

## **IISE GOVERNING BOARD**

### **BODY OF KNOWLEDGE POLICIES & PROCEDURES**

ORIGINAL DATE APPROVED: March 2, 2017

AMENDED: March 2, 2017

APPROVED BY: Governing Board Members Ballot

#### **GOVERNING BOARD STRUCTURE**

**POLICY:** Leadership terms must be selected and maintained to ensure the sustainability of the Governing Board.

**PROCEDURE(S):** The term of office of the Governing Board members is two years with the possibility of extending the commitment an additional year. The Governing Board Chair serves for three years.

Terms of office for the Governing Board are to coincide with the IISE Annual Conference (terms from June 1 to May 30). Terms for Board members are to be staggered so that no more than two board members (one representing industry and one representing academia) should rotate off the board simultaneously.

In the event of a Governing Board member's departure prior to completion of their term the Governing Board chair shall seek and appoint a replacement representative of the member that left (i.e. academia or industry) to serve until completion of the original member's term. In the event of the Governing Board chair's departure prior to completion of the term, the Content Review Board chair will serve as interim Governing Board chair and shall coordinate with the Senior Vice-President of Technical Operations to conduct an election process to replace the departed chair. The replacement Governing Board chair is to serve a full term.

**POLICY:** Governing Board will consist of six (6) appointed members, and an elected Technical Vice-President that serves as the Governing Board chair.

**PROCEDURE(S):** The appointed Governing Board members must represent 50% academia and 50% industry. In addition, the composition of board members must have representation from the major professional groups within IISE.

**POLICY:** Governing Board will be structured in committees representing each type of revision and/or dissemination procedures of the IE Body of Knowledge.

**PROCEDURE(S):** The Governing Board will be organized in three committees in the following categories 1) Updates Policies, 2) Maintenance Policies, and 3) Dissemination Policies. Two Governing Board members, one from academia and one from industry, will populate each committee.

## **CONTENT REVIEW BOARD STRUCTURE**

**POLICY:** Leadership terms must be selected and maintained to ensure the sustainability of the Content Review Board.

**PROCEDURE(S):** The term of office of the Content Review Board members is two years with the possibility of extending the commitment an additional year. The Content Review Board Chair serves for three years.

Terms of office for the Content Review Board are to coincide with the IISE Annual Conference (terms from June 1 to May 30). Terms for Board members are to be staggered so that for each knowledge area no more than two board members should rotate off the board simultaneously.

In the event of a Content Review Board member's departure prior to completion of their term the Content Review Board chair shall seek and appoint a replacement representative of the member that left to serve until completion of the original member's term. In the event of the Content Review Board chair's departure prior to completion of the term, the Governing Board chair will serve as interim Governing Board chair and shall coordinate with the Senior Vice-President of Technical Operations to appoint a replacement for the departed chair. The replacement Content Review Board chair is to serve a full term.

**POLICY:** Content Review Board will consist of three (3) members per knowledge area appointed by the Content Review Board Chair in consultation with the Technical Operations Board. The Content Review Board Chair is to be appointed by IISEs Senior Technical Vice President of Operations.

**PROCEDURE(S):** The appointed Content Review Board members must be recognized by the Technical Operations Board as experts in the respective knowledge area. In addition, the composition of board members must have representation from the major professional groups within IISE.

**POLICY:** Content Review Board will be structured in committees representing each knowledge area of the IE Body of Knowledge.

**PROCEDURE(S):** The Content Review Board will be organized in as many committees as there are knowledge areas. The knowledge area titled "Other" will have as many committees as sub-areas in that category.

## **UPDATES**

**POLICY:** Updates to the Body of Knowledge are to be incorporated and available to the IISE membership every year on June 30<sup>th</sup>. All updates are to be completed and submitted to IISE by June 15<sup>th</sup>.

**PROCEDURE(S):** Updates to the Body of Knowledge represent operational changes to the document, which are defined as editing of typographical errors, grammatical fixes, reformatting of the presentation of information, changes to nomenclature, and wordsmithing. Proposals of updates to the Body of Knowledge not specified in this description will be returned to the proposer.

Governing Board chair will compile all approved changes by June 15<sup>th</sup> of every year and provide them to IISE for their incorporation in the on-line public document of the Body of Knowledge.

**POLICY:** Updates to the Body of Knowledge are to be submitted online using the official proposal web form. Only one (1) update change is to be submitted per proposal form.

**PROCEDURE(S):** All members of IISE can submit proposals for updates to the Body of Knowledge. Proposers must provide their professional information as requested in the form along with detailed information about the suggested updates. Detailed information about the suggested updates is to include 1) identification of the section(s) to be amended, 2) establishment of the section's current and proposed contents, and 3) justification for the update(s) along with relevant references. Proposals will be received at any point in the year.

**POLICY:** Review of proposals and decisions with regards to updates to the Body of Knowledge will be performed by the Governing Board.

