

# ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION RESEARCH (ACTER)

## OPERATIONS MANUAL

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### Section I: Officers' Duties

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#### A. President

1. Preside at all meetings of the organization and of the Executive Committee.
2. Write the President's column for any communiqué of the organization.
3. Represent the organization at functions deemed necessary by the membership and respond to external inquiries about the organization.
4. Present the Presidential address at the annual business meeting.
5. Approve expenditures recommended by the treasurer.
6. Make decisions on approving expenditures for the organization such as special plaques, officer travel, etc., and communicate with the treasurer.
7. Generally monitor the activities of the organization.
8. Describe official duties to incoming officers, encourage them to perform their duties in a timely manner, and encourage them to be prepared for the annual business and executive meetings.
9. Appoint the chair and members of all standing committees.
10. Make all appointments listed in the Special Appointments Section of this document.
11. Appoint the chair and members of ad hoc committees.
12. Assist committees and officers in soliciting nominees for offices, awards, etc.
13. Communicate and interact with other affiliated organizations as the need arises.
14. Prepare official communications (letters), as needed, on behalf of the organization.
15. Attend CTER Board meeting as an ex-officio member.
16. Appoint a webmaster to maintain the official ACTER web site.
17. Provide a copy of all critical records to Historian.

#### B. Past President

1. Coordinate the ACTER special awards program, including requesting award nominations through the listserv, receiving nominations, and arranging for the judging to select new recipients.
2. Organize any special events involving the Past-Presidents of the organization.

3. Announce the Past Presidents meal function or gathering and invite the Past Presidents, current officers, and newly elected officers.
4. Interact and communicate with the Vice President of the New and Related Services Division (NRS) of ACTE, particularly about issues of the NRS CTE Scholars section.
5. Represent ACTER at the New and Related Services Division business meetings during the ACTE VISION.
6. Represent ACTER at the National Policy Meeting.
7. Provide a copy of all critical records to the Historian.

#### C. President-Elect

1. Serve in lieu of the President.
2. Prepare to lead ACTER by studying the operation and efficiency of the ACTER organization with emphasis on the CTE Research and Professional Development Conference, *CTER*, and relationships with other organizations.
3. For the ACTER conference and other ACTER sponsored sessions:
  - a. Organize and coordinate the CTE Research and Professional Development Conference in cooperation with the conference partners (Omicron Tau Theta, The Academy for Career Technical Teacher Education, and the University Council for Workforce and Human Resource Education).
  - b. Coordinate the ACTER Program meetings and functions with the New and Related Services Division and other ACTE sessions and Divisions as needed.
  - c. Develop the CTE Research and Professional Development Conference brochure for all ACTER members prior to the conference.
  - d. Order and present the outgoing president's plaque at the business meeting.
  - e. Order food for meal functions of the CTE Research and Professional Development Conference during ACTER sessions such as the Past-Presidents meal function or gathering, ACTER Executive Meeting, and other functions as needed.
  - f. Work with the Past-President to plan a session featuring all previous Presidents at the CTE Research and Professional Development Conference.
  - g. Work with CTE Research and Professional Development Conference Program Chair to coordinate the annual conference.
4. Provide a copy of all critical records to Historian.

#### D. Recording Secretary

1. Keep an accurate record of general session and Executive Committee meetings.
2. Work with Webmaster to ensure records and emerging news items are posted on ACTER web site.
3. Provide a copy of all critical records to Historian.

#### E. Membership Secretary

1. Solicit new memberships and renewals (dues and membership forms submitted directly to the Treasurer).
2. Serve as ex-officio member of the Membership Committee.
3. Keep an up-to-date list of members.
4. Publish a membership directory annually.
5. Provide members e-mail lists when requested by officials of the organization. The Executive Committee must approve other requests.
6. Membership Recruitment
  - a. Post on the ACTER website the membership brochure/application form and distribute the URL to:
    - 1) ACTER program chair, officers, and session chairs.

