



## **Guidelines for Special Interest Group Coordinators**

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## 1. The strategic role of SIGs within EARLI

These guidelines are intended to inform you as SIG Coordinator of the possibilities, regulations, tasks and past conventions in order to help you work with your coordinator colleagues as part of a leadership team for the benefit of your SIG.

The SIG coordinators are required to always ensure EARLI visibility when organising meetings linked to EARLI.

## 2. Procedure descriptions

### 2.1 *Founding a SIG*

The European Association for Research on Learning and Instruction (EARLI) includes 27 Special Interest Groups (SIG) on specific themes within the domain of educational research related to learning and instruction processes. These SIGs consist of researchers who study one or more aspects of learning and instruction. If you feel that a certain theme or research domain in educational science is not represented, it is possible to apply for the establishment of a new SIG.

The application procedure is as follows:

Send a proposal including the following information by e-mail to the EARLI office.

- A mission statement with a clear profile description of the new SIG. This mission statement provides a description of the identity, aims and scope of the SIG and should not exceed 500 words.
- A short curriculum vitae of the two SIG Coordinators who are willing to start the SIG. These two coordinators have work in different countries and at least one of them must work in Europe.
- A plan of activities to be organised in the future.
- A description of relevant prior activities such as ASC, E-CIR, EARLI symposia on related topics.
- A list of at least 20 EARLI members who intend to join the SIG.

The EARLI Office will present this proposal at the next meeting of the Executive Committee (EC) of EARLI. These meetings are held twice a year. The EC evaluates the proposal and makes the final decision. The EARLI Office informs the applicants of the decision.

Once a new SIG is founded, one of the two first coordinators will serve for 6 years while the other will be replaced after 4 years. In this way it is possible to form a continuum where only one coordinator is changed every two years. The founding SIG Coordinators may decide which one of the two will be appointed as the coordinator for 4 years and which one for 6 years.

All EARLI members with a minimum of 4 years of membership and established research experience documented by a record of publications in a field of relevance to EARLI are eligible to stand for election as SIG Coordinator. The two SIG Coordinators need to work in different countries. No more than one coordinator can be non-European.

## 2.2 *Maintaining a SIG*

In order to keep a SIG active, there are a few minimum requirements.

### The SIG

- Has at least 30 members at any time.
- Organises a SIG members business meeting during the Biennial EARLI conference.
- Organises at least one SIG conference (possibly joint with other SIG) in the years in between the Biennial EARLI conference.
- Organises a members business meeting during the SIG conference.
- Presents a yearly budget plan approved by the SIG members during the business meetings.  
This budget plan should be communicated to the EARLI Office.
- Nominates reviewers for the Biennial EARLI conference.
- Organises a SIG invited symposium at the Biennial EARLI conference.
- Organises elections when a coordinator steps down, in order to ensure that the SIG has two coordinators at all time.

## 2.3 *Dissolving a SIG*

If any of the minimum requirements – as described in paragraph 2.2 – are repeatedly not being met the EARLI Executive Committee may decide to dissolve the SIG.

### 3. Position descriptions

#### 3.1 SIG coordinator

As a coordinator of a Special Interest Group, you have assumed important responsibilities that include:

- Taking a leadership role in the further development of your SIG.
- Taking the responsibility of keeping your SIG active (see paragraph 2.2).
- Serving as a liaison and a communication channel between the members of your SIG, the EARLI Office, the EARLI EC and the rest of the EARLI community.
- Monitoring the financial situation of the SIG and the balance of the activities.
- Being member of EARLI and the relevant SIGs during the full term of serving as a coordinator.

There is no difference in “ranking” between the SIG coordinators.

The SIG Coordinators are expected to undertake the following tasks:

- Organise SIG activities consistent with the EARLI scientific mission and strategy, such as meetings, conferences, symposia, seminars, newsletters or other publications etc... At least one of these mentioned activities should take place in the years between the Biennial EARLI conferences. In case of meetings, conferences, symposia etc... an end report, including a list of participants, should be sent to the EARLI Office directly after the activity.
- Organise a SIG invited symposium at the Biennial EARLI conference. The SIG Coordinators are responsible for the organisation of this symposium.
- Organise a SIG members meeting at the Biennial EARLI conference.  
The Agenda for this meeting should be communicated to the SIG members and posted on the EARLI website at least one month ahead of the meeting. The minutes taken during the SIG members meeting should also be communicated to the SIG members and the EARLI Office.
- Propose keynote speakers for the biennial EARLI conference.

