

Are You Interested in Becoming an IAEM Fact Sheet Reviewer?

<p>What is an IAEM Fact Sheet?</p>	<p>To learn more about what an IAEM Fact Sheet is, take a few minutes to explore Research to Practice: Fact Sheets for Emergency Managers. It provides a brief history of this project that has been sponsored through IAEM's Training & Education Committee.</p> <p>You will also learn about how Fact Sheets are created, the categories into which Fact Sheets will be stored, and examples of actual finished Fact Sheets.</p>
<p>What's in it for me to help review Fact Sheet submissions?</p>	<p>Your time and effort are worth being an IAEM Fact Sheet Reviewer if you:</p> <ul style="list-style-type: none"> • Aspire to be on the leading edge of research in the Emergency Management Community. • Are capable of gleaning practical information to use from research projects. • Take pride in contributing to the advancement of emergency management at all levels. • Want to make a professional contribution toward the Certified Emergency Manager® (CEM) designation.
<p>Attributes of an IAEM Fact Sheet Reviewer</p>	<p>To become a member of the Reviewer cadre the following capabilities will be considered:</p> <ul style="list-style-type: none"> • Field experience as an Emergency Management practitioner and/or educator. • An eye for good writing style (spelling, grammar, punctuation, use of acronyms.) • Coaching/mentoring skills to work with Fact Sheet authors (the ability to reach out effectively to a Fact Sheet author with encouragement and professionalism as well as provide feedback to refine the finished product. • Ability to meet timelines as defined by the Fact Sheet process as outlined further in this document. • Agree to review and complete the assigned Fact Sheet(s).
<p>How an IAEM Fact Sheet Reviewer would be Selected</p>	<p>The process to select a reviewer includes:</p> <ul style="list-style-type: none"> • Candidate would complete a short application, and submit a résumé or CV, showing emergency management academic and/or experience background. • The Fact Sheet Working Group Lead would collect the names of those interested. • The Fact Sheet Working Group members would then review the application and provide feedback to the Working Group Lead. • A recommendation from a known Reviewer would also lend credibility. • The Working Group Lead will notify the Reviewer of acceptance or denial.

<p>Process Cycle to Approve a Submitted Fact Sheet</p>	<p>Within 90 days the full cycle should be completed.</p> <ul style="list-style-type: none"> • Two weeks from receipt of a Fact Sheet to the Working Group Lead, it will be sent to a Fact Sheet Reviewer. • The Reviewer will have 30 days to evaluate the Fact Sheet and either complete the cycle or send it to the Fact Sheet author for edits. • The Fact Sheet author will have 30 days to edit the document and return it to the Reviewer. • The Reviewer will agree with or make the recommendation for what categories to put the Fact Sheet into on the website. • The Reviewer will have 2 weeks to: <ul style="list-style-type: none"> ○ Provide either a final edited Fact Sheet or appropriate feedback to the Working Group Lead, ○ notify the Fact Sheet author, and ○ update the Tracking Log (link to be provided). • The Working Group Lead will have 2 weeks to submit to the IAEM Website Coordinator for publishing. <p>Clarifications:</p> <ul style="list-style-type: none"> • The Working Group Lead will send out Fact Sheets as they come in on a rotating basis to Reviewers. • The Working Group Lead may send 3-6 Fact Sheets to an individual Reviewer at any one time.
<p>Questions?</p>	<p>Please send an email to USATrainingEducation@iaem.com. In the Subject line, put "Attention: Fact Sheet Working Group Lead". We will get back with you as soon as possible.</p>
<p>Next Step...</p>	<p>If you are interested in becoming a member of the IAEM Fact Sheet Reviewer Cadre, please complete the short Reviewer Application. We certainly appreciate your interest!</p>