

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Early Career Faculty Chairs	AIS Staff
12 months prior	Attend current AMCIS Conference	
7 months prior	Determine Program/Schedule/Speakers	
6 months prior	Meet with AIS Conference Director	
4 months prior	Work with AIS Conference Director to set the registration fee and confirm schedule.	
3 months prior	Attendee Recruitment begins	
2 months prior	Work with AIS Conference Director on Food and Beverage selections based on approved budget.	

~EARLY CAREER FACULTY CONSORTIUM CHAIR POSITION DESCRIPTION~

The Early Career Faculty Consortium (formerly called MIS Camp or Junior Faculty Consortium) is designed to promote AMCIS as a continuing source for faculty development, starting with doctoral students who have been in their program for at least a year and continuing to provide support for faculty in early careers or mid-careers. This event is for individuals who are considered Assistant Professors (or similar titles) who have not received promotion or tenure. Two co-chairs tend to work well for this position.

~PROGRAM SCHEDULE~

The Early Career Faculty Consortium is typically a one-day event that occurs on Thursday morning and concludes prior to the start of the conference program. If there is interest in having the consortium span Wednesday afternoon and Thursday morning, the Early Career Faculty Consortium Chairs can discuss this option with the Conference Chairs and AIS Conference Director to identify the feasibility of an expanded consortium. Please note: If you decide on a multiple day Consortium, the original food and beverage budget will still apply. Regardless of the start time of the Early Career Faculty Consortium, the consortium must end prior to the start of paper sessions on Thursday.

GO TO: Appendix H Conference Schedule of Events

EARLY CAREER FACULTY CONSORTIUM CHAIR POSITIONS

~CONSORTIUM RELATED TASKS~

1. Design the workshop program. This can take on various forms including keynotes, panels, discussions, skits or activities.
2. Recruit faculty mentors for the program including any special keynotes or panels
 - Recruiting faculty in December for the upcoming year is recommended as it helps to avoid scheduling conflicts with other AMCIS events and commitments.
3. Assist with recruiting attendees for the program; Monitor registration and create messaging as needed:
 - Identify the criteria that will be used for selecting applicants. Past criteria included:
 - Working in an Information Systems department or wish to be (or related discipline)
 - Completed their dissertation, have a faculty position, and have not yet been tenured.
 - If asking participants to apply the consortium, Qualtrics survey software has been used by a few in the past to handle submissions to the conference
 - Alternatively, the early career faculty workshop sometimes does not have an application process. Attendees register as part of registration (like a workshop), first come, first served
 - It's useful to charge a nominal fee, such as \$20 to encourage people to sign up and attend. The rest of the costs of the event are covered by the conference budget and should be discussed with the conference chairs.
 - Some announcements should be coordinated through the AIS Communications Director)
 - Co-Chairs should also post to AISWorld
 - Coordinate communications with the Mid-Career Meetup, i.e., messaging covers both faculty development consortia
4. Provide information on consortium schedule and program, faculty mentors, and how to register for posting on the conference web site. Share this information with the AIS Communications Director and Conference Director.
5. Work with the AIS Conference Director on menu selections to remain within budget
6. Coordinate with other consortia chairs for the combined welcome reception on Wednesday, and possibly breaks, or activities with the doctoral consortium and mid-career faculty meetup. The AIS Conference Director will manage the menu selection and details for the welcome reception.
7. Deliver the consortium based on the activities developed for the event.
 - If you have activities with activity packets and readings, plan to spend time developing packets, printing them, and preparing them for the consortium.
 - Reconcile the membership attendance provided by AIS and those that attend the consortium. Depending on the structure of the event, there may be last minute

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changes that need to occur if individuals choose to withdraw from the consortium late in the event (particularly if you have structured activities).

- Certificates for consortium attendees are provided by AIS. Ensure the certificates are ready before the event and distribute those during the event. If there are issues with the certificates, work with AIS staff to resolve them.

~TIME COMMITMENT~

- At least one co-chair should serve as a faculty mentor for the previous year's AMCIS Early Career Faculty Workshop.
- When recruiting faculty mentors to support the early career faculty consortium, include a early career faculty consortium co-chair from the next year's conference as a faculty mentor.
- Regular attention is required starting before registration opens to ensure potential attendees know how to register. Less time commitment than the DC.
- Meet with AIS Conference Director on a regular basis

Click [here](#) for sample website information needed

GO TO: Appendix G – Lessons Learned, AMCIS 2017

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