include a summary of the work performed each report period; an outline of the work to be accomplished during the next report period; and a description of any problem encountered or anticipated that will affect the completion of the work.
- **Data Rights** - ACSP shall have unlimited rights to obtain, reproduce, publish, or otherwise use the data developed in the performance of research funded by ACSP. Data shall be provided to



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ACSP upon submission of the final report. Methods of de-identification shall be used to prevent a person's or organization's identity from being connected with information following standard guidelines of human subject research.

- **Acknowledgment and Disclaimer** - An acknowledgment of ACSP support and a disclaimer must appear in the final report and in any publication of any material based on or developed under ACSP financial support, as follows: "This research is based upon work supported by funding from the Association of Collegiate Schools of Planning. Any opinions, findings, and conclusions or recommendations expressed in this report are those of the author(s) and do not necessarily reflect the view of the Association of Collegiate Schools of Planning."
- **Publications** - ACSP encourages the publication of studies supported by ACSP funds. Primary consideration for publication must be given to the ACSP's journal of record, the *Journal of Planning Education and Research*. After publication, a PDF of the final article shall be forwarded to the PresidentsOffice@ACSP.org.

STANDING COMMITTEES

FINANCE AND INVESTMENT COMMITTEE

<https://www.acsp.org/page/FinInvestComm>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term. This Committee shall consist of at least three people and shall be chaired by the Treasurer of ACSP. The Association's CPA and investments advisor are invited to attend meetings as needed.

Committee charge

To determine, administer, and provide oversight on appropriate financial policies and procedures for ACSP and to provide for and oversee the appropriate and timely review thereof.

Responsibilities

- Semi-annual reports must be shared with the ACSP Governing Board.

REVIEW AND APPRAISAL COMMITTEE

<https://www.acsp.org/page/RevAppraisComm>

Committee/Terms of Appointment

The president-elect chairs this committee, recruits and appoints its membership for a one-year term.

Committee charge

To review the activities, programs, ways and means of the Association, to help set the Presidential agenda, and to recommend policy or organizational changes to help assure the fulfillment of the Association's purposes.

NATIONAL CONFERENCE COMMITTEE

<https://www.acsp.org/page/NatConfComm>

Committee/Terms of Appointment

This Committee is chaired by current Vice-President/President-Elect.

Committee charge

The purpose of this Committee is to provide guidance and oversight for all ACSP-sponsored meetings and conferences, and to assure that the ACSP Annual Conference and other such meetings are organized professionally and in a manner that supports meaningful communication and interaction.

This committee works in conjunction with the National Conference Program Committee.

Responsibilities

- Semi-annual reports must be shared with the ACSP Governing Board.

STANDING COMMITTEES

NATIONAL CONFERENCE PROGRAM COMMITTEE

<https://www.acsp.org/page/NatConfComm>

Committee/Terms of Appointment

The ACSP President appoints the chair of this committee to a three-year conference term. The committee includes the 30 confirmed track chairs.

Committee charge

Manage the refereed program of the conference including:

- Creation of the Call for Abstracts and Sessions
- Decisions of accept/reject for conference agenda inclusion
- Coordination of conference sessions
- Scheduling of all refereed sessions / rescheduling as necessary

Responsibilities

- Semi-annual reports must be shared with the ACSP Governing Board.

INSTITUTIONAL GOVERNANCE

<https://www.acsp.org/page/InstGovComm>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term. The chair of this committee is appointed by the president.

Committee charge

The purpose of this committee is to review and recommend changes, updates, or amendments to the Association's Articles of Incorporation, Bylaws and the rules and procedure that govern the major activities of ACSP; to evaluate the formal governance structure of ACSP; to identify and suggest alternative approaches, methods, and strategies to improve governance and administrative efficiency, diversity and fairness; and to address specific problems as they arise.

Timeline

To recommend changes to the ACSP Bylaws, the recommendations are first submitted to the Executive Committee in the early Spring, then reported to the ACSP Governing Board at the spring meeting. The administrative head of Full member schools must be notified of these recommendations at least 40 days prior to the annual business meeting of the Association where voting takes place. Alternatively, changes to the bylaws can be recommended to the administrative head of Full Member schools through email. The administrative head of the Full member school casts the vote after polling and each capitated faculty member.

Responsibilities

- Semi-annual reports must be shared with the ACSP Governing Board.

STANDING COMMITTEES

ACSP-PAB SITE VISITOR NOMINATION COMMITTEE

<https://www.acsp.org/page/ACSPpabComm>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term. The chair of this committee is appointed by the president.

Committee charge

To solicit and review applications and submit recommendations for educator membership in the Planning Accreditation Board site visitor pool. To review and advise the ACSP Governing Board, Officers, and Membership on PAB matters of importance to ACSP.

Timeline & Description of Work

The committee recruits potential site visitors year-round to encourage the submission of applications. Once applicant's qualifications are reviewed by the committee, they are submitted to the ACSP President for review. The ACSP President recommends candidates to the PAB's Site Visitor Selection Committee. The PAB Site Visitor Selection Committee determines whether an invitation will be extended to the applicant and notifies the applicant directly.

Responsibilities

- Semi-annual reports must be shared with the ACSP Governing Board.

NOMINATION & ELECTION COMMITTEE

<https://www.acsp.org/page/NomElectComm>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term. This Committee shall consist of at least three people and is traditionally chaired by the Immediate Past President of ACSP.

