Program Unit Chair Proposal Review Instructions

1. Logging in and General Navigation

Open the abstract management system and enter your SBL login when prompted. If you are already logged in to the SBL website, you will not need to log in again.

As a program unit chair, you should see an option for "Program Unit Management for Unit Chairs." If you do not see this option, please contact programs@sbl-site.org. You will also see an option for "Review Module for Steering Committee Members." We recommend that you do not use that module as a program unit chair unless you are reviewing proposals for another unit. Instructions for that module are available in the Steering Committee Members document.
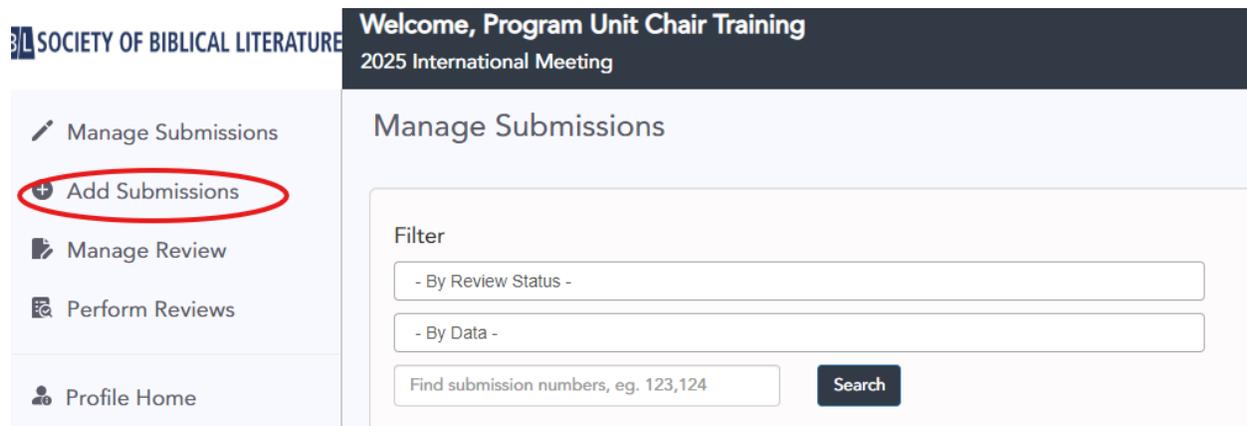
Once you are in the program unit management module, you may need to pick an event. Choose the appropriate meeting to proceed.

In "Manage Submissions," you can see an overview for all the proposals sent to your unit.
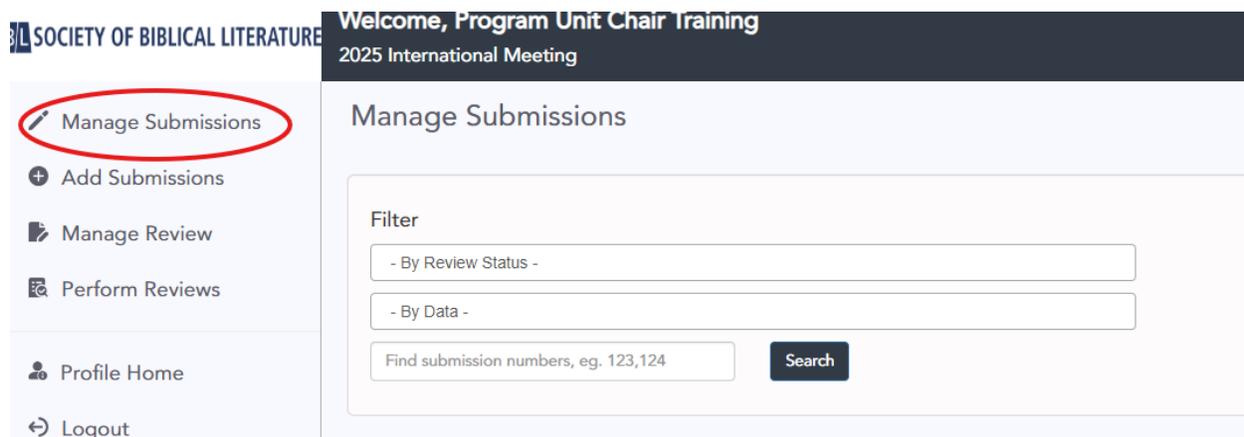
Clicking on the proposal will show you all the information from the proposal form. If you need to edit a proposal, you can do so by clicking the Edit button. Please note, however, that you should only edit a proposal in consultation with and with the permission of the proposer(s). You can also export a list of your proposals into a variety of formats.

The second option, "Add Submissions," allows you to upload an abstract on behalf of another person.

In this area, you will first be able to search for the author within the system. If they are not found, you may add the user. However, please do not create a new user unless that person is not already in the system. If multiple accounts are created for a single person, there will be a much higher chance of a scheduling conflict when sessions are created.