- 2) Other individuals or members who are able to distribute multiple copies.
- b. Distribute membership information and application form to membership via the listserv.
- c. Recruit new graduate students by sending a personalized letter and membership forms to institutions with Career and Technical Education Programs.
- d. Distribute membership application forms at conferences.
- e. Send personalized renewal emails or letters with copy of membership application form to current and recently lapsed members.
- 7. Membership Records
  - a. Maintain a computer database of ACTER current members.
  - b. Update membership records regularly.
  - c. Send first and second renewal notices.
- 8. Membership Directory
  - a. Distribute an updated membership directory to the membership two times per year.
  - b. Send an electronic copy of the year-end membership directory to the ACTER historian.
- 9. Membership Reports
  - a. Provide the following reports to the Executive Committee Meeting, the general ACTER business meeting, the CTE Research and Professional Development Conference, and the ACTER historian:
    - 1) List of expired members sorted by dues expiration date.
    - 2) List of current members sorted alphabetically with dues expiration date.
    - 3) A membership report for the calendar year containing the following:
    - 4) Activities performed by the Membership Secretary during the year (January to December).
    - 5) This year's results: Status report of membership increases/decreases from previous year; breakout of membership according to type-regular, student, emeritus; which state had the most members; and members added to the membership honor roll.
    - 6) ACTER Membership Honor Roll of states: List of the top 15 states with the most members. List states in order of the highest number of members and list the number of members per state.
  - b. Meeting Attendance
    - 1) Attend ACTE/ACTER Executive Committee Meeting and General Business Meeting.
  - c. Transmittal of Membership Records to next Membership Secretary:
    - 1) Give the new Membership Secretary an up-to-date computer database of the current membership.
    - 2) Provide instructions on how to use the database.
    - 3) Provide detailed instructions on the duties of the Membership Secretary.
    - 4) Be available to answer questions from the new Membership Secretary.
  - d. Provide a copy of all critical records to Historian.

#### F. Treasurer

- 1. Maintain ACTER's financial records.
- 2. Deposit and disperse funds according to the ACTER policies.
- 3. Send e-mailed message confirming payment of dues (send printed receipt when requested).
- 4. Ensure that ACTER's records comply with IRS guidelines for non-profit organizations.
- 5. Make recommendations annually to the Executive Committee and members concerning an annual operating budget.

6. Make the necessary arrangements to be bonded.
7. Receive books from previous Treasurer and sign bank signature cards.
8. Open books for the current fiscal year based on annual ACTER budget.
9. Receive and deposit membership dues received at least once per month.
10. Receive, pay, and post vouchers for payment.
11. Maintain files of all vouchers for payment.
12. Receive, post, and deposit all receipts.
13. Reconcile bank statements.
14. Prepare appropriate financial reports and submit to Executive Committee.
15. Present and distribute financial report at annual business meeting.
16. Prepare records for audit by auditing committee.
17. Prepare and present budget to Executive Committee.
18. Secure signature cards prior to ACTER conference.
19. Turn over materials to new treasurer at ACTER conference and provide training for new Treasurer as needed.
20. Send materials not needed by new Treasurer to webmaster.
21. Provide a copy of all critical records to Historian.

#### G. Historian

1. Capture and maintain the past records of the organization, including but not limited to:
  - a. Officers' reports
    - 1) From Recording Secretary: Minutes of all ACTER business meetings and all Executive Committee meetings.
    - 2) From Membership Secretary:
      - a) Membership directory
      - b) List of current members sorted alphabetically with dues expiration date
      - c) List of expired members sorted by dues expiration date. *CTER* Editor's and Managing Editor's annual reports.
  - b. Reports from all standing committees and Trustees.
2. Maintain a cumulative list of officers, award winners, and other such lists as requested by the Executive Committee.
3. Work with webmaster to ensure that records documenting the operations and decisions of ACTER are posted, when appropriate, on the ACTER web site.
4. During years ending with 7 (e.g. 2027, 2037, etc.), convene a team of co-authors to write a narrative history of ACTER's last ten years.

#### H. Ambassador-at-Large

1. Serve as a liaison and outreach person to other organizations
  - a. Serve as a representative to ACTE, especially in the National Policy Meeting and the ACTE New and Related Services Division.
  - b. Communicate with Advance CTE, the IES CTE Research Network, NOCTI and ACTE.
  - c. Obtain appropriate materials for annual research conference registration packets,
  - d. Facilitate collaboration between partners, as appropriate.
  - e. Recruit and chair the Partner Development Committee.

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## Section II: Special Appointments

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- A. Webmaster
  - 1. Selected by the ACTER Executive Committee.
  - 2. The term length shall be determined by the ACTER Executive Committee.
  - 3. Maintain the ACTER web site and update as directed by the ACTER Executive Committee.
  - 4. Post and update documents provided by the Historian and other ACTER officers.
  - 5. Review the website quarterly for needs to make factual and format changes.
  
- B. Parliamentarian
  - 1. Appointed by the ACTER President.
  - 2. Recruit and chair the Policy and Bylaws Committee to review the Constitution and Operations Manual annually.
  - 3. Submit recommendations Constitution and Operations Manual changes within the policies outlined in the ACTER Constitution.
  - 4. Maintain order and fair decision making at the annual membership meeting and executive committee actions throughout the year.
  - 5. Serve as a non-voting member of the Executive Committee.
  
