

ITAA Teaching Collection

Review process

- Submissions dates: February 1, 2013, May 1, 2013, August 1, 2013 and November 1, 2013
 - Authors submit PDF file(s) of teaching materials for review to the Editor of the ITAA Teaching Collection, Dr. Leigh Southward at csouthwa@uark.edu . (refer to “Guidelines for Authors” file) in one of the 14 appropriate tracks (see below)
 - The Editor of the Collection (current chair of TIR Committee) receives materials submitted and sends them to Track Chairs (1 week).
 - Track Chairs: tracks correspond to ITAA proposals for Annual Conference. Track chairs remove all identifiable information and forward materials to two reviewers. (1 week)
 - Reviewers will be ITAA members who will follow guidelines developed by the Teaching Innovations and Resources (TIR) Committee and approved by the Council (refer to “Guidelines for Reviewers” file)—2 weeks. Reviewers send their recommendations to the Track Chairs.
 - Track Chairs review recommendations from reviewers and make final decisions on rejecting or accepting the teaching materials into “ITAA Teaching Collection.” Track Chairs forward final decisions to the Editor of the Collection. (1 week)
 - The Editor notifies the authors of the decision and posts accepted materials on ITAA web site (1 week)

Note: Anyone who submits materials agrees to review at least 3 “packets” of teaching materials.