

POLICY MANUAL OF NAECTE Revised September 2023

- Changes in the NAECTE Policy Manual may be made by a majority vote of the Board.
- Dates of revisions should be recorded on the cover page of the Manual and revisions shall be integrated into the Manual as appropriate.
- Copies of the current Manual incorporating revisions will be sent to all Board members and committee chairs and posted on the NAECTE website.

OFFICIAL VOICE OF NAECTE

The NAECTE President is the recognized representative of the organization when interacting with other professional and governmental organizations on behalf of the organization. No individual Association member or member of the Governing Board may represent the organization in matters of policy or finance without approval of a majority of the Governing Board.

NAECTE GOVERNING BOARD JOB DESCRIPTIONS

All Board members are expected to attend and participate in Board meetings and conferences of NAECTE and to contribute to the decision-making of the organization during their two-year term in office.

NAECTE PRESIDENT

The President presides at meetings and administers the affairs of the organization. In addition to the responsibilities described in the Association's Bylaws, responsibilities of the President include:

1. Serve as the Association's liaison to the Alliance of Early Childhood Teacher Educators.
2. Contributing a periodic President's message to the membership
3. Planning the agenda for Governing Board meetings and the Annual Business meeting.
4. Maintaining an updated list of Committee members, dates of tenure and their charges.
5. Working with the NAECTE Secretary to maintain the Bylaws and the Policy Manual.
6. Appointing a Parliamentarian for each meeting.
7. Preparing certificates for officers and Regional Representatives leaving office.
8. Responding to relevant correspondence and sending messages of thanks and appreciation as appropriate.
9. Keeping abreast of invitations that support NAECTE's long range planning.
10. Sending letters of agreement, commitment, and intent to corporate sponsors of awards.
11. Serving on the JECTE Editorial Board.
12. Mentoring the next President following completion of term of office.

NAECTE PRESIDENT-ELECT

The President-Elect acts as advisor to the President. In addition to the responsibilities described in the Association's Bylaws, The responsibilities of the President-Elect include:

1. Consulting with the President on agenda items for the Board meetings.
2. As Chair of the Nominations Committee shall ensure that all policies related to nominations and elections of officers are followed.
3. Chairing the long-range planning committee.
4. Serving as an ex-officio member of the JECTE Editorial Board.

NAECTE PAST PRESIDENT

Duties include:

1. Sending Conference Program(s), minutes and other relevant materials to the NAECTE Archives at the end of tenure as President.
2. Sending correspondence and files to the incoming President.
3. Assisting the President with Committee duties, correspondence, attending functions, and other duties as needed.
4. Chairing the Nominations committee in alternation with the President-elect.

VICE PRESIDENT for CONFERENCES

In addition to the responsibilities described in the Association's Bylaws, responsibilities of the Vice President for Conferences include:

1. Identifying themes for NAECTE conferences in collaboration with the Board and, when possible, with leaders of ACCESS. Informing the membership about NAECTE conferences
2. Preparing and informing all members about the call for proposals for NAECTE conferences. Informing all presentation applicants that NAECTE membership is required for lead presenter; providing non-members with membership applications.
3. Working collaboratively with NAECTE colleagues to plan, select presenters, and implement NAECTE conferences.
4. Preparing and distributing programs for NAECTE conferences.
5. Evaluating the conferences and reporting to the Board.
6. Making all NAECTE events cost effective. Any stand-alone conference is expected to break even financially.
7. Mentoring the next Vice President for Conferences for one year following completion of term of office.

VICE PRESIDENT for MEMBERSHIP

In addition to the responsibilities described in the Association's Bylaws, responsibilities of the Vice President for Membership or his/her designated assistant include:

1. Sending an acknowledgement and receipt to paid members.
2. Ensuring the accuracy of published names, addresses, phone numbers and email addresses of officers, Regional Representatives and Affiliate contact persons.
3. Providing an updated Membership Directory to members via the web site annually.
4. Collaborating with the Treasurer to have membership tables at all NAECTE conferences.
5. Providing mailing labels to the JECTE publisher.
6. Providing mailing labels to individuals/groups who rent the mailing list upon notification that the Treasurer has received payment. The cost of labels is \$250. NAECTE members conducting research will be provided NAECTE mailing labels at no cost upon receipt of a copy of the IRB approval issued by the researcher's institution,
7. Mentoring the next Vice President for Membership for one year following completion of term of office.

NAECTE SECRETARY

The Secretary has primary responsibility for taking minutes for the Association and for updating the Policy Manual. In addition to the responsibilities described in the Association's Bylaws, responsibilities of the Secretary include:

1. Sending the minutes to all Board Members and committee chairs in a timely manner following meetings.
2. Distributing copies of the minutes of the previous annual meeting at each year's meeting of the general membership.
3. Notifying incoming Board members of where to find the NAECTE Bylaws and Policy and Procedures Manual on the web site.
4. Ensuring the posting of revisions to the NAECTE Bylaws and Policies and Procedures Manual on the organization web site.
5. Mentoring the next Secretary for one year following completion of term of office.

NAECTE TREASURER

The Treasurer handles all funds for the Association. The budget year is January 1- December 31. In addition to the responsibilities described in the Association's Bylaws, responsibilities of the Treasurer include:

1. Distributing to the Board at its June meeting a draft budget for the upcoming year.
2. Distributing to the Board a draft balanced budget for the coming year at least 14 days prior to the Board's fall meeting. The Budget is to be based on requests submitted to the Treasurer by Board members and Committee Chairs at least 45 days prior to the Board's fall meeting.
3. Notifying the Executive Committee if revisions to the budget are necessary because of unforeseen developments. Any changes to the budget which were approved in the fall must be approved by the majority of the Executive Committee. The budget, if revised, must remain balanced.
4. If financial management services are handled by a contracted entity, the Treasurer will be the organization's agent, working with that entity to ensure accessibility, accuracy and timeliness of their work.
5. Receiving all dues and membership forms and reports from on-line transactions and keeping financial membership records up to date.
6. Forwarding new member/renewing membership information to the Vice President for Membership.
7. Collecting appropriate payment for mailing labels and notifying the Vice President for Membership when payment has been received.
8. Providing vendors with the NAECTE tax identification number.
9. Distributing funds to award recipients
10. Collaborating with the Vice President for Membership to have membership tables at all NAECTE conferences.
11. Sending check for \$1,000 to NAECTE Foundation by the end of January of each year.
12. Mentoring the next Treasurer for one year following completion of term of office.

