

WiG Dissertation Prize Committee Protocol:

- The committee consists of three members, each of them having achieved tenure prior to the year in which the award will be granted. Ideally, service on the prize committee will be staggered, two-year terms, so that a committee member serving his/her second year on the committee will function as the chair, with at least one new committee member serving on the committee each year. (In requesting WiG members to serve on the prize committee, it might make sense to approach scholars who do not work at PhD-granting institutions, out of consideration for work loads and potential conflicts of interest. This is, however, merely a suggestion, not a policy statement.)
- At the annual conference, the current chair should make sure that one of the other two current committee members will serve as chair in the following year. When the Chair steps down, that person should update this protocol document within three weeks of the conference and pass it on to the next Chair.
- During the same time period, the new chair should communicate with Webeditors to update contact information on website: committee Chair's name, affiliation, and email address, and submission date for ms. According to WiG guidelines, the date is March 1, but make sure to change the year. Make sure the web page description of the application process emphasizes that the candidates submitting their dissertations (or those submitting on the candidates' behalf) send the dissertation as a PDF file to the committee chair.
- The new Chair will constitute the remaining members of the committee (including, ideally, the other member continuing from the previous year) as soon as possible, ideally at the annual conference, but at the very latest upon receipt of submitted dissertations in March of the award year (i.e. March 2013 for 2012 dissertations).
- **Early January:** check one last time that dissertation prize information on website is up to date; Post reminder of upcoming deadline, with info about the prize pasted into email, to WiG-list (submissions are restricted to Wig members). Send prize announcement to other listserves, making sure to highlight membership prerequisite.
- **Mid-February:** send out deadline reminders right before the deadline.
- **March:** When articles come in, the chair should send copies to other two committee members. Ask them to confirm receipt.
- The committee will evaluate each submitted dissertation against the award criteria listed on the website. (Many dissertations that have nothing to do with WiG's mission statement have been submitted.) The goal of the committee is to come to consensus on the winner.
- The winner should be informed of his/her prize **by the end of the pre-registration period for the WiG conference**, so that s/he can make plans to attend the conference to accept the award, if at all possible. (*Question: is it possible for this winner to present a poster in order to secure funding, or is s/he covered by the graduate student reimbursement??*)
- Prior to the conference, the committee chair needs to
 - inform the WiG treasurer of the name of the prize winner, so that the check for the award recipient can be handed over at the conference.
 - prepare a formal letter and write up a short blurb for the winning dissertation, into which you incorporate panelists comments. It is suitable to create a certificate with the name of the winner, the name of the article, year, and the signature of the Best Dissertation Prize Chair on fancy certificate paper suitable for framing by the recipient.

- At the conference
 - A member of the prize committee announces and, if possible, introduces the award recipient at dinner Friday night of the conference.
 - The check and the official letter designating the award recipient should be given to the recipient at the conference.
 - The blurb about the winner should be submitted to the treasurer, to the newsletter team, and to the Webeditors before leaving the conference.
- With the presentation of the award letter and the award money, that year's committee duties are concluded.