# 2021 Annual Conference Reviewer Requirements

Thank you for your dedication to our Annual Conference and Engineering Education. We could not conduct our conferences without your invaluable support.

**Here is summary of reviewer responsibilities:**

1. Reviewers are selected by the ASEE Annual Conference Program Chairs for their specific division through our Paper Submission System called Monolith.
2. You will get an email request from the Program Chair
   a. Reviewers have the option to accept or decline this request
   b. Please note: No reviews will be assigned until the request has been accepted
3. Reviews are all done blind, with no individual indicators in the abstracts and/or papers
   a. Abstracts require one (1) blind review
   b. Papers require three (3) blind reviews

4. **Abstract Reviews:**
   a. You can rank the abstract and make a recommendation to the Program Chair to accept or reject the abstract

5. **Paper Reviews:**
   a. You can rank the paper and make a recommendation to the Program Chair to
      i. Accept the paper as is
      ii. Request Revisions
          1. Minor edits only
          2. Or major content revisions
          3. Reminder that you can also add notes to the author
      iii. Reject the paper
   b. ***Be Advised: If major content revisions are requested, the reviewer will be required to re-review the paper to confirm revisions were completed***
      i. Once a revision is confirmed, you can send your accept or reject recommendations to the program chair
      ii. If you recommend to "accept" a draft, you will be prompted to complete the Review Rubric (see below for a sample).

1. Please complete your rankings according to the Rubric, and click submit to send to the Program Chair
2. You are not required to complete the rubric review, but we do request you complete this if at all possible.

   iii. Reviewers can also tag papers with topics, concerns, Best Paper nomination, etc.

c. **Note:** The past versions of a paper or abstract will be accessible in Monolith on the right hand side of the page, near to the various kits and help links

6. <u>**Deadlines and timeframes:**</u>
   a. Deadlines and timeframes are very important, please be sure to stay on schedule with reviews
   b. Each review phase has a specific deadline
   c. Deadlines can be found in the Conference Overview page https://www.asee.org/annual-conference/2020/paper-management/important-deadlines
   d. If you have accepted a review request, but are unable to complete your reviews by the specific deadlines, please contact the Program Chair right away.

# <u>Reviewer Instructions</u>

1. <u>**To Log into Monolith**</u>
   a. Go to http://www.asee.org and click on the "Log In" option in the upper right hand corner of the page.
   b. To Login, use your email address and your password. If you have forgotten your password, please click on the "Forgot Your Password" button.
   c. If you have do not have a Monolith account, please use the "Don't have an Account, Sign Up" option

2. <u>**To accept a review request from the Program Chair:**</u>
   a. Log into Monolith
   b. Click on the 2021 ASEE Annual Conference and accept the invitation to be a reviewer
   c. Indicate the number of abstracts and drafts you will be available to review

3. **To decline a review request from the Program Chair:**
   a. Log into Monolith
   b. Click on the 2021 ASEE Annual Conference, then decline the invitation to review

   *BE ADVISED: Invitations to review will be emailed from the individual divisions


4. **To review an abstract:**
   a. Log in to monolith
   b. Click on the 2021 ASEE Annual Conference and there will be an abstract or a list of abstracts for your review.
   c. Please click on the abstract and include your reviewers comments
   d. Accept or reject the abstract


5. **To review a paper:**
   a. Log in to Monolith
   b. There will be a paper or a list of papers available.
   c. Click on each individual paper to review, include your reviewers comments and do one of the following actions:
      i. Accept the paper as is
      ii. Request revisions from the author
      iii. Reject the paper
   d. If a revision is requested, that revision request will be sent to the Program Chair who will then consolidate that request with any other requests from the other 2 reviewers, and send those requests to the Author.
      i. In response, the Author will be submitting a revised version of their draft paper.

   e. ***Be Advised: If major content revisions are requested, the reviewer will be required to re-review the paper to confirm revisions were completed***
      i. Once a revision is confirmed, you can send your accept or reject recommendations to the program chair
      ii. The review process for the revisions will work the same as the abstract and paper review, with the exception that you can only recommend accept or reject to the Program Chair.
      iii. Once a revision is confirmed, you can send your accept or reject recommendations to the program chair
      iv. If you recommend to accept a paper, you will be directed to complete the rubric ranking for that paper

1. **Note:** The past versions of a paper or abstract will be accessible in Monolith on the right hand side of the page, near to the various kits and help links

6. **<u>If you have any questions:</u>**
    a. Regarding review assignments or content:
        i. Contact the Program Chair who made the request. The contact information is located in the help section of the paper you were assigned to.
    b. Regarding technical issues:
        i. Contact the ASEE Conferences Department at <u>conferences@asee.org</u>