Program Committee Description
The ASHE 2020 Program Committee is responsible for soliciting, reviewing, and selecting proposals and volunteers for the annual conference.

Impact
Your role as a member of the Program Committee is one of the most important ones within the Association. Your position will be highly visible as you will shape the annual conference and the field. The proposals that you accept (and those that you reject) as well as the volunteers you slate will dictate what we know about higher education. Your decisions also have the ability to impact career advancement for researchers and practitioners.

Responsibilities & Commitment
- Agree to uphold the governing policies of ASHE, including the Conflict of Interest Policy and Ethical Principles. This also includes maintaining confidentiality of various aspects of the process as directed by the Program Co-Chairs.
- Serve as an ambassador of the Association, including representing the Association in matters related to the conference program (as delegated by the Program Co-Chairs)
- Attend ASHE 2019 in Portland, Oregon (November 2019)
  - Attend the Program Committee meeting on Friday, November 15 from 7:00am-9:00am (breakfast will be provided)
- Work in collaboration with Program Chairs and Section Co-Chair to develop a call for proposals for your respective section which highlights the conference theme (November-December)
- Promote the ASHE 2020 Call For Proposals and Call For Volunteers (January-April)
  - Actively recruit volunteers to serve as reviewers, chairs, and discussants via social media and professional networks
- Proposal Reviews (April-May)
  - Assign ASHE members to review proposals based on their applications and qualifications
  - Follow up with assigned reviewers throughout the process to ensure reviews are being completed
  - If a reviewer is unable to review a proposal, identify "back-up reviewers" to ensure the requisite number of reviews are completed per proposal (developing a list of reliable "back-up reviewers" in advance is strongly suggested)
  - Notify ASHE office of personal conflict of interest proposals in section
- Proposal Selection & Session Creation (May-June)
  - Once all reviews are completed, read through all reviews and begin making initial decisions on accept/reject.
  - Create sessions for accepted individual papers by grouping papers by theme as well as assigning discussants and chairs.
- Provide feedback to the Program Co-Chairs and the ASHE Staff on how processes and programs can be improved.

Time Commitment
- November   Attend ASHE 2019 Conference
- December-March   About 2 hours per week
- April-June   About 5-8 hours per week
- June   Attend ASHE 2020 Program Committee Meeting
  (all expenses will be covered by ASHE)
- November   Attend ASHE 2020 Conference

Timeline
- Mid January   Call For Proposals Sent Out
- Mid-Late April   Proposals Due
- Early May   Reviewers Assigned
- Mid-Late May   Reviews Due
- Early June   Program Committee Meeting
- Early July   Notifications
- Late October   Paper due to Chairs and Discussants

Training & Support
- The ASHE Program Co-Chairs and ASHE Staff are available to support you throughout the process, via email, phone calls, and video calls.
- The ASHE Office will provide a step-by-step guide on how to use the conference proposal, review, and selection system (All Academic) in early spring.
- The ASHE Office will host three 45-minute video training calls:
  - 1) selecting and assigning reviewers;
  - 2) acceptance and rejection considerations; and
  - 3) creating sessions and assigning chairs and discussants.

Qualifications
- Expertise, including presentations and publications, in respective section
- An earned terminal degree (e.g., Ph.D., Ed.D., J.D.)
- Current membership in ASHE throughout duration of appointment
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles

Notes on the ASHE Conflict of Interest Policy
The ASHE Conflict of Interest Policy is available at https://www.ashe.ws/ashe_coi. If a Program Committee member is listed as an author on any proposal submitted to their section, the proposal will be re-assigned to another section for review and accept/reject decision. If it is accepted, it will be returned to the section co-chairs for assignment to a session.