UCEA 2020
Graduate Student Summit
Reviewer Notes

Reviewer FAQs

Thank you for being a UCEA GSS20 reviewer!

While the success of the GSS is a function of many variables, one of the most important is the quality of sessions and papers presented at our summit. **Reviewers are vital to maintaining this quality from year-to-year.** Please review the following tips and guidelines for completing timely and substantive reviews.

*The #UCEA20 theme, **Re/Building Home: Coloniality, Belonging, and Educational Leadership** aims to highlight critical discourses around knowledge production and the control of knowledge. Additionally, the theme highlights concepts of belonging relative to our institutional, disciplinary, and personal homes—nations, ethnicities, and identities—and these relationships within educational leadership.*

Use the Review Rubric

The rubric posted for the proposal review process is not exhaustive, but it does cover the basics. Please tend to these guidelines when evaluating proposals and **please be flexible!** The guidelines are a generic set of evaluative ideas for most proposals. They cannot be rigidly applied to *all proposals*. We trust your professional judgment.

We do our best to match assignments to reviewer expertise, but this is not always possible. If you are assigned a mismatch, please don't equate lack of appeal with lower proposal quality. Evaluate the proposal on its own merits.

Sound and coherent conceptual framework

Appropriate methodology undertaken with fidelity

Reasonable, logical inferences from findings

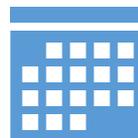Sufficient grounding in relevant literature

We ask that you provide substantive feedback for each proposal, even (or perhaps especially) for those you judge to be inadequate. 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," written feedback increases the quality of the GSS.

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

Please help us and submit your reviews on time!

Where are my reviews?

UCEA members page > *Visit All Academic > Review Menu*

3 submission categories:
- Individual Papers
- Ignite Presentations
- Roundtable Feedback Sessions

Each category has different criteria. Be sure to check that you have reviewed all assigned proposals.

What if the proposal isn't anonymous?

Please do **three things**:
1. Score the proposal *as is* on its merits. This will group it with other similarly scored proposals.
2. Note in the *Comments* that it was not blinded.
3. Select "Reject" for the 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 disagreement between reviewers, or the final score puts the proposal on the cusp of accept/reject. **Please do not put "None" in the comment section**!

Reviews are due WEDNESDAY, August 12th, at 11:59pm