Guidelines for Reviewers

Submission reviews are conducted four times per year, following submission deadline dates. The Teaching Collection editor (chair of the Teaching Innovation and Resources committee) determines the appropriate track for each submission, prepares submission materials for double-blind review and assigns submission to a track chair. Track chairs, who are members of the Teaching Innovation and Resources Committee, assign two reviewers to each submission. Reviewers must be ITAA members. Reviewers are given two weeks to review submitted teaching materials and notify the track chair of their decision.

Reviewers will use a rubric developed by the TIR committee to evaluate each submission.

Evaluation criteria
Submissions to the Teaching Collection will be evaluated using the following criteria:

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.
1. easy to understand activity purpose and outcomes
2. clear directions for administering the activity
3. all materials necessary for implementing the activity are included with the submission (grading rubrics, assessment tools, examples)

Reviewer may:
1. Recommend materials for posting on ITAA web site as submitted.
2. Suggest minor changes to improve clarity of the materials and/or adhere to format of the ITAA Teaching Collection.
3. Recommend return of submission to author(s) with a request to 'revise and resubmit'.
4. Recommend rejection. In this case, reviewer must provide a justification outlining reasons(s) for the rejection.