

Roundtable Review Rubric

Association of Leadership Educators Annual Conference

Review Criteria	Rating				
	1 Strongly Disagree	2 Disagree	3 Neither Agree nor Disagree	4 Agree	5 Strongly Agree
Intellectual Merit of the Proposal					
This proposal advances knowledge and understanding within the field of leadership education					
This proposal is compelling and would have positive implications for conference attendees					
Proposal Content					
Session learning/participant objectives are clear and reasonable					
The purpose of session and introduction to the topic is clearly presented and appropriate for the audience					
The session facilitators or panelists are uniquely situated or qualified to facilitate/serve as facilitators or panelists in a session about this topic					
The background and literature review is relevant, accurate, and thorough to provide an appropriate background about the session topic					
The description of the plan for the session is presented clearly and the means of facilitation and/or activity are appropriate to address the session's purpose					
The foreseeable implications are presented logically and are specific about the leadership education community and/or personal or professional applications of the topic(s) presented in the session					
Clarity					
The proposal is clearly written and organized (English grammar rules and mechanics are followed, spelling is accurate, etc.)					
The proposal utilizes language that is free of bias					
APA (7 th edition) is utilized (references are properly cited, table and figures are formatted correctly (if appropriate), etc.)					
Final Proposal Rating	1 Definitely Do Not Accept	2 Probably Do Not Accept	3 Either Accept or Do Not Accept	4 Probably Accept	5 Definitely Accept