

# REVIEW PANEL OVERVIEW



## INTRODUCTION

The Recognized Museum Program (RMP) is a standards-based accreditation program for museums in Alberta offered by the Alberta Museums Association (AMA). A Review Panel consisting of three Individual Members of the AMA assesses the Evidence submitted by the institution to determine that it meets the Minimum Requirements and Standards for each practice area. The Review Panel uses the assessment to determine which designation an institution receives, and provides comments and instructions to guide the institution along the path to becoming a Recognized Museum or a Recognized Museum Leader. Please see the Recognized Museum Program Overview for a comprehensive program background.

## ANONYMOUS PEER REVIEW

Peer review is the core of the RMP process. The RMP is based on the AMA's member-approved Definition of a Museum and institutions submit Evidence to demonstrate how their institution operates in relationship to that definition. The Review Panellists use their knowledge of current museum best practice standards to review the Evidence, make recommendations, and decide on the designation an institution receives. Review Panellists remain anonymous to the institutions they assess. Anonymity allows Panellists to offer honest feedback to institutions without worrying about compromising relationships in the museum community.

## BENEFITS OF PEER REVIEW

### Benefits for the Review Panellists

- Active participation with the AMA
- A chance to learn about the community and to share knowledge and experience with peers
- A chance to give back to the Alberta museum community
- An opportunity to experience the assessment process and bring that learning to one's own future RMP submissions

### Benefits for the Participants

- Institutions receive feedback from their peers from a variety of backgrounds and experiences
- Decisions are made through group consensus
- Institutions receive honest feedback

### Benefits for the AMA

- Member participation in the RMP provides another opportunity for the AMA to get to know our members and to learn from their experiences
- Peer review adds to the RMP's legitimacy in the museum community
- Review Panellists offer valuable feedback on the RMP and its processes



## REVIEW PANEL SELECTION PROCESS

Review Panellists are selected from eligible Individual Members of the AMA. Each Review Panel is made up of three individuals. Panellists may only serve on one RMP Review Panel at a time, unless serving on an Appeal Panel.

Selection of Review Panellists is based on the following criteria:

1. Review Panellists must be Individual Members of the AMA in good standing.
2. Review Panellists should normally be working (paid or unpaid) at a Recognized Museum or be a museum consultant familiar with the Program.
3. Review Panellists must be familiar with the *Standard Practices Handbook for Museums*, 3rd Edition.
4. Review Panellists must have at least two years of work experience in a museum.

Current members of the AMA Board of Directors are ineligible to serve on RMP Review Panels. Individuals that previously served on an RMP Review Panel must wait two years before serving on a new Review Panel.

## TIME COMMITMENT

Being a Review Panellist for the RMP is a commitment of up to four years. The commitment consists of reviewing Evidence for an in-person assessment meeting, followed by reviewing Upgrade Evidence for assessments by conference call up to three times in a year.

The commitment includes:

- Watching the Review Panellist Orientation Video (45 minutes).
- Participating in an orientation conference call with all Review Panellists.
- Reviewing Evidence from up to ten institutions in advance of the in-person meeting. Evidence is provided at least five weeks ahead of the meeting.
- Participating in a one-day meeting at the AMA office with all Review Panellists, usually held in February.
- Reviewing annual Upgrade Evidence as required.
- Participating in up to three conference calls to assess Upgrade Evidence, usually in late November or early December.

All materials will be shared via an online file-sharing platform, and all conference calls will be hosted by the AMA.



## SUBSISTENCE AND TRAVEL

Expenses related to participation on a Review Panel will be covered by the AMA according to our *Subsistence and Travel Rates* (available on the AMA website at [www.museums.ab.ca](http://www.museums.ab.ca)).

## HONORARIUM

Review Panellists receive an annual honorarium of \$100 upon completion of the initial Review Panel, and \$100 for each subsequent application review for up to four meetings, to a maximum of \$400.

### HOW DO I APPLY TO BE AN RMP REVIEW PANELLIST?

- Complete the Recognized Museum Program Review Panellist Application Form
- Submit the Application with resumé to:

**Recognized Museum Program Lead**

Alberta Museums Association

Suite 404, 10408.124 Street

Edmonton, Alberta T5N 1R5

**E:** [recognized@museums.ab.ca](mailto:recognized@museums.ab.ca)