The Office of Undergraduate Education

The Exley
The University of Texas at Dallas Undergraduate Research Journal

Join The Exley Team

Currently-enrolled UT Dallas undergraduate students with a strong background in research may engage in the production of the seventh issue of The Exley. Please note that priority acceptance may be given to junior and senior students, based on number and quality of applications. Applications are received and leadership spots assigned on an ongoing basis throughout The Exley publication cycle. Interested students are encouraged to apply for multiple positions.

Click here to apply for The Exley Leadership Team

Leadership requirements

• Must be enrolled as a full-time UT Dallas undergraduate student for the semester in which you serve (see each position description below).
• Must not have a submission in consideration for the seventh issue of The Exley.
• Must submit application online. See position descriptions for specific application deadlines.
• Must submit a minimum of one signed letter of recommendation from a UT Dallas professor, on official letterhead.
• Must sign an agreement to keep all submission information confidential.
• Must currently hold a 3.2 GPA.

Open positions

Research Proposal Reviewers
• Undergraduate students chosen will review all research proposals submitted for consideration to the seventh edition of The Exley.
• Record feedback, opinions, and rankings of each proposal.
• Attend lunch meeting with The Exley editors to share feedback on each proposal.
• Time Commitment: Depending on the number of submissions, approximately 2 hours to review proposals and a 90-minute lunch meeting with The Exley editors to share your thoughts on each proposal. The Exley managing editors will strive to choose a meeting time that fits each student’s schedule.

Creative Proposal Reviewers
• Undergraduate students chosen will review all photography and poetry proposals submitted for consideration to the seventh edition of The Exley.
• Record feedback, opinions, and rankings of each proposal.
• Attend lunch meeting with The Exley editors to share feedback on each proposal.
• Time Commitment: Depending on the number of submissions, approximately 2 hours to review proposals and a 90-minute lunch meeting with *The Exley* editors to share your thoughts on each proposal. *The Exley* managing editors will strive to choose a meeting time that fits each student’s schedule.

**Initial Research Full-Submission Editors**

• Undergraduate students chosen will edit complete research submissions to the 2018 edition of *The Exley*. These research submissions will have passed the proposal and initial student reviewer stage of the selection process.

• Edit research submission for spelling, grammar, simple language and explanations, and search for any other possible errors or ways to improve the document. Specific guidelines are provided by the editorial team.

• Time Commitment: Approximately 1-2 hours to edit each research submission, depending on length and number of errors or areas for improvement found.

**Initial Research Full-Submission Reviewers**

• Undergraduate students chosen will review complete research submissions to the 2018 Edition of *The Exley*. These research submissions will have passed the proposal reviewer stage of the selection process.

• Record feedback, opinions, and rankings of each submission.

• Attend lunch meeting with *The Exley* editors to share feedback on each submission.

• Time Commitment: Approximately 5 hours to review submissions and a 90-minute lunch meeting with *The Exley* editors to share your thoughts on each submission. *The Exley* managing editors will strive to choose a meeting time that fits each student’s schedule.

**Student Advisory Board**

• Undergraduate students chosen will review all research and creative submissions that made it through the proposal, full-submission review, and initial editing stages of the selection process. At this stage, the student advisory board will help determine which submissions are actually published in the seventh edition of *The Exley*.

• Record feedback, opinions, and rankings of each submission left at this stage.

• Attend lunch meeting with *The Exley* editors and other Exley Board Members to share feedback on each submission.

• Time Commitment: Approximately 5 hours to review submissions and a 90-minute lunch meeting with *The Exley* editors to share your thoughts on each submission. *The Exley* managing editors will strive to choose a meeting time that fits each student’s schedule.

• Participants are individually selected by *The Exley* Editorial Board.

**Contact Us**

For questions regarding *The Exley*, please email exley@utdallas.edu or call 972-883-6706.