



ASHE

ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION

2023 ASHE Conference Portal Volunteer Guide

In this guide, you'll find:

- Overall Notes
- Navigating To The ASHE Conference Portal
- Logging In
- Applying To Volunteer
 - Chair
 - Discussant
 - Reviewer

If you have questions about the proposal system, contact the ASHE Staff:

- conference@ashe.ws
- (202) 660-4106

Volunteering for the 2023 ASHE Conference

Reviewers

Reviewers are needed to evaluate proposals in all conference sections and pre-conferences. 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 a proposal is accepted to the conference.

Interactive Symposiums, Self-Designed Paper Sessions, Research Papers, Scholarly Papers, and PVDS sessions will be assigned 3 reviewers, with at least 2 doctoral/terminal degree holders (e.g. PhD, EdD, JD, etc.) and no more than one doctoral candidate (meaning anyone who has defended their dissertation proposal). Posters and Works in Progress sessions will be assigned 2 reviewers, with at least 1 doctoral/terminal degree holder and no more than two graduate students (meaning anyone who is enrolled in a graduate program but has not yet defended their proposal for doctoral candidacy).

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.

Most reviewers will be assigned five to ten proposals, however reviewers may be assigned up to 12. 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.

Timeline & Time Commitment

- April 25: Deadline to apply for Reviewer positions through ASHE Conference Portal
- Early May: Assignment of reviews
- Late May: Reviews due

Qualifications

- Ability to provide critical, honest, and constructive feedback to authors and the Program Committee

- Current membership in ASHE during the review period (May 2023)
- Agreement to uphold the ASHE governing policies including Conflict of Interest Policy and Ethics Policies

Each proposal assigned will take on average 15-30 minutes to read and then to complete the reviewer form in the Conference Portal. The Program Committee will offer a web-based training for reviewers in May 2023 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.

Session Chairs

The Program Committee will assign session Chairs and Discussants to each research paper, scholarly paper, and PVDS session. Web-based training will be offered leading up to the Conference.

Session Chairs facilitate the session by introducing speakers, keeping time, and moderating post-presentation discussion. Chairs should coordinate communication among the presenters.

Session Chairs do not need to be a doctoral/terminal degree holder; this is especially a great volunteer opportunity for graduate students.

Timeline & Time Commitment

- April 25: Deadline to apply for Chair positions through Conference Portal
- Early July: Notification of Assignment
- Early August: Assignment of time and location
- Early October: Contact presenters and Discussant
- September 15: Presenter, Chair, and Discussant conference registration deadline. If you are assigned as Chair or Discussant, you have a professional and ethical obligation to register for and attend the conference.
- October 19: Papers for Virtual Conference due through ASHE Conference Portal
- October 26: Papers for In-Person Conference due through ASHE Conference Portal
- November 6: Attend ASHE Virtual Conference Day and serve as Chair (if assigned)
- November 15-18: Attend ASHE 2023 Conference and serve as Chair (if assigned)

Qualifications

- The two main qualifications to be a Session Chair are (1) organization and (2) comfortability managing conference sessions with presenters and a Discussant
- Current membership in ASHE and registration for ASHE 2023 Conference or respective Pre-Conference
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethics Policies

Discussants

The Program Committee will assign session Chairs and Discussants to sessions of research papers, and scholarly papers, and PVDS presentations. Web-based training will be offered leading up to the Conference.

Discussants play an integral role in the quality of the annual conference. They read research and scholarly papers in advance of the conference and review notes provided by performance, visual, and digital scholarship presenters. They provide oral and written feedback to authors at the session and offer comments that inform and integrate the papers in the larger session. The Discussant's comments should last about ten minutes. Critiques of individual papers and presentations should be framed constructively to assist the author(s) with revisions for publication. Discussant comments are most helpful when they integrate and emphasize how the paper topics, theories, study designs, and methods reveal or obscure important knowledge or ways of understanding key issues in the field.

