

ASQ STATISTICS DIVISION OPERATING MANUAL

AQC Technical Paper Reviewer Job Description

Title

Technical Paper Reviewer for the Annual Quality Congress

Purpose

To review statistics-related papers for the Annual Quality Congress Technical Program Committee.

Term of Office

A period of fifteen months prior to the AQC.

Responsibilities

- Attend the training session at the previous AQC or participate in August Conference call.
- Review, score and provide comments for 10-20 assigned draft papers.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Additional Activities (Desirable, not Mandatory)

- Attend Division Council meetings

Qualifications

- Must be a member of ASQ (Senior member or higher preferable)
- Experience in reviewing and selecting technical papers for presentation and/or publication.
- Awareness of current and emerging quality topics.
- Ability to objectively apply metrics to the review of the paper and provide written improvement suggestions to the authors.
- Time to fulfill the responsibilities (40-60 hours in late August and September)
- Subject matter expertise is a plus.

Resources Available

- Training session at AQC
- Guidelines from ASQ
- Timetable from ASQ

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Checklist/Timetable

May	Attend the training session at prior year's AQC.
Late August - Sept.	Review, score and provide comments for 10-20 papers.

Election/Appointment Mechanism

Appointed by Chair-Elect, with consensus of the Division Officers, fifteen months in advance of the Congress (by February).