2025 CONFERENCE PORTAL GUIDE FOR REVIEWERS

The Bend in the Arc
Activist Praxis & Justice Through Scholarly Creative Expression

50° 1975 | 2025

ASHE
ASSOCIATION FOR THE STUDY OF HIGHER EDUCATION

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Reviewer Resources

Conference Portal Link: https://convention2.allacademic.com/one/ashe/ashe25

- Visit the ASHE 2025 Reviewer Resources website (www.ashe.ws/reviewer-resources) for more information on:
  - Critique with Care: Best Practices for a High Quality Peer Review Session (May 19 at 2:00PM - 3:00PM Mountain/Denver Time). Registration information and recording post event.
  - Resources on best practices for a high quality peer review process
  - Examples of constructive and reliable & unconstructive and unreliable reviews
- If you have any questions or issues with the system, please contact the ASHE Staff at conference@ashe.ws or call (202) 660-4106.
- If you have questions pertaining to a proposal you are reviewing, please contact the Section Chair(s), whose email address(es) is/are included in the ASHE Call for Proposals.

Ensuring a Quality Review

Reviewers' practices are a deeply important part of creating a quality, equitable, and reliable peer review process. By agreeing to review for ASHE, we ask reviewers to commit to the practices below.

1. **Skim all proposals as soon as you receive them to ensure that you have either the topical, methodological, or generalist expertise to be able to review each proposal you have been assigned.** Return proposals to ASHE if you do not have the appropriate expertise for reviews by completing this [Reviewer Mismatch/Conflict of Interest Form](#).

2. **Check proposals to make sure you do not have a conflict of interest.** A quality proposal review system is critical to our Association and the advancement of higher education scholarship. If you have been assigned to review a proposal in which you are uncomfortable completing the review due to a previous relationship or information, please complete this [Reviewer Mismatch/Conflict of Interest Form](#). For more information visit the [ASHE Conflict of Interest Policy](#).

3. **Attend live or review the recording of our ASHE Reviewer Session.** The session "Critique with Care: Best Practices for a High Quality Peer Review Process" will occur on Monday, May 19 from 2:00PM to 3:00PM Mountain/Denver Time. This session is for all ASHE reviewers (and other members who want to join). This one-hour session, will accomplish four objectives: 1) sharing best practices in providing quality, reliable, and constructive feedback to colleagues through the peer review process for the ASHE annual conference; 2) reviewing key features of the ASHE proposal evaluation criteria and rating process; 3) discussing aspects of both exemplar and problematic reviews; and 4) providing a 15-minute 'how-to' session on navigating the Conference Portal. You can register for the ["Critique with Care: Best Practices for a High Quality Peer Review Process" Session here](#). The recording and additional resources will be available on the [Reviewer Resources webpage](#) after the event.

4. **Read the evaluation criteria for each proposal prior to reading the proposal.** Be sure to tune to the criteria for rating so that your read of the proposal will focus on key details related to the evaluation rubric. Taking notes can help!

5. **First, fill out the numerical ratings and the comments, and then finally the "Accept/Reject" categorical rating.** This will allow your final decision "Accept/Reject" to build off and align with the evaluative criteria in your numerical rankings and your specific feedback in comments.

6. **Provide quality comments**, including both positive aspects of the proposal and areas for improvement for all proposals. Ensure that your comments have a constructive and helpful tone. Be concrete about strengths and offer substantive, constructive, and specific comments toward improvement of the manuscript and learning of the author. For example, if there are concerns with the proposal, it may be helpful for you to not only point out what can be improved, but provide some possibilities for how the submitter(s) can go about improving the work. Comments should be at least 50 words long, but quality matters most.

7. **Review for consistency across the three forms of evaluation (numerical ratings, comments, and "Accept/Reject" categorical rating).** For example, proposals that reviewers indicate as "Accept" should have strong and specific positive comments and also receive high numerical ratings. If you believe a proposal is worthy of "Accept," ensure your numerical ratings reflect an average of 4 or above. If you rate any criteria lower than others, try to explain why in your comments.

8. **Use "Comments to the Association"** to clarify or provide additional context on your rubric ratings and/or overall recommendation to the Program Committee and ASHE Staff.