Add New Abstract

(1) Author Details

Existing Contact

Search for existing contact by using Lastname, Firstname for further drilldown.

Author/Presenter

Enter last name

New Contact

If the individual you are adding the submission for does not have a profile, fill in the below fields to add their profile to the site.

Firstname *

Lastname *

Company *

Email *

(2) Abstract Details

Primary Program Unit — Chair Module Tutorial

Proposal Title

Mark as Invited ☐

Invited talks may get special permissions depending on additional settings. eg. Omitted from review process.

After adding the author information and the proposal title, click Add Abstract. This will take you to the form to fill in the remaining information.

Membership in SBL or a participating affiliate is required for all proposals, including ones added by program unit chairs, except in the case of waiver recipients whose scholarship is primarily outside of biblical studies and related disciplines. To add a member of an affiliated organization, please email program@sbl-site.org. Applications for membership waivers for those outside of biblical studies may be made here: https://societyofbiblicalliterature.formstack.com/forms/waiver_request_form. Previous members of SBL or those who have attended past SBL meetings are not eligible for waivers. Proposers who are not granted a waiver must obtain membership and register for the meeting as a member in order to remain on the program.

Please note: this form is for paper presentations with abstracts. Other roles that do not have titled presentations or abstracts (e.g., panelists) should be added in the session creation period, not at this point. **Please do not add roles like panelists at this stage.** This will be done during the session creation period.

2. Assigning Proposal to Reviewers

The third option on the left is "Manage Review." This is where you can assign steering committee members to review specific proposals. **You do not need to assign program unit chairs** (including yourself) as reviewers; all chairs have review access to proposals without need of a specific assignment.

To assign a steering committee members to review a particular proposal, click on the "Assign Reviewer" button associated with that proposal.

Assign Reviewers
Viewing: Reviewers in abstract program unit - Chair Module Tutorial

Show [10 ▾] entries   Search: [   ]

⇕	Firstname	Lastname	Organization	Assigned in Track	Assigned	Completed
➕	Paige	Schmidt			0	0
➕	Chris	O'Connor	SBL		0	0

Showing 1 to 2 of 2 entries   Previous   1   Next

To the right, you will see a list of all available reviewers. Click on the plus icon next to the name of the reviewer(s) you wish to assign. Please note that the system will not allow you to assign someone as a reviewer to their own proposal.

Current Reviewers
Total: 2 | Complete: 1
View All Q

✖ Chris O'Connor

✔ Program Unit Chair Training   Q

Once they have been added, you will see their name appear in the "Current Reviewers" area. If you need to unassign a reviewer, you can do so by clicking the "x" icon. Repeat this process for all available proposals.

View Reviews   Manage Reviewers   Batch Assign   Assignment Wizard   Email Reviewers   Perform Reviews   Final Status

If you want all steering committee members to review all proposals, it can be faster to use the "Batch Assign" function. To do this, click "Batch Assign" in the menu bar.
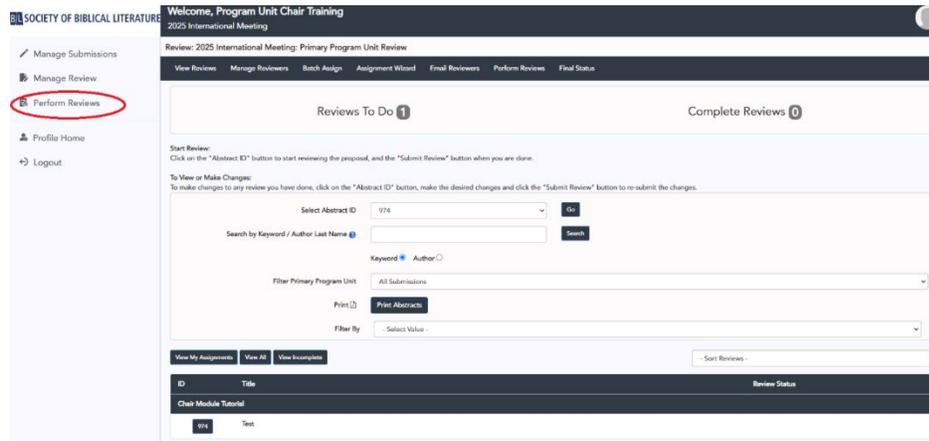
Select all of your proposals using the "Check All" button, then click "Select Reviewers."

On the next screen, click "Check All" to select all of your steering committee members (i.e., the reviewers), then click "Assign Reviews."

You can use the "View Reviews" area to track the progress of the reviews of each proposal and even email assigned reviewers.