With the changes to the Performance, Visual, and Digital Scholarship format for 2023, Discussant may have PVDS Presentations included along with papers. The Program Committee and ASHE Staff will provide resources and support to aid Discussants in providing feedback to these authors.

Discussants can volunteer to support multiple conference sessions including Research Papers, Scholarly Papers, and PVDS sessions. For Self-Designed Paper Sessions, Discussants should be identified with the proposal submission. Discussants must be a doctoral/terminal degree holder.

The Program Committee will make every effort to ensure that Discussants are assigned to sessions related to their area(s) of expertise in topic and/or method.

Timeline & Time Commitment

- April 25: Deadline to apply for Discussant positions through ASHE Conference Portal
- Early July: Notification of Assignment
- Early August: Assignment of time and location
- September 15: Presenter, Chair, and Discussant conference registration deadline. If you are assigned as Chair or Discussant, you have a professional and ethical obligation to register for and attend the conference.
- October 19: Papers for Virtual Conference due through ASHE Conference Portal
- October 26: Papers for In-Person Conference due through ASHE Conference Portal
- November 6: Attend ASHE Virtual Conference Day and serve as Chair (if assigned)
- November 15-18: Attend ASHE 2023 Conference and serve as Chair (if assigned)

Qualifications

- An earned terminal degree (e.g., Ph.D., Ed.D., J.D.)
- Expertise in the subject area of the session for which they are assigned. This would ideally include methodological expertise, especially for advanced methods; however, the method in which authors answer related research questions may vary.
- Ability to synthesize 3 different presentations, find common themes, and deliver this summary to session attendees
- Ability to provide critical, honest, and constructive feedback to authors and openness for follow-up questions from authors (e.g., for clarity of comments).
- Current membership in ASHE and registration for ASHE 2023 Conference or respective Pre-Conference
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethics Policies

Overall Notes

The ASHE Conference Portal, which is software designed by All Academic, can be accessed via the ASHE website: www.ashe.ws/volunteers. This is the system where proposals can be submitted; members can volunteer to be a reviewer, chair, and/or discussant; reviewers will complete reviews; reviewer feedback will be available to authors in early July; the final conference schedule will be posted; research and scholarly paper authors will upload their final papers; and discussants and chairs will be able to access papers for their sessions.

Once you are on a page for 60 minutes with no activity, be aware of the timer in the upper right corner. If you time out, none of your progress or changes will be saved. There is a timer refresh button in the top right corner that you can click to reset the timer.

⌂ 59:32

Use the navigation menu under the ASHE logo to move around in the system. Do not use the back button on your browser!

Navigating to the ASHE Conference Portal

Go to www.ashe.ws/volunteers.

Click the blue "ASHE Conference Portal" button.

The Volunteer Form asks if there are ways in which ASHE can make your volunteer time as a chair, discussant, and/or reviewer more accessible. Please contact Angela Hoffman Cooper, Director of Conference and Events at angela@ashe.ws with questions.

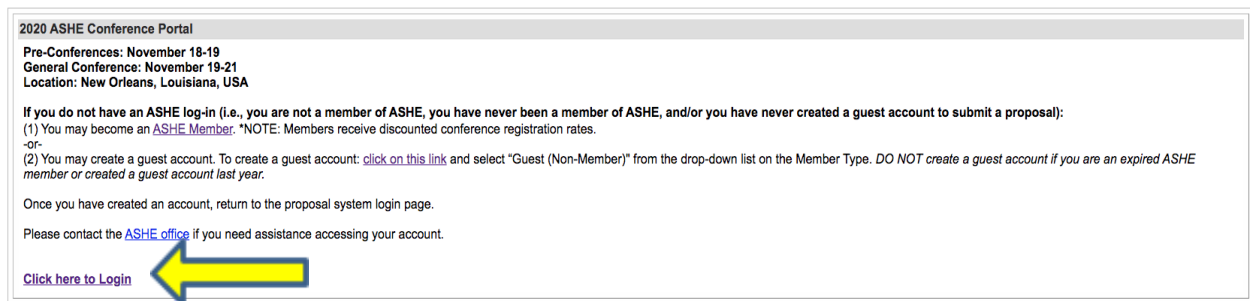
Logging In

If you have an ASHE Log-In (ASHE Members, Former Members, And Those With A Guest Account)