**PROCEDURE(S):** A member of the Governing Board will serve as point of contact for coordinating the logistics of proposals reviews. Proposals for updates to the Body of Knowledge will receive a decision of Approve, Reject, or Request for Clarification. Proposals requesting updates received by the 1<sup>st</sup> of the quarter month will be provided decisions at the end of every quarter (March, June, September, December).

## **MAINTENANCE**

**POLICY:** Maintenance of the Body of Knowledge is to be carried out and available to the IISE membership every year on June 30<sup>th</sup>.

**PROCEDURE(S):** Maintenance to the Body of Knowledge represent strategic changes to the document, which are defined as adding new item(s) under existing knowledge area(s), reclassifying an item into another existing knowledge area, removal of redundant items, and adding a new knowledge area(s)/chapter(s). Review of knowledge areas by Content Review Board will occur every three (3) years regardless of whether proposals have been received for this purpose.

Content Review Board Chair will compile all approved changes by June 15<sup>th</sup> of every year and provide them to IISE for their incorporation in the on-line public document of the Body of Knowledge.

**POLICY:** Maintenance proposals to the Body of Knowledge are to be submitted online using the official web form. Only one (1) maintenance change is to be submitted per proposal form.

**PROCEDURE(S):** All members of IISE can submit proposals to be considered to be applied for maintenance of the Body of Knowledge, with the exception of proposals to add a new knowledge area/chapter. Proposers must provide their professional information as requested in the form along with detailed information about the suggested maintenance changes. Proposals requesting maintenance changes received by the 1<sup>st</sup> of the quarter month will be provided decisions at the end of every quarter (March, June, September, December). Review procedure will be performed according to the category of the changes as specified below:

- 1) Addition of new item(s) to existing knowledge area(s): Initially proposals will be screened by the Governing Board to check for redundancy and appropriate designation of knowledge area prior to forwarding for formal review. Formal review of this category of proposals will be conducted by the Content Review Board. Proposals for this type of maintenance changes to the Body of Knowledge will receive a decision of Approve, Reject, or Request for Clarification.
- 2) Reclassifying an item into another existing knowledge area: Formal review of this category of proposals will be conducted by the Content Review Board and Societies/Divisions representing the current and proposed knowledge areas. Proposals for this type of maintenance changes to the Body of Knowledge will receive a decision of Approve, Reject, or Request for Clarification.
- 3) Removal of redundant items: Formal review of this category of proposals will be conducted by the Content Review Board and Societies/Divisions representing the current knowledge area. Proposals for this type of maintenance changes to the Body of Knowledge will receive a decision of Approve, Reject, or Request for Clarification.
- 4) Adding a new knowledge area/chapter: Only Content Review Board and Societies/Divisions can submit proposals to be considered for this category. Proposals must include the complete narrative of the suggested knowledge area/chapter along with relevant references, and a justification statement supporting the addition of the proposed knowledge area. If desired letters of justification/argument (no more than 3) from Industrial, Academic, and/or Nonprofit organizations could be included where it is recognized and justified appropriately that the proposed knowledge area must be part of the Body of Knowledge of the field of Industrial Engineering. Decisions of proposals for the addition of new knowledge areas will consist of two steps, first a decision of Reject, or Refer to Content Review Board. A second decision (if proposal is forwarded to the Content Review Board) will be provided of Approve, Reject, or Need Additional Input. An approval decision may entail reclassifying items currently under existing knowledge areas.

**POLICY:** Conflict resolutions resulting from the review of Body of Knowledge Maintenance proposals will be resolved by the Content Review Board Chair.

**PROCEDURE(S):** In the event that during the review of a proposal the Content Review Board members provide a uniform split decision the final resolution will lie on the Content Review Board Chair. In the event of conflict of interest between the Senior Editor and the decision of the Content Review Board Chair the resolution will then be made by the Governing Board.

## **DISSEMINATION**

**POLICY:** The Body of Knowledge, in its entirety, will be an open-access on-line document.

**PROCEDURE(S):** Any individual, whether a member of IISE or not, interested in learning about the field of Industrial and Systems Engineering is to have access to the Body of Knowledge content through the designated IISE website (<http://www.iise.org/details.aspx?id=43631>).

**POLICY:** Prior to posting on-line maintenance changes to the Body of Knowledge the changes will be communicated to IISE members only.

**PROCEDURE(S):** Approved maintenance changes to the Body of Knowledge per the maintenance policies will be communicated to the IISE membership at the annual conference and through electronic IISE newsletters and the IE magazine.

Content Review Board Chair will compile all approved changes per quarter (15<sup>th</sup> of the month, March, June, September, December) and provide them to IISE for their announcement in electronic newsletters, and the IE magazine. The Content Review Board Chair will present and discuss maintenance changes at a dedicated IE BoK session in the annual conference.

**POLICY:** Any changes related to access privileges to the Body of Knowledge content is to be approved by the IISE Technical Operations Board.

**PROCEDURE(S):** Any proposals to restrict the broader access to the Body of Knowledge will be reviewed first by the Governing Board for efficacy in the proposal. Subsequently, the Governing Board will put forward the proposal with a recommendation to Technical Operations Board for their final approval decision.