

Version #: 1 | Date: 12 October 2017 | Description: Updated for 2018

MEMBER ADVISORY GROUP NAME: ACADEMIC MEMBER ADVISORY GROUP

CHARTER EFFECTIVE DATE AND DURATION: 01 JANUARY 2018 TO 31 DECEMBER 2018

MEMBER ADVISORY GROUP PURPOSE:

The Academic Member Advisory Group (AMAG) works in partnership with Academic Resources staff to provide expert support for and recommendations for the programs and services provided by the PMI Academic Resources Department.

DELIVERABLES:

- Sponsored Research Program and Thesis Grant Program:
 - Review, assess, and score proposals submitted to the annual Sponsored Research Program and Thesis Grant Program; recommend proposals for funding and act as project liaisons to funded investigators
 - Identifiers of new topics for PPPM research
 - Undergraduate Curriculum and Resources - As requested, AMAG makes suggestions and recommendations with regards to efforts surrounding PMI's Curriculum Guidelines and Resources; both content and distribution
 - Research events – As requested, participate in the portfolio of Research and Education events determined by the PMI Academic Resources Department
 - Academic Awards – Support PMI's Academic Awards based on the overall work plan and processes as determined by PMI's Brand Department
 - PMJ – Act as an Advisory Group to PMJ Editorial Team and collaborate with the Editorial Board to increase the journal's quality
 - Research Summaries and Webinars - AMAG recommends PMJ articles and SRP manuscripts for inclusion in the series, *Summaries of New Research for the Reflective Practitioner*, and if planned, webinars
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ADMINISTRATIVE AND REPORTING REQUIREMENTS:

- Uses standard agenda, note-taking, and reporting templates
- Provides progress reports to the Volunteer Engagement Liaison when requested
- Participates in:
 - face-to-face meetings (2-4 meetings per year)
- regular interaction via telephone, email, or virtually, with all members or subgroups of the AMAG

Volunteer participation is contingent upon: regular attendance of meetings, active participation in volunteer group activities, commitment to deliverables, and compliance with the PMI Confidentiality agreement and PMI Conflict of Interest policy

RESOURCES AND BUDGET:

- As identified in the budget approved annually by the PMI Board
 - PMI staff assigned by President and CEO
 - Approved annual program plan and budget as directed by PMI GOC Academic Resources Manager, Member Advisory Group and other member-volunteers as project leaders and project team participants
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MEMBER ADVISORY GROUP COMPOSITION AND TERMS:

- Academic faculty/researchers and research-oriented practitioners distributed across gender, academic discipline, field of research interest/expertise, industry and professional role, and PMI geographic region
 - A minimum of 10 committee members, serving staggered terms with the option to apply for extended terms, as approved by the PMI Academic Resources Manager. The PMI Academic Resources Manager at his/her discretion may retain a member beyond the three year limit
 - Volunteer Engagement Liaison and other staff resources as assigned by the PMI President and CEO
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VOLUNTEER REQUIREMENTS, EXPERIENCE, AND SKILLS:

Required:

- Member in good standing
- Currently not involved in any other PMI volunteer activities
- Has no conflict of interest (all PMI members and volunteers are bound to Rule of the Board 12.1, Board Member's Code of Conduct and the PMI Code of Ethics and Professional Conduct)

It is PMI's practice to not select/appoint individuals for PMI Volunteer Leadership positions who are already engaged in a leadership role within PMI or its Chapters. This is to reflect the level of commitment needed for such volunteer leadership roles and the desire to encourage volunteer participation through as wide a range of individuals as possible. This limitation does not apply to participation on content development teams in a non-leadership role.

Member Advisory Group Specific:

- PhD in management or its sub-disciplines
- Established publication record with demonstrated expertise in quantitative, qualitative, and/or research/mixed methods
- Faculty experience at an accredited university; university level teaching experience, supervision of doctoral students
- Experienced reviewer of academic research proposals for a research program and/or for an academic journal; or member of an academic journal's editorial team.

STAFF INFORMATION:

Name: Carla Messikomer

Title: Manager, PMI Academic Resources

E-mail Address: carla.messikomer@pmi.org

Name: Jake Williams

Title: Academic Research Administrator (VEL)

E-mail Address: jake.williams@pmi.org

APPLICABLE GOVERNING DOCUMENTS:

1. PMI Code of Ethics and Professional Conduct
 2. Strategic Plan, specifically Core Value on Volunteerism: Volunteers and effective volunteer partnerships with staff are the best way to accomplish the Institute's goals and objectives
 3. Institute Policies:
 - a. Confidentiality Policy
 - b. Conflict of Interest Policy
 - c. Contractor/Volunteer Electronic Systems and Communications Policy
 - d. Volunteer Records Management Policy
 - e. Volunteer Travel Policy
 - f. Social Media Guidelines for Volunteers
 4. Guidelines for the Conduct of PMI GOC Volunteers
 5. GOC Volunteers Volunteer Expense Report
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CHARTER APPROVAL:

All Member Advisory Group charters must annually be approved by the President and Chief Executive Officer for the subsequent year and posted to the [Governance page on PMI.org](#).