To access the ASHE Conference Portal, use your ASHE login credentials. All authors will need an ASHE account to be added to proposals in the system (e.g., the author submitting the proposal will search the system for co-authors to add).*

Note: If you already have an ASHE account (either as a current or expired member or a guest account), do not create a new account as the system will likely suspend all of your accounts. If you have questions or need help accessing your account, please contact the ASHE Staff (office@ashe.ws; (202) 660-4106) .

1. Click "Click here to Login" link at the bottom right side of the page.



2. Once you click "Click here to login" you will be redirected to the ASHE member login webpage.
3. Use your ASHE username and password to login. If you forgot your password or username, you can select "Forgot your password?" If you have issues logging in, DO NOT create a new account. Contact the ASHE Staff (office@ashe.ws; (202) 660-4106 for assistance.

If you do not have an ASHE log-in (Never an ASHE member and never created a guest account)

NOTE: Only current ASHE members are eligible to serve in conference volunteer roles. As such, the option to volunteer will not appear for expired members or Guest members.

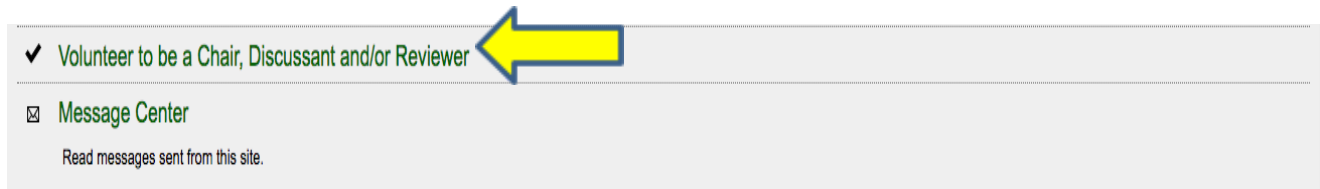
If you do not have an ASHE account—meaning you've never had an ASHE membership or guest account, you may become an ASHE member; more information can be found at www.ashe.ws/membership.

****DO NOT create a new account if you are an expired ASHE member or created a guest account in previous years. Please contact the ASHE Staff(office@ashe.ws; (202) 660-4106 if you need assistance accessing your account.****

*Please note that it can take 10-60 minutes for a new account to flow from the ASHE membership system to the ASHE Conference Portal. As such, we potential volunteers who are not ASHE members, who were never ASHE members, and who do not have a Guest account to become a member or create a guest account well in advance of the volunteer application deadline.

Applying to Volunter

1. Once logged in, click the “Volunteer to be a Chair, Discussant and/or Reviewer” link



2. Review the auto-filled “Personal Information”

Personal Information

Please fill out all personal information in the fields provided.

NOTE: If any information provided below is incorrect, you can update this information in the "My Profile" tab in your ASHE account. You can access your account by logging into the ASHE website: <https://www.ashe.ws/login.asp>

The ASHE Volunteer Guide can be accessed via the following link:

First Name
James

Middle Name
E

Last Name
Hines

Email Address
james@ashe.ws

Affiliation
Association for the Study of Higher Education

Highest Degree
MA/MS

Faculty Rank
No Rank

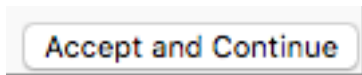
NOTE: If the personal information is incorrect, log in to your ASHE account ([ashe.ws/login.asp](https://www.ashe.ws/login.asp)) to update your personal information through the “My Profile” tab.

