

Student Conference Judging Committee Formation Guidelines

"The SSC chair has the responsibility to select the members of the judging committee for the Student Conference. The judging committee should be led by either the SSC chair or one of the vice chairs. It should be composed of an odd number of members, typically 7. (If there is an even number of members the SSC chair or vice chair leading the judging will be the tiebreaker.) The judging committee should be at least five people, and numbers larger than about 9 become unwieldy.

The judging committee should contain **at least three** past Student Conference chairs (each from different conferences).

It should contain a mix of students and professionals (professionals who have worked on a committee for a topical conference are a bonus). A good target is one new and one veteran student from the SSC, and one new and one veteran professional from the SSC.

The members of the judging committee represented should **all** have attended at least one student conference in the past.

At least three people on the judging committee should have judged for student conferences before. **At least two** people on the judging committee should **not** have judged for student conferences before. (This is to ensure a feeder stream of "new blood" and to help balance any bias from the same people judging every year.)

There is a limit three consecutive terms. An individual can serve as a judge again if they take a two year break from serving on the judging committee.

Students **currently enrolled** at one of the proposing schools, or individuals who have graduated from that school **within the last two years**, have a conflict of interest and should be disqualified from the judging committee.

Schools represented should be balanced geographically and between large and small schools. Target a max of **one** alum from the proposing school and **two** from any school.

There may be cases where the **guidelines** above cannot be followed (not enough student conference chairs will volunteer; judging committee can't get the right mix of old and new members, etc.). In these cases the SSC chair can make exceptions, keeping in mind the goal of a fair, balanced, and knowledgeable judging committee. If there is any doubt, you can ask the SSC to confirm your choices."