

Impact

Your role as a Proposal Reviewer for ASHE 2020 will help to determine the scholarship that will be accepted and rejected from the annual conference. Reviewers ensure the quality and integrity of the conference program. Ideally, they also provide ASHE members a valuable service by providing concrete feedback on their work, regardless of whether or not a paper is accepted to the conference.

Reviewer Assignments

The Program Committee will make every effort to ensure that reviewers receive proposals related to their area(s) of expertise in topic and/or method. At times, however, reviewers may be assigned as a “higher education generalist” reviewer who understands the general context of higher education and research methods, but may not have expertise in the specific topic or method. Ideally, at least two of the three assigned reviewers will have knowledge in the topic and/or method, if not all three.

Interactive Symposia, Self-Designed Paper Sessions, Research Papers, Scholarly Papers, and PVDS sessions will have 3 doctoral/terminal degree holders (e.g. PhD, EdD, JD, etc.).

Roundtables and Posters sessions will have at least 1 doctoral/terminal degree holder and can have up to 2 graduate students.

Most reviewers will review five to ten proposals. Reviewers have the option in the ASHE Conference Portal to select the sections for which they’d like to review as well as the maximum number of reviews per section.

Responsibilities & Commitment

- Familiarize yourself with the ASHE Conference Portal (*we’ll provide info with your reviewer assignments*)
- For each proposal, reviewers are required to provide quantitative scores based on the rubric provided for each proposal type.
- For each proposal, reviewers are required to provide qualitative comments that allow the author and Program Committee to understand the strengths and limitations of the proposal. The qualitative comments especially should provide critical feedback that can help the authors improve their work and the Program Committee information to make a decision about the proposal. Please note that reviewers’ comments will be shared anonymously with proposers.
- Reviewers are expected to conduct their reviews with respect, professionalism, and thoughtfulness for those who have submitted their work, regardless of the paradigm, method of inquiry, or topical area.

Timeline

- Spring Apply for Reviewer positions through ASHE Conference Portal
- Early May Assignment of reviews
- Late May Reviews due

Training & Support

- The Program Committee will offer a web-based training for reviewers that can be viewed live or at a later date.
- The Program Committee will provide example reviews on the ASHE website to showcase the kind of reliable, constructive and developmental review process that is characteristic of strong peer review.
- The ASHE Staff is available to answer questions and provide additional support as needed.
 - James Hines, ASHE Conference Coordinator, james@ashe.ws
 - Jason Guilbeau, ASHE Executive Director, jason@ashe.ws
 - ASHE Office: (702) 895-2737
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Qualifications

- Ability to provide critical, honest, and constructive feedback to authors and the Program Committee
- Current membership in ASHE during the review period (May 2020)
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles