



Considering a Request for a Visit

Before you agree to conduct a MAP or Accreditation visit, consider the following:

Time

A visit generally takes 40 to 60 hours of time, spread out over several months. The process includes reading the materials, developing an agenda, conducting the site visit, and writing and/or collaborating on the report. Can you provide the time and attention to be fair to the participating museum, meet the program's expectations, and benefit from the process yourself? It is better to decline to participate than to agree to conduct a visit you do not have the time to complete.

Knowledge

Do you have the appropriate experience to review the museum? Remember, peer reviewers are expected to be informed colleagues, not experts. Program staff considered you a good match based on our knowledge of the institution, the program's needs, and your expertise and experience. Due to confidentiality concerns, we cannot provide you with specifics about the institution under review, but we can explain the reasoning behind your selection. The museum's Web site also may provide basic information about the institution.

Conflict of Interest

Some questions to consider:

- Have you or any close member of your family worked at the institution within the past 10 years?
- Have you served as a peer reviewer for this institution—MAP, Accreditation, or another non-anonymous reviewer—within the past 10 years?
- Have you engaged in a business relationship with the institution or any of its senior staff—including consulting, long-term collaborative agreements, etc.—within the last three years?

If any conflict of interest exists, please decline to serve as a peer reviewer. To keep the process moving quickly, please respond to requests for your participation in a timely manner.

e Reviewer acknowledged the request and responded definitively within a reasonable time frame, generally within 10 business days.