**Research on Evaluation**

**Distinguished Scholar Award Rubric**

Review Process

Led by Secretary/Treasurer

1) Solicit nominations (October-November) in newsletters and with personal invitations. Deadline in early December for processing and additional recruiting if needed.

2) Secretary receives materials and organizes review process with executive committee (serving and elect).

3) Confirm conflict of issue status with reviewers (at least 2 reviewers in addition to secretary).

4) Convene meeting with reviewers to discuss criteria.

5) Provide rubric and nominee materials to reviewers with December deadline.

6) Reviewers submit rubric to secretary. Secretary and Chair meet to discuss final recommendation or plans for additional reviewers if recommendations are conflicting. (January)

7) Chair notifies recipient, invites to business meeting to receive plaque, and explains obligations for speaking at the business meeting for the following year. (January)

8) Chair completes paperwork with AERA for plaque and ensures it is processed correctly for pick-up at business meeting. (January-February)

9) Chair (or other executive member) picks up plaque to award at the business meeting (March-April depending on conference date).