3. Reviewing Proposals

The fourth option, "Perform Review," is where you, as a program unit chair, can review the proposals. By default, all proposals for the unit will be displayed. You can use the search filters to find specific proposals, if necessary. To open and review a specific proposal, click on the button with the proposal's ID, next to the proposal's title.
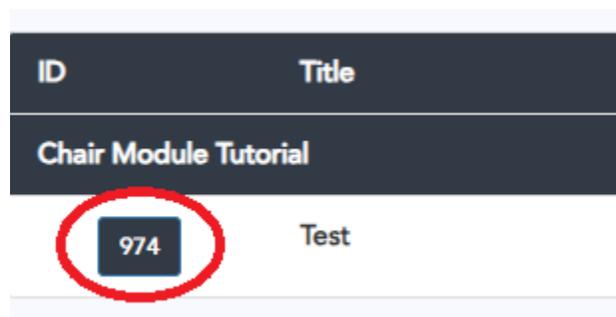
When you open the proposal's review screen, the proposal information will be displayed to the left. The review options will be on the right.

View Submission

ID: 974

Primary Contact:
Paige Schmidt
Woodstock, United States
paige.schmidt@sbl-site.org

All Authors:
Paige Schmidt (Primary Presenter)
paige.schmidt@sbl-site.org

Proposal Title:
Test

Proposal Abstract:
Test

Primary Program Unit:
ChairModuleTutorial

Is this the first time you have presented at an SBL or EABS meeting?:
No

Artifacts Policy:
No

Required Attestations:
I am a current member of SBL or EABS.;I am not submitting an identical or substantially similar proposal to a program unit other than the primary or secondary units listed above.;This proposal represents my/our own new, original work that will not have been published or presented elsewhere at the time of the conference.;I have read the Requirements for Participation and agree to abide by the SBL Professional Conduct Policy.

Submit Review

○ Recommend Accept

○ Recommend Reject

Scoring Metric

Optional numerical scoring. You can assign a score of one (1) to five (5), with one being the lowest and five being the highest, to the abstract.

○ 1 - Very Poor

○ 2

○ 3

○ 4

○ 5 - Excellent

[Unselect]

Comments to the Steering Committee
These comments will not be shared with the proposer(s).

Comments to Author(s)
These comments will be shared with the proposer(s).

[Submit Review]

Fill in all of the requested information. Please note that one comment box has comments that will only be visible to the rest of the committee, who will be able to see all of the information in your review. The other comment box is for comments that will be shared with the proposers once they are notified of a decision. For the latter, please be sure to include only information that you wish to be shared with a proposer. If you do not wish to share any comments with the proposer, simply leave this field blank.

When you have completed the information for your review, click the "Submit Review" button.

Once you have submitted the review, you can return to the "Perform Reviews" area to see if there are other reviews left for you to do. You can also see a summary of a proposal's reviews by clicking on the "View Reviews' button for any proposal that has at least one review.

View Complete Reviews

Scoring Summary

Complete	Abstain	Total Score	Avg.	Std. Dev.
1	0	5.00	5.00	0

Recommendation Summary

Accept   1

All Reviews

Reviewer Name: Program Unit Chair Training
Organization: SBL
Date Submitted: Jan-21-2025
Total Score: 5.00

Review Details
Recommend Acceptance or Rejection by Primary Program Unit
  Accept

Scoring Metric
  5

Comments to the Steering Committee
  This is great.

Comments to Author(s)
  We can't wait to hear this paper!

4. Assigning a Final Status

Every proposal must be given a final status by the deadline of the review period. Only program unit chairs are able to enter a final status into the system. To enter a final status, click on the "Final Status" button on the menu bar.

Find the proposal for which you wish to assign a status, and then click the corresponding "Assign Status" button.

Then select the appropriate status from the drop-down menu. You can also leave a comment here that will be shared with the proposer(s).

(974) Test
Primary Presenter: Paige Schmidt

X

Assign Final Status

Status

[⌄]

Optional Final Comments

| **B** *I* <u>U</u> | ⁞≣ ⁞≣ | ⬙ Source |

Comments may be shared with the presenter or authors.

[Assign]   Cancel

If you return to the "Perform Reviews" screen, you will notice that the proposal now shows "Assigned" below the ID button.

ID	Title
Chair Module Tutorial	
974 Assigned	Test

Notifications about the proposals will not go out when the status is assigned. Rather, all proposers will be notified at the same time when the review round is complete. Because of this, a final status may be changed up until the point when the notifications are issued.

5. A Note about the Primary and Secondary Rounds

Reviews now consist of two rounds, the primary and secondary rounds. During the primary round, proposals are available to the unit designated as the primary unit. Any proposal accepted during this period will remain with the primary program unit and will be available to add to a session during the session creation period. Proposals rejected during this period will be transferred to the secondary unit indicated on the proposal form. If a proposal is accepted in the secondary unit, the secondary unit will be able to add the proposal to a session during the session creation period. Proposers of accepted proposals will be notified at the conclusion of that round. Proposals that are not accepted during either period will be rejected in the system, and the proposers will be notified that the proposal was not accepted.

Because proposals that are not accepted at the end of the primary review period will be transferred to the secondary unit, it is critical that program unit enter a final status by the end of the review period. **Failing to enter a final status may result in the proposal's transfer to another unit.**

Questions? Please contact programs@sbl-site.org.