Committee charge

To encourage planning academicians in a wide range of planning programs to assume leadership roles in the Association and to organize and conduct in a timely fashion and in a well-publicized manner all required and special elections of the Association, and to endeavor to assure widespread participation therein, especially by racial and ethnic minorities.

Responsibilities

- Review volunteers collected through the annual Call as potential candidates for the slate.
- Solicit additional information as necessary about potential candidates.
- Invite at least two candidates for each open seat; work to collect photos and written ballot statements from each candidate.

Deadlines

The committee must have a completed ballot for posting to the web and newsletter promotions by early April. The ballots must be circulated to department chairs and information shared with the membership for a recommended 30 days with voting closure before the end of May.

Staff responsibilities

- Assist with collection of photos and ballot statements as needed
- Create the ballot for promotion through the web site and eNewsletter
- Send ballots for voting directly to department chairs with instructions to vote
- Remind chairs to vote
- Collect and record all votes
- Inform the committee chair to notify the candidates of the results of the election
- Add incoming board members to the Governing Board Member page

SPECIAL COMMITTEES

ANTI-RACISM COMMITTEE

<https://www.acsp.org/page/Anti-RacismCommittee>

Terms of Appointment

The committee consists of members who reflect a broad diversity of racial identities, experiences, and expertise. The chair and members are appointed by the ACSP President.

Task Force Charge

This committee is charged with ensuring BIPOC inclusion in all facets of ACSP, including the Governing Board, interest groups, committees, and conference planning activities. This committee will be responsible for anti-racism training at the bi-annual ACSP Administrators Conference and the ACSP Annual Conference by developing welcoming strategies such as workshops, networking sessions, and conference panels. This special committee will also respond to the accumulated research that documents racism in the planning academy and disseminate the findings completed over the years by POCIG, task forces, and other committees throughout ACSP.

COMMITTEE ON THE ACADEMY

<https://www.acsp.org/page/CommOnAcademy>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term.

Committee charge

The ACSP Committee on the Academy has two major charges: the first is associated with the Administrators Conference and the second relates to planning programs threatened with closure.

Responsibilities

Administrators Conference

- Identifying potential sites for the biennial conference along with ACSP staff, and approved by the ACSP Executive Committee
- Planning programming for the conference, involving U. S. planning administrators and possibly PAB as appropriate



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- Serving as liaison with appropriate ACSP committees (Diversity, Global Planning Education) with respect to conference content, specifically with respect to the new chairs school, diversity programming, and potentially training for faculty or doctoral students
- Determine the agenda for the conference, invite and confirm speakers.
- Overseeing post-conference evaluation and results summary

Threatened Schools

- This Committee responds to threatened departments, either through direct requests by threatened programs or through requests from ACSP leadership.
- The committee contacts current faculty, members of the administration, alumni, and other stakeholders to assess the threat and the alternative responses possible.
- Submits written reports regarding the program and forwards this to the Executive Committee for a decision regarding the alternative responses.
- Should an active response be deemed warranted, the Committee will, in conjunction with the program leadership, coordinate the necessary outreach and documentation.

Additional Responsibilities

- Submit a semi-annual report to the ACSP Governing Board.

Staff responsibilities

- Staff will share historical programs and provide templates to guide the committee toward creating a new program.
- Staff create the proposed budget for the given Administrators Conference year with input from the Committee Chair.
- Staff will assist if formal agreements with keynotes are necessary.
- Staff manage all logistics of the conference contracts, venue, registration, and promotions of the conference.

CLIMATE ACTION COMMITTEE

<https://www.acsp.org/page/CommitteeonClimateAction>

Terms of Appointment

Committee members are invited to participate with a two-year term. The chair and members are appointed by the ACSP President.

Task Force Charge

The Climate Action Committee is charged with examining the role for scholarly leadership from ACSP in climate change research and in our programs' curricula. This task force is charged with examining how ACSP should respond to the challenge of climate change in all our association's activities. This includes, but is not limited to, advice on curriculum, association operations, the annual conference, administrators' conference, workshops, and research synergies.

COMMITTEE ON DIVERSITY

<https://www.acsp.org/page/CommOnDiversity>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term.

Committee Charge

The Committee on Diversity is responsible for leading and implementing ACSP efforts related to diversity and inclusion. The Committee advises the Governing Board and Association Leadership in the Association's efforts to promote diversity and inclusion in member programs; enhance ACSP's commitment to equity, diversity, and inclusion research, and in all aspects of how ACSP can more effectively orient toward inclusive social and racial justice in association activities. The Committee on Diversity, in consultation with the ACSP Executive Committee, is responsible for outreach to Association interest groups and member schools to support their work towards diversity and inclusion. The Committee implements, evaluates, and advises ACSP on needed changes, adjustments, or expansions to current programming each of which recruits diverse students into Ph.D. programs and mentors junior faculty members toward tenure.

Current Programs of the Committee

- Predoctoral Workshop for Students of Color – This is an annual workshop held in conjunction with the annual conference. The committee uses personal networks and staff assistance to promote the opportunity to potential applicants in or outside of the ACSP's current membership. The committee develops the program, recruits and confirms speakers for workshop sessions and works with the ACSP staff to embed the sessions in the annual conference schedule.
- Junior Faculty Workshop - This is a biannual summer workshop for ACSP member school faculty traditionally hosted at a member school.
- Diversity & Inclusion Student Fellowship Awards – A new program started in 2021, it provides fellowships to support the engagement of undergraduate and graduate students from ACSP member schools in ACSP sponsored conferences and events.

