

Policies and Procedures

Last revised: August 24, 2018

NCARE Nominating Committee Procedures (Adopted from the Constitution and Bylaws)

Each year the Nominating Committee is responsible for submitting a slate of officers for election to the NCARE Board of Directors. Six directors will be chosen to serve for two years, with three being elected each year in alternating years. The NCARE Board will consist of the President, President-Elect, Past President, Secretary/Treasurer, and six directors.

A. Composition of the Board/Associated Regulations

All ten members of the Board of Directors are elected from the membership. The elections must be held such that one of the six general Directors is a representative of the public schools (elementary-secondary), one a representative of the Department of Public Instruction, and one a representative of the institutions of higher education. The elections shall be set up in a manner such that this representation shall be achieved.

The President and President-Elect may not serve consecutive terms in the same office. The Secretary/Treasurer may serve unlimited consecutive terms. Board Members may serve a maximum of two consecutive two-year terms, but may serve more than two terms.

B. Procedures

1. Within 120 days after taking office, the President is responsible for assigning a Nominating Committee. The past president will serve on this committee. The President may choose to appoint a Chairperson and charge the Chairperson with choosing the two other Committee Members, or may appoint the members and assign the chair. The President is also responsible at this time for notifying the Membership of the composition of the Committee.
2. Any Member may recommend nominees for any office by notification of any member of the Nominating Committee prior to a date established by the President.
3. The nominating committee reviews nominations to ensure eligibility to hold office, and the names of those nominated are announced to the membership.
4. The Secretary/Treasurer prepares the ballot and conducts the election by mail or electronic ballot no earlier than 120 days after the Annual Meeting, no earlier than 15 days after announcing the candidates and no later than 30 days prior to the next Annual Meeting.

5. Officers and members of the Board of Directors shall be elected by a plurality of the members voting.

NCARE Membership Committee

A. Committee Composition

Chair, as nominated by the Board and/or the President.

As many Area Coordinators as the Chair and/or Board and/or the President see fit.

Secretary/Treasurer of NCARE will serve on this committee in the capacity of liaison.

B. Responsibilities

1. Maintain the membership directory in good order.
2. Prepare a directory for mailing in summer or early fall.
3. Coordinate with the Secretary/Treasurer's activities and needs.
4. Establish means of, and oversee, active recruiting.
5. Mail out notices to unpaid members in summer or early fall.

NCARE Distinguished Paper Award

A. Committee Composition

A member of the NCARE Board of Directors shall chair the Distinguished Paper Award Committee. The Chair and the President shall select the committee members. The committee shall have five members including the Chair, with at least half of the members from outside the Chair's place of employment, and with representation from at least two different institutions.

B. Criteria for Consideration

1. Papers representing various forms and genres of research (including conceptual papers) will be welcome.
2. A paper must have been presented at the Annual Conference.
3. At least one author of the paper must have been a member of NCARE at the time of the Annual Conference presentation.
4. Students may apply for the Marvin Wyne Outstanding Student Paper Award or for the Distinguished Paper Award but not both (simultaneously).
5. The paper must not have been previously presented or published in whole anywhere but at the NCARE Annual Conference.

C. Procedures for Applying

1. The NCARE member submits the paper to the Chair of the NCARE Distinguished Paper Award Committee (as either an individual paper or as part of a symposium).

2. The Committee Chair must receive an electronic copy of the completed paper within two months after the annual conference (specific dates to be determined annually).
3. The paper submitted for consideration must be no longer than the equivalent of 30 double-spaced pages with standard APA margins and 12- point type. The 30-page limit includes all tables, appendices, charts, graphs, references and other ancillaries to the text.
4. The name, address, and phone number of the first author should appear on a detachable cover page. No author identifying references should appear elsewhere. A 100- to 150-word abstract should be included with the paper.

D. Review Process and Criteria

1. The Distinguished Paper Award Committee will review the paper(s) submitted for the award.
2. The review will be blind.
3. The Committee Chair will screen the papers before sending them to Committee members for review, including verification of member status. All papers exceeding the page limit will be referred back to the applicant with a letter asking the applicant to submit a revised paper within ten days. If a revised paper is not received within ten days, the paper will not be considered for the award.
4. The Chair will notify applicants of the receipt of their papers as well as the intended time of notification.
5. Papers will be distributed to committee members at the discretion of the Chair within two weeks after the submission deadline. Each paper will be reviewed by at least three reviewers from different organizational affiliations.
6. The members of the Committee will independently rate the papers and send the ratings to the Chair within four weeks.
7. The reviews will be guided by criteria which specify ratings on the following characteristics, as appropriate:
 - a. Significance
 - b. Rationale and literature review
 - c. Methodology
 - d. Presentation of the findings
 - e. Discussion of the implications

