Guidelines for the OCAIR Best Presentation and Best Practice Awards

1. Purpose of the Awards

- The OCAIR Best Presentation and Best Practice Awards showcase members' research and practices, and promote participation at annual AIR Forums as a professional development opportunity.
- The Awards support the presence of OCAIR at the annual AIR Forum.
- The Awards encourage the sharing of new analytical approaches and technical tools in institutional research and new findings that may help improve higher education quality.

2. Components of the Awards

- The award recipients will receive special recognition at the OCAIR annual meeting.
- The winning presentations/papers will be featured prominently on the OCAIR website.
- The OCAIR Best Presentation Award will automatically be included in the AIR Forum's program in the OCAIR Best Presentation slot.
- Both awards carry a travel grant and the amount is determined by the OCAIR Steering Committee. When there are multiple presenters in one presentation, the travel grant will be apportioned evenly between/among them.
- Only if the award recipient attends at the AIR Forum could he/she receive the travel grant.

3. Basis and Methods for Selection

- Anyone planning to attend the upcoming AIR Forum and interested in competing for the awards submits a proposal form based on the AIR Forum Call for Proposals.
- The OCAIR Award Selection Committee, chaired by the OCAIR Immediate Past Chair, selects up to five proposals to be presented at the OCAIR Virtual Conference.
- The OCAIR Award Selection Committee, chaired by the OCAIR Immediate Past Chair, watches all of the presentations and evaluates them on different aspects of quality. The highest scored presentation receives the Best Presentation Award and the second highest scored presentation receives the Best Practice Award.
- Applicants should include a final or close to final copy of the presentation described in the proposal, if completed by the call for proposals deadline.
- The award recipients are expected to present at the following AIR Forum, unless there are extenuating circumstances. In that case, the OCAIR Award Selection Committee will determine whether the award and travel grant will go to the next highest scored proposal.

4. Eligibility

- At least one author must be a member of OCAIR at the time of proposal submission.
- Membership in OCAIR is free and open to all professionals in institutional research or higher education.
- Members of the Steering Committee and the Award Selection Committee are not eligible for the awards.
- No individual or group may receive any of the awards two years in a row. A previous award recipient may receive the award again if part of a new group.

5. Award Selection Committee

- The OCAIR Immediate Past Chair shall serve as Chair of the Award Selection Committee.
- The Chair shall select no less than three additional committee members who have more than 7 years of work experience in institutional research or higher education.
- Committee members must not have a conflict of interest with any of the individuals who submitted proposals.
- The Committee will use a modified version of the AIR Forum Proposal Review Rubric. The rubric will be shared with applicants when review process starts to ensure transparency.
- The highest scored proposals will be invited to present at the OCAIR Virtual Conference.
- All committee members must watch all presentations and rate the presentations according to an agreed upon rubric.

(OCAIR SC, adopted February 2016; revised February 2018. OCAIR SC reserves the right to amend or change the guidelines any time.)