

## Content Evaluation Proposal Reviewers Position Description

Updated on 20 January 2012

### Content Evaluation Team Overview:

A virtual committee meeting on an ad hoc basis; most activity to be carried out individually as an SME. Role is to: Solicit and evaluate proposals for appropriate content, and recommend appropriate Continuing Education formats (i.e., conferences, training, publications, and on-line learning).

### Position Purpose and Objectives:

Objective is to review proposals received for ISPE education products from members and industry at-large to determine topic relevance and importance for potential education products.

Main workload (at present) will be in February, when proposals relating to the 2012 Annual Meeting need to be reviewed. (In 2012, assessment period will be 10 to 23 February for AM 2012). About 50 to 70 proposals are anticipated with 10 or so proposals per area of expertise.

Other calls for proposals will be raised from time to time.

Ad hoc proposals from members are received occasionally.

### Appointed by: Committee Chair

### Responsibilities of this Position:

Review and evaluate proposals related to areas of expertise and recommend appropriate knowledge dissemination.

### Skills/Experience Requirements for this Position:

At least 5 years experience in one of the areas of expertise (the link will provide the details of each of the [Technical Knowledge Elements](#))

- Product Development
- Facilities and Equipment
- Information Systems
- Supply Chain
- Production Systems
- Regulatory Compliance
- Quality Systems

To be currently working in the specified area of expertise, or able to demonstrate how knowledge is kept current

### Length of Service: 1 Year

### Time Commitment: Approximate hours per month: >0 to 5 Hours

Work will be **intermittent** (see objectives section above)

### Resource Requirements

List expectations for support of the volunteer in this position, including staff or volunteer assistance for the task, funding for travel, etc.

**Provided by ISPE staff or volunteers:** Proposals will be entered in assessment software; no other format will be accepted. SPM will identify appropriate SME(s) and assign proposal for assessment

**Expected from the volunteer (or his/her employer):** Assessment and recommendation within 10 days of receipt. Internet access; software accessed via ISPE website.

### Meeting Schedule and Attendance Requirements:

Virtual only; primarily working alone and to own schedule

Occasional teleconference

### Requirement:

Submit professional Curriculum Vitae or Resume

### Volunteer Expectations

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| ✓ Actively participate in meetings                              | ✓ Respond to communications in a timely manner           |
| ✓ Read materials and come prepared to each meeting              | ✓ Develop a good relationship with Staff                 |
| ✓ Listen to people and ideas                                    | ✓ Respect confidentiality                                |
| ✓ Become knowledgeable of the Society's policies and procedures | ✓ Fully support all decisions of the Board and Committee |
| ✓ Complete assignments on time                                  | ✓ Always act in the best interests of ISPE               |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile

<http://www.ispe.org/volunteerprofile>