



NatCon 2019 Call for Volunteer Reviewers

Background

Student Veterans of America (SVA) relies on volunteers to review and recommend breakout session proposals submitted to our annual National Conference (NatCon). The strength and success of NatCon's breakout session stems from the rigor of our review process. We seek individuals with knowledge and experience in chapter/club management, student veterans and their experiences during their educational life cycle—to, through, and beyond college. Student veterans, veteran alumni, veteran service organizations (VSOs) members, college students, higher education staff, faculty, and administrators, policy makers, stakeholders, individuals from the public and private sector are encouraged to volunteer to review proposals.

To ensure a fair and thorough evaluation, every NatCon breakout session proposal is evaluated by a minimum of three reviewers. Reviewers read and evaluate the proposals in the weeks after the Call for Proposals is closed. Proposals are evaluated based upon several criteria (see NatCon 2019 Proposal Submission Guidelines), and the NatCon Proposal Committee ensures that our process and selections exceeds conference selection standards.

Each volunteer reviewer will be responsible for reading an assigned set of proposals (typically between four and 10 proposals), completing the online score sheet, and submitting recommendations. The review process will begin **June 11, 2018** and be completed no later than **June 29, 2018**. Approximately 4-10 hours of review and online reporting will be required. As an online review process, you will have access to the system at your convenience and be able to save and resume your evaluation.

Reviewer Requirements

- Reviewer must be knowledgeable and experienced in chapter/club management, student veterans and their experiences during their educational life cycle.
- Reviewer must submit a completed the [Reviewer Form](#).
- Reviewer must disclose all potential conflict of interests
- Reviewer must have availability between June 11 and June 29, 2018 to review and score assigned proposals

FAQs

What experience do I need to be a reviewer?

There is no specific requirement for a certain amount of prior review experience. Each year, the NatCon Proposal Committee receives diverse proposals covering a multitude of topics. We need a diverse group of reviewers to mirror the diversity of proposals.

The reviewer application requests information about my experience and expertise. I wouldn't consider myself an "expert." Can I still be a reviewer?

Yes. We believe that reviewers from all backgrounds have knowledge and skills gained from their professional and personal experience that would be useful in providing comments and recommendations for NatCon 2019 proposals.

Can I choose specific track(s) to review?

Yes. In the reviewer application you will be given the opportunity to select which tracks you feel comfortable with reviewing.

If I submit a proposal, can I also volunteer as a reviewer?

Yes. You will need to indicate that on the reviewer application along with any other potential conflicts of interest, and you will not be reviewing or scoring your own proposal.

What if I get assigned a proposal to someone I know or have worked with?

If you are assigned a proposal where you have a conflict of interest, please inform the proposal committee and they can reassign you to a different proposal.

How to volunteer to be a Natcon 2019 Proposal Reviewer

To volunteer as a NatCon 2019 Proposal Reviewer, please complete the [Reviewer Form](#).