

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Mid-Career Chairs	AIS Staff
12 months prior	Attend current AMCIS Conference	
9 months prior	Identify programming elements	
7 months prior	Recruit faculty or others to support programming elements	
6 months prior	Meet with AIS Conference Director	
4 months prior	Work with AIS Conference Director to set the registration fee and confirm schedule. Historically the price point is low to encourage participation	
2 months prior	Work with AIS Conference Director on Food and Beverage selections based on approved budget.	

~MID-CAREER MEETUP CHAIR POSITION DESCRIPTION~

The Mid-Career Meetup 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. Two co-chairs tend to work well for this position.

This element of the AMCIS program enables mid-career faculty (i.e., received promotion or tenure to Associate Professor, but have not been promoted to Professor) to receive support as they consider the next steps of their career and future career goals. One component of this program element is to enable mid-career faculty to network with other peers who may be at similar stages nearing promotion to professor. This event has engaged in programmatic themes to help mid-career faculty to learn more about obtaining or leveraging sabbatical, learning more about editorial roles in journals, understanding the transition to mid-career faculty and the pathways to promotion, improving research and teaching practices, identifying a brand or reputation within the field, among others. Ideally, most of the activities will encourage networking, interaction, and support among mid-career faculty as opposed to panels or presentations from more established or senior faculty.

MID-CAREER MEETUP CHAIR POSITIONS

The Mid-Career Meetup Chairs should be mid-career faculty or those with very recent promotions to professor. The intent is for this to be a peer-led event and activity to support mid-career faculty. Programming elements should be responsive to the needs of mid-career faculty that are likely to attend this workshop. Faculty attending the workshop may be from research-oriented, teaching-oriented, or balanced universities. Therefore, the topics of the workshop should appeal to a wide audience of mid-career faculty who attend AMCIS.

It may be possible to coordinate events or activities (such as breaks or lunch) to correspond with other activities hosted at AMCIS, such as the doctoral consortium or early career faculty consortium. This could enable these AMCIS participants to increase their network with others who are at different stages of their career.

~PROGRAM SCHEDULE~

The Mid-Career Meetup is a half-day event scheduled on Thursday. However, if space and time permits, other options include Wednesday or Sunday morning. Please note: if you wish to conduct a multi-day Mid-Career Meet Up, the original food and beverage still applies. Consult with AIS Conference Director on date and time availability.

~CONSORTIUM RELATED TASKS~

1. Develop the consortium program to be designed for mid-career faculty by mid-career faculty
2. Recruit faculty mentors as needed to participate in activities, such as panels or other types of events who are at the mid-career faculty level or recently promoted to professor (within the past 2 years). Since this consortium is for and by mid-career faculty the role for faculty who are participating is not as a mentor, but as a peer offering their perspective and experiences.
3. Provide information to the AIS Communications Director on the consortium schedule and program, faculty mentors, and how to register for posting on the conference web site.
4. There is no application process, attendees register as part of registration (like a workshop). There may be a small fee to ensure that those that register for the workshop will show up. Consult with the AIS Conference Director on this fee.
5. Assist with recruiting attendees for the program; Monitor registration and create messaging as needed:
 - o Some announcements through the AIS office (coordinate with the Conference Chairs and the AIS Communications Director)
 - o Co-Chairs should also post to AISWorld
 - o Coordinate communications with the Early Career Workshop, i.e., messaging covers both faculty development consortia
6. Work with the AIS Conference Director on menu selections to remain within budget

MID-CAREER MEETUP CHAIR POSITIONS

7. Coordinate with other consortia chairs for the welcome reception for the combined DC and early and mid-career faculty workshops. The AIS Conference Director will manage the menu selection and details for the DC welcome reception held Wednesday evening.
8. Deliver the Mid-Career Meetup at AMCIS

~TIME COMMITMENT~

- At least one co-chair should serve as a panelist or attend the previous year's AMCIS Mid-Career Faculty Consortium.
- Identify potential panelists or invited participants who are mid-career faculty from a variety of types of schools and backgrounds as early as possible. Sometimes there are conflicts with potential panelists and other obligations during AMCIS.
- Actively recruit attendees because this consortium is not yet well established
- Regular attention is required starting before registration opens to ensure potential attendees know how to register.

~ADDITIONAL NOTES~

- It's useful to charge a minimal 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.
- Mid-career faculty consortium is not yet well established. It has not yet transitioned well from an independent workshop to an AMCIS development consortium.
- This is a peer-led event that leverages peer mentoring (with a different intention than the ICIS mid-career workshop). The ideal is that the mid-career consortia chairs and panelists are mid-career faculty (i.e., Associate Professor rank) or recently promoted to Professor (within the past 1-2 years).
- Given that panelists are also typically mid-career faculty members, they can participate in the other aspects of the workshop as a participant.
- The Consortium was cancelled due to low/no registration in 2016 because planning and advertising did not begin early enough. In 2017, the consortium had sufficient (but not near the limit) attendance, which took AIS commitment to messaging as part of Junior Faculty Workshop messaging.
- Given that this is a peer-led workshop, the intent is that participants can attend for multiple years to meet new people and find answers to new questions. This is different from the philosophy of the Early Career Workshop. Messaging can encourage prior attendees to come back to the workshop in future years to continue to build a base of individuals attending this event.

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

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