



Backing out of a Visit

The Accreditation staff understands that unforeseen serious events may prevent you from fulfilling a commitment to a visit. If such an event arises, contact Accreditation staff immediately so we can inform the museum and begin rescheduling the visit date or find a replacement. Consider carefully all available options before you back out of a visit. The commission, the museum, your team member, and the staff are counting on you to keep to your commitment. Call the Accreditation staff to discuss the situation and the options available to you.

AAM may remove your name from the peer reviewer roster if you consistently agree to conduct a visit and then do not fulfill your commitment (e.g., more than once in a five year period).

e Reviewer is responsive to museum and staff; fulfills role effectively.

Delays in Submitting a Report

Reports must be submitted within four to six weeks of the visit date so that AAM staff can include the museum on the next available Accreditation Commission meeting agenda. If you don't meet the deadline, you may push the museum's review back several months.

The Accreditation staff is committed to providing the commission with timely and accurate reports. As such, they will

- inform you of the deadline for your report
- remind you of deadlines and determine any causes for delays or difficulties with the report
- work with you to meet the deadline or find alternative options, if necessary

If the report is not forthcoming, due to delays caused by your team member, you may be asked to complete the report on your own. While unlikely, this falls under your commitment to the program and the museum.

e Reviewer met all program deadlines within 15 business days or contacted program staff to discuss challenges or needed extensions.