Below is what the ASHE Staff and Program Committee will do to support a strong peer review process.

The ASHE Staff and Program Committee will:

1. **Ensure reviewers are prepared** via a "Critique with Care: Best Practices for a High Quality Peer Review Process" Session, clear instructions, and communications.

2. **Calibrate reviewer expectations** by reviewing the rubric in the "Critique with Care: Best Practices for a High Quality Peer Review Process" Session and providing examples of constructive and unconstructive reviews to norm expectations for the types of feedback to provide, length, and tone.

3. **Assign a reasonable number of reviews to each reviewer** and each proposal to multiple reviewers.

4. To the degree possible, **ensure each proposal is reviewed by someone who has expertise in the method or topic.**

5. **Allow reviewers to "return" proposals they do not feel qualified to rate** for re-assignment by the Section Chair, as long as it is more than 7 days from the due date.

6. **Require three forms of assessment of each proposal**: 1) categorical response (Accept/Reject); 2) numeric ratings of proposal criteria; and 3) comments on reviews for the author. Structure the online rubric to encourage quality comments.

7. **Facilitate a second level of review** on proposals with large differences in ratings across reviewers (e.g. 5, 5, 1).

8. **Review all comments prior to sending reviews and decisions to authors.**

Notes about Reviewing Proposals

Volunteering and Assignments as a Reviewer

- All volunteers (reviewers, chairs, and discussants) must be current ASHE members at their time of service.

- As a reminder, per the proposal submission terms of agreement all ASHE members with a terminal degree who are included on a proposal submission agreed to receive a minimum of 3 proposals to review. If you need clarification on why you were assigned reviews, please contact the ASHE Staff at conference@ashe.ws.

- Reviewer assignment criteria: All proposals will have 3 reviews.

	Terminal Degree	Doc Candidate	Substantial Research or Practical Expertise	Grad Student
Research Paper	At least 2	Can be 3rd	Can be 3rd	Not Eligible
Scholarly Paper				
Interactive Symposiums				
Self-Designed				
PVDS (individual & session)				
Poster	At least 1	Can be 2nd or 3rd	Can be 2nd or 3rd	Can be 2nd or 3rd
Works In Progress				

- If you are unable to complete some or all of your reviews by the June 2nd due date, we ask that you give us as much notice as possible. You can email the ASHE Staff at conference@ashe.ws.

- If you complete your reviews early and have time to complete additional reviews, please contact the ASHE Staff at conference@ashe.ws

ASHE Conflict of Interest Policy

A quality proposal review system is critical to our Association and the advancement of higher education scholarship. Please complete the Reviewer Mismatch/Conflict of Interest Form if you are able to identify a proposal and have any of the following relationships:

- current or former chair of a dissertation committee or current or former student of a chair of a dissertation committee;
- family member, spouse, or partner;
- anyone with whom one has a current business or financial relationship (e.g., business partner, employer, employee);
- research collaborator or co-author who is currently in that relationship or has been within the last five years;
- anyone working at the same institution or having accepted a position at the same institution.
- You can find the full ASHE Conflict of Interest Policy at https://www.ashe.ws/conflictofinterestpolicy.

Proposal Types

Individual Submissions

Individual submissions are proposals submitted by an individual or group of individuals which, if accepted, will be created into topical sessions by the Program Committee.

Performance, Visual, and Digital Scholarship: PVDS proposals are intended to provide opportunities for the (re)presentation of scholarship, inquiry, and knowledge production in the forms of exhibitions, live performances, videos, looped slides, and other digital and arts-based mediums. PVDS proposals are based on empirical research that present findings of a study. Proposals could include photo-voice exhibition, spoken word art, performance ethnography, digital storytelling, poetry, documentary videos, art displays, visual discourse analysis, digital humanities projects, and other (re)presentations of knowledge production and inquiry outside of the paper, symposium, or poster formats. Authors should describe artifacts, objects, or mediums that they cannot upload to the ASHE Conference Portal. Connection to the theme is not a criterion for evaluation.

Poster: Posters are a mechanism for scholars to engage in interactive discussions with other conference participants about a research project. The poster venue allows scholars with

similar research interests to interact by using the poster as a focal point. The presenters, rather than an assigned Discussant, are responsible for facilitating the conversation. Connection to the theme is not a criterion for evaluation.

Research Papers: Research Paper proposals should describe empirical/data-based studies. Reviewers will evaluate proposals on connection to the literature, research plan, and significance. Connection to the theme is not a criterion for evaluation.

Scholarly Papers: Scholarly paper proposals feature novel arguments, pose and grapple with critical questions, synthesize divergent bodies of literature, and/or elaborate new theoretical or conceptual frameworks. As non-data-driven papers, authors are not required to adhere to an empirical research design (e.g., methods, data collection, and data analysis). Connection to the theme is not a criterion for evaluation.

Works in Progress: Works in Progress sessions provide an opportunity for authors to share information regarding their research in an informal, conversational style and to receive feedback at early stages of the project. Both research and scholarly works are accepted. Proposals in this format will be evaluated on the basis of their potential to generate discussions that advance the field and provide opportunities to exchange feedback. Connection to the theme is not a criterion for evaluation.

Session Submissions

These are proposals submitted by a group of individuals which, if accepted, will be a session itself.

Interactive Symposium: An Interactive Symposium is a 75-minute session that features interaction between and among expert presenters and the audience to advance knowledge of a particular research problem, theory, or higher education issue. Rather than present the results of discrete research studies as in a paper session, participants in an Interactive Symposium session draw from research and/or experience to foster dialogue and interactions. A typical Interactive Symposium session might begin with brief presentations from the panelists (or interactive Q&A between the moderator and panelists) about the session's topic, followed by ample time for discussion and activities among the panelists and between the panelists and attendees. The names and backgrounds of presenters/facilitators should be included in the proposal because the expertise and perspectives of the presenters is important to the success of the session. Connection to the theme is not a criterion for evaluation.

Performance, Visual, and Digital Scholarship: PVDS proposals are intended to provide opportunities for the (re)presentation of scholarship, inquiry, and knowledge production in the forms of exhibitions, live performances, videos, looped slides, and other digital and

arts-based mediums. PVDS proposals are based on empirical research that present findings of a study. Proposals could include photo-voice exhibition, spoken word art, performance ethnography, digital storytelling, poetry, documentary videos, art displays, visual discourse analysis, digital humanities projects, and other (re)presentations of knowledge production and inquiry outside of the paper, symposium, or poster formats. Authors should describe artifacts, objects, or mediums that they cannot upload to the ASHE Conference Portal. Connection to the theme is not a criterion for evaluation.

Self-Designed Paper Session: In a 75-minute Self-Designed Paper session, the session organizers propose a complete session of papers (research and/or scholarly) that consists of up to four papers that address a specific topic. Organizers must provide a title for the session and must include a session Chair and Discussant. Organizers must not include the names and backgrounds of paper presenters, the session Chair, or the Discussant in the proposal text. Expect language such as "Presenter #1, Presenter #2," "Chair," etc. Connection to the theme is not a criterion for evaluation.

Review Criteria

Proposals will be evaluated on the following criteria:

- **Significance of the proposal to the study and field of higher education:** Significance & contribution of the topic, issue, or problem to the field of higher education (contributions in knowledge, theory, and/or practice).
- **Theoretical/Conceptual Framework**: Quality of theoretical or conceptual frameworks and data sources.
- **Connection to Relevant Literature:** How well does the proposal connect to relevant literature?
- **Study Design**: Discussion of paradigm, methodology, study methods, analysis, and goodness criteria.
    NOTE: This criterion is <u>not</u> included for Interactive Symposium.
- **Findings**: Relevance of findings, whether partially or fully reported AND/OR Quality and persuasiveness of the analytical argument, including how well the argument extends or challenges the extant literature.
    NOTE: This criterion is <u>not</u> included for Works in Progress.
- **Qualifications**: Expertise or perspectives of presenters/facilitators relative to the topic.
    NOTE: This criterion is <u>only</u> included for Interactive Symposium (unmasked).
- **Overall Clarity**: Overall clarity of the proposal (e.g., quality of writing, organization of ideas, clarity of assumptions, logic of arguments, etc.).