NAECTE AFFILIATE CHAIR

In addition to the responsibilities described in the Associations Bylaws, the responsibilities of the Affiliate Chair include:

1. Contacting Affiliate presidents before the Governing Board meetings and the annual conference to identify their activities, issues, and concerns. Report these to the Governing Board at the meetings throughout the year and at the annual conference meeting.

2. Contacting states with ten or more members, urge them to become an Affiliate and provide them with a rationale (why become an affiliate-advocacy base and collegial contacts), steps, and examples.
3. Encouraging formation of interstate Affiliates among smaller, contiguous states.
4. Work with Affiliates and the Association's webmaster to create links to Affiliates' webpages from the NAECTE website.

NAECTE REGIONAL REPRESENTATIVES

Regional Representatives keep regional members informed of NAECTE activities, invite feedback from regional members and represent their interests and concerns at national and regional meetings, recruit new members, and help create and support state affiliates.

Regional representatives will contribute relevant news to be posted on the web site and summarized in the email newsletter. Regional Representatives will send the e-newsletter to a list of "lapsed" members, with hopes that they might rejoin. Each Regional Representative will submit an official summary for the record at the November Board meeting.

Some suggested strategies for encouraging membership include:

1. At the annual meeting, assist the Vice President for Membership with membership and meet with the Vice President for Membership to organize renewal strategies.
2. Recruit new members by sending letters of invitation to colleagues. Such letters might include a statement of what NAECTE could offer them and list regional activities of interest, information about the journal, and a membership form.
3. Co-sponsor regional meetings with the local NAEYC affiliate group and encourage members to attend.
4. Represent NAECTE at regional and national meetings held within the region, especially at the request of the President.
5. Assist Affiliate Chair with obtaining contact information for Affiliates.
6. Circulate the journal (*JECTE*) within the region to prospective members, to college and university libraries, and to State Departments of Education, all of whom might purchase a subscription if they see the journal.
7. Encourage members to renew their memberships and submit manuscripts to the *JECTE*.
8. Serve on the Conference Committee when the conference is held within their Region.
9. Identify a person in each state in the Region that does not have an affiliate to serve as a contact person for the Regional Representative to help gather information for regional reports.
10. Mentor the next Regional Representative for one year following completion of term of office.

STATE AFFILIATES OF NAECTE

State groups which have met the State Affiliate requirements and been approved by the NAECTE Board are considered State Affiliates. (See Affiliate Handbook) Affiliates must submit an annual report to maintain active status. The names of the recognized affiliates should have AECTE (Association of Early Childhood Teacher Educators) in the title. Affiliates should use their affiliate title (State) and indicate that the group is affiliated with NAECTE. The affiliate cannot speak for the national organization, but should freely identify itself as an affiliate of

NAECTE. Affiliates are encouraged to prepare position statements and/or publications that advocate for sound practices in early childhood teacher education. A publication produced by an affiliate group should clearly state that it is an affiliate publication.

JOURNAL AND EDITORIAL BOARD

The *Journal of Early Childhood Teacher Education (JECTE)* is the official journal of NAECTE. Its purpose is to provide a forum for consideration of issues and for exchange of information and ideas about research and practice in early childhood teacher education. It is published four times per year.

Editorial Board: The Editorial Board shall be constituted by the Editor with the approval of the Governing Board. Appointments to the Editorial Board will be for four-year periods and may be renewed. Members should be in staggered appointments, with approximately one-fourth of the appointments expiring annually. Membership on the Editorial Board requires that one hold active membership in NAECTE. Persons under consideration for appointment to the JECTE Editorial Board can join NAECTE to assure their eligibility for the appointment. The President serves as an ex officio Editorial Board member. The Editorial Board provides leadership, approves theme/special issue topics, is expected to attend NAECTE annual Editorial board meetings, participate in the Outstanding Article review process and generally complete a minimum of 5 reviews per calendar year.

Criteria for JECTE Editor:

1. Teacher educator at a 4-year institution of higher education or graduate school of education and a member of NAECTE during the term as editor.
2. Prior experience with publishing and producing a journal, newsletter or book.
3. Experience as a researcher and scholar in Early Childhood Education.
4. Assurance of some university support such as clerical assistance, travel support, office space, and release time adequate to cover editorial responsibilities
5. Access to, and capacity for managing the online publication system.

Editor(s): The Editor(s) serve as an ex-officio member(s) of the Board. The Editor of JECTE will have a 5-year term. The first year of the term is in the role of Associate Editor during which the current Editor and Associate editor will work closely to both keep the review process running smoothly and to begin the transition process for the Associate Editor into the role of Editor. Years 2 and 3, the Editor will be solely responsible {current status} with the Editorial Board. During Year 4, the process for publicizing and nominating an Associate will be conducted and the Editor will serve on the Editor Selection Committee as well as completing Editor responsibilities. During Year 5, the Editor will continue the Editor role and work closely with the incoming Associate Editor on the transition to Editor.

	Year 1	Year 2	Year 3	Year 4	Year 5
Timeline for 5-year term for Editor	Serve as Associate Editor	Editor	Editor	Editor and Editor Selection Committee	Editor and Transition Process with Incoming Associate Editor

The responsibilities of the Editor include:

1. Appointing Associate or Assistant Editors with the approval of the Editorial Board and the Governing Board.
2. Working with the Editorial Board to solicit and review manuscripts. The Editor reserves the right to decide which articles are published and in what fashion.
3. Reviewing the comments made by the reviewers and contacting authors regarding those comments.
4. Addressing publication matters for each issue of *JECTE* (i.e., Table of Contents, authors' deadlines, proofreading, and transmitting manuscripts to the publisher).
5. Working with the Editorial Board to ensure the orderly and timely publication of the Journal.
6. Attending Governing Board meetings as a liaison between the *JECTE* and NAECTE and attending NAECTE fall conference and discussing journal focus, publishing process, and review process as necessary/appropriate.
7. Meeting with the Associate or Assistant editors, and the Editorial Board at NAECTE conferences and at other times, as necessary.
8. Meeting with a representative of the publisher on a regular basis, and working with the publisher to ensure the *JECTE* remains an international journal.
9. Working with the President of NAECTE and the publisher on contractual issues.
10. Maintaining necessary standards for *JECTE* so that it remains in current indices and becomes indexed in others.
11. Working with an adhoc committee of the Editorial Board to identify the recipient of the Taylor & Francis Outstanding *JECTE* Journal Article Award.

