

ITAA Teaching Collection

Guidelines for Reviewers

Reviewers are given two weeks to review submitted teaching materials and email back their decision to the appropriate Track Chair.

Reviewer may:

- A. Recommend materials for posting on ITAA web site as they were submitted
 - B. Suggest minor and major changes to improve clarity of the materials and to make sure they follow the format of the “ITAA Teaching Collection”
 - C. Recommend rejection posting the materials on ITAA web site. In this case, reviewer must provide a justification outlining reasons(s) for the rejection.
- Appropriateness of submission:
 1. Fit: Teaching materials fit in one of the subject areas (e.g., textile science, design, merchandising, etc.)
 2. Effectiveness: Supporting discussion demonstrates that the teaching activity was effective in improving teaching and/or student learning
 3. Innovativeness/originality: Innovative/interesting approach to teaching and learning
 - Quality of submission: Detailed and clear description of the materials submitted:
 - easy to understand activity purpose and outcomes
 - clear directions for administering the activity
 - all materials necessary for implementing the activity are included with the submission (grading rubrics, assessment tools, examples)

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)