

Call for Volunteer Peer Reviewers

The New York State Education Department Charter School Office is seeking peer reviewers to assist with the evaluation of applications submitted in 2012 to the New York State Board of Regents to start new charter schools

Volunteer peer reviewers are needed in the months of March and in July/August, to evaluate applications submitted to the New York State Education Department (NYSED) to establish new charter schools. Peer reviewers are individuals with professional knowledge and experience working in educational organizations, which may include traditional public schools, charter schools or parochial schools, as well as individuals with legal, finance, and non-profit management experience. Volunteer peer reviewers will be teamed with NYSED staff and consultants to collaborate on the review of 2012 new school applications. The *Request for Proposals to Establish Charter Schools Authorized by the Board of Regents* and related documents may be viewed at: <http://www.p12.nysed.gov/psc/startcharter.html>.

In 2012, there will be two rounds of new charter school application submission and review. To be considered in the first round, applications must be submitted before February 27. Second round applications must be submitted before July 18. The review process will be completed and recommendations made to the Board of Regents for action (application approval or denial) at the regularly scheduled Board of Regents June (first round) and December (second round) meetings.

Volunteer peer reviewers are asked to commit to completing the review of at least one application, in either or both rounds. We regret that we are not able to provide monetary compensation for volunteer peer reviewers. All communications throughout the process of application review will be electronic and by telephone, so that reviewer expenses – other than time – will be nominal. We hope and believe that volunteer peer reviewers will find reward in contributing their expertise toward a meaningful and thoughtful evaluation of new school applications and that their professional knowledge will also be expanded by the experience.

Volunteer peer reviewers are asked to review the following time and date commitments to support the application review process:

Commitment	Round One Completion Date	Round Two Completion Date (tentative)
Complete, sign and submit <i>Statement of Confidentiality and Conflict of Interest Disclosure Statement</i> , and submit a resume or curriculum vitae providing information about professional background and expertise.	February 10	July 2
Participate in a one-hour webinar training session.	March 2	July 30
Accept assignment of one (or possibly two) applications for review and evaluation.	March 2 - March 9	July 30 – August 10
Participate in a two-hour conference call with other review panel members to discuss the strengths and weaknesses of the application.	March 12 – March 17	August 13 - August 22
Finalize and submit the written evaluation of the application.	By March 21	By August 24

If you would like to be considered for the opportunity to serve as a volunteer peer reviewer, please complete and submit the attached *Peer Reviewer Questionnaire*, *Conflict of Interest Disclosure*, *Confidentiality Agreement* and a current resume. If you are able to serve as a peer reviewer in round one, please submit your materials before February 10, 2012. Please address all materials and any questions to: Charterschools@mail.nysed.gov with the following words: *External Application Reviewer* [insert first and last name] in the subject line of the email.

Questions may be directed to Kimberly Santiago at 518-474-1762 or to Charterschools@mail.nysed.gov