- C. Finance Trustee
  - 1. Appointed by the ACTER President.
  - 2. Recruit and chair the Finance Committee to:
    - a) Work with the Treasurer and President-Elect to solicit contributions and grant announcements that will supplement the ACTER Treasury.
    - b) Complete applications for grants.
  - 3. Serve as a non-voting member of the Executive Committee.
  
- D. Professional Development Trustee
  - 1. Appointed by the ACTER President.
  - 2. Recruit and chair the Professional Development Committee to:
    - a) Identify and disseminate professional development activities relevant to ACTER's constitutional purpose and to the interests of the members.
    - b) Plan an annual event aimed to develop research skills and/or career advancement skills of ACTER members.
  - 3. Serve as a non-voting member of the Executive Committee.
  
- E. Research Trustee
  - 1. Appointed by the ACTER President.
  - 2. Recruit and chair the Research Development Committee to:
    - a) Foster collaborative research studies of key problems/projects identified by the ACTER executive committee, articles published in *CTER*, and external entities such as ACTE, Advance CTE, and the U.S. Education Department.
    - b) Update the directory of members' research interests, in concert with the Membership Secretary.
    - c) Plan an annual event aimed to develop research skills and/or career advancement skills of ACTER members.
  - 3. Serve as a non-voting member of the Executive Committee.

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### Section III: Guidelines for *Career and Technical Education Research*

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Guidelines for *CTER* Revised by *CTER* Editorial Board in December of:  
1981, 1982, 1983, 1988, 1989, 1995, 1998, 2003, 2004, 2005, and 2015.

#### A. Purpose of *CTER*

1. *Career and Technical Education (CTER)* is a publication of the Association for Career and Technical Education Research.
2. *CTER* is a refereed publication that meets the standards for a professional journal.
3. The purpose of *CTER* is to serve as a communications vehicle for the career and technical education research community as a whole and specifically for the membership of ACTER.
4. *CTER* shall include reports of research that are of high quality and significance, as well as articles dealing with theoretical issues in the field of vocational, career, and technical education that have implications for research.
5. *CTER* may include additional sections that deal with book reviews, issues, or special topics related to vocational, career, and technical education and related workforce preparation issues.
6. *CTER* shall be used as a high-quality refereed journal in the field of career and technical education.
7. *CTER* shall not be used as a house organ for ACTER. *The Beacon* is ACTER's official house organ.

#### B. Format and Publication of *CTER*

1. *CTER* will be published electronically three times per year in April, August, and December.
2. Each volume will be a calendar year.
3. Additional issues may be published as the need arises with prior approval of the ACTER Executive Committee.

#### C. Editorial Board

1. Responsibilities. The Editorial Board shall be responsible for:
  - a. Soliciting and reviewing manuscripts.
  - b. Identifying reviewers.
  - c. Establishing and reviewing editorial policy.
  - d. Selecting the Editor and Associate Editor of *CTER*.
  - e. Recommending to the ACTER Executive Committee the names of persons to serve as Editorial Board members.
  - f. Selecting a chairperson for the Editorial Board.
2. Membership
  - a. The Editorial Board shall consist of 12 ACTER members who have published research, theoretical, or philosophical articles in respected peer reviewed professional journals.
  - b. Each member shall be appointed by the Executive Committee of ACTER on the recommendation of the Editorial Board for a term of three calendar years.
  - c. Each calendar year, the Executive Committee of ACTER, upon the recommendation of the Editorial Board, shall appoint four new members of the Editorial Board. Replacement appointments will be made through recommendations by the Editorial Board and approval by the Executive Committee for Editorial Board members who do not complete the full term or fulfill the responsibilities for which they were appointed.

- d. A person may not serve consecutive three-year terms on the Editorial Board.
- 3. Meetings
  - a. A meeting of the Editorial Board shall be convened at least once each calendar year to coincide with the annual ACTER Conference.