Additional Responsibilities

- Submit a semi-annual report to the ACSP Governing Board.
- The Committee is responsible for evaluating workshops and fellowship programs through surveys and sharing success outcomes with the Governing Board.

Staff responsibilities

- Assists with promotions of workshops and awards to the membership.
- Updates related ACSP web pages
- Assists with budget planning, award distribution, expenses, reimbursements and registration processing.
- Assists with collecting applications and forwarding applications that meet member-related criteria to the committee for review.
- Communicates with students regarding registrations, reimbursements and the like.
- Manages logistics including necessary contracts, food and beverages, session schedule confirmations and managing sponsorships.

DOCTORAL COMMITTEE

<https://www.acsp.org/page/DocComm>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term. The chair(s) of this committee are selected by the ACSP President.

Committee Charge

This committee manages the annual workshop for existing planning doctoral students from member schools and offers other support as needed.

**Responsibilities**

- Reviewing and updating content for next year's workshop.
- Developing the program for the workshop, recruiting speakers, attending the workshop.
- Evaluating workshops and fellowship programs through surveys and sharing success outcomes with the Governing Board.
- Submit a semi-annual report to the ACSP Governing Board.

Staff responsibilities

- Assists with promotions of workshop to the membership
- Updates related ACSP web pages
- Assists with budget planning, expenses, reimbursements, and registration processing.
- Assists with collecting applications and forwarding applications that meet member-related criteria to the committee for review.
- Assists with virtual workshop management or assists as necessary with in-person events.
- Manages logistics including necessary contracts, food and beverages if the workshop is an in-person event.

FACULTY MENTORING COMMITTEE

<https://www.acsp.org/page/FacMentorComm>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term. The chair(s) of this committee are selected by the ACSP President.

Committee Charge

Through events at the annual ACSP conference, as well as other venues, the Faculty Mentoring Committee's purpose is to help faculty, as well as planning schools, reflect and learn about better ways to prepare and mentor planning faculty at both the junior and senior levels. It is also intended to help doctoral students and faculty to envision, begin, and advance their careers of scholarship, teaching, and service. Special attention will be paid, of course, to enabling doctoral students and faculty to understand, manage, and cope with the tenure and promotion process.

Responsibilities

- Reviewing mentor applications from faculty and mentees to make matches.
- Developing sessions for conferences or webinars recruiting speakers and attending
- Evaluating relationships and program success through surveys.
- Submit a semi-annual report to the ACSP Governing Board.

Staff responsibilities

- Assists with promotions of mentor/mentee opportunities to the membership
- Updates related ACSP web pages
- Assists application receipt and forwarding to the committee

GLOBAL PLANNING EDUCATION COMMITTEE

<https://www.acsp.org/page/GlobalPlanningEducationCommittee>

Committee/Terms of Appointment

The Executive Committee will work to recruit and confirm new members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year

term and can be reappointed for one additional term. The chair(s) of this committee are selected by the ACSP President.

Committee Charge

The charge of this committee is to prioritize and implement a set of activities that builds on the recommendations laid out in the 2019 Global Education Task Force report, [Building Global Perspectives on Planning Education](#) (through this link, scroll down to Global Reports for the report and appendices links). This may include but is not limited to efforts to build the capacity of urban planning programs to address global issues, fully engage international students, and strengthen ties to and co-exchanges with planning institutions globally.

Responsibilities

- Submit a semi-annual report to the ACSP Governing Board.

STRATEGIC PLAN COMMITTEE

[web page in progress](#)

Committee/Terms of Appointment

The chair(s) of this committee is the current ACSP Secretary. The Executive Committee recruits and confirms members for this committee in the early winter with new appointments beginning just after the fall conference. Members on this committee serve a two-year term and can be reappointed for one additional term.

Committee Charge

The underlying goal is to ensure that the ACSP remains a relevant and effective organization, and that it continues to serve the needs of its membership. The Strategic Plan Committee will work in conjunction with the Finance and Investment Committee to draft a policy for board approval no later than the spring 2026 board meeting. The policy should include the process and a timeline for routinely reviewing/updating/revising the Plan along with how future budgeting decisions should be made using the Plan. The charge of the Committee after creation of this policy will be to follow the instructions and timeframes of the policy moving forward.

Responsibilities

- Submit a semi-annual report to the ACSP Governing Board.

ACSP-APA UNDERGRADUATE EDUCATION COMMITTEE

[web page in progress](#)

Committee/Terms of Appointment

[tbd](#)

Committee Charge

The ACSP-APA Committee on Undergraduate Planning Education is charged to understand, report on, and deliver recommendations to ACSP and APA about:

- a) Employer-demanded skills and knowledge required for entry-level planners;
- b) Established and prospective educational pathways into professional planning that differ from master's degrees, with a primary focus on four-year undergraduate planning degrees and certificate programs and including pathways from other degree programs (e.g. architecture, economics, environmental studies, landscape architecture, geography, political science and urban studies); and
- c) The impact of undergraduate education in planning on graduate planning education.

Responsibilities

- Submit a semi-annual report to the ACSP Governing Board.

TASK FORCES

Urban Planning AI Task Force

The Task Force on Urban Planning AI is charged with examining the role of Artificial Intelligence (AI) in planning research and scholarship, and its integration into planning programs' curricula. This task force is tasked with exploring how ACSP should respond to the opportunities and challenges presented by AI in all our Association's activities. This includes, but is not limited to, the identification of essential AI skills for the next generation of planners, advice on curriculum development, the annual conference and workshops, AI-related research synergies, and ethical and equitable uses of AI in planning research, education, and practice.