3. Input or update:
 - These should be areas in which you have the expertise/knowledge to understand and provide meaningful feedback for conference proposals (Reviewers), conference sessions (Discussants), and/or to support conference sessions (Chairs).
 - What is your experience with being a peer reviewer for ASHE and/or other scholarly conferences? (If applying to serve as a Reviewer)
 - What is your experience with being a discussant for ASHE and/or other scholarly conferences? (If applying to serve as a Discussant)
 - Recent Work (Optional) Please list up to 3 recent publications or presentations

that are relevant to the section(s) for which you are volunteering.

- Research Expertise
- What is your availability to serve as a Discussant and/or Chair? Please check all that apply.
- Volunteer Accessibility Accommodations


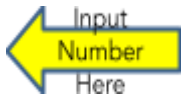
4. Click "Accept and Continue"



5. On the Volunteer Menu page, select your desired role(s):

- To apply to volunteer as a Chair, click the check box for the section and/or pre-conference forum
- To apply to volunteer as a Discussant, click the check box for the section and/or pre-conference forum
- To apply to volunteer as a Reviewer, enter the number of reviews you would like to complete for a section and/or pre-conference forum.

NOTE: The maximum number of reviews you are allowed to apply for across all sections and pre-conferences is 18. In previous years, the average number of reviews assigned was 8. The Program Committee will make an effort to limit the number of reviews a reviewer may be assigned to a maximum of 12 total across all sections and pre-conferences.

	Contexts, Foundations, & Methods			
	Chair <input checked="" type="checkbox"/>	Discussant <input checked="" type="checkbox"/>	Reviewer <input type="text" value="5"/>	
	Faculty, Academic, Administrative, & Classified Staff			
	Chair <input type="checkbox"/>	Discussant <input type="checkbox"/>	Reviewer <input type="text"/>	
	Graduate & Professional Education & Students			
	Chair <input type="checkbox"/>	Discussant <input type="checkbox"/>	Reviewer <input type="text" value="1"/>	
	International Higher Education			
	Chair <input type="checkbox"/>	Discussant <input type="checkbox"/>	Reviewer <input type="text"/>	
	Organization, Administration, & Leadership			
	Chair <input type="checkbox"/>	Discussant <input type="checkbox"/>	Reviewer <input type="text" value="2"/>	

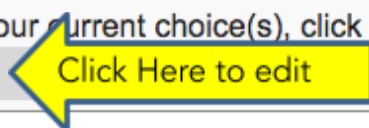
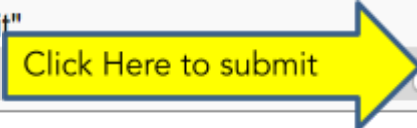
- Once you have selected your desired roles and number of reviews per section, click "Accept and Continue"
- On the "Volunteer Report" page, review your volunteer choices
If you need to change any of your choices click the "Edit" button on the left side of the webpage and make the adjustments and repeat the process listed above

Volunteer Report

Review your selections. To edit your choices, click the "Edit" button located at the bottom of the page. **To save your choices, click "Accept and Continue" at the bottom right.**

Unit/Sub Section	Chair	Discussant	Reviewer
Contexts, Foundations, & Methods	X	X	5
Graduate & Professional Education & Students			1
Organization, Administration, & Leadership			2
Summary:			
	X	X	8

To edit your current choice(s), click "Edit"

 Click Here to edit  Click Here to submit

8. Once you are satisfied with your volunteer role choices, click "Accept and Continue"

You will receive a confirmation email once your volunteer application has been submitted and it will show in the ASHE Conference Portal. If you do not receive an email, it has not been submitted.

You can use the "Main Menu" link at the top of the confirmation page to navigate back to the Conference Portal main menu where you can submit a proposal (visit the proposal submission guides at www.ashe.ws/callforproposals for more information), or click "Logout" if you are finished with your submissions in the Conference Portal.

Editing Your Volunteer Application

Repeat the steps above to update or change your volunteer choices after you have received your confirmation email