D. Election and Duties of *CTER* Staff

- 1. Chairperson of the Editorial Board
  - a. The Chairperson shall be elected by the members of the Editorial Board from current Editorial Board members who have served at least one year, shall serve a term of one calendar year, and may be elected to serve an additional consecutive term convening and conducting meetings of the Editorial Board.
  - b. Serve as an ex officio member of the Executive Committee of ACTER.
  - c. Assist the Editor on behalf of the Editorial Board.
  - d. Report to the ACTER Executive Committee the recommendations and decisions of the Editorial Board.
  - e. Notify new Editorial Board members of their election, secure their acceptance, and collect necessary biographical information (correct spelling of name, institution, address, phone number, e-mail, fax number, and area of research expertise).
  - f. Ensure that each new Editorial Board member is a member of ACTER and has the required research expertise.
  - g. Compile a list of all Editorial Board members containing name, address, phone number, e-mail, fax number, and area of expertise for distribution to the Editor, Associate Editor and Managing Editor.
  - h. Obtain Guidelines for Contributors from Editor for distribution to Editorial Board members.
  - i. Provide copies of the Guidelines for *Career and Technical Education Research* section of the ACTER Operations Manual to all new Editorial Board members.
  - j. Send out an e-mail following the annual meeting to all Editorial Board members and the ACTER President containing:
    - 1) Multiple copies of *Guidelines for Contributors*.
    - 2) Current Guidelines for *Career and Technical Education Research*, and
    - 3) Reminder of specific duties and expectations for coming year.
  - k. Maintain contact with Editor, Assistant Editor, Managing Editor and ACTER President during the year to facilitate flow of communications and participate in decisions required for smooth operation of *CTER*.
  - l. Monitor the quality of *CTER* and its operation.
  - m. Serve as a direct link to the ACTER Executive Committee.
  - n. Respond to any request from the Editor for assistance.
  - o. Confer with ACTER program chairperson on time and place of following years' Editorial Board meeting.
  - p. Make up agenda for Editorial Board meeting and e-mail out a tentative agenda at least three weeks before the scheduled meeting at the ACTER Conference with a final e-mailed agenda the week prior to the meeting.
  - q. Conduct Editorial Board meeting at the ACTER annual conference.
  - r. Attend ACTER Executive Committee meeting at the ACTER Conference and report on Editorial Board and *CTER* activities.
  - s. Orient the new Editorial Board chairperson.
- 2. Co-Chair of the Editorial Board
  - a. The Co-Chair shall be elected by the members of the Editorial Board from current Editorial Board members who have served at least one year, shall serve a term of one calendar year, and may be elected to serve an additional consecutive term.

- b. The Co-Chair shall work with the Editorial Board Chair to accomplish all duties listed for the Editorial Board Chair.
3. Editor
- a. The Editor shall be appointed by the *CTER* Editorial Board.
  - b. The Editor shall normally be appointed at the annual *CTER* Editorial Board Meeting to a two-year term coinciding with the calendar year.
  - c. Editors begin their terms in January of odd numbered years.
  - d. The Editor shall normally have served as the Associate Editor during the two years prior to assuming the role of Editor.
  - e. The Editor shall be a member of ACTER.
  - f. The duties of the Editor are:
    - 1) Implement the policies and procedures established by the Editorial Board.
    - 2) Compile two volumes (6 issues) of *CTER* over a two-year period.
    - 3) Assist in soliciting manuscripts.
    - 4) Screen and review manuscripts.
    - 5) Select reviewers.
    - 6) Send manuscripts to reviewers.
    - 7) Assure that reviews are blind.
    - 8) Share reviewers' comments with other reviewers.
    - 9) Prepare copy of manuscripts.
    - 10) Send proof copies to authors.
    - 11) Revise proof copies.
    - 12) Produce copies of the final issue.
    - 13) Read proofs of manuscripts prior to publication.
    - 14) Attend meetings of the Editorial Board as an ex officio member.
    - 15) Solicit manuscript submissions from members, ACTER Research Conference presenters, and from others as appropriate.
    - 16) Provide a quarterly report to the Board.
    - 17) Recommend a candidate to the *CTER* Editorial Board to serve as Managing Editor.
    - 18) The *CTER* Editorial Board shall select the managing editor.
4. Associate Editor
- a. The Associate Editor shall normally be appointed by the *CTER* Editorial Board during the annual *CTER* Editorial Board Meeting to a two-year term coinciding with the calendar year and shall normally serve two years as Associate Editor.
  - b. The Associate Editor shall normally assume the Editorship of *CTER* in January after serving two years as Associate Editor.
  - c. The Associate Editor shall be an active member of ACTER.
  - d. The responsibilities of the Associate Editor include:
    - 1) Accomplish all tasks assigned by the Editor.
    - 2) Assume responsibility for producing one of the six issues of *CTER* as Editor.
    - 3) Attend all meetings of the editorial board as an ex officio member.
    - 4) Coordinate the selection of the outstanding article in Career and Technical Education Research.
    - 5) Assist in soliciting manuscripts.
    - 6) Review manuscripts.
    - 7) Proof manuscripts as requested by the Editor.
    - 8) Assist with the selection of reviewers.
5. Managing Editor