Process for Identifying the Editor:

The Editor/Associate Editor Search and Selection Committee will consist of the Editor and the current Editorial Board. The President will designate a Chair of the Editor Selection Committee.

1. The Editor Selection Committee will solicit nominations from the JECTE Editorial Board and NAECTE's membership and post the call for nominations on the NAECTE website and with other appropriate outlets.
2. Each member of the Editorial Board will be responsible for reviewing all candidates' application materials. A rubric will be used for review purposes.
3. Interviews will be conducted with highly rated candidates.
4. The Chair of the Editor Search and Selection Committee will present a summary of the reviews of candidate applications to the JECTE Editorial Board for discussion. A decision will be made as to which candidate(s) will be recommended to the NAECTE Board through a vote of approval by the JECTE Editorial Board.
5. The Chair of the Editor Search and Selection Committee will take this recommendation to the president of NAECTE.
6. The file of the recommended candidate(s) will be shared with the President of NAECTE and his/her/their appointment will be proposed to the NAECTE Board by the President for consideration for approval by vote.
7. Upon the approval of the NAECTE Board, the successful candidate will be notified by the Chair of the Editor Selection Committee.

Timeline

The JECTE Editor selection timeline will be as follows:

The *Search and Selection Committee* will include the NAECTE president, a JECTE Editorial Board member who has served as a guest editor, and the current JECTE Editor (if appropriate). The Chair of the committee will be selected among the committee. If there is a conflict of interest with a member of the *Search and Selection Committee*, another member of the JECTE Editorial Board may participate in the selection process.

Announcement of Editor Search approved by JECTE Editorial Board	January
Distribution of the Announcement of Editor search to JECTE Editorial Board	February
The rubric can be reviewed, updated, and approved by the JECTE Editorial Board	January/February
Send the proposed <i>Editor Selection Rubric</i> and procedure to the full JECTE Editorial Board for review	February
Editor position announcement circulated and published on the NAECTE website and in the journal	February
Application packets will be posted on-line using a secure drop-box or a similar system so review can begin	By end of June
Each JECTE editorial board member will review all application packets to assess the strength of each proposal using the <i>Editor Selection Rubric</i>	July through September
References of applicants will be called by members of the <i>Search and Selection Committee</i> as appointed by the <i>Search and Selection Committee Chair</i> . Notes regarding the call will	August

be documented and attached to the applicants' packet of materials.	
Each JECTE editorial board member will submit their completed <i>Editor Selection Rubric</i> to the <i>Search and Selection Committee</i> Chair.	September
The <i>Search and Selection Committee</i> will review the feedback provided by the JECTE Editorial Board through the <i>Editor Selection Rubric</i>	September
Highly rated candidates (no more than 2) will be interviewed by the <i>Search and Selection Committee</i> .	October
The <i>Search and Selection Committee</i> will meet to discuss interviews, references, and ratings and comments from the JECTE Editorial Board.	October/November
The recommendation for the new Editor will be shared with the JECTE Editorial Board for comment prior to the recommendation to the NAECTE board.	November
The NAECTE president will propose the approval of the appointment of the recommended candidate(s) to the NAECTE Board.	November
NAECTE Board will approve recommended candidate	November
The successful candidate will be notified of the decision and other candidates will also be contacted.	November/December
Associate Editor will begin work with current Editor	January

POSITION STATEMENTS

Position Statement Policy and Procedures:

The process for issuing NAECTE Position Statements will be as follows:

1. Proposed position statements will be submitted to the Advocacy Committee for approval, reframing, or disapproval. The Advocacy Committee may also propose endorsements of statements from other organizations to the NAECTE Board.
2. The proposed statement is then to be submitted to the NAECTE Publications Committee, which reviews it for correct format, content, and relevance.
3. The NAECTE Publications committee will submit proposed Position Statements to the NAECTE Board for approval, disapproval, or re-drafting.
4. Local affiliates may take positions on issues, which are of local and immediate importance, as long as they do not identify these positions as being officially sanctioned by NAECTE. Only position statements or endorsements approved by the NAECTE Board are to be considered as the official statement of the organization and to be distributed in the name of NAECTE.

BOARD TRAVEL TO MEETINGS OF ALLIED ORGANIZATIONS

Support of up to \$2,000 is available for a representative of NAECTE to attend professional meeting(s) (other than NAECTE/NAEYC meetings) to represent the Association. Prior executive committee approval is required.

NAECTE FOUNDATION

The NAECTE Foundation was formed to further advocacy and opportunities dealing with early childhood teacher education including fundraising. The Foundation was approved by NAECTE Board on 11/17/98. Information about the NAECTE Foundation can be found in Appendix E.

NAECTE has made a commitment to donate \$1,000 annually to the Foundation to support its awards and scholarship.

NAECTE ELECTIONS

Election procedures are outlined in the Bylaws Article IX. The procedures described there will be carried out by a Nominating Committee

Nominating Committee Membership: The President-Elect and Past-President alternate in serving as chair. Members include the President, Past-President or President-Elect, one Board officer, and one recent, past Board member.

Nomination Criteria:

1. The nominee must subscribe to the purposes of NAECTE.
2. Nominees for President-Elect shall have previous NAECTE Governing Board experience.
3. Nominees who are equally nominated for more than one Governing Board position will be given the option of selecting the Governing Board position for which they prefer to be a candidate.
4. Nominees for the Board will be invited to submit a one to three sentence description (75 words) about their involvement or commitment to *early childhood teacher education* at the national, regional, state, and/or local level.
5. At the time of acceptance to be a candidate, the nominees for President-elect, Vice President, Secretary and Treasurer agree to attend all Governing Board meetings that will be held during their term on the Governing Board; the nominees for Affiliate Chair and Regional Representative agree to attend at least one on-site and most conference call board meetings during their term. In addition, each nominee should be apprised of the general requirements of the particular position for which she or he will stand.

Procedures for Counting Ballots and Disseminating Results: All candidates will be notified of election results by the President. The new board members will be announced and introduced at the annual meeting.

