Potential ISU Extension and Outreach Curriculum Peer Review Process

**Goal:** Determine mission-based and research-based appropriateness of Extension and Outreach curriculum and educational materials to ensure high program quality and strong Extension and Outreach scholarship.

**Situation:** The effectiveness of Extension and Outreach programs often lies in the research-base of educational programs, curriculum, and educational materials. Educational programs can lose quality and impact when they are not research-based, evidence-based, evidence informed, or based on best practices. A peer review process of educational curriculum and educational materials to determine the extent of the research and evidence base for use in Iowa can enhance program quality and impact.

**Peer Review Process:** This process is carried out by each of the five ISU Extension and Outreach program units:

1. Educators submit a request for material review to the Unit program director with a copy sent to their supervisor
   a. Request expedited review for materials with a research or evidence base created by other Extension systems
   b. Request full review for new or non-Extension materials
2. Program director assigns reviewers
   a. Two reviewers for expedited review
   b. Three reviewers for full review
3. The review is conducted and a suggested decision and report completed within 20 work days for an expedited review and 45 days for a full review
   a. Permission to adopt as is
   b. Minor changes required before adoption
   c. Major changes required before adoption
   d. No permission for adoption
4. The program director reviews the report and suggested decision and communicates the decision within 10 working days of the receipt of the report. Supervisors are copied on the decision notice.

**Peer Reviewers:** ISU Extension and Outreach educator staff and faculty (county paid and ISU paid). External experts from other Extension systems or academic units included as needed.

**Peer Review Supports:** Online submission and reporting application, website with information and access to the submission and reporting application, and sample successful applications and related educational materials.

Proposed process to be refined and vetted during 2013
N. Franz
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