f. Quality of the writing

8. Papers will be given an overall rating, based on the characteristics listed above.
9. If there is not a clear consensus that one paper is rated most highly, the Chair will contact those members whose ratings appear in disagreement and discuss the lack of agreement. If the disagreement is not easily resolved, then the winner will be determined at a meeting (or conference call) of all Committee members.
10. If the Committee determines that none of the submitted papers are worthy of the award, no award will be given.
11. The President and Chair shall send letters to applicants announcing results of the competition. The recipient shall also receive specific information about the financial award.
12. The President shall inform AERA of the award so that the paper can be included in the next AERA conference.

E. Dissemination of Information about the Award

General information about the criteria and about the review process shall be included in the original Call for Papers. More specific information about the award will be provided at the time of Conference registration, including the deadline for submission.

NCARE Marvin Wyne Outstanding Student Paper

A. Committee Composition

A member of the NCARE Board of Directors shall chair the Marvin Wyne Outstanding Student Paper Award Committee. The Chair and the President shall select the committee members. The committee shall have five members including the Chair, with at least half of the members from outside the Chair's place of employment, and with representation from at least two different institutions.

B. Criteria for Consideration

1. Papers representing various forms and genres of research (including conceptual papers) will be welcome.
2. A paper must have been presented at the Annual Conference.
3. Any student who is a member of NCARE at the time of the Annual Conference presentation may submit. The submitting author must be an NCARE member at the time of the conference presentation and each author must be a student.

4. Students may apply for the Marvin Wyne Outstanding Student Paper Award or for the Distinguished Paper Award but not both (simultaneously).
5. The paper must not have been previously presented or published in whole anywhere but at the NCARE Annual Conference.
6. A student or students must have wholly written the paper.

C. Procedures for Applying

1. The NCARE member submits the paper to the Chair of the NCARE Marvin Wyne Outstanding Student Paper Award Committee (as either an individual paper or as part of a symposium).
2. The Committee Chair must receive an electronic copy within two months after the annual conference (specific dates to be determined annually).
3. The paper submitted for consideration must be no longer than the equivalent of 30 double-spaced pages with standard APA margins and 12 point type. The 30-page limit includes all tables, appendices, charts, graphs, references and other ancillaries to the text.
4. The name, address, and phone number of the first author should appear on a detachable cover page. No author identifying references should appear elsewhere. A 100- to 150-word abstract should be included with the paper.

D. Review Process and Criteria

1. The Marvin Wyne Outstanding Student Paper Award Committee will review the paper(s) submitted for the award.
2. The review will be blind.
3. The Committee Chair will screen the papers before sending them to Committee members for review, including verification of member status. All papers exceeding the page limit will be referred back to the applicant with a letter asking the applicant to submit a revised paper within ten days. If a revised paper is not received within ten days, the paper will not be considered for the award.
4. The Chair will notify applicants of the receipt of their papers as well as the intended time of notification.
5. Papers will be distributed to Committee members at the discretion of the Chair within two weeks of the submission deadline. Each paper will be reviewed by at least three reviewers from different institutional affiliations.

6. The members of the Committee will independently rate the papers and send the ratings to the Chair within four weeks.
7. The reviews will be guided by criteria which specify ratings on the following characteristics, as appropriate:
 - a. Significance
 - b. Rationale and literature review
 - c. Methodology
 - d. Presentation of the findings
 - e. Discussion of the implications
 - f. Quality of writing
8. Papers will be given an overall rating, based on the characteristics listed above.
9. If there is not a clear consensus that one paper is rated most highly, the Chair will contact those members whose ratings appear in disagreement and discuss the lack of agreement. If the disagreement is not easily resolved, then the winner will be determined at a meeting (or conference call) of all Committee members.
10. If the Committee determines that none of the submitted papers are worthy of the award, no award will be given.
11. The President and Chair shall send letters to applicants announcing results of the competition.

E. Dissemination of Information about the Award

General information about the criteria and about the review process shall be included in the original Call for Papers. More specific information about the award will be provided at the time of the Conference registration, including the deadline for submission.

NCARE Outstanding Student Poster Award

A. Committee Composition

A member of the NCARE Board of Directors shall chair the Outstanding Student Poster Award Committee. The Chair and the President shall select the committee members. The committee

shall have three members including the Chair, with at least half of the members from outside the Chair's place of employment, and with representation from at least two different institutions.