NAECTE RESEARCHNETS

NAECTE has established ResearchNets to facilitate scholarly pursuits on collaborative research projects. Anyone who wishes to create a ResearchNet submits a proposal to the current facilitator of ResearchNets. Proposals should identify the research problem, intended methodology, and the names of any other members who are working on the problem or who have expressed an interest in doing so. The Facilitator submits all ResearchNets to the NAECTE Board for approval. Each approved ResearchNet identifies its own chair(s) and communicates the name of that individual

to the Facilitator. There should not be more than 10 functioning ResearchNets. The Facilitator will maintain a listing for the Board of the active ResearchNets.

The ResearchNet facilitator will be responsible for contacting the NAECTE V.P. for Conferences, by March 1st for spring conference and August 1st for fall conference, providing information on the number of ResearchNets that plan to meet. A report providing updated information for each ResearchNet will be sent to the NAECTE E-letter coordinator for publication prior to the upcoming annual conference.

Currently Active ResearchNets:

Teacher Research Chair, Kathryn Castle (kathryn.castle@okstate.edu)

Technology in Early Childhood Education Chair, Dina Rosen (drosen18@yahoo.com)

Other ResearchNets Convened

Centers for Professional Development Schools

Constructivist Approach and Teacher Education

International Perspectives on Teacher Education

Vygotskian Approaches to Early Childhood Education

Mediators of Developmentally Appropriate Early Childhood Teachers

Urban Early Childhood Education

Ethical Dilemmas

NAECTE COMMITTEES

By-laws Article VI Committees: The President with the approval of the Governing Board shall appoint such committees as necessary to carry on the work of the Association.

NAECTE has Standing Committees and Ad Hoc Committees. NAECTE Standing Committees:

Advocacy

Awards

International

Long Range Planning

Publications

Nominating

ResearchNets

Procedures for Committee Reports to Board:

Each committee chair will prepare a committee report for Board meetings as needed. Reports will include summaries of committee activities and recommendations for Board action. Each committee chair will send copies of reports to the President in advance of a scheduled Board meeting.

ADVOCACY COMMITTEE:

Purpose: to a.) conduct and promote advocacy activities for NAECTE, b.) develop advocacy goals and establish advocacy priorities for NAECTE and c.) implement a proactive program of advocacy activities and initiatives on behalf of NAECTE

Membership: A committee chair and 8 committee members with two-year terms will be appointed by the President. Members may be reappointed for an additional term.

Responsibilities/Tasks:

Recommended advocacy priorities include:

1. Increased involvement in the development of early childhood teacher education guidelines across all states.
2. BA/BS level certification of teachers for young children in all states and a career path toward this certification.
3. Increased preparation of early childhood professionals for working with diverse populations of children and their families.
4. Assessment of preservice and in-service teachers through practices that are aligned with the generally accepted best practices of the profession.
5. Increased involvement of experienced early childhood professionals in staff development and in-service training.
6. Influence and promote collaborative relationships between institutions of higher education and field-based professional education institutions.
7. NAECTE members “practice what they preach” and develop constructivist practice in early childhood teacher education.
8. Review of all position statements submitted by individuals or affiliates to NAECTE for approval, reframing, or disapproval.
9. **Timeline:** The committee chair will develop a needs assessment for recommended advocacy priorities and distribute to the committee members via email. Priorities for advocacy will be discussed at the fall conference.

AWARDS COMMITTEE:

Purpose: to identify and select outstanding recipients for the four annual awards currently given by NAECTE:

- NAECTE/Pearson Early Childhood Teacher Educator Award
- NAECTE/Pearson Outstanding Dissertation Award
- NAECTE /Cengage Learning Outstanding Early Childhood Practitioner Award
- * NAECTE Technology Leadership Award, awarded in collaboration with the Technology ResearchNet

Membership: There is one chair or co-chairs and three members for the Early Childhood Teacher Educator Award, four members for the Dissertation Award, four members for the Practitioner Award, and four members for the Technology Award. Terms are for two years.

Responsibilities/Tasks: To call for nominations for the four awards, receive nominations, and evaluate the relative standing of the nominees. Notify the nominees, the Vice President for Conferences, and the President of the results. Plan the awards presentations including certificates, etc. for the annual conference.

Timeline:

1. January - Advertise with call for proposals
2. April - Applications due
3. May - Reviews returned
4. June - Winners informed

Nominations: Nominations for all awards, with the exception of the Dissertation Award, will be kept on file and remain active for a 3-year period. For the Dissertation Award, the dissertation

should be nominated in the year it is completed, and will be carried-over for two additional years. (See **Past Award Recipients and Award Criteria in the Appendix C.**)

LONG RANGE PLANNING COMMITTEE (LRPC):

Purpose: To review and monitor the current standing of the NAECTE long-range plan and recommend future directions for the organization for the next 3 to 5 years. To maintain the historical chronology of NAECTE and documents of the LRPC.

Membership: 2-year terms with possibility of renewal of appointment. The President-Elect serves as committee chair. The President is an ex officio member of the committee. Members are appointed by the president in consultation with the chairperson of this committee. Consideration is given to geographical regions, Governing Board experience, diversity, and interests.

Responsibilities/Tasks: to identify future directions for NAECTE for the next 3 to 5 years.

Timeline: Committee works by electronic communication as well as during selected conferences at the discretion of the chairperson and in consultation with the President.

INTERNATIONAL COMMITTEE:

Purpose: To facilitate connections with teacher educators in other nations and to provide a forum for exchange of information

Membership: Chair appointed by the President. Six other members with international experience/expertise selected by the Chair. All serve two-year terms.

Responsibilities/Tasks: To establish links with other international groups and with international members within NAECTE to encourage collaboration and interaction.

NAECTE SOCIAL MEDIA AND PUBLICATIONS COMMITTEE:

Purpose: To ensure that NAECTE maintains a presence on Twitter, Facebook and other appropriate social media sites, with approval of the governing board; to review all publications which are prepared and published in the name of NAECTE. The committee acts in an advisory capacity to the Board. The publications committee also oversees the web site.

Membership: One Board member, Advocacy Committee Chair, NAECTE Website Liaison, and one member at large appointed by the President.

