



Petition for an AERA-Approved Award for SIGs

Please read all information carefully prior to completing and submitting an award petition. Errors, missing information, and/or content not in line with these guidelines will result in the delay and/or denial of the petition.

Overview:

Per AERA Council and the [SIG Handbook](#), SIGs conferring AERA-approved awards must have a pre-approved set of guidelines specifying the selection procedures, scope, and criteria for each award. The SIG Executive Committee must review—and the AERA Executive Board must approve—all petitions for AERA-approved awards. Each SIG is limited to three AERA-approved awards, and all awards must be related to research and scholarship. SIGs wishing to present an AERA-approved award must complete a [Petition for an AERA-Approved Award](#) (see pages 4-10 of this document). SIGs may not confer awards (or solicit nominations for awards) that have not been approved by the AERA Executive Board. Any substantive changes to existing approved awards also require the approval of the AERA Executive Board. Travel awards for graduate students to help off-set the cost of travel to attend the AERA Annual Meeting do not require the approval of the SIG Executive Committee or the AERA Executive Board and do not count against a SIG's limit of three awards.

The AERA Central Office coordinates the production of official award certificates and plaques for AERA-approved awards to be presented at the AERA Annual Meeting. SIGs are responsible for the cost of these award certificates and plaques and any cash award, where applicable. The deadline for notifying the Central Office of the award recipient and ordering award certificates, plaques, and checks is February 15th. Details about the process and timeline for requesting award certificates, plaques, and checks are communicated to SIGs officers via email each year.

Petition Submission and Review Process:

Petitions for new SIG awards are accepted throughout the year. Award petitions are first reviewed by the SIG Executive Committee. The SIG Executive Committee typically meets every other month. The SIG Executive Committee may ask for revisions and is tasked with determining whether to recommend to the AERA Executive Board that the award petition be approved. The AERA Executive Board reviews petitions at its February, June, and October meetings. Depending on the timing of meetings, the

amount of edits required, and the amount of time it takes to make those edits, the approval process for award petitions can take several months. Awards cannot be given out (and nominations for awards cannot be solicited), without prior approval of the award by the AERA Executive Board.

IMPORTANT NOTE ABOUT TIMING: Given the timing of the AERA Executive Board meetings, petitions must be approved by the June AERA Executive Board meeting in order for there to be sufficient time for the call for nominations and review process that will need to take place for the award to be given out the following year. Petitions approved after the June AERA Executive Board meeting will likely have a 1-year delay in implementation. Given this, it is recommended that completed petitions be submitted to governance@aera.net no later than April 1 in a given year. Even then, additional rounds of feedback and editing may delay the approval process precluding approval at the June AERA Executive Board meeting.

AERA-Approved Award Guidelines:

- All awards must be related to research and scholarship.
- Each SIG is limited to three AERA-approved awards.
- If a SIG has three AERA-approved awards, one must be designated for graduate students.
- Membership in AERA and the SIG is not required to be nominated or to be a recipient of an award.
- AERA, Division and SIG membership should not be used as an evaluative criterion in judging the quality of award submissions and nominations.
- Per AERA Council, awards cannot be named after a living person (or persons); naming an award after an individual (or individuals) posthumously is permitted.
- The [AERA Conflicts of Interest Policy](#), including specific guidelines relating to awards and the award selection process, must be observed throughout the nomination and review/selection process.
- The Executive Board strongly encourages all award conferring units to confer award(s) in a given award cycle only when the nominations received are of high quality.
- The Executive Board strongly encourages small Divisions and SIGs to consider conferring awards on an alternating year in order to ensure that there is a large enough pool of nominations for consideration.
- The names of winners must be submitted to the AERA Central Office no later than February 15th in order to process plaques, certificates, and checks.

Please carefully review your petition for proper grammar, typos, spelling, etc. before submitting. Petitions with errors and incomplete petitions will be returned.

On a final note, your SIG may use terms with many definitions or with technical definitions that are critical to the research, theoretical, or conceptual focus of the SIG. Please include clear definitions of all key terms and jargon so that the members of the AERA SIG Executive Committee, the SIG leadership, nominators, and award selection committee members have a shared understanding of these terms.

Please return the completed petition to governance@aera.net. Please contact Nathan Bell, Director of Governance and Special Projects at governance@aera.net or 202-238-3204 with any questions.

SIG Award Petition Form

This fillable PDF form must be used for all award petitions. All fields are required. Do not skip any questions or sections.

1. Check one of the following:

- ☐ Petition for a new SIG award
☐ Petition for revisions to an existing AERA-approved award (Please attach original approved petition, if available.)

2. SIG name and SIG number: *Please, no abbreviations or acronyms.*

3. Date of petition submission: _____

4. Name of the award: _____

5. What is the rationale/purpose for establishing this award (250 words maximum):

Why is the SIG establishing this award? Why is the award needed? How does the award relate to the mission of the SIG?

6. Please provide a clear, concise description of the award (150 words maximum):

This will be the description of the award that will be included with the call for award nominations.

7. What are the eligibility criteria?

Who qualifies to be nominated? What are the specific inclusion/exclusion criteria? This section should only include eligibility criteria. Selection criteria by which a winner is chosen belong in section 13. SIGs are encouraged to include on their call for nominations a statement similar to the following: Nominations are encouraged from both domestic and international scholars.

