



Position Description for: Section Chairs,
Program Committee
Updated: August 2021
Responsible Party: Program Committee Co-Chairs

Program Committee Description

The ASHE 2022 Program Committee is responsible for soliciting, reviewing, and selecting proposals and volunteers for the annual conference.

Impact

Your role as a Section Chair 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 Ethics Policies. This also includes maintaining confidentiality of various aspects of the process as directed by the Program Committee Co-Chairs and ASHE Executive Director.
- Serve as an ambassador of the Association, including representing the Association in matters related to the conference program (as delegated by the Program Committee Co-Chairs)
- Attend the ASHE 2022 Program Committee Kick-Off Meeting in October
- (Optional) Attend the 2022 Program Committee social in November during the ASHE 2021 Annual Conference in San Juan, Puerto Rico
- Work in collaboration with Program Committee Chairs and respective Section Co-Chair to refine the call for proposals for your respective section (November-December)
- Promote the 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). *This usually happens over the course of 7-10 days and requires about 20-30 hours of dedicated work in this time period.*
 - Assign ASHE member volunteers to review proposals based on their applications and qualifications
 - Follow up with assigned reviewers throughout the process to ensure reviews are being completed. *Traditionally each year the reviewer assignment process includes an additional phase of finding new reviewers and re-assigning reviews.*
 - 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)
 - Take care to ensure each reviewer you assign to a proposal is qualified
 - Notify ASHE office of submitted proposals in your section which cause personal

conflict of interest proposals (e.g., Proposal submitted with your name included as an author, Proposal submitted by a student, peer, mentor, mentee, etc.)

- Proposal Selection & Session Creation (May-June). *This usually happens over the course of 7-14 days and requires about 50-60 hours of dedicated work in this time period, including attendance at a two-day Program Committee Meeting.*
 - Once all reviews are completed, read through all reviews and begin making initial decisions on accept/reject.
 - Make edits to reviewer comments you feel are inappropriate. Notify Program Committee Co-Chair and Conference Coordinator if you feel the reviewer should be replaced. If decided, reassign the proposal to another reviewer if a replacement reviewer is required.
 - Create sessions for accepted individual papers by grouping papers by theme as well as assign discussants and chairs.
- Serve as a supporter of ASHE and the ASHE Conference before and during the Conference (e.g., social media posts, or answering questions via email)
- Provide feedback to the Program Committee Co-Chairs and the ASHE Staff on how processes and programs can be improved for future conferences.

Time Commitment

- October 2021 2-3 hours preparing for, attending, and completing actions items from the ASHE 2022 Program Committee Kick-Off Meeting
- November 2021 3-4 days attending ASHE Conference
- December 21-March 22 About 2 hours per week promoting the conference and working on various action items
- April 2022 About 2 hours per week preparing for next steps and attending trainings
- Week Proposals Due 20-30 hours assigning reviewers (over about a 7-10 day period)
- Leading to Meeting 20-30 hours making decisions and preparing for meeting
- Summer Meeting 2 days attendance at the Summer Program Committee Meeting
- July-November 1-3 hours per month at most helping to promote the conference and supporting re-assignment of discussants, chairs, and papers

Timeline

- 10/12/21, 12-1pm Pacific Program Committee Kick Off Virtual Meeting
- 11/5/21, 7-9am AST Program Committee Social at ASHE Conference (Optional)
- January-May 202 Monthly Program Committee Meetings
Second Thursday of each month, 12pm-1pm Pacific
- 2/1/22 Call For Proposals out; Conference Portal Opens
- 4/12/22 Submissions & Volunteer Apps Due
- 5/2/22 Reviewer assignments due from Section Chairs

- 5/6/22 Reviewer assignments sent out to reviewers
- 5/23/22 Reviews Due
- 6/1-6/3/22 Program Committee Meeting in Las Vegas
(Expenses covered by ASHE)

Training & Support

- The ASHE Program Committee Co-Chairs and ASHE Staff are available to support you throughout the process, via email, phone calls, and video calls.
- The ASHE Staff will provide a Section Chair Guide at the Fall Kick Off Meeting, which will include step-by-step guide on how to use the conference proposal, review, and selection system (All Academic).
- The ASHE Staff will host two 60-minute video training calls:
 - 1) selecting and assigning reviewers;
 - 2) acceptance and rejection considerations & 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.