Dates and Timeline

Date	Description
April 30, 2025 at 3:00PM Mountain/Denver Time	Proposals and Volunteer Applications Due
May 16, 2025	Reviewers are notified of assigned proposals
May 19, 2025 from 2:00PM to 3:00PM Mountain/Denver Time	"Critique with Care: Best Practices for a High Quality Peer Review Process" Session
May 23, 2025 at 3:00PM Mountain/Denver Time	Preferred date by which to notify ASHE Staff of a reviewer assignment mis-match or conflict of interest (return to the Volunteering and Assignments as a Reviewer section above for more details)
May 26, 2025	Preferred date by which to notify ASHE Staff if you will not be able to complete your reviews (return to the Volunteering and Assignments as a Reviewer section above for more details)
June 2, 2025 at 3:00PM Mountain/Denver Time	Reviews are due from Reviewers *This provides an 18-day-window in which reviewers are able to complete reviews.

Notes about using the ASHE Conference Portal

Once you are on a page in the ASHE Conference Portal for 60 minutes with no activity, you time out and no changes will be saved. There is a timer refresh button in the top right corner that you can click on to reset the timer.

C 57:08

● Use the navigation buttons under the ASHE logo to move around in the system. Do not use the back button on your browser—this will give you a system error and delete your work.

Logging in to Review Proposals

1. Log-in to the Conference Portal at
   https://convention2.allacademic.com/one/ashe/ashe25. Tip: Bookmark this!

2. Enter your ASHE username and password and click the "Login" button.
   ○ If you have forgotten your login or password, click the "Reset Password" link
   and enter the email address affiliated with your ASHE account. If you have
   questions or issues logging in, please contact the ASHE Staff at
   office@ashe.ws or 202-660-4106.

Accessing Your Assigned Reviews

1. Once you're logged in, you will see the **"Reviewer Menu"** above the Submitter Menu.
   Once you receive the email that you are assigned reviews, if you do not see this
   menu, contact the ASHE Staff at conference@ashe.ws.

   Reviewer Menu

   ☑ Review
   Review assigned submissions
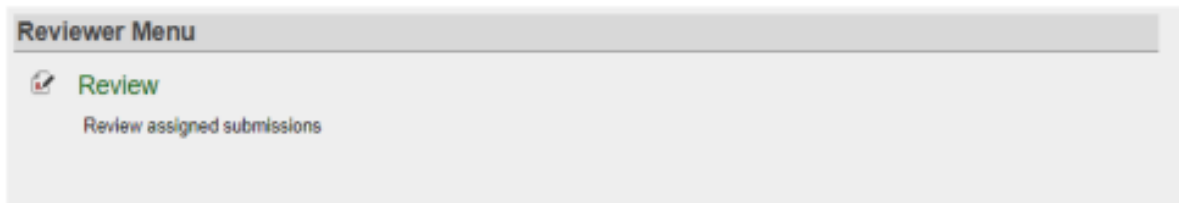
   ○ The Review Status box on the right side of the webpage will provide information
   on your assigned proposals.
   ■ There are four different Review Status indicators (they will only show up
   if at least one proposal is in that status):
   ● Pending: The number of assigned reviews which you have not
   attempted to complete.
   ● Saved: The number of assigned reviews which you have
   attempted but saved to complete later.
   ● Complete: The number of assigned reviews you have completed.
   ● Missing: The number of reviews which were reassigned to another
   Reviewer because you did not complete them.
   ■ The first column indicates individual presentation submission reviews.
   These proposals, which if accepted, are placed with other submitted
   proposals to create a session during the conference. These proposals
   include: Research Papers, Scholarly Papers, PVDS, Poster, and Works
   in Progress submissions.
   ■ The second column indicates Session submission reviews. These
   include Interactive Symposium, PVDS, and Self-Designed Paper
   Sessions. Session submissions are proposed by the authors, and

accepted submissions occupy an entire session time during the ASHE Conference.

| Review Status		
Complete	1	0
Missing	1	0
Pending	0	1
Saved	0	1
Total	2	2

2. Click on the green **"Review"** link under the **"Reviewer Menu"** to review your assigned submissions.

3. If you are assigned as a reviewer for multiple sections (including pre-conferences), the next page that opens will allow you to select each section/pre-con. Click on the section that you would like to begin completing your reviews to access the "Reviewer Assignment" page.