ACSP Executive Leadership Transition Task Force

After more than two decades of most dedicated and exemplary service to ACSP, Executive Director Donna Dodd has informed the Executive Committee that she intends to go on phased retirement starting fall 2027. ACSP will select a new Executive Director to be in place at the annual conference in fall 2027. During the period fall 2027 through fall 2029, Donna Dodd intends to work part-time, advising the new executive director and facilitating a smooth transition. This Taskforce will advise the current and future Executive Committees on how to facilitate this transition. The Executive Committee views this transition as an opportunity to pass on institutional knowledge from previous leadership to a future generation of ACSP leaders, and the members of the Taskforce were selected with this in mind. The work of the Taskforce will commence in July 2025 and end in December 2026.

ACSP-PAB Joint Task Force on Simplifying the Accreditation Process

This joint task force is charged with identifying and recommending solutions to the growing challenges planning programs face in meeting Planning Accreditation Board (PAB) requirements. These challenges include—but are not limited to—burdensome documentation processes, unclear communication of expectations, and a lack of flexibility that disproportionately affects smaller, under-resourced, and teaching-intensive programs.

CONFERENCE TRACK CHAIRS

Track Chair Commitment

The work of conference track chairs is critical to the success of every annual conference.

Terms of Appointment

The Executive Committee will work with the National Conference Chair to recruit and confirm new track chairs in the early winter with new appointments beginning their term immediately that spring. Each track has two co-chairs serving staggered three-year appointments. Track chairs are appointed by the ACSP President for one term only.

Responsibilities

The National Conference Chair leads the group of track chairs providing encouragement, guidance, and support. Track chairs work very closely with staff as they access specialty software and meet strict deadlines. A very detailed document is provided to track chairs along with a one-hour orientation for the abstract review process.

There are four primary tasks starting with the review and ending with the conference:



ACSP

Connecting educators,
researchers and students

1. Review abstracts and make final decisions on whether the abstract is accepted or rejected for presentation at the conference.
2. Organize accepted abstracts of individual papers into coherent sessions for the conference.
3. Recruit facilitators and discussants and gain their commitment to participate.
4. Reorganize your sessions as authors withdraw or other occurrences cause the schedule to change.

Timeline

The review process for the conference traditionally begins in mid-spring with final decisions on abstracts determined by track chairs before the end of April. The best scenario is for decisions for authors are shared by mid-May. The schedule of sessions is created before the end of July and once publicized, the track chairs then begin the efforts to recruit and confirm discussants. As attendees register and the fall conference draws near, staff and track chairs work with withdrawals and potentially collapsing sessions.

FACULTY AWARD COMMITTEES

DISTINGUISHED EDUCATOR AWARD

<http://www.acsp.org/page/AwardDistingEd>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent the diverse scope of scholarship in planning.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance at the conference and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit the nomination for the next award cycle.
- The committee chair works with ACSP staff to collect a photograph .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff by August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates information and deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- After the submission/nomination deadline, staff will compile a report of all submissions/documents to be shared with the committee for their deliberation.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual and photography needs during the conference, and orders the award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The expense of the award is allocated to the annual conference fund.

Award cycle - The award is given every other year in odd numbered years.

FACULTY AWARD COMMITTEES

JAY CHATTERJEE DISTINGUISHED SERVICE TO ACSP AWARD

<http://www.acsp.org/page/AwardJayChatterjee>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The selection committee is appointed by the ACSP President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates information and deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the desk award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the annual conference fund.

Award Cycle - This award is presented every other year in even numbered years.

FACULTY AWARD COMMITTEES

PAUL DAVIDOFF BOOK AWARD

<http://www.acsp.org/page/AwardPaulDavidoff>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance at the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit the nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph of the author, and a written article about the winning book and author using the author's biography, book promotional content, and the reasons for the committee's choice.
- Copies of all files and correspondence are provided to ACSP staff for the archives.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates information and deadlines on website by January 31 and updates the contact information in the publisher contact list.
- ACSP staff will send letters of invitation for publishers' book nominations via the ACSP President's Office and encourage nominations via ACSP faculty communication channels.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary audio visual and photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the annual conference fund. There is no desk top display for an honorable mention.

Award Cycle - This award is presented every other year in odd numbered years.

FACULTY AWARD COMMITTEES

JOHN FRIEDMANN BOOK AWARD

<http://www.acsp.org/page/AwardFriedmann>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President and will ideally include a diverse (by age, race/ethnicity, and gender) collection of scholars with a distinguished record of publication and scholarship as well as some knowledge of sustainability.

Committee responsibilities

- Reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph of the author, and a written article about the book and author using the author's biography, book promotional content, and the reasons for the committee's choice.
- Copies of all files and correspondence are provided to ACSP staff for the archives.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- The staff updates the contact information in the publisher contact list and deadlines by January 31.
- ACSP staff will send letters of invitation for publishers' book nominations via the ACSP President's Office. Encourages nominations via ACSP faculty communication channels.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary audio visual and photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the annual conference fund. There is no desk top display for an honorable mention.

Award Cycle - This award is presented every other year in even numbered years.

FACULTY AWARD COMMITTEES

ACSP/FWIG MARGARITA MCCOY AWARD

<http://www.acsp.org/page/AwardMargaritaMcCoy>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The committee is appointed by the FWIG President. Committee members are selected from the members of the Faculty Women's Interest Group and should represent a diverse scholarship in planning.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations must be received in the ACSP office using the on-line submission process by June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Orders the desk top award, and secures necessary photography needs during the conference.

Finances

There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the annual conference fund.

Award Cycle

This award is presented every other year in even numbered years.

FACULTY AWARD COMMITTEES

ACSP/FWIG MARCIA M. FELD LEADERSHIP AWARD

<http://www.acsp.org/page/AwardFeldLeadership>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The committee is appointed by the FWIG President. Committee members are selected from the membership of the Faculty Women's Interest Group.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations must be received in the ACSP office using the on-line submission process by June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the annual conference fund.

Award Cycle- This award is presented every other year in odd numbered years.

FACULTY AWARD COMMITTEES

ACSP/JPER CHESTER RAPKIN AWARD

<http://www.acsp.org/page/AwardChesterRapkin>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The committee is appointed by the Editors of the *Journal of Planning Education and Research*.

Committee responsibilities

- All papers published in the *Journal* are automatically considered. The committee selects the winner.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates deadlines on website by January 31.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article

Finances

The University of Illinois at Urbana-Champaign supports this award in the amount of a \$500 annual donation to the ACSP. There is a \$500 cash award paid by ACSP to the author(s) of the winning article. The cash will be divided among the number of authors if more than one. The ACSP does not reimburse for award winner travel. The expense of the desktop display is allocated to the annual conference fund. There is no cash award or desk top display for an honorable mention.

Award Cycle

This award is presented annually.

FACULTY AWARD COMMITTEES

POCIG EDWARD BLAKELY AWARD

<http://www.acsp.org/page/AwardBlakely>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The committee is appointed by the President of the POCIG.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top display.

Staff responsibilities

- Updates deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - The Edward Blakely Foundation at Fidelity supports this award in the amount of a \$1000 annual donation to the ACSP to be restricted for the use of the POCIG. The expense of the desktop display gets allocated to the POCIG Fund. ACSP pays the expenses for this award celebration as indicated by the POCIG Award Committee.

Award Cycle - This award is presented annually.

FACULTY AWARD COMMITTEES

MARTIN MEYERSON AWARD FOR DISTINGUISHED LEADERSHIP IN HIGHER EDUCATION

<http://www.acsp.org/page/AwardMeyerson>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President. The committee members should represent academic leadership and recognize other's contributions to higher education. The ACSP President appoints the committee chair, usually from among continuing committee members.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by mid-Fall before the Spring scheduled conference.
- The **decision of the winner must be reported to ACSP staff no later than a month preceding the conference** for the purposes of including the winner's names in all conference promotional materials and ordering the desk top display.

Staff responsibilities

- Updates deadlines on website associated with the award.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference and orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the Administrator's Conference Fund.

Award Cycle - This award is presented at the Administrator's Conference.

FACULTY AWARD COMMITTEES

RISING SCHOLAR

<https://www.acsp.org/page/AwardRisingScholar>

The award description, list of current committee members, award-specific submission guidelines, deadlines, and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The selection committee is appointed by the ACSP President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities

- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by email, informing the winner of the dates of the upcoming conference with an invitation to attend.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a photograph and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than the first week of August** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates information and deadlines on website by early February.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the desk award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desktop display is allocated to the annual conference fund.

Award Cycle - This is an annual award. Faculty from non-tier one programs are considered for this award in even-numbered years. Faculty from tier one research programs are awarded in odd-numbered years.

STUDENT AWARD COMMITTEES

EDWARD MCCLURE AWARD

<http://www.acsp.org/page/AwardMcClure>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The committee is appointed by the ACSP President. The ACSP President appoints a chair, usually selected from among continuing committee members. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities

- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by email inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations or applications must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities

- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances - The ACSP supports this award in the amount of a \$1000 cash award paid to the winner. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desktop display.

Award Cycle - This award is presented annually.

STUDENT AWARD COMMITTEES

ACSP/FWIG MARSHA RITZDORF AWARD

<http://www.acsp.org/page/AwardRitzdorf>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The Committee of four persons is appointed by the FWIG President. The FWIG President appoints a chair, usually from among the continuing members of the committee. The committee members should represent women in planning.

Committee responsibilities

- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by email inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations and applications must be received in the ACSP office using the on-line submission process by June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities

- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances - The ACSP supports this award in the amount of a \$1000 cash award paid to the winner. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desktop display.

Award Cycle - The award is given annually.

STUDENT AWARD COMMITTEES

GPEIG GILL-CHIN LIM AWARD FOR THE BEST DISSERTATION ON INTERNATIONAL PLANNING

<http://www.acsp.org/page/AwardLimDissert>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The Committee is appointed by the GPEIG President. The GPEIG President appoints a chair, usually from among the members of the committee. Committee members should demonstrate their expertise in international planning and be involved in GPEIG.

Committee responsibilities

- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by email inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Applications must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** to including the winner's names in all conference promotional materials.

Staff responsibilities

- Updates web pages and distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Invoices the Consortium for the funding.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances – The Consortium on Development Studies (Korea) supports this award in honor of the late Gill-Chin Lim in the amount of a \$1000 donation paid to the ACSP and restricted to the GPEIG Fund for the cash award paid to the winner in that amount. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desktop display.

The Association sends annual invoices on behalf of the GPEIG to the Consortium on Development Studies, Chungbuk National University.