- a. The Managing Editor will be appointed annually by the Executive Committee of ACTER upon recommendation of the Editor and may serve additional consecutive terms.
  - b. The duties of the Managing Editor include:
    - 1) Distribute information on accessing *CTER* to all ACTER members, subscribers, and authors.
    - 2) Maintain budget and expense record for each *CTER* volume.
    - 3) Maintain contact with ACTER treasurer to ensure the updated and complete list of subscribers and ACTER members is being used for mailing *CTER* issues.
    - 4) Answer queries regarding price or other issues related to *CTER* distribution.
    - 5) Evaluate requests to reproduce copies of manuscripts and approve when appropriate.
    - 6) Solicit and maintain *CTER* library subscriptions.
    - 7) Conduct final review of manuscripts for formatting errors before publishing and return manuscript to Editor for revisions, if needed.
    - 8) Work with online hosting agency (currently Metapress) to publish *CTER*.
    - 9) Receive *CTER* subscriptions and transfer funds to Treasurer.
- E. Standards for Writing and Soliciting Manuscripts
1. Style Manual. The standards of style for *CTER* are contained in the current edition of the *Publication Manual of the American Psychological Association (APA)*. Requirements that supersede the APA standards of style are included in this section.
  2. Manuscript Types. Manuscripts submitted for consideration for publication in *CTER* should be the results of original investigations in career and technical education. Comprehensive reviews of literature, reports of research methodology, and theoretical/philosophical manuscripts will be considered. *CTER* may be used as a "forum" for discussion and debate of critical issues in the field.
  3. Publication of Conference Manuscripts. *CTER* will consider for publication papers initially presented at conferences, including those disseminated through conference proceedings. Presenting manuscripts at the ACTER Research Conference and other research conferences allows authors to refine their manuscripts and encourages discussion of research in career and technical education. ACTER research manuscripts are published in the ACTER proceedings; however, *CTER* is considered the terminal publication for ACTER.
  4. Dual Publication Prohibited. Manuscripts must not have been published nor be under consideration for publication by another journal.
  5. Writing Style. Articles should be written in a clear, concise manner reflecting the principles of sound research. Authors can often benefit from the services of a technical Editor which can reduce the amount of revision required by *CTER*'s Editors, as well as increase the probability of an article's acceptance.
  6. Abstract. Each manuscript shall be accompanied by an annotation which is not to exceed 150 words. The annotation should be a succinct description of the research or the topic of the article.
  7. Organization. The nature of each article will govern its organization and presentation; articles reviewing and synthesizing research will differ from those reporting data. While the exact length of an article has not been specified, the typical length ranges from 20 to 30 double-spaced, typewritten pages. *CTER* articles are usually reports of empirical studies, review of research literature, or theoretical articles.
  8. Tables and Figures. In the preparation of tables, the APA guidelines must be followed and all tables and figures must be inserted in the manuscript as soon as possible after their first mention in the text. If tables and figures are not inserted in the text by the

author(s), all expenses incurred by *CTER* to create electronic copies of the tables and figures will be the responsibility of the author.

9. Footnotes. Footnotes should be avoided if at all possible. The content of necessary footnotes can usually be worked into the text. If footnotes are used, the APA style must be employed. In order to maintain anonymity for reviewing purposes, footnotes concerning the title (e.g., funding agencies or prior reviews) should be placed on the title page where they may be blanked out for review purposes.
10. Responsibility for Accuracy. Accuracy of the entire article is the responsibility of the author(s). The Editor and reviewers will note obvious errors, but are unable to verify the accuracy of data reported or to locate all references cited. The author(s) should proofread all data, edit all grammar and spelling, and check the accuracy of all references cited. Authors should assure that all references cited are included in the reference section. A final draft copy of each article will be e-mailed to the author(s) prior to publication. In order to assure publication in the intended issue, all final drafts should be carefully edited and reviewed by the author(s) and returned as directed by the Editor.
11. Preparation for Blind Review. All references to institutions, states, countries, manuscript authors, and other information with the potential to identify the manuscript's author(s) must be removed or modified. For example, instead of listing the state or country where the research was conducted, the author could replace the state or country name with a placeholder, e.g., [State] or [Country]. If the manuscript was based on a dissertation or research report that is cited in the reference list, the author(s)' name(s), institution, and location should be replaced with a placeholder, e.g., [Author], [University], [City/State].

#### F. Manuscript Review

##### 1. Criteria for Judging Manuscripts

- a. Because *CTER* is to be a high quality, refereed, professional journal, standards for accepting manuscripts are purposely set very high. Seven criteria are used to judge the quality of each manuscript. Reviewers shall judge the extent to which a manuscript meets each of the criteria. The criteria are:
  - b. Significance to career and technical education.
  - c. Scholarly style and quality.
  - d. Adequate attention given to theoretical/conceptual framework.
  - e. Literature review sufficient for the topic.
  - f. Conclusions drawn and supported.
  - g. Well-arranged and clearly written.
  - h. Contribution to knowledge.

