

# Connecting Reviewers and Museums

To ensure that the museum’s and the program’s needs are met, the following process is used to select peer reviewers for visits. We make an effort to spread the visits as evenly as possible across the peer reviewer roster. Note: [M] refers to the Museum Assessment Program. [A] refers to the Accreditation Program.

1. Program staff search the database for peer reviewers whose stated experience and expertise match:

- a. the museum’s issues or concerns identified by program staff or the Accreditation Commission
- b. the museum’s demographics
- c. [M] expertise requested by the museum

2. Program staff identify the peer reviewers who are a good fit with the museum

- a. [M] 10 Surveyors are needed per review
- b. [A] approximately 20 Visiting Committee members are needed per review

3. The final list and a profile of each reviewer is sent to the museum. Each profile contains your stated experience, expertise, employment history, and educational history. The museum then crosses off anyone with whom they have a business or personal relationship that presents a real or perceived conflict of interest.

- a. [M] The museum ranks the remaining reviewers.

The Peer Reviewer Profile includes employment and education history as well as experience and expertise. (See box at right.)

4. AAM staff contact reviewers to determine their availability.

a. [M] Surveyors are contacted according to the museum’s order of preference.

b. [A] Visiting Committee members are contacted, one at a time, about serving as a Team Contact (formerly referred to as Chair)

5. [M] After the Surveyor or Surveyor Team has been confirmed, contact information is sent to the museum and the Surveyor(s). The museum contacts the Team Contact within one month to begin arrangements for the site visit.

6. [A] Once the Team Contact is confirmed, AAM staff send him/her profiles of the other reviewers on the list. The Team Contact then secures the participation of the other Team Member and contacts the museum to make arrangements for the site visit.

## Peer Reviewer Information

Peer Reviewer Position	Museum City, State		
<b>EXPERTISE</b>			
Governance	Facilities Planning		
Administration	Exhibitions		
Mission and Institutional Planning	Programs		
Public Involvement			
<b>EXPERIENCE</b>			
<i>Institutional Disciplines</i>	<i>Budget Ranges</i>	<i>Governing Authorities</i>	
General (multi-disciplinary)	Less than \$50,000	County/Regional	
Historic Site/House	\$51,-\$249,000	Municipal/City	
History	\$250,-749,000	Private Nonprofit	
\$1,-4,900,000			
<b>EMPLOYMENT HISTORY</b>			
<i>Institution</i>	<i>Title</i>	<i>City/State</i>	<i>Employment</i>
Historical Society	Deputy Director	Pittsburgh, PA	1991 1994
Art Museum	Educ. Coord.	Nashville, TN	1985 1986
<b>EDUCATION</b>			
<i>Degree</i>	<i>Institution/Field</i>	<i>City/State</i>	<i>Year Completed</i>
MA	Bank Street College Museum Education	New York, NY	1979