   NOTE: Some Reviewers may receive Reviews in a section titled "ASHE." We created this section to abide by the ASHE conflict of interest policy and ensure a masked review process for all proposal submitters.

Completing Your Reviews

Completing Your Reviews

TIP 1: Your session will time-out after 60 minutes of inactivity. Click the running timer
C 57:08   in the top right of the webpage to reset the timer prior to typing lengthy comments to authors.

TIP 2: You may want to type your comments off-line first if you anticipate taking longer than one hour to finish your review; otherwise, you may lose your comments.

TIP 3: If you do not finish your review in one sitting you may save your work and return to finish your review later by checking the **"Save Work and Finish Later"** box at the bottom of the form. Then click the **"Accept and Continue"** button. After you complete your review, check the "Submit Completed Review" box and then click the "Accept and Continue" button. **You may not edit your review after you mark it as completed.**

Navigating the Reviewer Assignment Page

1. Review your Statistics. This indicates your **"Pending"** and **"Complete"** reviews. You can ignore the "Decline to Review" type as it does not apply.

NOTE: "Individual Submissions" (i.e., Research Papers, Scholarly Papers, PVDS-Individual Submissions, Posters, and Works in Progress) and "Session Submissions" (i.e., Self-Designed Paper Sessions, PVDS-Session Submissions, and Interactive Symposiums) are treated separately in the system. This is indicated in the Statistics box above as well as with the two different tabs. You'll also find the Individual Submissions and Session Submissions contain different information once you access proposals (noted in the section below).

2. Navigate between the **"Individual Submission"** and **"Session Submission"** tabs.

Proposals will appear as **"Pending"** until you select **"Complete Review"** and click **"Accept and Continue"** in the review. There is an option (noted later in this guide) to begin a review, save your work, and then return to edit and complete it. However, once you submit a review, you will not be able to edit it.

To begin a review, click the green **"Review"** button to the right of the proposal title.

Reading the Proposal

1. **Review the proposal information** on the left side of the page.

   NOTE: The information presented here is different for Individual Submissions (i.e., Research Papers, Scholarly Papers, PVDS-Individual Submissions, Posters, and Works in Progress), Self-Designed Paper Session, PVDS-Session Submissions, and Interactive Symposiums.

   - **Title:** The format of the submission will be included in parenthesis for individual formats. *Ex: Works In Progress, Research Paper, Scholarly Paper, PVDS-Individual.*

   - **Download:** If there is an attachment to go with the proposal there is a link to "Download" the supporting document below the title of the proposal. If the submission did not include an attachment, it will say "No Paper/Proposal Uploaded".

   - **Proposal Format:** This is listed in parentheses after the title for Individual Submissions and listed under Session Submission for Sessions.
     - Interactive Symposiums, Self-Designed Paper Sessions, and PVDS proposals will likely present information in unique ways or in ways that differ from research and scholarly paper proposals. Please consider the goals of the varying proposal formats as you conduct reviews.

   - **Author:** Authors will not be listed here since it is a masked review, with the exception of Interactive Symposiums, which are not masked while reviewed, and participants will be listed below in Participants.

   - **Abstract:** The abstract will not exceed 50 words.

   - **Proposal Text:** Proposals must not exceed 2000 words and must include preliminary findings or a summary of full findings (when applicable to the format type). This section will include only the text of the proposal. All tables, figures, formulas, and graphics are submitted as an attachment. All references are submitted in a separate text box and do not count towards the word count; however, APA in-text citations should be used and are included in the word count.

   - **Keywords:** The three keywords identify the broad areas of the proposal.

- **Presentation Type:** This will indicate Individual Submission or Session Submission as well as the specific type.

- **References:** When evaluating references, review for both quality and quantity. This should ideally include foundational and recent research. If the proposal is in your content or methodological area of expertise, ensure that those who are the leading researchers in the area are cited. Additionally, because ASHE welcomes researchers from other fields, there may be occasions where work outside of higher education is cited. You may wish to comment to the author to check into specific researchers or works within the higher education literature. Also, when possible, encourage inclusion of diverse researchers if they are not cited (for example, #CiteASista).