##### 2. Accept or Reject Decisions.

- a. After using the *CTER* manuscript review form (see Appendix) to assess the manuscript, one of six decisions is made on each manuscript based on the reviewers' judgment:
  - 1) Accept as is.
  - 2) Conditionally accept - pending minor revisions by the author (does not have to undergo additional review by the reviewers).
  - 3) Conditionally accept - pending major revisions by the author (must be sent for additional review by the reviewers).
  - 4) Reject - major modifications needed before article is resubmitted (must be sent for additional review by the reviewers).
  - 5) Reject (advise submission to another journal, may not be resubmitted to *CTER*).
  - 6) Reject outright (may not be resubmitted to *CTER*).

##### 3. Editor's Guidelines for Reviewing Manuscripts

- a. One electronic copy of the manuscript is received and logged by the Editor. The Editor acknowledges receipt by letter or e-mail.
- b. The Editor will reject the manuscript or send it to the reviewers within three weeks.
- c. A minimum of two reviewers review each manuscript. They are selected based on their expertise in research methodology or in the area addressed by the manuscript - one for research design, one for content specialty, and one outside the area addressed in the manuscript but still from the field of career, and technical education. When at all possible, one of the reviewers for each article should be an Editorial Board member.
- d. Reviewers return the manuscript in three weeks with the vote regarding acceptance or rejection and a report of their findings on the "Manuscript Review Form."
- e. The Editor makes the final decision based primarily not necessarily entirely on the votes from the reviewers. The Editor makes the decision to accept, conditionally accept, or reject a manuscript.
- f. Manuscripts that have undergone major revisions are reviewed again. When possible, the reviewers from the first review should review the revised manuscript. A manuscript may be revised and resubmitted to reviewers a maximum of two times (for a total of three reviews).
- g. The Editor proofs all manuscripts accepted for publication and sends electronic copies of manuscripts in Adobe Acrobat (pdf) format for a particular issue to the Managing Editor.
- h. The Managing Editor sends two copies of *CTER* to each author after the issue is published.
- i. A list of reviewers is enclosed each year in Issue 3.

#### G. Financing *CTER*

1. A research journal which is of high quality and meets the needs of the field and the membership of ACTER should be self-sustaining. That is, if *CTER* is to be a high-quality journal, the membership should be willing to support it.
2. The Editor, Associate Editor, and Managing Editor are not paid for their time because they receive professional credit for this service to the profession.
3. The Managing Editor will be reimbursed for the cost of postage required to mail printed copies of *CTER* and sending checks via insured mail to the treasurer.
4. If the Editor's university does not provide adequate administrative/clerical support to support the Editor, the Editor may make a request to the ACTER Board for administrative/clerical support funds.
5. In addition to financial support provided by ACTER members, fees obtained from paid subscribers and manuscript sales help to underwrite the costs of the Internet publication of *CTER*.

#### H. Standards for Preparing Reader's Comments

1. Readers are encouraged to provide comments about articles published in *CTER*.
2. Comments that focus on a particular article must not exceed two typed double-spaced pages.
3. Comments must focus on articles that have appeared in *CTER* during the past 12 months.
4. All comments submitted must be prepared according to the style of the current edition of the *Publication Manual of the American Psychological Association*.
5. Reader's comments must speak directly to content in the article of reference.
6. The *CTER* Editor has the option of sending reader's comments out for field review.

7. The *CTER* Editor will send reader's comments to the author(s) of the article of reference and provide an opportunity for preparation of a reaction or rebuttal.

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## Section IV: Guidelines for the Career and Technical Education Research and Professional Development Conference

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- A. Purpose of CTE Research and Professional Development Conference
1. The conference serves as the premier research and professional development conference for career and technical education researchers and other professionals.
  2. The conference is co-sponsored by ACTER, Omicron Tau Theta (OTT), The Academy for Career and Technical Teacher Education (The Academy), and the University Council for Workforce and Human Resource Education (University Council or UCWHRE).
  3. The ACTER President-Elect chairs the conference and convenes representatives of the partnering associations to plan and conduct the conference.
  4. The following activities are included in the conference:
    - a. Board and business meetings of the affiliated organizations:
      - 1) Association for Career and Technical Education Research (ACTER)
      - 2) Omicron Tau Theta (OTT)
    - b. Board meetings of affiliated research journals:
      - 1) *Career and Technical Education Research*
      - 2) *Journal of Career and Technical Education*
    - c. Conference sessions
      - 1) CTE Research and Professional Development Conference Program Chair solicits and selects research papers and manages the paper presentation sessions.
      - 2) OTT solicits and selects posters and manages the poster sessions.
      - 3) The Academy for Career Technical Teacher Education (The Academy) solicits and selects symposia and manages the symposia session(s).
      - 4) The University Council for Workforce and Human Resource Education coordinates and facilitates the Graduate Student Fireside Chat.
      - 5) The ACTER past presidents' session.
    - d. Awards
      - 1) The CTE Research and Professional Development Conference Program Chair appoints committees to select the outstanding research paper.
      - 2) OTT will be responsible for identifying and providing awards for outstanding posters.
      - 3) The Academy will be responsible for identifying and providing an award for the outstanding symposium.
    - e. Conference costs
      - 1) The Conference costs are paid by ACTER from registration fees and sponsor donations.
      - 2) OTT, The University Council, and the Academy each pay \$500 toward the costs of the conference.
      - 3) Costs include projectors, screens, refreshment breaks, printing of programs, past presidents' function, banquet.
    - f. Recognition for conference service
      - 1) Individuals who review proposals for conference sessions will be recognized in the conference program booklet.
      - 2) Individuals who rate paper presentations during sessions will be recognized with a paper certificate.

