Proposal Review Panel

*Position Description*

Title: ACTE Proposal Review Panelist

Duration: One-year term; eligible for re-appointment

Work Location: Panel members conduct their work remotely by communicating via email and conference call. The panel does notmeet in person at ACTE’s CareerTech VISION.

Impact of Work:Panel members are primarily responsible for reviewing and selecting proposals submitted through ACTE’s online Call for Proposal system. Panel members will also assist in facilitating and/or providing input on future programmatic formats.

Commitment: Serving on this panel requires a moderate time commitment depending on the number of proposals submitted and the number of reviewers per division. We are seeking 4-5 reviewers per Division to evenly distribute the review responsibility (roughly .5 hours per proposal). Below is the draft timeline for proposal submissions.

November 23, 2015 – Call for proposal opens up

February 29, 2016 – Deadline for proposal submissions

Week of March 7, 2016 – Reviewers receive their proposals to review

March, 25, 2016 – Decision deadline

May, 2016 – Accepted/Non-Accepted notifications emailed out

### Roles and Responsibilities:

*As a Panelist:*

* Read and respond to panel emails
* Commit to follow deadlines
* Provide an unbiased review and selection of proposals

Qualifications: All panel members must be members of ACTE national and be members of the respective Division they are selected to represent. They also must have attended at least one previous VISION event. Lastly, they must be able to meet the time commitment required to serve on the panel.

Training/Orientation:There is no training provided, but there will be a mandatory conference call to discuss the review process in more detail.

Supervisor and Contact Information: All panel members report to the Division VP. They will receive information throughout the year from the Division VP and staff liaison.