Responsibilities/Tasks: Oversight of the website and review of the content of all publications of NAECTE (except the journal). If the committee feels the publication should be considered as an NAECTE publication, the committee will recommend Board approval.

The web site includes updated by-laws and policy manuals, past e-newsletters, current conference and awards information as well as positions statements and other information of interest to members and the public. The members' only area includes a current membership directory, teaching films for member use, and access to the Journal of Early Childhood Teacher Education. Contact information for board members is posted on the web site, with standardized email addresses for contacting the President, VP for membership, VP for conferences, Treasurer, Affiliate Chair, E-letter editor, Foundation Chair, and employment postings (treasurer). These standardized addresses do not change with board changes, but are forwarded to whoever is currently in the role.

All documents for posting on the web site are to be sent to the Publications Chair one week prior to intended posting date. Policy for web posting and charges follows:

Short notices on the website

All news items posted on the NAECTE web site will be consistent with the mission of the organization.

- There is no cost for members to post short announcements (100 words or less) on the news page of the NAECTE web site.
- The cost for non-members to post short announcements will be \$50 to cover the costs of its posting and removal.

Requests should be sent to the Chair of the Publications Committee who will, if there are questions about the appropriateness of the request, consult with the Board.

Requests for postings will be reviewed within 7 days of receipt and if approved, will be posted within the week and remain on the web site for 30 days.

Longer notices on the website

Longer announcements (i.e. conferences, study tours) will be accepted from members' and non-members' institutions. The cost for a members' institution is \$100, and for others the cost is \$200. They will remain for 3 months.

Mailing Labels and Email list rentals

Members and non-members may rent NAECTE mailing labels or its email list for uses that are consistent with the mission of the organization.

- NAECTE members conducting research will be provided access to the NAECTE mailing labels or its email list at no cost upon receipt of a copy of the IRB approval issued by the researcher's institution.
- NAECTE members can rent NAECTE's mailing labels or email list for other purposes (i.e. conferences, study tours) for \$100.
- Non-members can rent NAECTE mailing labels or email list for \$250.

Written requests for labels should be submitted to the Chair of the Publications Committee by mail or email who will, if there are questions about the appropriateness of the request, consult with the Board. Written requests are to include:

- Name of person and the organization making the request
- A copy of materials to be distributed to members
- A brief explanation of how members will benefit from receipt of materials and or how the request supports NAECTE's mission.

Postings and access to the mailing labels/ email list will be processed upon notification that the Treasurer has received the appropriate payment.

Email will be sent to all NAECTE members sparingly. Email blasts will be reserved for calls for proposals and other essential business of the organization. The email list will not be sold.

NOMINATIONS COMMITTEE

The Nominations Committee is chaired by the president-elect or the past-president, alternating years. Committee make-up and procedures are described above under **NAECTE ELECTIONS**

Time-line

1. The Nominations Committee is formed at the Fall Annual Meeting
2. Nominations are solicited at the Fall Annual Meeting and in the January E-newsletter
3. Members of the Nominating Committee work via phone and email to finalize 2 nominees for each position.
4. A ballot identifying 2 nominees for each office is finalized in March/ early April
5. Ballots are distributed in April to be returned in May. Both successful and unsuccessful nominees are notified before the June NAEYC meeting. Newly elected officers will be invited to observe Governing Board meetings in June and November. They take office at the November General Meeting.

RESEARCHNETS COMMITTEE:

Purpose: To provide a professional arena for collaboration on research projects that relate to topics germane to early childhood teacher education.

Membership: The chair of the committee is the ResearchNets Facilitator appointed by the President. The facilitator for each active ResearchNet is a member of the committee. NAECTE members can choose to join and participate in the ResearchNets.

Responsibilities of the ResearchNet Facilitator: Coordinating the one hour meeting period held at the NAECTE annual conference, working with the Vice President for Conferences, serving as liaison between the ResearchNets and the Board. Additionally, the Facilitator corresponds with the individual ResearchNet facilitators during the course of the academic year, prepares the call for ResearchNet proposals for the annual conference and coordinates the inclusion of a new ResearchNet, and reports at each NAECTE Board Meeting.

The committee creates criteria for judging the worthiness of ResearchNet proposals. The committee reviews ResearchNet proposals and makes recommendations for approval to the President.

Timeline: A ResearchNet should have a three-year time span in which to establish itself and begin its identified work. There should be no more than 10 functioning ResearchNets.

APPENDICES

APPENDIX A

General NAECTE Governing Board CALENDAR

January	<ul style="list-style-type: none"> Beginning of membership and fiscal year Renewal notices sent via US mail Conference Call Board Meeting Winter e-newsletter published Nominations committee begins work Awards Committee begins work Conference VP working on June and November meetings Spring Conference Proposals due January 15
February	<ul style="list-style-type: none"> Conference Call Board Meeting Vice President for Membership sends Regional Representatives updated membership roster for regions Membership directory is updated for the current year and continually during the year Affiliate Contacts conduct membership campaign
March	<ul style="list-style-type: none"> ResearchNet proposals due March 1 for June Conference Call Board Meeting Ballot completed for Board elections
April	<ul style="list-style-type: none"> Fall meeting proposals due April 1 June meeting presenters notified Deadline for Awards Nominations Ballots mailed to membership Conference Call Board Meeting Spring e-letter published w/ membership renewal form
May	<ul style="list-style-type: none"> Ballots due back Awards reviews completed
June	<ul style="list-style-type: none"> Summer conference (usually in conjunction with NAEYC Professional Development Institute) Board Meeting Ballots counted and nominees notified of results Award winners (& sponsors) notified of results Fall conference presenters notified
July - August	<ul style="list-style-type: none"> Fall Conference preparation Membership renewal e-mail Researchnet proposals for November due August 1
September	<ul style="list-style-type: none"> Conference Call Board meeting Fall Conference planning finalized

	Fall e-newsletter published
October	Conference Call Board meeting if needed Board member & committee chair reports due for November
November	<i>Meetings usually held in conjunction with the NAEYC Annual Meeting:</i> Board Meeting Orientation for new regional reps Annual Fall Conference Annual Business Meeting Renewal notices sent via e-mail
December	By-laws and Policy manual revisions based on November meeting Preparation for January Board meeting Preparation for Winter e-letter

APPENDIX B STATE AFFILIATES

Development: Process for Beginning A State Affiliate

1. A Core group of 2-3 early childhood teacher educators assume responsibility for guiding the evolution of the group until approval of the Constitution and Bylaws and the first election of officers. (This usually takes at least six months)
2. This initial group:
 - (a) decides upon meeting dates or ways to communicate by e-mail,
 - (b) establishes goals (e.g., to develop an Affiliate Constitution and Bylaws in six months),
 - (c) establishes a program for each meeting (these probably will include work on the Constitution and Bylaws as well as other early childhood teacher education issues such as certification, state mandates, and college programs),
 - (d) develops a mailing list, notifies colleagues of each meeting, and invites colleagues to attend meetings via phone calls, e-mail and direct conversations,
 - (e) conducts meetings (chairperson, secretary, host/hostess), and
 - (f) sends out minutes of meeting and agenda for next meeting.

