

## Professional Excellence

### Committee Responsibilities:

- This committee reviews and accepts applications and submissions for the Poster Session at the NACAA Annual Meeting/Professional Improvement Conference (AM/PIC), held each year. These posters are peer-reviewed at the regional level and can be considered as peer-reviewed papers/presentations for purposes of promotion and permanent status.
- Review the abstracts for acceptability to represent FACAA.
- Ensure that authors are members in good standing with FACAA.
- Ensure that submissions are in proper form and style, including paperwork filled out properly.

### Monthly Duties:

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Chair advertises to FACAA members the need to have applications and abstracts submitted by the deadline, and inform them of the requirements for submitting abstracts.

*February - March:* Chair accepts applications and abstracts in written form and computer disk with abstract in digital form, and acknowledges receipt of submitted materials.

*March 15:* Chair compiles and distributes abstracts to the Committee for review. Determine if submitting authors (only) are current FACAA members in good standing. Assist submitting authors in making necessary corrections to abstracts or forms, if needed.

*March 15-April 1:* Receive abstract approvals from Committee members. Following Committee approval, the Chair compiles applications and abstracts and submits *all approved abstracts* to the NACAA Southern Region Vice-Chair. Notify submitting authors that their abstracts were forwarded to NACAA, or that their abstract was rejected by the Committee, whichever action is applicable.

*June:* Remind submitting authors whose abstracts were forwarded of the requirements of NACAA concerning attendance at AM/PIC and presentation of the poster.

*July*: Submit committee report to Chair of FACAA Annual Report.

August:

September:

Important Deadlines:

- *March 15* - Application and abstract submission deadline.
- *April* - Forward approved and correct submissions to NACAA Southern Region Vice-Chair. Specific date determined by Region Vice Chair.
- *July* - Submit committee report for FACAA Annual Report.

Awards and Plaque Information: Submit names of participants to Awards Committee Chair.