B. Criteria for Consideration

1. Posters representing various forms and genres of research (including proposals and conceptual studies) will be welcome.
2. A poster must have been presented at the Annual Conference.
3. Any student who is a member of NCARE at the time of the Annual Conference presentation may submit. The submitting author must be an NCARE member at the time of the conference presentation and each author must be a student.
4. The poster must not have been previously presented or published in whole anywhere but at the NCARE Annual Conference.
5. A student or students must have wholly created the poster.

C. Procedures for Applying

1. By virtue of attending and presenting an accepted poster at the NCARE Annual Conference, each student will be eligible for this award.

D. Review Process and Criteria

1. The Outstanding Student Poster Award Committee will review each poster presented at the NCARE Annual Conference and complete a scoring rubric after conversing with each student presenter.
2. The scoring rubric will be guided by criteria which specify ratings on the following characteristics, as appropriate:
 - a. Significance
 - b. Rationale and literature review
 - c. Methodology
 - d. Presentation of the findings
 - e. Discussion of the implications
3. The Committee Chair will convene a brief meeting of the poster award committee, collect all scoring rubrics following the poster session, and determine the winners following the poster presentation session. The winner of the Outstanding Student Poster award will receive free NCARE membership for a year and be recognized during the NCARE Annual Meeting.

E. Dissemination of Information about the Award

General information about the criteria and about the review process shall be included in the original Call for Papers. More specific information about the award will be provided at the time of the Conference registration, including the deadline for submission.

NCARE Lifetime Achievement Award

A. Statement of Intention/Purpose of the Award

The North Carolina Association for Research in Education shall present the NCARE Lifetime Achievement Award to provide public and professional recognition to an individual for a lifetime career committed to advancing educational practice through the production and application of research and evaluation. This award is to recognize and honor individuals who have made significant contributions to • improve educational practices through research, • enhance education throughout the life span, and • advance the educational research and evaluation profession.

B. Eligibility Criteria

To be eligible for this award the individual must be a resident of the State of North Carolina and have worked as an educational researcher or evaluator for a significant portion of his or her career. For example, the nominee may have worked in K-12 education, higher education or education agencies or organizations.

To be eligible a nominee does not need to be a member of the North Carolina Association for Research in Education. This award is meant to be NCARE's highest form of recognition and therefore will be granted infrequently.

This is a person of integrity who lives by high ethical standards and lifts the stature of the profession both through the nature of his or her work and through concern about the growth of fellow professionals. Contributions to the enhancement of educational practice through research and evaluation might include the following:

1. A significant contribution to the knowledge base and quality of educational research and evaluation;
2. Efforts to improve training programs in educational research and evaluation;
3. Significant work that serves as a bridge between the research community, the educational practitioner, the public and policy makers;
4. Efforts to provide direction for improved educational practice;

5. Significant work that brings together other researchers and practitioners in the field to shape important research issues and agendas for policy makers.

NCARE Distinguished Service Award

A. Statement of Intention/Purpose of Award

The North Carolina Association for Research in Education (NCARE) shall present the NCARE Distinguished Service Award to provide public and professional recognition to a current or former NCARE member. The award recognizes service “above and beyond the call of duty” in assisting NCARE to achieve its purpose of improving educational practice in North Carolina through the production and application of research and evaluation. This award is given to honor individuals who have made significant contributions that advance NCARE’s mission through improving NCARE’s outreach and scope, enhancing NCARE’s effectiveness.

B. Eligibility Criteria

To be eligible for the NCARE Distinguished Service Award, a nominee shall have been a member of NCARE for at least four years, but does not need to be a current member. This award is intended to be NCARE’s highest form of recognition for service to the organization. It will not necessarily be granted annually, but rather when the Board of Directors deems that such recognition is merited.

The recipient of this award is a person of integrity who exemplifies high professional standards and who has enhanced the stature and effectiveness of NCARE through commitment and assistance to the organization. Such contributions might include but are not limited to the following.

1. Long-term (but not necessarily current) membership and active involvement in NCARE.
2. High-quality service as an officer or member of the NCARE Board of Directors.
3. Outstanding contributions to the effectiveness of NCARE as an organization.
4. Innovative initiatives to enhance NCARE practices and/or activities.
5. Exceptional efforts to recruit and involve educational professionals and/or graduate students in NCARE.
6. Effective involvement with various constituencies of the NCARE membership, e.g., K-12 education, higher education, educational agencies or organizations.

7. Significant contribution to publicizing NCARE activities and benefits to those outside of the organization.
8. Professional activities and involvements that typify an effective educational researcher/evaluator.
9. Awareness of educational research issues nationally.