GUIDELINES FOR PROGRAM CHAIRS AT ASA ANNUAL MEETINGS

COMPOSITION OF PROGRAM COMMITTEE

When the Program Chair for the Annual Meeting is named by the Board of Trustees, the Chair shall be provided with names of ASA members recommended for consideration for membership on the Program Committee by the Board of Trustees, the Diversity Committee, and the Feminist Caucus Committee. The Program Committee for the Annual Meeting should not include current members of the Board of Trustees or Officers, except when extraordinary expertise considered essential to the Committee is not available otherwise. (Policy approved by Trustees May 27, 2017)

TRAVEL SUPPORT FOR THE PROGRAM COMMITTEE

Under policies adopted in 2014, the following travel support is provided: $1250 for the Program Chair, $1250 for each untenured member of the program committee, and a total of $3000 to be allocated to the tenured members of the program committee, at the discretion of the Program Chair. (Policy approved by Trustees, 2013)

UPDATE: The Travel Support for the Program Committee was revised by the Trustees in June 2020: The travel support provided is $1000 for the Program Chair, $1000 for each untenured member of the program committee, and a total of $3000 to be allocated to the tenured members of the program committee, at the discretion of the Program Chair.

PRIVACY OF THE DATA ACQUIRED DURING THE REVIEW PROCESS

The Program Chair and committee shall endeavor at all times to respect ASA’s Policy on Privacy and Data (July 3, 2018) and not reveal confidential information they might learn during the review process. This includes, but is not limited to, identities of reviewer comments and ratings by the review committee.


REVIEW OF SUBMITTED PAPERS AND PANEL PROPOSALS

All submitted papers and panel proposals should be evaluated based solely on scholarly criteria announced in the official Call for Papers. In a few circumstances, other factors should be considered:

(1) Under the ASA’s Policies on Discrimination, Harassment, and Respectful Behavior (effective July 23, 2018), it is possible that a complaint (formal or informal) will result in a conclusion, agreed to by the parties, that a person should be barred from one or more future ASA Annual Meeting Programs. If this conclusion is reached, the Secretary-Treasurer will notify the program chair so that person’s submission can be removed from consideration by the program committee. The Program Chair shall maintain stated confidentiality of any such conclusions and not inform the program committee. Complaints which have not been adjudicated or rumors or hearsay about behavior which might in the future be the basis for a complaint are not sufficient basis for refusing to consider someone’s paper or panel proposal.

https://aesthetics-online.site-ym.com/resource/resmgr/files/ASA_policies_on_discriminati.pdf
(2) Under ASA’s policies on cancellations from previous meetings, provisions include the possibility that a person would be banned from one or more future meetings. If this conclusion has been reached, the Secretary-Treasurer will notify the Program Chair to withdraw that person’s paper or panel proposal from consideration. Questionable cancellations prior to the announcement of ASA’s policies (February 27, 2018) are not the basis for withholding consideration of a paper and the program committee should not be informed of this history. 

(3) ASA has long required that everyone on the program must be a member of ASA and register for the meeting. In 2016, the board adopted the policy that everyone on the program at an ASA divisional meeting must be a member of ASA and must register for the meeting. Case-by-case exceptions are made based on hardship at both the annual and divisional meetings. For those refusing to pay registration, the Secretary-Treasurer places an invoice in that member’s membership record. If such a person submits a paper for the annual meeting, the Secretary-Treasurer will notify that person that the previous invoice for the ASA membership requirement must be paid before this will be considered by the current program committee.