Guidelines for Readers

Faculty Research Day Papers Center for Teaching and Learning

- 1. Readers are paid \$50.00 for each paper read.
- 2. Readers are assigned to teams for each category.
- 3. Each reader on the team reads and ranks each paper assigned to his/her team.
- 4. Papers are ranked according to a scale of 1 to 5 with 5 points being the highest score, using the enclosed rubric form.

Please keep track of your comments and suggestions as you read the submission, as many authors will ask for feedback or critiques on their papers. This can be sent to them anonymously after Faculty Research Day is over.

In ranking the papers, readers should take into account:

- the quality of content
- the general value of the paper as a contribution to knowledge in the disciplinary area
- the compositional and presentational values of the paper.

Depending on the topic and nature of the paper, readers may find it helpful to consider some or all of the following:

- Does the author clearly identify the problem, question, or issue addressed?
- Does the author clearly present the context and/or background of the problem, question, or issue addressed?
- Is there an identifiable hypothesis, perspective, or position presented?
- Does the author clarify key assumptions that could influence her/his hypothesis and/or conclusions?
- Is supporting evidence presented and evaluated?
- Does the author offer clear conclusions, implications, or consequences?

5. The team captain for each category schedules a meeting; all the reading teams in each category meet and discuss the papers, and by vote together decide the first place award paper and the second place award paper. The readers may decide if a single vote is sufficient to determine the first and second award winners or if more than a single vote is needed to determine the first and second award winners in the category. No ties are permitted. One paper has to be ranked first, and one paper has to be ranked second.

The two highest ranked papers receive monetary awards, as described in the guidelines, but *only the highest ranked paper will be selected for electronic publication to the campus*.

If the readers agree that no paper in their category is appropriate for campus publication, there will be no award or publication in that category.

It is not expected that an individual reader would read more than ten papers altogether as both a first and second reader. Should a reader be asked to read more than ten papers, she/he will be paid \$60.00 for each additional paper.

Papers will be made available to readers shortly after the submission deadline of March 4th, 2013. Readers' results are reported to the Center for Teaching and Learning by April 11th, 2013.