Award Cycle –The award is given annually

STUDENT AWARD COMMITTEES

BARCLAY GIBBS JONES AWARD FOR BEST DISSERTATION IN PLANNING

<http://www.acsp.org/page/AwardBarclayGJones>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The Committee is appointed by the ACSP President. The President appoints a chair, usually from among continuing members of the committee. There should always be a committee appointment from faculty at Cornell University.

Committee responsibilities

- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by email inviting the student to attend the conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations and applications must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities

- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Invoices Cornell University for the funding.
- Provides the cash award at the conference (if there is one).

Finances - Cornell University supports this award in the amount of a \$1000 annual donation to the ACSP with a \$1000 cash award paid by ACSP to the winner. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desktop display.

Award Cycle - The award is given annually.

STUDENT AWARD COMMITTEES

DONALD SCHÖN AWARD FOR EXCELLENCE IN LEARNING FROM PRACTICE

<http://www.acsp.org/page/AwardDonSchon>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The Committee is appointed by the ACSP President. The President appoints a chair, usually from among the continuing members of the committee. The committee members should demonstrate knowledge of professional learning from practice and analysis of that learning. There should always be a committee appointment from faculty at the Massachusetts Institute of Technology, and one family relation of Don Schön.

Committee responsibilities

- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by email inviting the student to attend the conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Applications must be submitted using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities

- Updates web pages and distributes promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information about the qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Sends an invoice to the Massachusetts Institute of Technology for the funding.
- Orders the desktop award and provides the cash award at the conference.

Finances - The Massachusetts Institute of Technology supports this award in the amount of a \$1000 annual donation to the ACSP. There is a \$1000 cash award paid by ACSP to the winner. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desktop display.

Award Cycle - The award is given annually.

STUDENT AWARD COMMITTEES

ACSP/IACP KAREN R. POLENSKE AWARD FOR OUTSTANDING PAPER ON A CHINA PLANNING RELATED TOPIC

<http://www.acsp.org/page/AwardPolenske>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The Committee of four persons committee is established by the International Association for China Planning (IACP) with consideration of the ACSP President (with staggered terms). The committee members should be members of IACP and from an ACSP member school.

Committee responsibilities

- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by email inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **Nominations and applications must be received in the ACSP office using the on-line submission process no later than June 1.**
- **The decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities

- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.

Finances - The International Association for China Planning supports the award with a \$1000 cash award paid directly to the winning author by the IACP. The attending author is provided with complimentary full registration to the conference and invited to present the winning paper at a special session during the annual conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner.

Award Cycle - The award is given annually.

STUDENT AWARD COMMITTEES

ACSP STUDENT TRAVEL AWARDS FOR THE ANNUAL CONFERENCE

<http://www.acsp.org/page/AwardACSPTravel>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment

The committee is appointed by the ACSP President and nominations from each interest group. The ACSP President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award, one at-large committee member, and one student governing board representative. Each interest group nominates one individual to represent their community. The committee members should represent the diverse scope of scholarship in planning and work to select a diverse group of doctoral students for the awards.

Committee & Staff responsibilities in time-line order

- With the input of the committee, staff updates deadlines on website by January 31.
- Staff and the committee encourage applicants via ACSP faculty and student communication channels.
- The ACSP staff collects and organizes applications ensuring all necessary paperwork is included, the applicants qualify, and papers have been approved for presentation. Staff notifies the committee of the qualified submissions.
- The committee reviews the applications, selects winners, and informs the staff.
- The committee chair notifies the winner by email providing information for how to register for the upcoming conference.
- The staff notifies those who did not win an award and encourages their attendance at the conference.
- Staff reconfirms winner's attendance and manages conference registration.
- Staff prepare the checks for distribution on-site at the conference.

Deadlines

- **Applications must be received in the ACSP office using the on-line submission process by June 1.**
- **The decision of the winners must be determined no later than August 1** preceding the conference for the purposes of informing the winners with enough advance notice to make early travel arrangements to attend, and to include the winner's names in all conference promotional materials.

Finances

The ACSP provides a cash award and is paid by ACSP to the winner only if they attend the conference. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for specific travel. No certificate. No desktop display.

Award cycle

Scholarships are awarded annually.

WORKING GROUPS AND INTEREST GROUP GUIDE



INTEREST GROUP AND WORKING GROUP GUIDE

Working Groups

There is no formal approval process to create a working group – just a group of interested parties and an individual willing to host/manage an email forum.

ACSP Working Groups are issue-oriented groups of ACSP faculty and students. Typically, there's a casual email or social media outlet tying these individuals together to host discussions, share opportunities, or work together toward common goals. These groups do not have elected leadership or bylaws and are not funded by the ACSP. ACSP does encourage their efforts and may assist with promotions of events or projects. Currently ACSP has three working groups. [Contact each group directly](#) to join.

Interest Groups

Proposals for the existence of interest groups are reviewed by the ACSP Governing Board.

[Interest Groups](#) are organized groups of people with a common identity. They have their own elected leadership, bylaws, and activities. These groups do not collect dues and are a simple opt-in to participate. All meetings are open to anyone wishing to attend.

- **Faculty Women's Interest Group** – FWIG seeks to encourage and support women faculty and graduate students in urban and regional planning as well as those conducting research and outreach on planning issues critical to women.
- **Global Planning Educators Interest Group** – GPEIG's mission is to enable planning educators and students to collaboratively share global perspectives in planning education and research.
- **Planners of Color Interest Group** – The mission of the POCIG is to advance the interests and concerns of people and communities of color within the planning academia and the profession.
- **Queers & Trans in Planning Interest Group** – This group requires openness to the intersectional nature of identity, acknowledging the different experiences of people along the lines of race, class, ethnicity, sex, gender identity, sexual orientation, national origin, religion, and life experience.