Both SIG Coordinators will receive a request from the EARLI Office to suggest keynote presenters prior to every Biennial EARLI conference. The SIG Coordinators are advised to consult their SIG members on this issue. The final decision on who to invite as keynote is made by the International Program Committee (IPC) and the EC. The EC normally receives more proposals than can be accommodated. The selection process places emphasis on broad thematic coverage within the discipline of Learning & Instruction, balance, but also a rigorous research record and good communication skills.

- Act as a reviewer for submissions to the main EARLI Biennial conference and the JURE summer school and pre-conferences.
- Act as a reviewer for the EARLI publication award (which is announced during the EARLI biennial conferences).
- Proposing reviewers for the EARLI Conference.

The coordinators should take the initiative to pre-select SIG members who can productively serve as reviewers, seek consent from those members and send the EARLI Office and the conference organisers a list of suggested reviewers after they have agreed to serve.

- Find candidates for election when stepping down.
- Inform the EARLI EC about the SIG's future and past activities.

At the end of every year, upon request by the EARLI Office, the SIG Coordinators need to submit a report on the activities of the SIG.

### 3.2 *JURE assistant SIG coordinator*

SIGs are required to appoint a JURE Assistant Coordinator to help with the organisation of the activities of their SIG. These are the requirements and regulations:

- JURE Assistant Coordinators can be appointed or replaced only in the years linked to the EARLI conference and start their term at/after the SIG members meeting of the Biennial EARLI conference.
- Elections need to be organised well ahead of the EARLI conference.
- The JURE Assistant Coordinator should be a member of JURE at the start of his/her term and should stay on for a minimum of 2 years and a maximum of 4 years under the condition that the JURE Assistant Coordinator is still JURE member at the start of his/her second term.

- The JURE Assistant Coordinator is a member of the relevant SIG during the complete term of serving as an Assistant Coordinator.
- SIG Coordinators can disseminate a call for candidates to JURE members and should manage the procedure of selection and appointment.
- Only one JURE Assistant Coordinator can be appointed at any time.

### 3.3 *Continuity of the Coordinators*

- SIG Coordinators are responsible for the continuity of their SIG and need to find a successor by the end of their term.
- A SIG Coordinator can serve for a minimum period of 2 years and a maximum of 4 years, starting his or her term at/after the SIG members meeting of the Biennial EARLI conference. By exception, one of the two founding coordinators may serve for 6 years to ensure continuity.
- A JURE Assistant Coordinator is also appointed for a minimum period of 2 years and a maximum period of 4 years, also needing to be replaced after the completion of his or her term.

## 4. **Communication with the EARLI office**

### 4.1 *Financial support*

EARLI provides financial support consisting of EUR 2000 per two years of SIG activities. In order to receive this financial support, a request for funding must be submitted to the EARLI Office ahead of the planned activity and a report must be submitted after the activity.

The EUR 2000 will be paid by the EARLI Office after the SIG activity is performed and upon receipt of the SIG Coordinators' report. This report should include a list of the participants, indicating who is a SIG member.

If pre-payment is needed, EARLI can pay a maximum of 50% in advance and the remaining amount will be paid upon receipt of this report.

The funding proposal should be submitted at least four months prior to the activity and should contain the following elements:

- Information about the nature, goals and aims of the activity and the preliminary program (invited speakers, submission formats, etc...).
- The expected number of participants.
- A preliminary budget (showing the estimated income and expenses of the event).
- An open call for participation, which will be sent to the EARLI list.

