

Thank you for volunteering to serve as a reviewer for the 2017 Society for Teaching and Learning in Higher Education (STLHE) conference. The call for proposals is now closed and the STLHE Program Committee will begin to distribute the proposals to reviewers as follows:

- Reviewers will receive the proposals for review between **Friday, December 16, 2017 and December 22, 2016.**
- Each reviewer will receive 3 - 4 proposals.
- Proposals will be emailed to reviewers individually – please note that because of the various email filters, you may need to check both your ‘clutter’ and ‘junk mail’, along with your main inbox.
- Once you receive your assigned proposal, select the ‘Submission URL’ link in the email (This will take you to the page in which your review is located).
- The pertinent information will be located under ‘REVIEW STEPS’.
- For each proposal, please complete the Proposal Review Rubric (attached). Space has been provided on the form for comments (positive and/or constructive).

**Review Steps:**

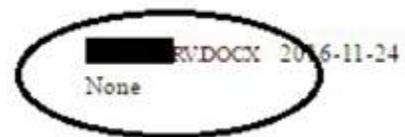
1. Notify the submission's director, by selecting the icon beside the appropriate response, as to whether you will undertake the review.

## REVIEW STEPS

1. Notify the submission's director [redacted] as to whether you will undertake the review.  
Response Will do the review  Unable to do the review

2. If you are going to do the review, proceed to step 3.
3. Review the submission. Submission can be downloaded by selecting the file as shown below.

3. Review the submission.  
Submission Manuscript  
Supplementary File(s)



4. IGNORE STEP 4
5. Upload your completed Review Rubric
  - When writing your review, be careful to omit any references to yourself. Administrators will make the review available to the presenter(s) exactly as you submit it. Your identity will be hidden, of course.

5. In addition, you can upload files for the director and/or author to consult.  
Uploaded files None

No file chosen

6. Select a recommendation (Accept Submission; Revisions Required; Submit Elsewhere; Decline Submission; See Comments) and submit the review to complete the process.

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.  
Recommendation

While conducting the review, please be mindful of the following:

- The session is relevant to the overall theme of the conference
- The description clearly defines the session's outcomes
- The session addresses an important issue in teaching and learning
- The session is informed by relevant theory, practice, and/or scholarship in the area
- The session topic will be of interest to conference attendees from a variety of perspectives
- The selected format is appropriate for the proposed session
- The proposal is well-written and has appropriate references
- All reviewers will also be asked to provide feedback to authors about the strengths of the session, any areas for improvement, and any additional comments you might have for the authors. A rubric will be sent out to all reviewers in advance of completing the review process.

Deadline for completing reviews: **Sunday, January 15, 2017.**

Please don't hesitate to contact us with any questions at [stlhe2017@smu.ca](mailto:stlhe2017@smu.ca)

We are very grateful for your contribution to the conference.

Brad Wuetherick  
STLHE 2017 Program Committee Chair