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## **Section V: Duties of ACTER Board Standing Committees**

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### **A. General Policies**

1. ACTER standing committees advise the ACTER Executive Committee on matters of leadership, policy, planning, and programming.
2. The Parliamentarian, Finance Trustee, Professional Development Trustee, and Research Trustee shall recruit members of their respective committees.
3. Officers may serve as ex-officio, non-voting members of committees, but the purpose of committees is to allow the members' voices to be heard by ACTER leadership.
4. ACTER standing and ad hoc committees shall report to the ACTER Executive Committee at least once per year and shall report their activities to the ACTER membership annually at the ACTER conference.

### **B. Finance Committee**

1. Audit the ACTER's financial records annually in February.
2. Report the findings of the audit to the ACTER Board and the ACTER membership.
3. Advise the ACTER Board on matters pertaining to the fiscal operations of the organization.
4. Advise the ACTER Treasurer in the development of an annual budget.
5. Is chaired by the Finance Trustee.

### **C. Membership Committee**

1. Advise the membership secretary and the ACTER Board on matters related to the recruitment and retention of members.
2. Make Recommendations to the ACTER Board on matters that improve member services.
3. The Membership Secretary shall serve as an ex-officio member of the committee.

### **D. Nominating Committee**

1. Identify a slate of officers for officer positions due for election.
2. When possible, two or more candidates should be identified for each position.
3. Distribute a short vita for each candidate to ACTER members via the listserv.

### **E. Policy and Bylaws Committee**

1. Advise the ACTER Board on matters of policy and governance.
2. Make recommendations for policy, policy revisions, and amendments to the ACTER Constitution and the ACTER Operations Manual.
3. Evaluate linkages between ACTER and organizations with similar goals and missions and recommend strategies for improving and sustaining linkages of mutual value.
4. A member of the committee shall be elected to serve as the parliamentarian for the annual meeting of the ACTER membership.
5. Is chaired by the Parliamentarian.

### **F. Partner Development Committee**

1. Advise the ACTER Board on matters related to the development of partnerships and linkages between ACTER and organizations similar to ACTER.
2. Develop relationships between the ACTER Board and business and industry.

G. Professional Development Committee

1. Identify the professional development needs of ACTER members and determine which of these needs should be addressed by ACTER professional development activities.
2. Secure approval and funding for professional development activities from the ACTER membership.
3. Design, organize, and support professional development activities for ACTER members. These activities may include symposia, workshops, webcasts, podcasts, teleconferences, or other delivery methods.
4. Is chaired by the Professional Development Trustee.

H. Research Committee

1. Advise the ACTER Board and the ACTER research conference chairperson with regard to planning and conducting research activities.
2. Create a national research agenda for career and technical education research including a listing of high priority research needs and associated research questions.
3. Initiate and support the development of institutional or collaborative research teams for addressing the high priority research needs in career and technical education.
4. Is chaired by the Research Development Trustee.

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## Section VI: Annual Awards

