



#UCEA19tips

# Reviewer Notes

## Thank you for being a reviewer!

The success of the Annual Convention is a function of many variables. One of the most important is the quality of sessions and papers presented at our convention. Reviewers are vital to maintaining this quality from year to year. Please take a look at this set of tips and guidelines for completing timely and substantive reviews.

### Subaltern leadership

Please keep the 2019 conference theme in view—have it pulled up on your screen or print it out so you can refer to it as you review.

#UCEA19

*This year’s theme centers a broad array of knowledges, discourses, practices, experiences, epistemologies, and ways of knowing that historically have been marginalized, downplayed, and/or rendered invisible in the larger field of educational leadership.*

**If you are a graduate student**, be sure that “Yes” is selected in the *I’m a student* field in your UCEA profile.

**If you are not a student**, please make sure the *I’m a student* field is updated correctly in your UCEA profile.



### FAQs

**Who is assigned proposal reviews?**

Everyone who submits a proposal, either to the GSS or the general convention, will be assigned proposals to review.

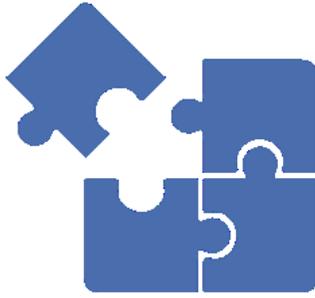
**I am a student and was assigned reviews for the general convention. What should I do?**

Students review proposals for the GSS; faculty review for the general convention. Email us at [uceaconvention@gmail.com](mailto:uceaconvention@gmail.com) if you think you may have been incorrectly assigned.

**I have been assigned reviews. Where do I find them?**

Log into the UCEA members page, and click *Visit All Academic*. Click on *Review Menu* to access submissions for your review. There are four categories of proposal submissions:

- Individual Papers
- Group Sessions
- Ignite Presentations



## Topical interest

We do our best to match reviewer interests and expertise with review assignments, but this is not always possible.

If you are assigned a mismatch, please don't equate this potential lack of appeal with lower proposal quality. Evaluate the proposal on its own merits.

## Use the Review Guidelines/Rubric



Sound and coherent conceptual framework

The guidelines/rubric posted for the proposal review process is not exhaustive, but it does cover the basics. Please tend to these guidelines when evaluating proposals.

Appropriate methodology undertaken with fidelity



Reasonable, logical inferences from findings

**BUT, be flexible!** The guidelines are a generic set of evaluative ideas for most proposals. They cannot be rigidly applied to *all proposals*.

Sufficient grounding in relevant literature

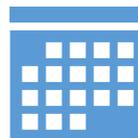


Use professional judgment and common sense when evaluating.

Reviews are due SUNDAY, June 2<sup>nd</sup>, at 11:59pm Eastern.



Please submit your reviews on time!



We ask that you provide substantive feedback for each proposal, even (or perhaps especially) for those you judge to be inadequate.

- Innovative Sessions and Mini-Workshops

You may have been assigned proposals in one or more of these categories. **Each category has different criteria.** Be sure to check that you have reviewed all assigned proposals.

## FAQs

**What should I do if the proposal is not blinded?**

Please do **three things**:

1. Score the proposal *as is* on its merits.
2. Note in the *Comments to the Association* that it was not blinded.
3. Select "Reject" for your recommendation.

**What should I do if the proposal is over 3 pages in length (excluding references, tables, etc.)?**

Reviewers are only obligated to review the first three (single-spaced) or six (double-spaced) pages. Scores should reflect the merits present in what you read, not the length.

**What should I do if there is no reference list?**

Reflect this in your score for "Anchoring of proposal content to relevant scholarly literature". In most cases, it should not be a singularly disqualifying shortcoming.

**What if I don't have any comments for the association?**

Comments to the Association are vital, in case there is

A reviewer's role is to provide authors who have submitted ideas for critical review to provide something that will inform and improve future revisions of that work.



If you recommend "*Accept*," your written feedback will improve the presentation and increase the quality of the Convention.

If you recommend "*Reject*," detailed written feedback will help an author improve his/her/their proposal for other conferences.

Please do not write "None" in the comment section!

disagreement between reviewers, or the final score puts the proposal on the cusp of acceptance/rejection. **Please do not put "None" in the comment section!**

When there are close calls, a "None" comment often either reflects negatively on a highly-scored proposal or discounts negative scores in the final consideration.