Risk Management

Interest groups have their own bylaws and initiatives. However, support and financial support from the ACSP is for those programs and projects that are aligned with goals and priorities of the Association. While it is unlikely interest groups and working groups will cause risk for the Association, it is important to avoid potential risks.

- **Apparent Authority** – This arises when interest group or working group leadership, though not granting actual authority, permits their leadership or members to behave as if they have authority. Authority rests with the Association's President and should not be usurped. Interest group and working group leaders and members do not have the authority to speak for the



Association, to expend Association funds that have not been approved, or sign contracts for which the Association is responsible.

- Antitrust Violations – These occur when two or more people from the same industry or profession discuss and agree on suppliers, processes, prices or operations. Stop any conversation that would affect how business is conducted because of collusion among competitors.
- Copyright Laws – Obviously these laws must be respected. Be sure copyrighted materials are not mistakenly used when creating other works. All Association-funded original works belong to the Association, not the funded group or the author.
- Conflicts of Interest – These should be disclosed at each meeting of the group throughout the year if necessary.

Staff Support from ACSP

- 1) Assistance with a group's special events held at the annual conference: suggestions of appropriate ticket prices and menu selection, securing the space, set-up and audio-visual arrangements, event registration, attendee reporting, ticket-entry management during the event, and staffing the event at the conference.
- 2) Assistance with special sessions organized by the group for the conference: collecting proposals, schedule placement, inclusion of pertinent information (descriptions, speakers), pre-conference and post-conference promotions planned by the group.
- 3) Bursar duties: accounts payable and receivable, fund reporting, donation collection and reporting, event financial reporting.
- 4) Web pages: updates made on request to group pages, reminders to groups to update pages
- 5) Promotions: eNewsletter, social media.

Fundraising

If an interest group has raised its own money through donations, grants, profit from special event ticket sales, etc., this money can be used by the interest group without any approval necessary from the ACSP Governing Board and is carried forward in the Group's fund/reporting if there is a balance.

Submitting Board reports & Budget Requests

Interest groups are required to submit semi-annual reports to the ACSP Governing Board for the spring and fall meetings. The ACSP staff will provide a template which is adaptable for simple or complex reports (see Addendum A in this book).

The ACSP requires a separate report for budget requests prior to the spring Governing Board meeting. The spring meeting is the only meeting for budget requests and proposals for new ideas for the board to consider, whereas the fall meeting is reporting on successes and outcomes of projects from the previous fiscal year.

Historically, ACSP has not supported budget requests to host events but encourages the group to determine a ticket price to offset expenses. ACSP does not provide for or reimburse expenses for alcoholic beverages; faculty stipends or honorariums for research, time or travel; fees related to external web sites; reimbursement of abstract submission fees; or charitable or political campaign contributions.

In the event ACSP provides a lump sum for the year for general expenses for each interest group, the interest groups are required to submit requests for pre-approval of how to expense the funds.

Guidelines for ACSP Research Projects (if approved by the Governing Board)

The Association of Collegiate Schools of Planning (ACSP) occasionally provides funding in support of research that advances its mission, primarily via existing committees, task forces, and interest groups. The following are guidelines for all research projects supported by funds through ACSP.

- **Project Administration and Responsibilities** - A research project must have a single person designated as the contact person. The contact person is responsible for communications with ACSP, submitting billing, maintaining records, and meeting deadlines. A project must have a clear purpose, specific deliverables, a detailed budget, and a delivery date.
- **Progress Reports** - The contact person will submit a progress report at least twice per year at least 30 days prior to the Governing Board meetings held in both the fall and spring of each year. The report shall include a summary of the work performed each report period; an outline of the work to be accomplished during the next report period; and a description of any problem encountered or anticipated that will affect the completion of the work.
- **Data Rights** - ACSP shall have unlimited rights to obtain, reproduce, publish, or otherwise use the data developed in the performance of research funded by ACSP. Data shall be provided to ACSP upon submission of the final report. Methods of de-identification shall be used to prevent a person's or organization's identity from being connected with information following standard guidelines of human subject research.
- **Acknowledgment and Disclaimer** - An acknowledgment of ACSP support and a disclaimer must appear in the final report and in any publication of any material based on or developed under ACSP financial support, as follows: "This research is based upon work supported by funding from the Association of Collegiate Schools of Planning. Any opinions, findings, and conclusions or recommendations expressed in this report are those of the author(s) and do not necessarily reflect the view of the Association of Collegiate Schools of Planning."
- **Publications** - ACSP encourages the publication of studies supported by ACSP funds. Primary consideration for publication must be given to the ACSP's journal of record, the *Journal of Planning Education and Research*. After publication, a PDF of the final article shall be forwarded to the PresidentsOffice@ACSP.org.

Timeline for Group Activities

This is certainly not an all-inclusive list!

