



Call for Judges

The East Tennessee Chapter of the Society for Technical Communication (STC-ETC) seeks judges for our 2011-2012 Technical Publications competition.

Who is eligible to judge?

We're looking for seasoned communicators *and* those new to the profession. You do not have to be an STC member to judge, but you should be familiar with technical publications and willing to devote the time it takes to give constructive and impartial feedback to those submitting entries to the competition.

Will I receive training?

The competition manager will send training materials to all judges by the end of October. An optional judging discussion will take place by phone Saturday, November 5. The competition manager and judging team leaders will be available to conduct additional training.

What are the award levels?

- **Distinguished Technical Communication:** The entry meets or exceeds high standards in all areas. Progresses to international competition.
- **Excellence:** The entry consistently meets high standards in all or most areas. May progress to international competition.
- **Merit:** The entry consistently meets high standards in most or some areas.
- **No award:** The entry has average to less-than-average professional quality.

What are the judges' responsibilities?

Each team of three judges consists of a lead judge and two other judges.

Lead judge:

- Maintains contact with the other two judges to ensure that all materials have been received and judging tasks are clear.
- Schedules consensus meeting time and location.
- Leads the consensus judging meeting.
- Collects entry assessment forms and reviews them for appropriate content.

- For each entry, submits all three entry assessment forms and the award level to the competition manager.
- Prepares and submits a Best of Show recommendation (if any), to the competition manager.

All judges:

- Review each entry assigned to them, enter comments on the evaluation forms, and return completed forms by email to the lead judge.
- Attend and participate in a consensus judging session either by phone or in person.
- Work with other judges to determine an award level for each entry.
- Work with other judges to determine a Best of Show candidate from the team's Distinguished entries.
- Return copies of entries in the condition received, if the completion manager requests that copies be returned.

How is Best of Show chosen?

STC-ETC presents one Best of Show award. Each judging team has the option of recommending a candidate for Best of Show. A three-person panel appointed by the competition manager determines Best of Show based on recommendations and publication review.

When will judging take place?

Entries will be distributed to the judging team the week of November 7. Each team will set a date for consensus judging, either by telephone or in person. Judging team leaders will email evaluation forms and award determinations to the competition manager by December 19, 2011.

How do I sign up?

Contact Dorothy McDuffie, competition manager, at competition@stc-etc.org or at 423.843.3787.