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- A. ACTER recognizes significant contributions to CTE and CTE research annually at the research conference.
- B. The Past President coordinates nomination and selection of awards.
  - 1. Solicit and collect nominations for awards
  - 2. Recruit committees to review and assess nominations.
  - 3. Inform selection committees of award purpose and selection criteria.
  - 4. Have plaques prepared in advance of the research conference.
- C. ACTER Outstanding Beginning Scholar Award
  - 1. Recognizes members whose scholarly work has significantly contributed to career and technical education research and/or practice. Such contributions may include receipts of grants and contracts, publications in professional journals, presentations at regional and national meetings, and outstanding classroom teaching.
  - 2. Recipients of this award must be a member of ACTER, must be nominated by peers, and, at the time of the award is presented, must have five or fewer years of service in the profession after completing their highest degree.
  - 3. Nominations must be received via e-mail no later than October 31. Nominations must include the appropriate cover page, a brief rationale for the nomination (approximately half a page but not to exceed one page), and a curriculum vita. E-mail nominations to the Past President.
- D. Distinguished Service Award
  - 1. The ACTER Distinguished Service Award recognizes members who have made significant service contributions to the association over a sustained period of time. This may include serving as an elected association official or providing exemplary services to one of the association's major functions, such as enhancing the Journal.
  - 2. Nominees must be ACTER members, be nominated by peers, and have made significant contributions to the association for more than three years.
  - 3. Nominations must be received via e-mail no later than October 31. Nominations must include the appropriate cover page, a brief rationale for the nomination (approximately half a page but not to exceed one page), and a curriculum vita. E-mail nominations to the Past President.
- E. Meritorious Service Award
  - 1. The ACTER Meritorious Service Award recognizes individuals who have made unique contributions to research in career and technical education during the previous three years. Contributions may be outstanding service, exemplary research activities, legislative advocacy or financial support.
  - 2. The recipient of this award may be a member of ACTER or from outside the association. Nomination by peers is required.
  - 3. Nominations must be received via e-mail no later than October 31. Nominations must include the appropriate cover page, a brief rationale for the nomination (approximately half a page but not to exceed one page), and a curriculum vita. E-mail nominations to the Past President.
- F. Outstanding Dissertation Award

1. The Outstanding Dissertation Award recognizes the work of a student whose dissertation demonstrates contribution to the career and technical education body of knowledge, appropriate use of research techniques and statistics, accurate and clear representation of data, and compelling text.
2. The recipient of this award must be a member of ACTER.
3. Candidates for consideration for the award may self-nominate or be nominated by other members.
4. Nominations must be received via e-mail no later than September 31. Nominations must include the appropriate cover page and a copy of the dissertation with all identifying information (author's name, institution, etc.) removed.

G. Outstanding Manuscript

1. Is chosen from the CTER manuscripts published in the most recent volume.
2. Is awarded to the author(s) whose paper with the highest ratings in the blind review process.
3. Is the responsibility of the CTER Editor.
4. Is a plaque.

H. Outstanding Conference Paper Presentation

1. Is chosen from the papers presented at the CTE Research and Professional Development Conference
2. Each paper presentation session is evaluated by three judges.
3. The conference Program Chair is responsible for coordinating recruiting, assigning, and preparing judges; tabulating results; and preparing the awards.
4. Is a certificate.

# Appendix A: CTER Manuscript Review Form

Manuscript #:  
Date Sent:  
Manuscript Title:

Reviewer:  
Date Due:                      Date Returned:

EVALUATION	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable*
Choice of problem/topic is relevant and important to career and technical education or issues related to the preparation for work.					
Literature review is sufficient for stated topic.					
Adequate attention is given to a theoretical and/or conceptual framework.					
Research question(s), objectives, or hypotheses are carefully framed (i.e., clear, attainable, aligned with problem/issue and conceptual/theoretical framework)					
Manuscript reflects adherence to standards of inquiry appropriate for addressing questions raised.					
Data analysis is appropriate and consistent with stated questions.					
Conclusions are carefully drawn, supported, explained, and tied to existing literature.					
Author(s) explained how the manuscript adds to theory, current knowledge base, methods of inquiry, implications for practice, and/or reframing the problem for more insightful inquiry.					
Quality of Writing: Manuscript is well-organized and clearly written. adheres to APA style guidelines.					
Manuscript represents a contribution to knowledge about career and technical education and/or issues related to preparation for work.					

\**Not Applicable* should only be used if a criterion does not fit a philosophical or conceptual paper. *Not applicable* should not be used for a research study.

YOUR DECISION	POSSIBLE RECOMMENDATIONS
	Accept as is.
	Conditionally accept, pending <b>minor revisions</b> specified in "Comments" section. (No need for reviewers to see manuscript again.)
	Conditionally accept, pending <b>major revisions</b> specified in "Comments" section. (Reviewers should conduct a second review.)
	Reject for the moment, but invite resubmission with major revisions specified in "Comments" section.
	Reject, but suggest submission to another journal such as:
	Reject outright.

**CTER Manuscript Review Form - Page 2 of 2**

Manuscript #:  
Date Sent:  
Manuscript Title:

Reviewer:  
Date Due:                      Date Returned:

**COMMENTS:** This information is very important to the editorial process in insuring that your recommendations are understood. Be as complete and specific as possible. Use additional pages if necessary. Your comments will be kept anonymous by name, however, they will be shared with the author(s) and the other reviewers assembled for the blind review of this manuscript.