

**AERA Peer Review Panels  
Change in Peer Review Process  
Effective with 2010 Annual Meeting  
Approved January 30, 2009 by AERA Council**

*Establishment of Review Panels*

*Reviewers should be recruited in advance; the composition of the review panel should be purposefully designed to represent research expertise and diversity of perspectives; and review panels should be inclusive, periodically reconstituted, and include ad hoc reviewers as necessary. Resolution adopted by Council.*

- Units (division, division/section, SIG) that review paper submissions and session proposals will appoint Review Panels of individuals to serve as reviewers. Those serving on a panel will not deliberate. They will be invited in advance of the start of the review cycle, with the understanding that they will review more than just a few submissions. Responsibility for program decisions still remains with the Program Chair and Committee.
- Each reviewer will be invited by or before the end of an Annual Meeting to serve as a Panel Reviewer for the Annual Meeting the following year. Reviewers agreeing to serve on panels will have three weeks to undertake this work, and the timeline will be specified in the invitation. The approximate number of submissions to be evaluated by each reviewer will also be specified in the invitation to serve.
- Program chairs of units have the discretion to set the number of reviews per reviewer. The expectation is that reviewers serving on Review Panels for units with a large numbers of submissions will review approximately 10-20 submissions each.
- Program chairs have the discretion to have reviewers evaluate both paper and session submissions or constitute separate panels of reviewers to review paper and session submissions.
- Review Panels will be inclusive of well qualified researchers knowledgeable across the span of research topics, methods, and modes of inquiry likely to be considered by a submission unit. The criteria for invited panel reviewers include such considerations as:
  - a) experience in some form of peer reviewing,
  - b) service on other professional review panels,
  - c) knowledge of the field,
  - d) scholarly productivity or roles that require research expertise,
  - e) knowledge of the emerging literature, and
  - f) broad knowledge of a range of researchers and research specialties in an area.

- Each submission will be reviewed by three reviewers, and may be reviewed by a graduate student or students serving as additional reviewers. All reviews, including graduate student reviews (which will be identified as such), will be provided to submitters. However, scores from graduate student reviewers will not be included in the calculations for evaluating submissions. Special sessions on peer review training will be featured at each Annual Meeting to provide an educative opportunity for persons interested in serving as reviewers.
- Under exceptional circumstances, and at the discretion of the program chair, graduate students may be added on review panels as one of the three reviewers and taken into consideration in the decision process.
- Each year, program units will call for volunteers to serve on Review Panels, and there will also be a general call that is AERA-wide (e.g., on the AERA website or in the *Educational Researcher*). The call will make clear the nature of the task, the responsibilities for serving as reviewers, the approximate number of reviews expected, and the time span for doing this work. Program Chairs may select reviewers from a volunteer roster or may invite researchers to serve.
- Before advancing invitations, Program Chairs in divisions will review the roster of invited reviewers for panels with the Vice President of the Division; the Program Chair in SIGs will similarly review the roster with the Chair of the SIG. Based on the number of submissions for individual submissions and session submissions in a unit, the Programs Chairs and their respective Vice Presidents or SIG Chair will determine whether to have separate Review Panels for individual papers and session submissions or to have reviewers do a mix of each.
- In establishing Review Panels, units that have low number of submissions (e.g., small SIGs) may coordinate an integrated review process to avert the problem of a closely knit group either reviewing each others proposals—with the reality or appearance of a conflict of interest. Units may merge their review process into one coordinate review based on proximity of research interests or similar basis that would make logical an affinity group.
- Individuals serving on Review Panels will be publicly acknowledged.
- Service on a Review Panel is a selective process, is intended to be an honor, and will be publicized through, for example, letters of appointment, a published list of Review Panels in the *Educational Researcher*, and acknowledgement at the Annual Meeting as well as certificates of appreciation.

### *Review Process*

- Each individual and session submission will be reviewed by three Panel Reviewers and an optional graduate student reviewer or reviewers. Ad hoc

reviewers may be added if specialized expertise is needed or if there are disparate reviews beyond the expertise of the Chair or the Program Committee.

- Each program unit (division, division/section, SIG) will set the maximum number of submissions for consideration by each reviewer. Program/section or SIG chairs will invite a sufficient number of reviewers so that each reviewer serving on a Review Panel considers a reasonable number of submissions. Note that the guideline for units with a large number of submissions is approximately 10-20 reviews per reviewer.
- The review process will be online for accessing and evaluating submissions.

#### *Review Procedure*

- Reviewers must use the criteria identified in the Call to evaluate individual and session submissions. Submissions must be rejected that do not address the basic elements set forth in the Call.
- The AERA policies on blind review will remain unchanged. Blind review is required for individual submissions but not for session submissions. For session submissions, the decision whether or not to require blind review is delegated to the program submission unit.
- Reviewers must adhere to the AERA conflicts of interest policy (adopted January 2008) and recuse themselves from consideration of a submission where necessary. Reviewers also are required to adhere to confidential rules regarding the consideration of submissions.
- Notification of acceptance and rejection needs to be sent to all authors on paper submissions, not just to the first author or the presenting author. For session submissions, notification needs to be sent not just to the organizer but to all session participants.