



## FAQ

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**I have been a peer reviewer for 3 years but have never been asked to do a review. Am I needed? Should I take my name off the roster?**

You may not have been contacted yet because.

- We have more peer reviewers than we need in any one year. This allows each program to meet the needs of all the museums participating at any one time and also respect reviewers' schedules. Depending on your experience and expertise, you can reasonably expect AAM to contact you every two to three years.
- Although a variety of museums participate in each program, your expertise and experience may not match those of the current participants. This is especially true if you are from a museum of a discipline or size that is not well represented in the MAP and Accreditation programs. This does not make your experience any less valuable to AAM; when such a museum does come through the programs, your insight will be very valuable.
- AAM may not have current or accurate information about your location, experience, or expertise. If you have moved in the past few years, make sure the peer reviewer manager has your correct contact information.

Regardless of the reason, inform the peer reviewer manager about your current availability and interest. We do our best to balance the workload among all reviewers.

**I have changed positions/developed new responsibilities recently. How do I update my peer review information?**

Request a Peer Reviewer Profile from the peer reviewer manager or visit the peer review section of the AAM Web site: [www.aam-us.org/peer-review](http://www.aam-us.org/peer-review). Click on Policies, Procedures, and Forms to download the form; then send it along with a current resume to the peer reviewer manager.

**I am in the middle of a visit and have run into a situation where I am not sure what to do.**

Call. Call. Call. This manual includes several tools to help you conduct a successful site visit, but it cannot anticipate and address all circumstances. If you are ever in a situation where you are concerned or uncomfortable, call the peer reviewer manager or MAP or Accreditation staff, as appropriate.