Other Start-Up Activities

1. The initial group attends state and local early childhood meetings and talks to individuals or makes announcements about formation of the group and about meetings.
2. Small groups of 2-3 work on special activities (e.g., Constitution and Bylaws which are brought to meetings for revisions, or position statements on early childhood issues.) Plan 2-3 revisions when written materials are brought to meetings.
3. Plan on frequent phone or email contact among group members between meetings.
4. Establish a specific day, time, and place for meetings and hold to that schedule for the first year. Selection of location should allow for maximum attendance.

Nurturing Your State Affiliate Group

1. Clarify the Affiliate's activities in terms of political, collegial, and programmatic activities.
2. Develop a state affiliate newsletter.
3. Develop an email distribution list of members (addresses in NAECTE directory).
4. Develop topic-focused forums or luncheons.
5. Develop an articulation (two-year/four-year) panel.
6. Invite state early childhood special educators to participate in affiliate activities and develop linkages with their groups.
7. Recognize the nature and maturity of your affiliate group and the need for different types of involvement.
8. Have a breakfast, luncheon or dinner meeting with affiliate members at the annual NAECTE meeting to plan events and strategies and to socialize.

Procedures for Recognition As An Affiliate for NAECTE

States seeking affiliation with NAECTE will petition the Governing Board in the following manner:

1. Write a letter of application with a copy of the state organization's Constitution and Bylaws. (For sample Affiliate Constitutions and Bylaws, contact the NAECTE President –Elect)
2. Demonstrate active participation in issues related to early childhood teacher education.
3. Affirm subscription to the purposes of NAECTE.

Strengthening National Linkages with Affiliates

The Affiliate Chair will:

1. Provide brochures on how to start and nurture an affiliate group and display sample by-laws at both the fall and summer meetings.
2. Send an information packet to each affiliate president and contact person describing communication procedures and advocacy strategies.
3. Provide contact information for affiliates' officers for posting on the NAECTE website.
4. Arrange for a lunch with affiliate presidents or their representatives at the annual meeting.

APPENDIX C

Award Information and Criteria

NAECTE/ Pearson Outstanding Early Childhood Teacher Educator Award:

This award is given at the annual conference by NAECTE and Pearson. It is designed to recognize meritorious leadership and professionalism in early childhood teacher education. The recipient will receive national recognition and a monetary award. Deadline for submission is April 20. The following criteria will be used by the NAECTE Awards Committee to make the selection. The nominee must:

1. Be an active member of NAECTE
2. Demonstrate **LEADERSHIP** in the field by providing direction, energy, organization, and impetus for efforts aimed at improving early childhood teacher education.
3. Demonstrate **PROFESSIONALISM** through advocacy, expertise, and high ethical standards.
4. Demonstrate **SELF-REFLECTIVE PRACTICES** through conscious commitment to the profession and to her/his own professional development.
5. Demonstrate **MENTORING** by modeling dimensions of teaching that nurture the professional development of students, beginning teachers and faculty, and colleagues.

Nominations must be submitted in a letter (or letters) describing how the nominee meets the criteria. The nominee's vita must accompany the letter(s). Nominations should be submitted electronically (e-docs, either Word or PDF) to Awards@naecte.org by April 20.

NAECTE/ Pearson Outstanding Dissertation Award:

This award is given at the annual conference by NAECTE and Pearson. Dissertations completed between May of the past year and May of the year in which the dissertation is nominated are eligible for nomination. The award includes a one-year honorary membership in NAECTE, an inscribed plaque, the opportunity to give a presentation at the annual conference, and a \$750.00 honorarium.

The award is for a doctoral dissertation in early childhood (birth through age eight) teacher education, early childhood education, or in related areas in which a major portion of the study has focused on early childhood (e.g., educational, school, or developmental psychology; elementary education; child or human development; curriculum and instruction). Persons receiving either a Ph.D. or an Ed.D. are eligible.

Submit the following in electronic format (e-docs, either Word or PDF): 1) A copy of the dissertation authored by the student, with identifying information on the cover sheet only; 2) A letter of nomination from an NAECTE member who is familiar with the dissertation research; and 3) A letter from the chair of the dissertation committee verifying that the dissertation was successfully defended and officially approved. If the committee chair is an NAECTE member, a single letter of support and verification is sufficient. All materials should be sent electronically (e-docs, either Word or PDF) to Awards@naecte.org by April 20.

Criteria to be used in the selection process:

1. Excellence in meeting scholarly standards (e.g., problem statement, conceptual framework, literature review, methodology, results, discussion, etc.).

2. Potential positive impact on or relevance to early childhood teacher education philosophy, policy, and/or practice.
3. Overall quality.

NAECTE /Cengage Learning Outstanding Early Childhood Practitioner Award:

The NAECTE/Cengage Learning Outstanding Early Childhood Practitioner (birth to eight) award is designed to recognize meritorious leadership and professionalism in contributing to preservice and/or inservice early childhood teacher education through demonstrated excellence in teaching practice and through contributing, as a classroom practitioner, in an outstanding manner to teacher education. The deadline for submission of nominations and support materials to the awards committee chair is April 20. Submit all nominations electronically (e-docs, either Word or PDF) to Awards@naecte.org by April 20.