The request should be submitted to the EARLI Office by one of the SIG Coordinators and it should take into account the following rules:

- Submission of the request at least four months before the event takes place.
- A meeting of the two SIG Coordinators cannot be considered for funding.
- Any activity taking place during the year of the Biennial EARLI conference, including the members meeting, cannot be considered for funding.
- If the planned activity includes a registration fee (e.g. for a conference), a reduced registration fee should apply for EARLI members. This reduced rate should be no more than 80% of the fee that is calculated for non-EARLI members.
- The balance of SIG activities should be reinvested in the organisation of future SIG activities. It is the responsibility of the coordinators to monitor the financial situation (see paragraph 3). In order to secure the continuity of the SIG's financial situation, EARLI offers the possibility to safeguard this balance.
- The sponsored SIG activity must take place within Europe (to include Israel).
- Joint conferences (co-organised by more than one SIG) receive a maximum funding of EUR 4000.
- It is only possible to submit 1 funding request every 2 years, for a maximum amount of EUR 2000. It is not possible to spread the funding over several proposals and activities.

In order to implement a payment, the EARLI Office has to be supplied with the following details:

- IBAN (International Bank Account Number) and BIC (Bank Identifier Code) of the bank account in which the amount has to be paid.
- Name of the account holder.
- Address of the bank.

Additionally, the SIG Coordinators are entitled to reduced registration for the main EARLI Biennial Conference. Once a year, the Executive Committee will launch a call for proposals for extra funding for SIGs initiating new activities such as a digital journal, newsletter, etc. More information about the proposal requirements is provided as part of the call.

#### *4.2 Conference management system*

The EARLI conference management system for SIGs has been developed for the management of smaller conferences. It provides the conference organisers with the facility to automate processes like the submission of contributions, the review of the submissions and the conference registrations. The system is flexible up to a certain level and can, to a limited extent, be adjusted to specific conference requirements. A manual for the use of the conference management system is available upon request. SIG Coordinators will need to appoint a member who will take responsibility for the management of the review/submission system for a period of at least 10 months straddling the conference.

EARLI charges EUR 1000 for this service. In return you can use the submission and review system and get complete support from the EARLI Office, including financial and registration administration.

#### *4.3 Voting system*

SIG Coordinators are responsible for the continuity of their SIG and need to find a successor when stepping down. The coordinators need to start the procedure well ahead of the Biennial EARLI conference.

In order to give every interested person the possibility to apply for the position of SIG Coordinator or JURE Assistant Coordinator, EARLI insists that the SIG Coordinators organise elections. EARLI can provide the coordinators with a voting system. This system can be used from 2 candidates on.

Prior to the actual elections, SIG Coordinators should disseminate a call for candidates to their SIG members when searching for a successor, which can be extended with an extra call to the EARLI JURE members when searching for a JURE assistant Coordinator.



Upon applying to use the EARLI voting system, the following elements from the candidates should be addressed to the EARLI Office:

- Short CV
- Motivation letter
- Photograph

#### *4.4 Website hosting*

In order to ensure the continuity of detailed SIG websites, EARLI offers the possibility to host these websites. The SIG Coordinators will need to appoint a member who will take responsibility for the management of the website.

#### *4.5 EARLI Account*

The SIG Coordinators are responsible for the budget balance. This balance should be confirmed and approved by the SIG members during the SIG members business meeting every year. The main activity of the SIGs is their conference, which is usually organised by an external organisation. In order to secure the continuity of the SIG's financial situation, EARLI offers the possibility to safeguard the SIG's balance through a separate EARLI/SIG bank account. This safeguarded balance can be used for future SIG activities. The SIG Coordinators stay completely autonomous and can request a financial overview of their SIG at any time. This service is free of charge.

#### *4.6 Membership information*

Twice a year (in February and in June), the EARLI Office will send a list of SIG Members to the SIG Coordinators. If a more updated list is required at any time, this can be received upon request to the EARLI Office.

Information about all SIG activities (including newsletters, conferences and seminars) should be sent to the EARLI Office well ahead of time so that it can be published on the EARLI website and promoted through the EARLI network.

## 5. Contact information

Please do not hesitate to contact the EARLI Office or the EC-member holding the SIG portfolio (Sanna Järvelä) with any questions.

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