- **Research Methodology:** This will only be listed here for Individual Submissions.
  General methodology:
    - Community Engaged Research and/or Participatory Action Research
    - Historical
    - Legal
    - Literature Reviews
    - Mixed Methods
    - Others
    - Philosophical
    - Qualitative
    - Quantitative
  Specific Research Methodology: open text field for submitter

- **Participants:** This will only be listed for Session Submissions.
    - **Self-Designed Paper Sessions** will include boxes for each paper with the information below followed by the:
        - Paper Title
        - Author (Masked Review: No identifiable information)
        - Abstract
        - Research Methodology
    - **Interactive Symposiums** will include the names of each participant in the symposium. You may consider participant expertise and the combination of expertise/perspectives across participants in your review process for Interactive Symposium proposals. For this reason, for this particular proposal format only the reviews are unmasked.

Completing the Reviewer Worksheet

1. **Provide a <u>minimum of 50 words of constructive feedback</u>** in the **"Comments to the Author"** box. Reviewer comments should provide beneficial feedback to the author regardless of the reviewer's recommendation of acceptance or rejection.

   Below are some guiding questions to help reviewers select criterion ratings and provide comments. These questions may be useful across multiple proposal submission types:

   - Does the author have a good grasp of the literature? Do they use extant literature in a way that helps build a solid rationale for their work?

   - Is the theoretical framework clear, concise, and make sense for the proposal?

   - Are the methods used appropriate for answering the research questions?

   - Is the research design well-executed? What is the quality of the data collected/analyzed? If the proposal is non-empirical, is the argument coherent, sound, and logical in flow?

   - Are the findings clear to the reader? (For applicable proposal formats.) Do the findings offer unique and important contributions to the extant literature and/or the topic discussed within the proposal?

   - In what ways does the conclusion extend/build further from the findings and/or analysis?

   - How readable is the proposal? Does the proposal make a convincing argument that extends intellectual contributions in the section/area it has been submitted?

   All comments must be constructive and formative in nature. Profanity and derogatory comments will be edited and/or deleted by the Program Committee and reviewers may not be allowed to review for future conferences.

2. **Select your rating for each of the criteria listed in the rubric.** The **"Review Worksheet"** criteria is similar for all proposals with two exceptions:
   - Interactive Symposiums do not have Study Design criterion but have Qualifications criterion.

- ○ Works in Progress do not have a Findings criterion.

Return to the Review Criteria section above for more information. Below is the rating criteria.

Rating	Description
1 point (poor)	The proposal omits or does not adequately address one or more components of the evaluation criterion definition.
2 points (fair)	The proposal may meet the evaluation criterion definition with considerable revision.
3 points (average)	The proposal meets the basics of the evaluation criterion definition but needs revision to fully meet the definition.
4 points (good)	The proposal could fully meet the evaluation criterion definition with minor revision.
5 points (excellent)	The proposal fully meets the evaluation criterion definition.

3. **Provide a <u>minimum of one sentence of feedback</u>** in the **"Comments to the Association"** box to help the Program Committee make a decision to accept or reject the proposal. This should not be repetitive of the Comments to the Author, but instead, additional context which may be needed for your rubric ratings and/or overall recommendation or to note if a proposal should be considered for a different section.

    Helpful comments include: "This is the best proposal I have reviewed in 6 years;" "The literature review is quality, but I am worried about the methods and being able to complete this project before November." This is also a place to share any ethical concerns, such as plagiarism; these concerns will be investigated by the ASHE Staff.

4. Make your recommendation to **"Accept"** or **"Reject"** the proposal in the **"Reviewer Recommendation"** section. This recommendation should be based on both the numerical ratings and comments to the author you provided.

Submitting Your Review

After you complete the Reviewer Worksheet:
1. Select the **"Complete Review"** option.
2. Then click the **"Save"** button.

    NOTE: If you do not finish your review in one sitting you may save your work and return to finish your review later by checking the **"Save Work and Finish Later"** box at the bottom of the form. Then click the **"Accept and Continue"** button. After you

complete your review, check the Submit Completed Review box and then click the Accept and Continue button.

You may <u>not</u> edit your review after you mark it as completed.

The peer-review process is an essential part of supporting proposal submitters and developing our field's scholarship at large. We are tremendously grateful to you for your service and your role in supporting the quality and success of the 2025 ASHE Conference.