NACADA Annual Conference Proposals
Understanding the Reader Evaluation Entry Page

1. Follow the link to the evaluation webpage provided in your reader instruction email.
   To-do before beginning reviews:
   • Review all resources provided before beginning your proposal reviews.
   • Print the provided rubric if you prefer to score proposals prior to entering your recommendations in the system.

2. Login using Reader credentials provided by the NACADA Executive Office.

3. If you prefer, you may print the abstracts and proposals for all assigned presentations to review in advance of submitting your online reviews using the link shown below.

4. Become familiar with the program formats.

5. Read and Review Submissions Individually
   • You will review each proposal submission separately and submit your evaluation using the option below.

Note: You can save your comments and go back in and change them before submitting to the conference planning committee chair. Once submitted you cannot go back in and change your evaluation.
Understanding the Reader Evaluation Form

- Review the proposal again if needed.
- Rate the proposal based on the identified criteria on a scale from 1 to 5.
  - Note: Scholary Papers (SP) will have a different set of criteria than shown in the image below.
- Select the “Yes” or “No” option to indicate whether or not you recommend the proposal to be accepted.
- If you selected “Yes” in the “Recommend Accept” field, select the recommended session format from the drop-down box. *See the Program Format descriptions in #4.
- Provide constructive feedback in the comments section. Proposal submitters are able to see reviewer comments so please be mindful that comments are tempered and beneficial for submitters.

<table>
<thead>
<tr>
<th>Abstract Code Number</th>
<th>Program Format Requested (in order requested)</th>
<th>Program Tracks</th>
<th>* Recommend Accept</th>
<th>* Recommended Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>58 (View Proposal)</td>
<td>LEC,PO,PAN</td>
<td>PRS: Student Persistence, Retention, and Academic Skills</td>
<td>☐ YES ☐ NO</td>
<td>Select a Format</td>
</tr>
</tbody>
</table>

* Please rate the proposal on all of the following criteria (5=highest rating). Use the rubric provided as guidance on rating proposals:

1. Interest: Would there be a high level of interest in this program?
2. Application: Would these ideas be adaptable to other institutions?
3. Clarity: Are the abstract and purpose of the program well articulated?
4. Creativity: Would this introduce new ideas, approaches, concepts?
5. Relevance: Is this topic relevant to current advising issues?

Not all proposals are based on the criteria below. These scores are intended to provide an appropriate rating score where applicable. Proposals should not be adversely evaluated if they are not based on the criteria below.

6. Research: Grounded in research (description of methods, findings, and recommendations, as well as emphasis on research results and collected data where applicable) (N/A means that the proposal is not a research-based proposal)

7. Diversity: Does this proposal include issues of equality and/or inclusion and/or diversity, if appropriate? (N/A means that the proposal does not deal with the issues of diversity)

Abstain: I wish to abstain from scoring this proposal. Any scoring information you enter will be ignored if you abstain.

Comments

6. Evaluate the Proposal

- After you have read the abstract and proposal for a particular submission, you may rate the proposal based on the provided criteria.
- We highly encourage all readers to provide feedback to help the chair make the best informed decisions on acceptance/denial of proposals.
- Once all fields have been completed select:

Submit Evaluation to Chair
Save or Submit

Continue through the remaining proposals until evaluations for all assigned proposals have been submitted.