January – March

- Award Committee members confirmed for ACSP web pages
- Determine next year's event ticket price for the conference
- Begin considering topics for a non-reviewed session(s) at the conference
- Abstract submission five-week window for pre-organized paper sessions
- Prepare activity report for the Governing Board spring meeting
- Prepare research progress report for the Governing Board spring meeting
- Consider budget requests for the next fiscal year and submit proposal for the Governing Board spring meeting
- Nominations are sought for open ACSP board member seats



ACSP

Connecting educators,
researchers and students

- Student Travel Award and faculty award promotions begin
- ACSP Annual Call for Volunteers – encourage volunteers from your group

April – June

- Abstract acceptance notices are delivered
- Deadlines for all award submissions or nominations; deliberation of winners
- Book of Accepted Abstracts posted to the web
- Conference registration opens

July – October

- Prepare for hosting your meeting, event and session at the Annual Conference
- Invitations extended to all student and faculty paper award winners by early August to promote in advance and provide enough notice for them to attend the Annual Conference.
- Student Travel Award winners must be determined in the first week of August at the latest in order to the student to avoid registering for the conference and then requiring a refund for the paid registration.
- Annual Conference

November & December

- Submit receipts for any expenses from the conference
- Request orientation for newly elected leadership

ADDENDUM A



SAMPLE: GOVERNING BOARD COMMITMENT



Welcome to the ACSP Governing Board!

Board service is an honor and an opportunity. With it comes fiduciary responsibilities to represent member interests, to protect and build organizational resources, and to advance the Mission of the Association.

Board members do not *sit* on the board, they *serve* on the board.

As an ACSP Governing Board Member, I attest that I will...

- 1) ...read and will uphold the ACSP Governing Documents including:
 - a. Articles of Incorporation
 - b. ACSP Bylaws (2020)
 - c. Mission, Corporate Purpose
 - d. Values Statement
 - e. Policy Manual
- 2) ...work to advance the Mission of the ACSP.
- 3) ...respect the confidentiality of discussions during board meetings and the documents shared during those meetings.
- 4) ...disclose conflicts of interest before the related discussion.
- 5) ...avoid antitrust violations.
- 6) ...support the decisions made by the Governing Board.

Signature _____

Name _____

University _____

Date _____

SAMPLE: ACTIVITY REPORT FOR THE GOVERNING BOARD MEETING

ACSP GOVERNING BOARD MEETING REPORT

This report acts as the minutes of your past meetings and will be stored in the ACSP archives. This is not the template to use for funding requests. Feel free to continue to a second page if necessary. Thank you!

Board meeting date: _____

Committee, Group, Task Force: _____

Report submitted by (your name & email): _____

Type of submission (select one): Information only Action request

Recommended Motion:

This can be as simple as "Accept this report" or you can detail how you'd like the board to act:

Activities

Please summarize the work your committee or group has started or completed in the past six months.

Budget Update on previously funded activities

Provide information regarding projects that ACSP funding has supported including brief explanation for budget allocation used or unused.

Measurable Outcomes of Funded Activities

For all approved activities of the past fiscal year, please list all outcomes (events, reports, publications, etc.) with a target completion date for each in observable and measurable terms if not yet complete.

Recent Accomplishments:

Please describe anything accomplished so far in the new fiscal year (since July 1), or the progress to-date.

SAMPLE: BUDGET REQUEST FORM FOR THE BOARD MEETING IN SPRING

BUDGET PROPOSALS for funding from the ACSP

This template provides a consistent format for the ACSP Treasurer to review the many requests for funds from the Association. Detailed proposals are required. For budget proposals with multiple initiatives, please describe each request separately. If funding is approved, expect to provide significant updates to the Governing Board at the Fall board meeting.

After proposal review by the Treasurer, additional information may be sought before inclusion in a draft Association budget shared with the ACSP Executive Committee. The ACSP Executive Committee then proposes a full budget to the Governing Board. Please feel free to attend the spring meeting where budget decisions are made to support your request. Budget proposals are only accepted for the board meeting in the Spring.

The ACSP encourages committees and groups to consider the mission, on-going initiatives, and any strategic plan for the future of the ACSP before submitting budget requests. Traditionally, the ACSP Governing Board does not support requests for:

- Food and beverages for meetings or events
- Reimbursement for abstract submission fees or waived conference registration
- Travel support or honorariums for faculty from member schools
- Speaker honorariums or travel support

A Note About Funded Studies

The Association of Collegiate Schools of Planning is a non-profit organization, funded primarily through membership dues, JPER, and the annual conference. These three initiatives support the majority of ACSP's many programs and initiatives. Additional funds are limited, but the ACSP acknowledges the need and realizes the importance for planning and planning-related research. As such, funding will be considered to the extent that funds are available, and the proposed studies are compelling, timely, and well organized. Please contact Donna Dodd if your committee or group plans to submit a proposal for a funded study.

Board meeting date: _____

Committee, Group, Task Force: _____

Report submitted by (your name & email): _____

Please include the following in your proposal:

- Describe the intended community the funded initiative will benefit
- Describe the proposed activity or each of the activities separately
- Itemize expenses and provide sub-total for each activity, and sum-total for all proposed activities.
- Justify the itemized expenses for each activity
- Describe any additional/outside sources of funding to support initiatives.
- Provide reporting benchmarks of each activity to the ACSP Governing Board, and target project completion
- Describe measurable outcomes of each proposed activity
- Many worthy goals might be non-measurable, but because they're not quantifiable does not make them less valuable to the ACSP. Please describe how you will determine the level of success for each initiative.
- Identify individuals responsible for execution of funded activities along with their contact information.



ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING
ASSOCIATION HANDBOOK

SERVING ADDITIONALLY AS
GOVERNING BOARD ORIENTATION MANUAL
AND
COMMITTEE & INTEREST GROUP GUIDE



ACSP
Connecting educators,
researchers and students

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