



SEPTEMBER 2017

Task Forces & Work Groups

The current PAEA task forces and workgroups include:

1. CAS Enhancements Work Group
2. Education Forum Proposals Panel Work Group (*members change annually*)
3. JPAE Feature Editors Work Group
4. JPAE Reviewers Panel Work Group (*members change annually*)
5. Barriers to Minority Faculty Task Force (*expires December 2017*)
6. CEO Evaluation Task Force (*composed of Board members*)
7. Cultural Competencies Policy Task Force (*expires December 2017*)

Specific, Time-Limited Charge

Work group charges typically involve review of or input on a specific project or initiative for a short period of time and are often reassembled as needed.

Deliverables

The timeline, milestones, and deliverables for task forces and work groups will be identified in the initial charge of the group.

Board & Staff Partners

Each work group will be directed by a staff member who serves as de facto chair of the group.

Meetings

Work groups will meet, either in person or on the phone, as defined in the group's initial charge.

Composition & Terms

Number of members and their terms will be determined based on need at the time the task force or work group is created.

Available Opportunities

CAS Enhancements Work Group – 1 position available

The CAS Enhancements Work Group operates in collaboration with Liaison to further develop the functionality of CASPA and WebAdMIT to meet the needs of PA applicants and CASPA-

participating programs. Members will primarily propose, prioritize, and test enhancements or improvements to the application and admissions portals. While it is beneficial for candidates to be actively involved in CASPA, it is not a requirement for service. All perspectives are valued and we welcome both CASPA and non-CASPA program members to apply for open positions. The member will be eligible for a three-year term. Members are not required or funded to attend any in-person meetings. All meetings will be held via conference or video call as scheduled.

JPAE Feature Editors – 2 positions available

- Cultural Perspectives Editor
- Global Perspectives Editor

JPAE feature editors are responsible for contributing two articles per year, either written by the feature editor or by another author, relevant to their subject area. If the article is written by another author, then the feature editor is expected to work with that author to ensure that the article is of interest to members, well-written, and ready for publication with minimal editing necessary. Candidates should have a demonstrated, established publication record, including publication in JPAE, and be willing to work with the editor in chief and editorial staff to uphold the high standards and practices of the journal. They also should be prepared to devote the necessary time to either writing or arranging for quality, relevant feature articles to be submitted by the deadline for publication in the journal twice a year. Members are eligible for two two-year terms from January 1 – December 31. Members must have chair support to continue into their second term. Members are not required or funded to attend any in-person meetings, but they are encouraged to attend the JPAE Editorial Board meeting held during the Education Forum in the fall.