I am very pleased to provide you with the Professional Development Committee’s (PDC’s) annual report. The PDC will have a banner year at the forthcoming International Studies Association Conference in Toronto. The PDC committee members including Catia Confortini, T. David Mason, Carolyn Stevenson, and Sabine Carey were all active and extremely helpful to the committee. In addition, an ex-officio and a prior PDC committee member—Tim Dunne and Patrick Thaddeus Jackson, respectively, volunteered their time for the upcoming conference to help organize a special Professional Development Methods Café (see below).

**ISA Annual Conference (Appendix A)**

As with the last two conferences, the Professional Development committee is organizing three panels. The panels are focused on development at all stages of students/academics careers and include a “Post Tenure-Mentoring Roundtable,” and panels on “Getting Published at the Start of Your Career,” and “Success in Teaching Intensive Positions.”

In addition, within the annual conference, the PDC is sponsoring two externally proposed events. The first of these is a “Critical Security Studies Methods Café” and the second is a roundtable on “Creating Circles of Niceness in the Academy.”

New to this year’s conference, the PDC is presenting a “Professional Development Café” which will have tables of discussion with topics including: job applications, social media in academia, methodological training outside of your program, and publishing books and articles.

Finally, also new this year, the committee is sponsoring a pre-conference, invitation only event entitled “Pay it Forward: A Workshop of Women Helping Women in International Relations.”

**Regional Conference Activities (Appendix B)**

As usual, the Professional Development Café is providing support for separate panels/workshops for the ISA regional conferences. The details for the regional conference activities as well as recommendations for future PDC funding proposals are presented in Appendix B.

**Future Plans (Appendix C)**

The Professional Development Committee would like to be able to expand its activities by providing Career Course half-day workshops at the annual ISA conventions. In addition, we would like to be able to provide an ongoing, web portal...
“Professional Resource Center” for ISA members. The specific proposal for these items is outlined by ISA’s Director of Academic Development, Andrea Gerlak and presented in Appendix C. Andrea has done an amazing job in specifying the PDC’s future needs and in recognizing that the PDC can and should play a more active role in furthering ISA members’ professional development. In sum, while 2014 has seen a progression of the committee’s activities, it has become clear that the current mandate and funding of the PDC could be expanded to improve the practical assistance that the International Studies Association can lend to its members.

**Career Courses**

These half-day workshops will allow us to present innovative, in-depth career development topics. I would anticipate that these career courses would be both proposed by the PDC committee and respective ISA committees/sections. The Career Course proposals would then be reviewed and selected by the PDC committee. Potential PDC initiated career courses might include: a LaTeX workshop for CV’s and paper formatting, a data set workshop detailing newly formed data sets, best practices for data set construction as well as data management and publishing new data sets, a grant-writing workshop with moderators including past NSF committee members and foundation representatives.

**Resource Center**

The resource center would provide a central portal for many of ISA’s career development materials, videos, and teaching materials. Examples will include course syllabi, simulations, sample CV’s, LaTeX code for CV’s, etc.

**Budgetary Issues (Appendix C)**

The PDC had a total budget of $12,000. All of this money has been disbursed and some additional funding and waivers were generously provided by ISA headquarters for specific panels and workshops.

Because the demand for Professional Development activities has been so extensive, ISA’s Director of Academic Development, Andrea Gerlak has recommended that the budget for the committee be expanded to $15,000 in future years (see Appendix C).

I am (not surprisingly) an enthusiastic supporter of this recommendation. Without a doubt, this is a committee whose activities have a very positive, practical impact on the development of our members. As such, I hope you will look favorably on the Professional Development Committee’s, and thereby the International Studies Association’s, expansion of activities and materials for use by ISA members.

My sincere thanks in letting me play a role in the continued mission and progress of the International Studies Association this past year.
# Browse the 2014 Convention Program

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<td>(by invitation only) <em>Benson Saxton &amp; Sjoberg</em></td>
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Hello All,

The Professional Development Committee (PDC) has $2000 to disperse to each region as well as $2000 to disperse as we see fit.

We have a very nice group of proposals. In addition to the four section proposals, we also received a proposal from the Committee on the Status of Women (CSW).

