**PROCEDURE ON DEVELOPING and PROCESSING DCDT POSITION PAPERS**

A position paper is a long-range document available to the field to clarify the DCDT posture on a specific issue. As stated in the DCDT Constitution, The Division on Career Development & Transition (DCDT) is organized *to promote and support efforts to improve the quality of, and access to, career development and transition services for individuals with all exceptionalities across the life span.* Given the often diverse avenues available for arriving at a desired end, statements of position on issues of concern to the membership are critical to the ability of DCDT to shape policies and practices, which impact the quality of education. Previous position papers may be reviewed at the DCDT website.

A. PROPOSAL

1. Numerous groups may initiate matters or issues to be addressed by position papers, including the Executive Committee, DCDT committees, DCDT members, or by other related professional or governmental agencies seeking to write a DCDT position paper. The adoption of a position paper shall reflect positions and policies, which are consistent with standards of DCDT and/or of CEC, and of research findings.
	1. The Publication Chair will collaborate with the authors to develop a position paper proposal. The proposal will include the following sections, with adjustments to the sections appropriate to the topic or issue: (1) Tentative Title, (2) Authors and Affiliations, (3) Originating Proposing Committee, (4) Planned Submission Date to CDEI, (5) Brief Summary, (6) Tentative Outline, (7) Partial Listing of Literature to be Reviewed, and (7) Rationale for the Necessity of the Position Paper.
2. Processing of the position paper proposal will involve *opportunity for input and comment* from the membership as represented by the DCDT Board through select committees to ensure that the position paper reflects the organization’s beliefs. When required due to a specific topic, the Publication Chair may solicit input from professionals and organizations with relevant expertise.
3. The completed position proposal is submitted to the DCDT Publication Chair, who will review it along with select Publication Committee members. The Chair will collect comments, then forward the proposal, comments, and recommendation to the DCDT President and other Executive Committee (EC) members. The Publication Chair will present the proposal, comments, and recommendations to the EC and answer any questions.
	1. The President will facilitate a discussion about the proposed position paper and a vote to go forward will be taken.
	2. The Publication Chair will communicate the decision, comments, edits, and recommendations back to the author.

B. SUBMISSION AND REVIEW

1. Review of the completed draft of the position paper will involve the following steps:
	1. The draft will be sent to the Publication Chair to begin the review process. The Publication Chair, the editor of the DCDT journal, *CDTEI*, and three additional reviewers who are also members of the DCDT board will review the paper. The Publication Chair will summarize the comments, make needed recommendations, and send the publication decision and comments back to the first author.
		1. A revised paper will be read by the Publication Chair, who will determine if the revisions address review concerns and if the paper now warrants publication.
		2. If the Publications Chair determines that additional changes are necessary, the paper will go back to the authors for revision.
		3. If satisfactory, the Publications Chair will inform the *CDTEI* Editor to expect a position paper to arrive directly from the authors for publication consideration.
		4. The authors will be responsible for submitting the paper to *CDTEI*.
		5. The *CDTEI* Editor will process the paper for publication.

C. PUBLICATION

1. The accepted position will be published in *CDTEI* and placed on the DCDT website. Other publication outlets may be used at the discretion of the Executive Committee. The statement shall stand as the position of DCDT at the time of adoption (though *it may not reflect the unanimous view of the membership*) and may be used by members or others to advocate for improved services and outcomes for exceptional children.
2. The authorship of the paper is noted as the persons who authored the paper.
3. The position paper status, as a position statement from DCDT, is noted in publication.