The Session for New Colleagues

Explanation/Goals:
EPaDel continues to recruit new members to the organization, not for quantity sake but for the mutual benefit between junior faculty and EPaDel itself. The goal of the Session for New Colleagues is to provide new or recently hired faculty an opportunity to speak at the local EPaDel meetings. As a "welcome into the section", new colleagues will share information, both research and teaching ideas, and will be professionally recognized as "Invited Speakers". The Session for New Colleagues is designed as a means to give new colleagues a way to get involved and make some connections within our section.

Application Process:
Applications will be evaluated based on how appropriate the presentation will be for an MAA audience (general faculty members, graduate students, and undergraduate students) and on the uniqueness of the topic.

Those selected to be the Invited Speakers for the Session on New Colleagues will have their registration fee waived and their lunch paid for the Spring meeting.

Here are the details:

- Any faculty member in their first or second year of teaching is eligible to give a talk.
- Talks should be 15 minutes in length.
- The talks may focus on teaching or research.
- The talks should be aimed toward a general audience. Hence they should not be highly technical. Preference will be given to talks that reach a wider audience.
- Interested faculty members should apply by **March 1, 20XX** at: http://sections.maa.org/epadel/newColleagues/index.php
- The selection process will be completed and applicants will be notified by **March 15, 20XX.**
- Questions may be directed to XXXX.

RESPONSIBILITIES of the Committee for the Session for New Colleagues:

Initial Setup:

Before beginning to recruit speakers and plan for the meeting, you should:

1. Determine the details of the talks: What is your definition of "new colleague"? (Who is eligible?) How long should each talk be? How much time do you need for the entire session (including time for talks, questions, and transition/breaks in between)? What kind of math talk should be submitted – content, audience, etc? Deadlines?
2. Form a committee to serve as judges.
3. Make a rubric for selecting speakers, approved by committee.
4. Write a job description of responsibilities for the Committee on The Session for New Colleagues for the bylaws (and displayed on the section organization's webpage).
5. Establish a page on your section's website specifically for The Session for New Colleagues. Description, goals, and details of the application process should be included. An online application is easiest and most convenient for both applicants and judges.

Duties and Timeline:

NOTE: Dates are based on an APRIL Spring meeting.

- January:
  - Bring information to Executive Board Meeting (including time slots for session, room requirements, computer/equipment needed, deadline and notification date)
  - Contact Webmaster to update information on New Colleagues webpage, include deadline, date of notification, date of meeting, etc. Also, put up a reminder to applicants that selected New Colleague speakers do not have to pay for the meeting so they should wait to register! Applicants should also TeX their abstracts.
- February: Recruit Invited Speakers by emailing:
  - Section Liaisons
  - Last year's Section NExT fellows
  - New National NExT fellows
- March:
  - Select Invited Speakers using approved rubric
  - Email all applicants of acceptance/rejection, using standardized email letter (including when schedule will be available online)
  - Note: We made our application deadline March 1 and decision date March 15 so that we could judge over spring break and still give speakers time to pay/not pay for registration.
  - Make a schedule of the selected talks
  - Make Abstracts document
  - Email both documents to the local coordinator, who will print for folders for the meeting)
  - Email both documents to the webmaster
- April:
  - MEETING!
- May:
  - Send a formal, written thank you note (on letterhead paper) to speakers for their tenure and promotion files