The following criteria will be used by the NAECTE Awards Committee to make the selection of the award winner. The nominee must:

1. Be nominated by an active member of NAECTE, have received a degree in ECE, Child Development, or a related field and be a pre-kindergarten, kindergarten, and/or primary teacher.
2. Request that an additional letter of support be submitted from an administrator (e.g., center director, principal, curriculum coordinator, state department of education personnel) who is knowledgeable regarding the nominee's classroom practice and contributions to teacher education.
3. Submit a vita/resume and a small portfolio* of 3-4 items documenting the nominee's contributions to early childhood teacher education.
4. The nominee should demonstrate through the letters and portfolio material:
 - a. Modeling of developmentally appropriate reflective practices in her/his own classroom.
 - b. Mentoring of preservice and/or inservice teachers, supervising practicum students, and/or providing inservice courses and seminars, and/or collaborating with university teacher education faculty via writing for publication or engaging in teacher research.

The nomination letters should describe how the nominee meets the above criteria. Portfolios might include 3-4 of the following items:

1. Article co-authored with university colleague or teacher colleague.
2. Handouts from workshop presented with university colleague, with teaching colleague, and/or with preservice students.
3. One-page philosophy statement.
4. Photos of classroom or other teacher education activities.
5. Program development for professional organization.
6. Description of an instructional approach or activity that works well with preservice practicum students.

NAECTE Technology Leadership Award, awarded in collaboration with the Technology ResearchNet

This award will be given at the annual conference by NAECTE, in collaboration with the Technology ResearchNet. All nominations must be submitted electronically (e-docs, either Word or PDF). It is designed to recognize and encourage effective, transformative integration of technology into early childhood teacher education. The award recipient will receive national recognition from NAECTE and the National Technology Leadership Coalition. The recipient will be invited to make a brief presentation at the annual SITE conference in March (during a two-hour symposium honoring several NTLI recipients from different discipline areas including English, Social Studies, Mathematics, and Science). The conference registration will be waived for one recipient and a small travel stipend provided. Deadline for submission is April 20. The nominee must provide an e-doc nominating letter and 4 copies of the following:

This is a blind, peer-reviewed award. Therefore, please do not include identifying information on anything other than nomination letter and cover sheet (all e-docs). A cover sheet should include: Name of Author(s); E-mail Address; Institution Address; Title of paper. Four copies of document based on the paper should include: Title of paper; Abstract/Summary of paper (no more than 75 words); Brief discussion of the work (no more than 800 words), Include (1) theoretical framework, (2) goals, (3) significance or impact for early childhood teacher education. List supportive Weblinks, if any.

Criteria to be used in the selection process:

1. Theoretical Framework
2. Explains Audience and is DAP for audience. Clear and appropriate focus/goals
3. Clear and appropriate: Research Questions, Study Design, Analysis and Synthesis
4. Other indication of effective, transformative integration of technology into early childhood teacher education

Nominees must be members of NAECTE. Awardees will be invited to (1) make a brief presentation on their work as part of a two-hour symposium at SITE in March and to (2) attend an awards luncheon in their honor. Award recipients are encouraged to present their work at SITE and the conference registration will be waived for one recipient.

Nominations should be submitted electronically (e-docs, either Word or PDF) to Awards@naecte.org by April 20.

NAECTE Foundation Research Award

The NAECTE Foundation offers a monetary award to encourage early childhood teacher educators to conduct research that will have relevance for policy and advocacy in the area of early childhood teacher education. Follow links to the Foundation from NAECTE.org to view application procedures and scoring rubric Application deadline for these awards is June 1.

NAECTE Foundation Award for Doctoral Student Scholarship

A goal of the NAECTE Foundation is to promote and support promising scholarship related to early childhood teacher Education and seeks to assist doctoral students in completing dissertation research that has the potential to enrich the field by addressing critical issues and/or innovative practice. Application deadline for this award is August 1.

Taylor & Francis/ JECTE Journal Article Award

NAECTE and Taylor Francis sponsor this award that recognizes an article published in the most recent volume of JECTE. The winner of this award is selected by the Editors in cooperation with members of the Editorial Board.

Past Award Recipients

NAECTE/ Pearson Outstanding Early Childhood Teacher Educator Award		
1995	Verna Hildebrand	Michigan State University
1996	Doris Fromberg	Hofstra University
1997	Janet Taylor	Auburn University
1998	Kathryn Castle	Oklahoma State University
1999	Anne Dorsey	University of Cincinnati
	Rosalind Charlesworth	Weber State University
2000	Doris Bergen	Miami University, Ohio
2001	Diane Burts	Louisiana State University
2002	Stephanie Feeney	University of Hawaii
2003	Michael Davis	Virginia Commonwealth University
2004	Marjorie Fields	University of Alaska SE
2005	Holly Seplocha	William Patterson University
2006	Joan P. Isenberg	George Mason University
2007	Dr. Blythe Hinitz	The College of New Jersey
2008	Francis O'Connell Rust	Erikson Institute
2009	Jie-Qi Chen	Erikson Institute
2010	Janis Strasser	William Paterson University
2011	Jane Blakely Keat	Pennsylvania State University
NAECTE/Cengage Outstanding Early Childhood Practitioner Award		
1998	Gail Ritchie	Kings Park Elementary, Fairfax County, VA
1999	Carolyn Keasal	Valley, Alabama
2000	Marilyn Tolbert	Bryson Elementary, Fort Worth TX
2001	Charlotte Sassman	Alice Carlson Applied Learning Center Fort Worth, TX
2002	Patricia Lindstrom	
2003	Susan Gitting	Lincoln School, River Forest, IL
2004	Jennie Kuhn	Martin Ave. School, Long Island, NY
2005	Denise Dark	Opelika City Schools, Opelika, AL
2006	Jennifer Thompson	Gastineau Elementary, Juneau, AK
2007	Jonathan Gillentine	University of Hawaii
2008	No award	
2009	Cindy Gennarelli	William Paterson University
2010	Angela Carr	Huntsville City Schools, Alabama
2011	No award	
NAECTE/Pearson Outstanding Dissertation Award		
1992	Jie-Qi(Jackie) Chen	Tufts University
1994	Val Dubois Brunell	
1995	Rachel Theilheimer	Columbia University
1996	Sheila B. Morse	University of Missouri, St. Louis
1997	Lara Fade	University of Maryland at College Park
1998	Georgia Franyo	University of Delaware
2000	Dina Rosen	New York University
2001	Jody Eberly	Rutgers University
2002	Janine Certo	
2003	Anita Gupta	Columbia University
2004	Tricia Giovacco Johnson	Columbia University

