ASA Section on Statistical Consulting

Policies and Procedures for the Section Program and Awards

Approved by the Executive Committee (EC): November 20, 2015

Program

1. The year x Program Chair-Appointee is a member of the year (x+1) Program Committee, but much of their work is in their year as Program Chair-Appointee. The year x Program Chair-Appointee organizes roundtables beginning even before their year as Program Chair-Appointee for deadlines around January 15 of year x. Later that year, around and after the JSM, the Program Chair-Appointee solicits invited sessions (three allocated, as of 2015, and we can compete for up to two more), and takes them to the year (x+1) Program Committee for negotiation. For example, the 2016 Program Chair-Appointee begins organizing roundtable discussions in late-2015, is a member of the 2017 program committee, and takes proposed 2017 invited sessions to the 2017 Program Committee in September 2016. Subsequently, they encourage and coordinate on topic contributed sessions to be submitted around January 15, 2017.

2. The year x Program Chair works with the year x Program Committee in a February-March timeframe to assign sessions for all submitted papers and sessions. They summarize the program for the Executive Committee, advertise it, and report on it at the year x JSM.

3. The Program Chair-Appointee is allowed, and sometimes required, to organize invited sessions. In September the Program-Chair-Appointee will organize a vote of the eligible and available executive committee members to determine which proposed invited sessions will go forward. The sessions receiving the highest scores will receive the section’s allotted slots. As many as two of the next highest scoring sessions may be submitted to the Program Committee by the Program Chair-Appointee for consideration in the competition for invited sessions. All executive committee members are eligible to vote except those who are organizers, chairs, authors, or co-authors of proposed section invited sessions.

Awards Offered

At present, three JSM program awards are offered by the Section on Statistical Consulting and one for mentoring:

1. Best topic contributed session travel award for the organizer of the best topic-contributed paper or panel session (based on abstracts.)--$750 prize and certificate to the organizer.

2. Best contributed paper (in a regular contributed paper session)--$500 prize and certificate to the presenting author.
3. Best contributed poster submitted to the Section--$250 prize and certificate to the presenting author.
4. Outstanding Mentor Award for outstanding mentoring in statistical consulting and collaboration—certificate to the awardee.

Awards Eligibility

No current elected or appointed executive committee members are eligible for section awards. New election winners such as the chair-elect-elect are eligible, to avoid a disincentive to run for office. An EC member may be a co-author on a paper or poster for a program award, as it is the presenting author who receives the award. Only section members are eligible for the awards, but those selected can choose to become section members after being informed that they will win the award. Otherwise, any topic-contributed session, contributed paper in a session, or contributed poster for which the Section on Statistical Consulting is the primary sponsor is eligible to receive a program award, and any non-EC member is eligible for the mentoring award.

Awards Advertising

The three program awards will be advertised in the following ways:

1. The program chair will prepare an announcement for the section’s newsletter, The Statistical Consultant, to go in the issue released before the call for topic-contributed proposals. Topic-contributed and regular contributed proposals are generally submitted between early December and early February. The newsletter editor should work with the program chair to schedule this announcement.
2. The program chair will prepare an announcement for AmStat News. This should be submitted by the publications officer before October 1 to appear in the November issue.
3. The program chair will announce the awards at the time that abstract submission is announced via the section’s email listserv, which is generally a few days before abstract submission opens up (generally early December).
4. The program chair will work with the section’s webmaster to post an announcement on the section’s website around the same time as the email listserv announcement.

The mentoring award will be advertised similarly starting in 2016; in 2015 the timeline will be somewhat later.

Awards Judging

1. Best topic contributed session travel award: A committee of eligible and available executive committee members will vote during a time period chosen by the program chair (recommended in February) to take place between the submission deadline for topic contributed sessions and the deadline for submitting awards online to the ASA (in 2015, this was the time period between January 15 and July 1). Based on a May 2015 survey of EC members, the winner of this award should be chosen based on the following criteria:
   • appeal to members of the consulting section;
Each member will provide their vote for one topic contributed session to the program chair. If there is a tie, it will be broken by the program chair.

2. Best contributed paper: Prior to JSM (recommend in mid-July), the program chair will assemble a committee of EC members who will attend the section’s contributed session(s). The committee members will provide their vote for one paper to the program chair. If there is a tie, it will be broken by the program chair.

3. Best contributed poster: Prior to JSM (recommended in mid-July), the program chair will assemble a committee of EC members who will attend the poster session(s) including the section’s contributed posters. The committee members will provide their vote for one poster to the program chair. If there is a tie, it will be broken by the program chair.

4. Outstanding Mentor Award: Each year the chair will appoint one member for a three-year cycle to an award selection committee of at least three section members including at least one Council of Sections Representative and one Executive Committee member to solicit nominations and select the award winner. (The first year, 2015-2016, the chair will appoint three members, one with a one-year cycle, one with a two-year cycle and one with a three-year cycle.)

No executive committee member is allowed to judge a paper or poster competition in which he or she is an author or co-author. No one is allowed to judge the topic-contributed session competition in which he or she is an author, co-author, chair, or organizer.

**Presentation of Awards**

For all four awards, winners will be announced at that year’s JSM section business meeting and mixer, if the winner can be determined prior to the business meeting/mixer. If the winner cannot be determined prior to the business meeting/mixer due to presentation time slots, the winner will be contacted immediately after the conclusion of JSM by the program chair.

In the case of the travel award for best topic-contributed paper or panel session, the ASA online form will be filled out by the section chair and the winner will be contacted as soon as the decision has been made; in this way, the ASA can make a certificate and the check available to be awarded to the winner at the JSM business meeting/mixer. In the case of the two contributed awards, the online award form should be filled out as soon after JSM as possible by the section chair.

**Further Recognition of Award Winners**

Award winners will be further recognized in the following ways:
1. The section chair will visit the following link to request a certificate and a check from the ASA: http://community.amstat.org/councilofsections/sectionawards.

   The program chair will contact the winners and ask them to submit a W-9 to the appropriate person (named in the online form).

2. The program chair will prepare an announcement including names and session/paper/poster titles for the issue of The Statistical Consultant following JSM. The newsletter editor should work with the program chair to schedule this announcement.

3. The program chair will announce the award winners via the section’s listserv following JSM.

4. The program chair will work with the section’s webmaster to post an announcement on the section’s website around the same time as the listserv announcement.