8. Please describe the nomination process and timeline:

In addition to providing key dates, please describe the nomination process. How is the call for nominations released, e.g., listserv, newsletter, social media, etc.? What materials must be submitted with the nomination? Are self-nominations permitted? Can students submit nominations? Will nomination materials be submitted electronically?

Date of call for nominations (month and day, e.g., September 1): _____

Closing date for nominations (month and day, e.g. December 1): _____

- 9.** AERA has implemented a Code of Conduct field for nominations for AERA-wide awards. SIGs are asked to include a similar Code of Conduct field for nominations for SIG awards. The recommended language is as follows:

Code of Conduct

All awardees are expected to uphold the highest standards of professional conduct and research integrity as set forth in the [AERA Code of Ethics](#). All nominators are asked to attest to the fact that they have no knowledge of conduct that would preclude a nominee from being honored as an awardee. Please check the appropriate box below.

If this is a self-nomination:

I acknowledge that my professional conduct adheres to the highest standards, including with respect to nondiscrimination, non-exploitation, and harassment in accordance with the AERA Code of Ethics.

If you are nominating someone other than yourself:

I know of no conduct by the nominee(s) that does not meet the standards set forth in the AERA Code of Ethics, including with respect to nondiscrimination, non-exploitation, and harassment.

10. Please describe the composition of the award committee and the process of appointment for members of the award committee:

Who is eligible to serve on the award committee? How many people serve on the award committee (odd numbers are preferred)? Is there a call for volunteers for award committee members? How is that call issued? What materials are requested from those volunteering to serve on the award committee? What are the criteria used to determine who will serve on the award committee? Who determines the final composition of the award committee?

11. Please describe the review/selection process and timeline:

In addition to providing key dates, please also describe the review/selection process.

Date when the committee will begin review (month and day): _____

Date when decision will be made (month and day): _____

Date when winner is notified (month and day): _____

Date when SIG will submit name of winner to AERA Central Office (no later than February 15): _____

12. The award committee must adhere to all aspects of the [AERA Conflicts of Interest Policy](#) and the [AERA Code of Ethics](#) throughout the review and selection process. Please enter your initials to signify agreement with this policy: _____

13. Please describe the selection criteria for the award:

How will the award committee determine what is excellent or outstanding? What specific criteria will be used to select the award winner, e.g., the scientific or scholarly significance of the work, the scholar's productivity as measured by published journal articles, etc.? This section should relate to the rationale and description of the award, and should not include eligibility criteria, which belong in section 7. Please provide clear and specific criteria.

14. What is the frequency of conferral of the award?

- ☐ Annual
☐ Biennial (every 2 years)
☐ Other (Please describe): _____

NOTE: SIGs are encouraged to confer an award in a given award cycle only when the nominations received are sufficient in number and of high quality.

15. How will the award winner be recognized (check one box only)?

- ☐ Certificate
☐ Plaque

Will the award winner be invited to make a presentation at the SIG's business meeting at the AERA Annual Meeting?

- ☐ Yes
☐ No

If yes, please provide any relevant details: _____

16. Does the award include a cash award (i.e., a monetary prize)?

- ☐ Yes
☐ No

If yes, please indicate the amount of the cash award (in U.S. dollars): _____

Does the award include any other form of monetary award (e.g., reimbursement for the cost of travel to attend the AERA Annual Meeting.)

- ☐ Yes
☐ No

If yes, please describe: _____

17. How will the SIG announce the award winner (check all that apply)?

- ☐ Presentation of award at SIG business meeting
☐ Listserv announcement
☐ Social media announcement
☐ Announcement in SIG newsletter
☐ Other (Please describe): _____

18. Please list any existing AERA-approved award(s) conferred by the SIG:

Check the online [List of AERA Approved Awards](#) to confirm that your existing awards are approved. Each SIG is limited to a total of three AERA-approved awards.

19. Please provide a brief overview of the process and timeline by which the SIG's Executive Committee discussed and gave approval to advance this petition:

For example, the dates of meetings; how the award was conceived, developed, and vetted; whether SIG members provided input to the process, etc.

20. Contact information for the SIG officer submitting this petition:

Name: _____

Affiliation: _____

SIG Role (e.g., Chair, Award Chair, etc.): _____

Phone: _____

Email address: _____

Please carefully review your petition for proper grammar, typos, spelling, etc. before submitting. Petitions with errors and incomplete petitions will be returned.

Please return the completed petition to governance@aera.net. Please contact Nathan Bell, Director of Governance and Special Projects at governance@aera.net or 202-238-3204 with any questions.

For SIG Executive Committee Use Only:

Date Petition Received: _____

Date Petition Reviewed by Central Office: _____

Date Initial Edits Requested prior to SIG EC Review (if applicable): _____

Date Revised Petition Received prior to SIG EC Review (if applicable): _____

Date Petition Sent out for Review by SIG EC: _____

Date of SIG EC Meeting Where Petition was Discussed: _____

Decision of SIG Executive Committee: _____

Date Edits Requested by SIG Executive Committee (if applicable): _____

Date Revised Petition Received (if applicable): _____

Date of SIG EC Meeting Where Revised Petition was Discussed: _____

Decision of SIG Executive Committee: _____

Date of Executive Board Meeting for Petition Approval (if applicable): _____

Decision of Executive Board: _____

Date SIG Notified of Executive Board Decision: _____

For SIG Executive Committee Use Only (continued)

SIG Executive Committee Reviewer #1 Comments:

SIG Executive Committee Reviewer #2 Comments: