



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## **Job Description: Institute Chair, Vice Chair**

**Purpose:** To support ACAPT's vision of creating a shared culture of excellence in academic physical therapy to improve societal health, ACAPT developed the [Criteria of Excellence](#). To implement a streamlined organizational structure that would integrate these criteria into our day-to-day operations, governance, mission, and vision, the ACAPT Board established four Institutes:

1. **The Institute for Academic Advancement** whose purpose will be to support and promote institutional characteristics that reflect an intentional pursuit of excellence. This Institute will encourage institutional programmatic development; foster leadership excellence; advance diversity, equity, and inclusion; and facilitate programmatic innovation.
2. **The Institute for Teaching and Learning** whose purpose will be to support and promote curricular attributes that ensure outcomes of educational excellence. This Institute will help to encourage institutional educational excellence; facilitate excellence in clinical education; foster curricular innovation; advance educational technology; and integrate professional formation.
3. **The Institute for Community Engagement** whose purpose will be to support and promote community and stakeholder engagement in the shared pursuit of excellence. This Institute will promote institutional educational and clinical partnerships; engage in societal health and wellness; and grow partnerships across healthcare disciplines.
4. **The Institute for Scholarly Inquiry** whose purpose will be to cultivate a culture of scholarship and research and ongoing assessment of outcomes in academic programs. This Institute will support institutional scientific research advancement; promote implementation of discoveries into practice and education; develop best practices for research within academic and clinical institutions; advance educational preparation through research outcomes.

### **Each Institute will be:**

1. guided by three principles of continuous pursuit: **Innovation, Inquiry and Inclusion.**
2. led by a member-elected volunteer chair and vice chair, along with one director of the ACAPT board and staff who will serve as liaisons.
3. comprised of task forces designed to address a specified ACAPT strategic goal and/or member initiative, generating desired outcomes and deliverables.
4. inclusive of activities that factor diversity, equity, and inclusion
5. mindful of the impact on interprofessional and clinical education.
6. proactive in their coordination of educational programming with the ACAPT program committee.
7. provided a budget designed to support ACAPT's strategic plan and respond to member needs as well as opportunities and challenges in the profession.

8. supported by **The Center for Excellence in Academic Physical Therapy's** ongoing assessment through trustworthy and transparent data management and analysis.

**Chair and Vice Chair:** The Institute Chair and Vice Chair will be elected by ACAPT member Institution representatives, to oversee the activities of their assigned Institute, ensuring alignment with ACAPT's strategic plan.

**Term:** The term of the Chair and Vice Chair shall be for a total of two years; One year as Chair and one year as Vice Chair. No person shall serve more than two complete consecutive terms.

**Vacancies:** If a vacancy occurs, the ACAPT Board shall appoint a person to serve the remainder of the term vacated. The appointed individual shall be eligible to run for office and shall be eligible to be elected to two additional terms.

**Transitional Proviso:** The following terms shall apply to the inaugural Chair and Vice Chair to facilitate staggered terms:

- a. The election of the first Chair and Vice Chair will be held during a special election.
- b. The first Institute Chair will serve a term of two years.
- c. The first Vice Chair will serve a total of three years, 2 as vice chair and one as chair. The Vice Chair will then serve as the Chair for one year. After this initial three-year term, the Vice Chair will always serve one year as Vice Chair and transition to Chair in their second year.
- d. Elections for future Institute Chair and Vice Chair shall occur concurrent with ACAPT Board elections. Those elected shall assume office at the ACAPT Annual Meeting in the year in which they are elected.
- e. Dates for the transition shall be determined separate of this job description.

Here is a diagram to help explain the transition and staggered terms:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
			VC	VC	VC	VC
chair	first chair	first chair	becomes Chair	becomes Chair	becomes Chair	becomes Chair
vice chair	first vice chair	first vice chair	Vice Chair	Vice Chair	Vice Chair	Vice Chair

**Specific Responsibilities of the Institute Chair shall be:**

- Cultivate a culture of collaboration and communication among the task forces and other Institutes
- Ensure each task force is meeting its charge and outcomes within the timeframe and budget identified.
- Provide for responsible stewardship of the resources provided.
- Create a responsive environment to address developing issues or opportunities
- Evaluate relevant House of Delegate motions and their potential impact on the current and future work of the Institute. Recommend to the Board any actions in response.
- Identify needs for expertise or consultants and recommend to the Board and staff liaisons
- Make certain no actions outside of the charge of each task force is taken without consultation and approval by the Board and staff liaison.
- Represent and report on the work of the Institute by joining the Board virtually at CSM and April retreat, and in-person at ELC and at strategic planning meetings, if invited.

**Specific Responsibilities of the Institute Vice Chair shall be:**

- Poll for quarterly meetings with task force chairs and vice chairs of the Institute, develop the agendas and take minutes. Post the minutes in the ACAPT Basecamp space provided for the Institute.
- Collaborate with the Institute chair in developing a break-even budget for the Institute and its task forces and ensure that the Chair signs off before submitting to the Finance Committee
- Identify data needs to help facilitate the work of the Institute and coordinate surveys with the Center for Excellence Advisory Committee
- Ensure the coordination of the Institute's and/or each task force's needs with the respective committee: continuing education opportunities with the Program Committee, leadership development with the Leadership Committee, clinical education with the Clinical Education Committee, advocacy with the Advocacy Committee, research needs with the Research Committee, awards with the Awards & Recognition Committee
- Make certain all materials including agendas, minutes, survey results, documents, agreements, and anything created by the Institute and its task forces are delivered to staff for archiving and proper dissemination.
- Circulate the call for volunteers for future task forces through ACAPT's marketing staff and create an ongoing list of potential task force volunteers and leaders.

**Joint Responsibilities of the Institute Chair and Vice Chair shall be:**

- Conduct meetings at least twice a year with the Chair and Vice Chair of other Institutes and the Center for Excellence Committee chair.
- Conduct a virtual meeting quarterly with all Institute task force chairs and vice chairs to evaluate progress on their charge and to address any barriers or potential changes needed to their charge in response to changes in the profession.
- Conduct semi-annual membership liaison meetings to report on outcomes, ongoing work, and prioritize developing issues.

- Provide a written progress report to the ACAPT board sharing the progress of the task forces and Institute. These reports will be provided in January, April, and September. This information will be used to report progress on ACAPT strategic plan goals, objectives and strategies.
- Provide information to staff that will be used for the ACAPT annual report.
- Recommend task forces to the Board that would be responsive to future trends, challenges and opportunities within academic physical therapy as well as meeting ACAPT's strategic plan goals. Draft the charge of each task force.
- Recommend individuals for appointment to current or future task forces and prospective Institute Chairs and Vice Chairs, ensuring a composition that is diverse and inclusive.
- Coordinate presentations at ELC, and possibly CSM, that represent the work of the Institute, showcasing how the work is impacting the academic physical therapy.
- Develop ACAPT resolutions, where relevant, in consultation with the Institute's Board and staff liaisons and the Reference Committee.

### **Fiduciary Responsibilities of the Institute Chair, Vice Chair and Task Forces:**

#### **Duty of Care:**

This duty requires all volunteer leaders to exercise ordinary and reasonable care in the performance of their duties, exhibiting honesty and good faith. Volunteers must act in a manner which they believe to be in the best interests of ACAPT, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

#### **Duty of Loyalty:**

This is a duty of faithfulness to the organization of ACAPT. This means that volunteers must give undivided allegiance to ACAPT when making decisions affecting the organization and its members. In other words, volunteers cannot put personal interests above the interests of the organization. Volunteers should be careful to disclose even potential conflicts of interest to the board of directors and should recuse themselves from deliberation and voting on matters in which they have personal interests.

#### **Duty of Obedience:**

This duty requires volunteers to act in accordance with the ACAPT's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

### **Policies and Procedures**

Volunteers will be expected to be familiar and comply with ACAPT's bylaws, standing rules, and other policies and procedures including ACAPT's Antitrust Compliance Guidelines. Additionally, volunteers will be asked to sign a Conflict of Interest statement, and an Assignment of Copyright to ACAPT.

**Resources:** The following resources will be made available

- Support by ACAPT staff and the ACAPT Board.
- Use of a dedicated *Basecamp* project management space within which to conduct online discussions, share documents, schedule meetings, and more.

- Ability to disseminate approved surveys via ACAPT's Qualtrics account, following [ACAPT's survey policies and procedures](#).
- A dedicated budget to facilitate the work of the Institute.
- Access to ACAPT's governing documents, policies and procedures.

#### **Qualifications:**

- Must be an ACAPT member in good standing throughout their term. A member in good standing shall be any faculty or clinical affiliate of an ACAPT member institution
- Strong knowledge of ACAPT's mission, vision and strategic plan
- Excellent interpersonal, organizational, and communication skills
- Ability to devote adequate time to Institute responsibilities
- Engaged thought leader and active contributor
- Willingness to represent ACAPT as a non-profit leader

#### **About ACAPT**

ACAPT was incorporated as a 501(c)6 not-for-profit organization in the Commonwealth of Virginia in 2014, having evolved from the Council of Physical Therapy School Directors, which was formed in 1942. When the Council closed its doors in 1973, members shifted their efforts to form the Academic Administrator's Special Interest Group (AASIG) within the APTA Education Section, now known as the APTA Academy of Education. Members of the AASIG petitioned to form the Academic Council in 2010, which later became The American Council of Academic Physical Therapy (ACAPT).

#### **The purposes of ACAPT are:**

- To develop, implement, and assess new and innovative models for curricula, clinical education, teaching/learning, scholarship/research, mentoring, and leadership in physical therapist education;
- To provide mechanisms for active and ongoing involvement of physical therapist educators and researchers to promote quality physical therapist education standards at the institutional and national levels;
- To promote academic physical therapist education through collaboration with organizations and institutions that represent health professional education; and
- To provide resources, mentorship and leadership to those seeking change and improvement in academic programs/departments/schools associated with physical therapist education.