



January 25, 2017

Dear ICAI Members,

On behalf of the Transition Committee, we are pleased to announce our three-step process for finding a new home for ICAI:

- Beginning today, we will be asking institutions and organizations who are interested, to fill out the attached “Call for Expressions of Interest;”
- In March, we will invite select interested parties who expressed interest, to formally apply; and,
- In April or May, we will begin to select a new host based on our broad principles as outlined below.

Assisting us will be a Subcommittee made up of Ms. Gina Cinali, Dr. Michael Kerwin, and Professor Christian Moriarty, as well as the rest of the Transition Committee.

Before we say more about this process, we want to share with you our rationale for using “broad principles” to guide this search. At this point in the history of ICAI, we feel that we should be firm in principle but flexible in structure. The broad principles outlined below, are intended to help interested institutions or organizations (e.g. other associations that might want to merge or have ICAI as a part of their association) with the application process, as well as provide transparency regarding what the Transition Committee deems important considerations. The principles also create a mechanism through which we will evaluate interested institutions/organizations, in order to determine which ones will be invited to formally apply and ultimately, which one will be selected as the new host of ICAI. Using broad principles affords institutions/organizations the flexibility to describe to us what these principles mean to them, and how they would meet these principles in practice, given their particular cultures and institutional/organizational structures.

The broad principles, in no particular order, are as follows:

1. **Long-Term Financial Stability** – you will notice that at this step on the Form, there is a box indicating the institution/organization acknowledges that there will be a requirement to flesh out what type of financial stability they are able to provide, and that there will be a requirement to exchange some financial information at the formal application step;

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2. **Physical Space and Infrastructure** - e.g., electricity, broadband, computers, phones, photocopier etc. that will be provided to ICAI by the host institution/organization;
3. **Leadership Role for the Board**-- e.g. financial, HR and management – whether fiduciary, in partnership or advisory;
4. **Transparency**- financial, decision-making and otherwise, between ICAI, the Board and the general membership;
5. **Autonomy (Self-Direction)** - of and by ICAI, including a termination clause for both parties, and the ability to speak to press and issue communications without having to go through institutional protocols; and,
6. **Established AI Presence and Existing AI Infrastructure at Host Institution** – the host institution/organization should model best academic integrity practices and be able to operate independently of ICAI’s presence (while receiving normal ICAI member benefits and in-house proximity to ICAI experts).

Given these broad principles, we now invite institutions and organizations to respond to our “Call for Expressions of Interest” (included with this communication) via ICAI and other relevant network channels. Our goal is to capture as wide-ranging an applicant pool as possible. The Call includes relevant background ICAI information, the benefits of partnering or hosting ICAI, the expectations of the host or partner, application instructions, and the Call for Expressions of Interest Form.

In March, the Subcommittee will review all expressions of interest in order to determine which institutions/organizations best meet our designated requirements (broad principles). Those Institutions/organizations that do, will be sent an application package and advance to the next step – the formal application step. That application package will include further information such as some financials and membership information, both current and historical. **Please note:** not all institutions/organizations that submit an expression of interest will necessarily be invited to formally apply. We therefore encourage those interested to keep this in mind, be as fulsome as possible, and ensure that the information provided, to the extent possible, is related to our broad principles. The Call for Expressions of Interest Form is the only opportunity for an institution/organization to sell itself, so don’t be afraid to be bold and imaginative.

By end of May, we will evaluate the formal applications and hopefully choose a new institutional/organizational home.

Further, there are three process pieces we wish to make clear. First, if a Transition Committee member’s own institution/organization expresses interest or applies, that member will be recused from the Subcommittee and from making the final decision, as long as their own institution/organization is under consideration.

Second, the selection process, including those institutions/organizations that express interest or are invited to apply, will be treated in a confidential manner. Therefore, any information we receive will only be shared with those as required by the process, and will not be disclosed

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more broadly except as required by law, or for the purposes of implementation, or with consent.

Finally, an institution/organization must go through each step in order to proceed to the next step. Thus, for example, an institution/organization cannot formally apply without submitting an expression of interest.

As we embark on this public process, we wish to thank all of our ICAI members and allies for their support in the past, as well as during this transition period. It is your commitment and dedication to academic integrity that fuels the Transition Committee and motivates us to find the best possible future arrangement to enable ICAI to thrive as an organization and for academic integrity to thrive as a movement.

If you have any questions about the transition or the transition process, please contact us directly at: [christopher.lang@utoronto.ca](mailto:christopher.lang@utoronto.ca) and [tbertramgallant@ucsd.edu](mailto:tbertramgallant@ucsd.edu).

Sincerely,

Christopher Lang & Tricia Bertram Gallant, Transition Committee Co-Chairs