

## Call for Volunteer Reviewers

*The New York State Education Department Charter School Office is seeking peer reviewers to evaluate new charter school applications submitted to the New York State Board of Regents in 2013 Preliminary Review/Approval Round 1*

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Peer reviewers are needed to help evaluate Full Applications to establish new Board of Regents-authorized charter schools submitted in 2013 Preliminary Review/Approval Round 1. Volunteer reviewers will collaborate with SED staff and expert consultants in the review of 2013 new school applications from March 27 – April 26.

Peer reviewers must have professional knowledge and experience working in educational organizations (which may include traditional public district schools, charter schools or private schools) and/or relevant legal, finance, and non-profit management experience. The 2013 *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>.

Volunteer peer reviewers are asked to commit to the review of one Full Application, anticipated to take 6-10 hours to complete (inclusive of a 1-2 hour long review panel conference call). We regret that we are not able to provide monetary compensation for volunteer peer reviewers, but hope that volunteer peer reviewers will find reward in contributing their expertise toward a meaningful and thoughtful evaluation of potential new schools, and that their own professional knowledge will also be expanded by the experience.

Volunteer peer reviewers are asked to consider the following time and date commitments:

Commitment	Completion Date
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	Before March 22
Participate in a one-hour webinar training session	March 27 10:00 -11:00
Accept assignment of one (or possibly two) applications for review and evaluation	March 27
Participate in a two-hour conference call with other review panel members to discuss the strengths and weaknesses of the application	Between April 8 and April 26
Finalize and submit the written evaluation of the application	Immediately after review panel conference call

If you would like to be considered as a volunteer peer reviewer, please complete and submit the attached *Peer Reviewer Questionnaire*, *Conflict of Interest Disclosure*, *Confidentiality Agreement* and a current resume before March 22. Please address all materials and any questions to: [Charterschools@mail.nysed.gov](mailto: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](mailto:Charterschools@mail.nysed.gov)