



2018 AASHE Conference & Expo

Global Goals: Rising to the Challenge

October 2 - 5, 2018; Pittsburgh, Pennsylvania

Proposals Review Packet



Table of Contents

Introduction to the AASHE 2018 Proposal Review Process	2
Thank You	2
Volunteer as a Reviewer	2
Important Review Dates and Deadlines*	2
Conference Goals	3
Review Process	3
Reviewing Instructions	3
Review Scale	3
Review Criteria	4
Reviewer Tips	4
Expectations of Reviewers	5
Questions?	5
Be the first to know!	5

Introduction to the AASHE 2018 Proposal Review Process

Thank You

Thank you for volunteering to be a proposal reviewer for the [2018 AASHE Conference & Expo!](#) We appreciate your time and dedication to help us select high quality presentations for our conference attendees. We depend on the insights of over 200 volunteer reviewers to help us develop a strong program . We look forward to seeing you in Pittsburgh!

Volunteer as a Reviewer

Not signed up yet? It's easy! Visit <https://ww4.aievolution.com/ash1801> to sign up. If you have already created a profile as a reviewer, submitter or presenter for AASHE 2015, 2016 or 2017, you can use the same login information. If you forgot your username or password click on [Get it now!](#) and provide your First Name, Last Name and the Email Address you used for your previous profile. You will receive a message which includes your username and a link to reset your password. Once you are logged into your account visit the "Dashboard" page to fill-out the "Volunteer Reviewer Sign Up Form."

Important Review Dates and Deadlines*

Proposals received for review: **February 28, 2018**

Proposals reviews due by: **March 25, 2018**

*Dates and deadlines are subject to change.

Conference Goals

As you review proposals, please keep in mind the following goals of the 2018 AASHE Conference & Expo. Participants will:

- Attend a high-quality, participatory and interactive event delivered in a professional manner
- Be inspired, motivated, energized and empowered to advance sustainability in higher education and beyond.
- Develop skills to integrate sustainability into the core culture of their institution, organization or community.
- Gain readily applicable lessons, ideas and tools to bring back to their institution, organization or community.
- Learn from and network with a diverse audience of faculty, administrators, students, sustainability professionals, non-profit leaders and business partners.

Review Process

All complete 30-minute, 60-minute sessions, student summit presentations and workshop proposals will be reviewed by a minimum of 3 volunteer reviewers (that's you!). Based on the criteria described below, each reviewer will rate approximately 25 proposals in their area of expertise on a quantitative scale. Reviewers also have the opportunity to add comments or suggestions. Note that you will not review any proposals on which you are listed as a presenter.

AASHE then uses the reviewer ratings and comments to create the conference program. Our primary goal in preparing the schedule is to ensure that it includes a well-balanced mix of high-quality sessions that meet the diverse interests of attendees. AASHE staff ultimately make final decisions about whether to accept or decline a proposal based on reviewer feedback as well as scheduling constraints.

Please note: While AASHE strives to limit the number of proposals reviewed per Volunteer Reviewer to 25, this is dependent upon both the number of submissions we receive as well as the number of Volunteer Reviewers. In addition, although we aim to limit your reviews to proposals that match your self-identified area of expertise, we may ask you to review submissions that fall outside of that specific area.

Reviewing Instructions

When the review process opens, you will receive an email with information to access your assigned proposals. Use the login information included in the email to access your account. After you login, you will be taken to the "Dashboard" page. Scroll down and click on "View Now" under the Review section. You will then see a page listing all your assigned proposals. To start reviewing, click on "Review Score Card".

Please note: Incomplete review score cards cannot be saved. If you move away from the score card without answering all questions and saving, your answers will be lost. However, you can change the answers you provided on a completed scorecard.

Review Scale

Using the following numerical scale, reviewers rate each proposal on the 6 review criteria listed below. Each criterion is worth 5 points maximum.

- Strongly Agree (5 points)
- Agree (4 points)

- Mildly Agree (3 points)
- Mildly Disagree (2 points)
- Disagree (1 point)
- Strongly Disagree (0 points)

Review Criteria

You will review and consider submitted proposals using the following criteria (each criterion is worth 5 points maximum, 30 is highest score):

1. The proposed session presents **new, high-impact and cutting edge** research and initiatives.
2. The proposed session provides attendees **broadly applicable and replicable** content.
3. The proposed session offers **inspiration, lessons, tools and ideas** which participants can bring back to their institution, organization, or community.
4. The proposed session includes **participatory and interactive** content and employs **audience engagement** techniques to facilitate active learning.
5. The proposed session addresses **social dimensions of sustainability**.
6. The presentation is **relevant** to the conference theme: “Global Goals: Rising to the Challenge”.

Reviewers can leave two types of comments:

- To submitters: these comments will be shared with submitters. However, reviewer identities will remain confidential. Please provide constructive and kind suggestions and feedback on improving the presentations.
- To AASHE staff: these comments will not be shared with submitters.

Reviewer Tips

For the past few years, we have consistently received feedback from conference attendees that they are looking for advanced level content with actionable lessons they can immediately apply on their campus or in the community. In response to this feedback, we’ve created these reviewer tips to help select the highest quality sessions for a variety of experiences levels.

- Review [How to Submit a Proposal](#) before you begin scoring so you know what information was requested from presenters.
- **Read *all* the proposals before you begin scoring them. One approach is to read through the proposals by topic area or session type and then rate them against each other. This will help you evaluate similar content and select the best proposal(s) for that particular topic. You can compare proposals by opening the Review Score Cards in a new tab or window.**
- Pace yourself by rating no more than 8-12 proposals at a time. Breaking up your review process in this way will prevent fatigue and keep your mind fresh.
- When making recommendations, please focus on the content rather than spelling and grammar.
- Ask yourself if the main lessons from the session are clear.
- Ask yourself if you would attend the session or recommend it to a colleague.
- Consider the conversations your colleagues (students, faculty, staff, administrators) are having. What answers are they seeking? What challenges are they facing? What hot topics are circulating that could be addressed at the 2018 AASHE Conference & Expo?
- Remember that all sessions should be educational in nature. Advertisements of a product or service will be not accepted.

Expectations of Reviewers

- Reviewers will provide unbiased, consistent and professional feedback on each proposal reviewed.
- While we do our best to remove all identifiers to make this a blind review process, sometimes things can slip through the cracks. By reviewing unpublished submissions, you are accepting the ethical responsibility not to disclose their contents to anyone else.
- It is your responsibility to [let us know](#) if a conflict of interest arises during the review process. You will not be responsible for performing a review of the proposal in question. AASHE may provide a substitute proposal for review instead.
- As much as possible, submissions are assigned for reviewing based on your area of expertise. This may not have been possible in every instance. If you feel you are not be able to review a submission, please inform us *immediately* so we can reassign the submission to someone else.
- Participating in the proposal review process typically takes 4-8 hours (approximately 10-20 minutes/proposal). The review period will be open for approximately 3.5 weeks. Please only sign up to be a reviewer if you are able to complete the assigned reviews within the allotted time (see [Important Dates](#) above).
- If you are planning to attend the conference, it is your responsibility to register for the conference at your own expense.

Questions?

Please visit the [FAQ](#) page or email conference@ashe.org with any questions regarding the Review Process.

Be the first to know!

Stay connected through [Facebook](#) and [Twitter](#)! Sign up for the [AASHE Announcements](#) newsletter to learn about specials, news and additions to the conference! You can also refer to the [2018 AASHE Conference & Expo](#) or [AASHE website](#) to learn more about the conference.

Thank you once again for participating in this important process!