

PROPOSAL EVALUATION CRITERIA

Three peer reviewers will blind review all proposal submissions and will have the opportunity to provide comments to the submitting author. All reviewers' identities will remain confidential. All proposal reviewers will use the evaluation criteria and scoring rubric below. Total possible score is based on a scale of 30 points.

Proposal Rating Rubric

Evaluation Criteria	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
1. Proposal Title	The title gives little information about the session's content.	The title has some indication of the session's content.	The title generally describes what the session will be about.	The title clearly describes the session.	The title gains the reader's interest, describes the session.
2. Purpose & Session type	The proposal is inappropriate for the session type, or the objective is not stated, implied, or clear.	The proposal may be appropriate for the session type. The objective is too general and how it will be achieved is not explained.	The proposal is generally appropriate for the session type. The objective is stated or implied, but how it will be achieved is not explained.	The proposal is appropriate for the session type. The objective is clear (stated or implied), and it is clear how the presenter will attain it.	The proposal matches the session type. The objective is clear (stated or implied); there are specifics that make the reader want to learn more.
3. Currency, Importance, and Appropriateness of Topic to the Field and the Interest Section (IS)	The topic is not current or not appropriate to the field or IS. I would not attend this session.	The topic is somewhat related to issues in the field and the IS, but it is not current. I would probably not attend this session.	The topic may not be current but focuses on issues appropriate to the field and the IS. I may attend this session.	The topic is current and appropriate to the field and/or the IS. I would probably attend this session.	The topic is current, immediately relevant, or important to the field and the IS. I would definitely attend or recommend this session.
4. Focus and Organization of Content (based on the proposal type)	The topic is not focused or there is little or no organization to the	The topic's focus is too narrow or too general The proposal shows some organization, but	The organization may be understandable to the audience, but the proposal could be more	The proposal is focused and explains how the	The proposal is well-focused. It previews the topic, presents the

	proposal.	it may not provide sufficient guidance for the audience.	focused and better organized.	presenter will introduce and present the material in a comprehensible way.	material in an interesting way, and shows how it will be concluded.
5. Clarity of Proposal & Participant Outcomes	The proposal abstract needs work on sentence structure and fails to give outcomes.	The abstract gives some ideas about outcomes, but needs to specify how they will be reached during the presentation.	The proposal abstract is adequately written and includes a statement of participant outcomes, but needs more detail.	The proposal abstract is clearly written and provides a general statement of participant outcomes and how they will be achieved.	The proposal abstract is well written and provides an explicit statement of participant outcomes and how they will be achieved.
6. Theory, Practice, and/or Research Contribution to the Convention and/or to the Field or IS	The abstract does not mention theory, practice, or research.	The abstract mentions that some theory, practice, and/or research was used, but the abstract is not specific or does not relate it to the presentation.	The abstract refers to theory, practice, and/or research on which the presentation is based and relates it to the presentation to some extent.	The abstract refers to the theory, practice, and/or research on which the presentation is based in an understandable way and relates it to the presentation.	The abstract refers to the theory, practice, and /or research on which the presentation is based and clearly shows how it is connected to the presentation in a relevant and useful way.
TOTAL SCORE = 30	BRIEF Overall Comments:				