Among the at-large PDC member recommendations I received, the consensus is that we should fund each section for up to $2000 and also fund the CSW proposal for $2000. While more detail would have been useful in terms of participants for some of the proposals, I believe that, in the past, regions have had leeway to determine participants closer to the conference date.

To be fully qualified for funding recipients of activities or programs must agree to:

1. make activity/programs available to a broader ISA audience through the use of technology such as podcasts, Powerpoint presentation, video, audio recording.
2. provide an annual Region (if applicable) and PDC committee report to ISA’s Governing Council.

While not all proposals explicitly stated that they will meet these two criteria, I believe that we can fund them as long as they agree to the above two conditions as soon as possible and before the respective activities will take place. While the proposals were much more detailed, I have provided the titles of the proposals as well as the basic budgets, below. In bold, is the amount the responding committee members have suggested we fund for each committee.

The committee recommendations are:

**Recommendations**

**ISA West: $1960 (budgetary amount requested)**

Roundtable on Building a Career in International Studies and Roundtable on Publishing Articles.

- $840 Travel, hotel registration for presenters for Career Roundtable
- $1120 Travel, hotel, registration for presenters for Publishing Roundtable

*Suggestion for the future: Consider funneling more money to graduate students, new faculty, etc. rather than academically established speakers and presenters.*

**ISA Northeast: $2000**

- Ninth Annual Workshop in Interpretive and Relational Methodologies
- One Day Graduate Student Workshop.
- $2000 for faculty participant lodging and travel

*Suggestion for the future: Consider funneling more money to graduate students, new faculty, etc. rather than academically established speakers and presenters.*
ISA South: $2000
- Exploring Alternative Careers Workshop
- One day graduate student, postdoc, and faculty workshop.
- $1200 for lodging
- $200 for travel
- $600 for presenter registration

*Must agree to make material available to a wider ISA audience on podcast, etc.*

*Suggestion for the future: Consider funneling more money to graduate students, new faculty, etc. rather than academically established speakers and presenters.*

ISA Midwest: $2000
Roundtable on Surviving and Thriving in a Temporary Academic Position, Roundtable on Success Strategies for International Students on the U.S Job Market, Roundtable on Women’s Professional Development Issues, and a Job Seekers Café.

- $2000 for travel and lodging for invited participants (TBD)

*Must agree to make material available to a wider ISA audience on podcast, etc.*

*Suggestion for the future: Consider funneling more money to graduate students, new faculty, etc. rather than academically established speakers and presenters.*

ISA Canada: $2000
Workshops on “How to write a lot,” “Teaching my first class,” and “Questions around the watercooler.”

- $1350 for travel
- $600 lodging
- $320 materials

*Must agree to make material available to a wider ISA audience on podcast, etc.*

Further recommendations:

- ISA Canada may want to suggest that participants purchase their own copies of the book before the panel to make up for the $270 shortfall.
- Consider opening the workshop to more than 20 people.

*Suggestion for the future: Consider funneling more money to graduate students, new faculty, etc. rather than academically established speakers and presenters.*

Committee on the Status of Women: $2000
One-day short course on Women’s Professional Development

- $200 Room Rental
- $1800 for and participant travel expenses

*Must either agree to allow for any ISA member to attend if requested or make material available to a wider ISA audience on podcast, etc.*

Please e-mail me your comments on the draft budget by August 1st. Thank you in advance for your time and help!
APPENDIX C: DEVELOPING CAREER RESOURCES FOR ISA MEMBERS

As a professional association, ISA has a role in assisting and promoting career and professional development for our members. Historically, the Professional Development Committee (PDC) has been instrumental in helping to build and support existing programs; but, many of these efforts have focused on ISA’s regional conferences. At our annual conventions, we hold a series of panels that the PDC helps to solicit and organize, but other more regularized efforts have failed to develop.

In response to increased recent calls for expanded membership services, the Professional Development Committee, working with ISA-HQ, would like to propose two new programs aimed at career enhancement and professional resources: (1) Career Courses at the ISA Annual Convention; and (2) Professional Resource Center.