2005	Gail Wai-Kwan Yuen	Columbia University
2006	Michaela Cole	Walden University
2007	Debra Ackerman	Institute for Early Education Research
2008	Sheri Lefagren	Kent State University
2009	Jennifer McCray	Erikson Institute/Loyola University
2010	Sandra Bequette	Oklahoma State University
2011	Kara Ahmed	Indiana University of Pennsylvania

NAECTE Foundation Research Award		
2005	Cynthia Paris	University of Delaware
2007	Muriel Rand	New Jersey City University
2008	Susan Recchia	Teachers College, Columbia University
2009	Kathryn Castle	Oklahoma State University
2010	Desalyn De-Souza	Syracuse University
2011	Anna H. Hall	University of Kentucky
NAECTE Technology Award		
2008	Leslie Couse and Dora Chen	University of New Hampshire
2009	Kathleen Sheridan & Leslie Curda	National-Louis University
2010	No Award	
2011	No Award	
Taylor & Francis/ JECTE Journal Article Award		
2007 (Vol 27, 2006)	Jie-Qi Chen & Gillian McNamee	Erikson Institute
2008 (Vol 28, 2007)	Pamela Brown ¹ , Kathryn Castle ¹ , Karen Rogers ² , Caren Feuerhelm ³ , & Sarah Chimblo ⁴ .	¹ . Oklahoma State University ² . Newman University ³ . Oklahoma Christian University ⁴ . Jenks East Elementary School
2009 (Vol 29, 2008)	Fabienne Doucet	New York University
2010 (Vol 30, 2009)	Janice Kroeger, Sandra Pech, & Jennifer Cope	Kent State University
2011 (Vol 31, 2010)	Jeffrey Trawick-Smith and Tracy Dziurgot	Eastern Connecticut State University

APPENDIX D

NAECTE HISTORY

In 1977, a group of 200 early childhood professors met together to explore common issues. This meeting, led by Michael Davis, was held in Chicago as part of the annual NAEYC (National Association for the Education of Young Children) Conference. The result was a lively discussion and a decision to explore becoming an organization. Mary Elizabeth York chaired the steering committee that was charged with the task of studying the idea.

The second meeting of the group was held in New York, again as part of the annual NAEYC Conference. Here the group approved the name Association of Early Childhood Teacher Educators and elected a chairperson, secretary, treasurer, and six regional representatives. During AECTE'S early years, decisions were made regarding dues, membership eligibility, purposes and the publication of a newsletter. In 1980, "National" was added to the organization's title. From the outset, each annual meeting included provision for a program with discussion of issues in early childhood teacher education. Annual programs have often been full days since 1981. During that same year, the Governing Board was expanded to include 10 regional representatives, using the U.S. Government Designations for Regions. In 1983, NAECTE initiated affiliate groups and in 1986, student memberships were recognized.

Projects for NAECTE have included collaboration on the NAEYC Guidelines for Four and Five Year Colleges. The association has also sponsored a study of certification practices throughout the country. Guidelines for doctoral programs are currently under discussion and study. Recent developments include a liaison with ATE (Association of Teacher Educators) as well as an exchange with AERA (American Education Research Association). The Bulletin has grown into a quarterly, Journal of Early Childhood Teacher Education.

During the past 19 years, NAECTE has grown from a good idea to a vibrant and dynamic professional organization. NAECTE continues to solicit memberships from among early childhood teacher educators. We invite your support.

Revised October 1996

NAECTE FOUNDERS

Mary Elizabeth York
 Michael Davis
 Clare Rodney
 Judith Schickedanz
 Jeane Sword
 Beth Casey
 Doris Fromberg
 Phil Wishon

Marlis Mann
 Helen Canady
 Marjorie Ramsey
 Robert Smith
 Verna Hildebrand
 Stephanie Feeney
 Bernard Spodek

NAECTE PRESIDENTS

1981-82	Mary York	1993-94	Elaine Surbeck
1982-83	Verna Hildebrand	1994-95	Sara Lundsteen
1983-84	Eileen Allen	1995-97	Joan Isenberg
1984-85	Phil Wishon	1997-99	Joan Herwig
1985-86	Kathryn Castle	1999-01	Leah Adams
1986-87	Janet Taylor	2001-03	Frances Rust
1987-88	Anne Dorsey	2003-05	Christine Chaille
1988-89	Harlan Hansen	2005-2007	Amanda Branscombe
1989-90	David Day	2007-2009	Marjorie Fields
1990-91	Doris Bergen	2009-2011	Nancy Freeman
1991-92	Mary Jensen	2011-13	Sara Davis
1992-93	Doris Fromberg	2013-2015	Libby Ethridge

NAECTE ARCHIVES

The NAECTE Archives was established September 1986 through the work of Kathryn Castle (NAECTE President 1985-86), Dorothy Hewes (NAECTE Archivist 1985-86), Jan McCarthy, Professor/Coordinator of Early Childhood Education, Indiana State University, and Ronald Leach, Dean of Libraries, Indiana State University. To reach the archives, contact Head, Department of Rare Books and Special Collections, Rare Books Department (3rd floor), Cunningham Memorial Library, Indiana State University, Terre Haute, Indiana 47809; 812 237-2610; libvetro@cml.indstate.edu (email contact). NAECTE historical materials are an unrestricted gift to Indiana State University, Terre Haute, Indiana. As such NAECTE “transfers to the University legal title, copyright and literary property right in the Collection as far as it holds them.”

The Table of Contents includes: NAECTE Organizational Information, Governing Board Meeting and Business Meeting Minutes, Bulletins (newsletters), Conference Programs and Information, and Membership Information. “Materials in the Collection shall be made available to any qualified scholar engaged in serious research upon approval of the Head, Department of Rare Books and Special Collections or his or her appointee. Permission to publish in whole or in part material from the Collection shall likewise require the permission of the Head of the Department of Rare Books and Special Collections or his or her appointee.”

“Official Representatives of the National Association of Early Childhood Teacher Educators shall have unrestricted access to the materials in the collection.”

APPENDIX E

The NAECTE Foundation meets annually at the time of the November meeting. Past Presidents of NAECTE are members of the Foundation as are members of the Executive Committee of the NAECTE Governing Board.