

ASC POLICY COMMITTEE
CRIME AND JUSTICE RESEARCH ALLIANCE (CJRA)
EXPERT DIRECTORY SELECTION PROCESS
Approved by the ASC Executive Board, November 2017

PREAMBLE. A Crime and Justice Research Alliance (CJRA) expert is current member of American Society of Criminology (ASC) or Academy of Criminal Justice Sciences (ACJS) who has demonstrated sufficient depth of knowledge in a particular subject area as certified by a committee of one of the two organizations. CJRA experts are expected to summarize the current research in a particular subject matter and provide policy-related insight inclusive of impacts, implications, and recommendations based upon their own subject matter and policy analysis expertise. CJRA experts speak for themselves as individuals and should not represent their views as being those of the American Society of Criminology or the Academy of Criminal Justice Sciences.

SECTION 1. APPLICATION PROCESS, MATERIALS, SUBMISSIONS, AND DEADLINES

1.1 Application process. Applicants will apply through emailing the required materials to the ASC Policy Committee Chair, ascpolicycommittee@gmail.com, with the subject-line "ASC-CJRA Expert Application." The three attachments described below are required.

1.2 Required application materials. All applications must include:

- 1.2.1 *A narrative letter of application* describing the applicant's areas of substantive expertise and qualifications identifying key intellectual contributions and/or publications in the area. The letter of application must clearly indicate that the applicant is willing and able to take calls and answer media inquiries on short notice.
- 1.2.2 *A completed application form*, available on the ASC and CJRA websites.
- 1.2.3 *A brief biography* (no more than 250 words) articulating specific areas of expertise.
- 1.2.4 *A current copy of the applicant's CV* or resume.

1.3 Application deadlines. Applicants may submit applications via email (ascpolicycommittee@gmail.com) at any time, but applications will be considered by quarterly (on or around January 15, April 15, July 15, and November 15 of each year).

1.4 Simultaneous submission. Simultaneous submission to the ASC and the ACJS policy committees shall be considered unethical and shall disqualify the applicant for a period of one year.

1.5 Subsequent submission. Subsequent submissions (following a denial) are permitted after a period of one year provided the applicant is a member in good standing of the organization to which they apply.

Approved by ASC Executive Board: November 2017

SECTION 2. CRITERIA FOR EXPERT SELECTION

2.1 Membership.

- 2.1.1 Applicants must be members in good standing of the American Society of Criminology.

2.2 Minimum credentials/qualifications.

- 2.2.1 Evidence of an earned doctorate.
- 2.2.2 Applicants with a Juris Doctorate or a Masters' degree and at least five years of relevant experience will also be considered.

2.3 Demonstration of knowledge. As an academic expert, publishing reflecting the sufficient expertise in the subject matter area(s) is required. You must meet the criteria for each subject matter area you have identified. The totality of contributions in each area will be considered with preference given to those meeting the criteria in *at least two* of the four areas below.

- A minimum of 1-2 books or monographs in the past 7 years
- A minimum of 3-5 peer-reviewed publications in the past 7 years and/or
- A minimum of 3-5 reputable practitioner and reference publication authorships in the past 7 years
- Evidence of receipt of competitive funding for research in the area in the past 7 years.

SECTION 3. SELECTION PROCESS, TERM, APPEALS, AND REMOVALS

3.1 Selection Process. The ASC's Policy Committee shall consider all complete applications during its quarterly conference calls (in January, April, July, and October).

- 3.1.1 The chair of the committee shall determine general eligibility (meeting criterion 2.1 and 2.2) and oversee the voting and tallying of votes.
- 3.1.2 Policy committee members shall review the materials and individually vote as to whether the applicant has sufficiently established expertise in each of the subject matters area(s) identified.
- 3.1.3 Applicants must receive affirmative votes for each area of expertise from at least five members of the policy committee.
- 3.1.4 The ASC Policy Committee Chair will notify the applicant of the status of his/her application and will forward successful applicants to Caitlin Kizielewicz, media consultant, at ckiz@crimeandjusticeresearchalliance.org, to be posted on the CJRA website in the Expert Directory. Caitlin will forward the successful applicant a CJRA Expert Directory Information Form requesting the required information to be placed on the CJRA website. Once the successful applicant provides the requested information, they will be added to the CJRA Expert Directory.

Approved by ASC Executive Board: November 2017

3.2 Term. Once approved, and unless removed for reasons articulated in Section 3.4, experts will remain on the list for a period of 7 years. After 7 years, experts will be removed from the list and will need to reapply. Experts who wish to remain on the list without interruption, shall be permitted to submit a new application in their sixth year.

3.3 Appeals. In the case of an unsuccessful application, there shall be no right of appeal; however, applicants may apply for reconsideration after one year.

3.4 Administrative removals. Applicants can be removed from the expert directory if they repeatedly fail to respond to requests from the CJRA media consultant in a timely manner. Three or more non-responses over a period of 6 months will be considered sufficient to warrant removal. If administratively removed, applicants can request reconsideration after two years.

3.5 Self-removal. Experts may ask to be removed from the directory at any time through submitting a request to the, ASC Policy Committee Chair, requesting removal. Those removed from the directory will need to reapply should they wish to be considered again for inclusion.

3.6 Directory Updates. CJRA experts agree to keep their contact information current and should update individual contact information via email to Caitlin Kizielewicz, CJRA Media Consultant, at ckiz@crimeandjusticeresearchalliance.org. Experts should also contact Caitlin directly should they need to suspend requests for comment due to extended travel, sabbatical, etc.

SECTION 4. EXPERT RESPONSIBILITIES. As a CJRA expert, you will be expected to engage with the media on an as needed basis. The expectation is that you are relying on relevant academic expertise and empirical evidence to support any claims. You should only take CJRA requests within your area(s) of expertise. You do not need to take every request, but you are expected to reply in a timely manner affirming or declining the opportunity to respond. Although you will be speaking for yourself, and not either organization, you are representing the profession and agree to adhere to these expectations of professional responsibility.