



Maintaining Your Information

AAM maintains information on peer reviewers in both paper and database files.

The paper file includes:

- a copy of your most current resume
- your most current Peer Reviewer Profile (see Connecting Reviewers and Museums for an example)
- your application
- performance evaluation information
- critical correspondence, such as changes of address or concerns

The database includes:

- contact information; including current position and place of employment, work and home mailing addresses and phone numbers, and e-mail address (from your application)
- employment and education history, including professional development activities (from your resume)
- areas of expertise in museum operations and areas of experience in the museum field, such as types and sizes of museums and governance structures (from your Peer Reviewer Profile)
- peer review visit history and very limited performance evaluation data (from your performance evaluations; see Appendices for information about confidentiality restrictions)

To match you to reviews best suited to your experience, we need to have current and accurate information. As such, if you change positions or leave your current institution, please inform the peer reviewer manager. In addition, every few years consider updating your Peer Reviewer Profile and submitting a current resume to reflect any changes in knowledge and experience. You can request a profile form from the peer reviewer manager or download a copy from www.aam-us.org/peer-review. When you send your new information to the peer reviewer manager, it also will be updated throughout AAM.