(1) Career Courses at the ISA Annual Convention

At the 2014 Convention in Toronto, we are holding two pilot events that are structured as short courses or workshops. The first is a workshop on mentoring for women, while the second is a professional development café. In each case, these programs are helpful and innovative, but ISA does not have a good existing structure for handling them. As a result, there has been a heavy administrative burden in executing them. Further, by not providing a framework for courses at the convention, the selection process for holding these events may disproportionately favor those who are aware of a need in that area or have an existing program they are doing elsewhere. As a result, ISA is likely missing out on many potentially great courses and career enhancement activities that could exist.

This proposed program is designed to account for these challenges.

Structure and Purpose

Half-day career courses at ISA’s annual convention will provide ISA members an in-depth professional development experience.

Each course will be four hours: the first session will run from 8:30am – 12:30pm and the second session will be from 1:30pm – 5:30pm. ISA will allocate a single panel room to be used for courses at the conference. Four courses will be held over two days.

The course room will be in a classroom format with tables seating eight persons each. In total, each session can hold between 30 and 40 participants. Rooms will be equipped with a traditional AV setup and a podium for the speaker/coordinator. Additional technical or equipment needs can be addressed on a case-by-case basis. Each session will receive an order of coffee.

Submissions for courses will be due by May 1st. Course submissions will be taken through ISA’s website and will detail the title, description, goals, and purpose of the course. The Professional Development Committee will review the proposals during the summer and select the number of courses they want to hold at the conference. The selection of courses will then be announced in late summer. The leadership of each course will receive a $300 stipend for their work in organizing the course. If two or more facilitators are involved with a single course, ISA will allocate $500 per course and divide the stipend equally among all stated facilitators.

Participation will be open to registered ISA members on a first-come basis, starting with the announcement of the full program in September. Course instructors cannot select the participants directly, but may ask headquarters to limit marketing of the course to a certain class of individuals – such as junior scholars. All participants must be registered for the annual conference and be current ISA members. Participants will pay a $25 fee, per course.

Budget Rationale

ISA-HQ will coordinate a special room with a “course” setup as well as AV, coffee, etc. for participant use.
Budget
$7,500: 4 workshops per annual convention

(2) Professional Resource Center
ISA has had a long interest in making career development resources available to the membership. But, in the past, the publishing of such resources has suffered from two interrelated problems. First, gathering and producing content has not been systematic. As a result, ISA has some resources: podcasts and videos from Region conferences; syllabi; and brief write-ups; but these are of highly inconsistent quality and purpose. Second, ISA lacked a place to put such information. So, many things were spread out across our site on different conference pages or pages of specific Sections, Regions or Caucuses.

This proposed program is designed to account for these challenges.

Structure and Purpose
ISA-HQ has begun work on an online “portal” to house professional development resources on isanet.org. This new resource will give ISA a “place” for future professional resources and will also help to solicit new features to benefit members. When launched, it will be accessible to current ISA members only.

The bulk of the portal’s content will be organized in articles on relevant topics. These articles will be categorized and tagged consistent with their role and purpose. Articles may contain varieties of content including videos, text, and images. They can also have attached files for download that are relevant for that topic. Importantly, articles in the professional development center can also link to published works in ISA’s journals.

As an example, the Professional Resource Center could have an article highlighting a simulation published in ISP. With the simulation, a video could be available from the authors demonstrating performing the simulation as well as downloadable files with resources needed to execute the activity for a class.

The portal will include a sub-area designated as a “Teaching Center” with an advanced, filterable, searchable syllabus archive. The primary “Teaching Center” articles will come from a filtered version of the main professional resources that are focused on teaching.

At the Convention this year, a special Innovative Panel is being held featuring teaching presentations arranged, with thanks, from the good work of the ALIAS and IEDUC sections. These presentations are going to be professionally filmed separately and will appear as some of the first content in the new online resource center.

Budget Rationale
To further build and expand this program, ISA-HQ will work with an outside AV company to create a “video studio” on site at ISA New Orleans. Using this, and working with the Professional Development Committee, special talks will be solicited to have recorded and become further content available for members in the online portal.

ISA-HQ will coordinate a special room with a “studio” setup as well as the video recording technology, staff and edited needed to produce high quality videos.

Budget
$15,000: Covers estimated costs of cameras, video technicians, lighting, staging, equipment, and editing.