

Archived Information

APPENDIX

II

**Interim Evaluation of the Regional Educational Laboratories
Telephone Protocol
Initial Contact with Peer Review Panelist Nominee**

Name: _____ Date: _____

Organization: _____ Position: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Nominated by: _____

INTERVIEWER: INTRODUCE YOURSELF. EXPLAIN THE PURPOSE OF THE CALL. ASK IF THE PERSON HAS 15-20 MINUTES FOR YOU TO PROVIDE A BRIEF OVERVIEW OF THE PROJECT AND PEER REVIEW SELECTION PROCESS. THANK THE INDIVIDUAL FOR TAKING THE TIME TO SPEAK WITH YOU, OR SET A MORE CONVENIENT TIME FOR THE DISCUSSION AT THEIR CONVENIENCE.

Decision Information Resources, Inc. has been awarded the contract for conducting the Interim Evaluation of the Regional Educational Laboratories for the U. S. Department of Education. The evaluation of each Laboratory will be conducted by a panel of peer reviewers.

Your name was submitted to us [**by XX, if known**] as a potential peer reviewer for the project.

Initially, let me outline the project and peer review panel structure. Then, I would like to briefly review the basic requirements of a peer reviewer. After that, if you are interested in becoming a candidate, I will request some background information from you regarding your experience and expertise as it relates to qualifications necessary for this project.

The Interim Evaluation of the 10 Regional Educational Laboratories is required by the *Standards for Conduct and Evaluation of Activities Carried Out by the Office of Educational Research and Improvement (OERI) for Evaluation of Recipients of Grants, Cooperative Agreements, and Contracts*. These standards require that the interim assessment be conducted by a peer review panel. For this project and purposes specific to this Interim Evaluation of the Regional Educational Laboratories, the panel will be constructed as follows:

- There will be approximately five peer reviewers selected to serve for each laboratory site;
- Each reviewer will serve as a peer reviewer for at least two sites;
- There will be alternate reviewers designated for each site;
- At least one reviewer for each site will have expert knowledge in the area of specialty of record for that site;
- One peer reviewer will serve as the panel chair;
- Peer reviewers will be expected to commit approximately eight days per site;
- Peer review panelists will be expected to review a number of documents, products, reports, and potentially make a site visit to collect additional data in order to complete an independent assessment of the Laboratory;

- Training will be provided to all panelists, via teleconference by DIR. Appropriate training and evaluation materials will be provided; and
- The time frame anticipated for conducting the reviews of the Laboratories is from March 1999 through May, 1999.

ASK THE INDIVIDUAL:

BASED ON THE OVERVIEW JUST PROVIDED, IS THIS PROJECT AND PARTICIPATION AS A PEER REVIEWER OF INTEREST TO YOU?

YES _____ NO _____

IF NO, THANK THE INDIVIDUAL FOR THEIR TIME AND DISENGAGE FROM THE CONVERSATION.

IF YES, INDICATE THAT THERE IS SOME INFORMATION THAT YOU NEED TO RECEIVE FROM THEM.

Are you currently employed by the U.S. Department of Education, Office of Educational Research and Improvement (OERI), one of the Regional Educational Laboratories, or other U.S. Government agencies which may preclude you from participating as a peer reviewer?

Yes ___ No ___

IF "YES" TO THE ABOVE, THANK THE INDIVIDUAL FOR THEIR INTEREST AND DISENGAGE FROM THE CONVERSATION.

IF "NO" TO THE ABOVE, CONTINUE WITH THE NEXT QUESTION.

Have you ever worked with or for any of the Regional Educational Laboratories?

Yes ___ No ___

IF "YES" TO THE ABOVE, INQUIRE AS TO WHICH LABORATORY(IES), AND IN WHAT CAPACITY: _____

INTERVIEWER: INDICATE TO THE INDIVIDUAL THAT HAVING BEEN ASSOCIATED WITH ONE OR MORE LABORATORIES IN THE PAST DOES NOT PRECLUDE PARTICIPATION IN THIS PROJECT. HOWEVER, HE/SHE WILL NOT BE SELECTED TO REVIEW THE LABORATORY (IES) THAT HE/SHE MAY HAVE BEEN ASSOCIATED WITH.

INTERVIEWER: ASK THE INDIVIDUAL:

Are you aware of any conflict of interest that you have, or any association that could be interpreted as being a conflict of interest in relationship to this project?

Yes ___ No ___

IF "YES" TO THE ABOVE, INQUIRE AS TO THE NATURE OF THE CONFLICT OR POTENTIAL CONFLICT.

IF THE CONFLICT IS A DIRECT ONE, THANK THE INDIVIDUAL FOR HIS/HER TIME AND INTEREST AND DISENGAGE FROM THE CONVERSATION.

IF NOT A DIRECT CONFLICT, BUT ONE THAT COULD BE PERCEIVED THAT WAY, LET THE INDIVIDUAL KNOW THE SITUATION WILL BE TAKEN INTO CONSIDERATION WHEN ALL NOMINEES ARE REVIEWED; CONTINUE.

IF “NO” TO THE ABOVE, CONTINUE.

The standards provide broad guidelines for qualifications of peer reviewers, as follows:

- Expert knowledge in the area of evaluation of educational research, programs, and policies;
- Expert knowledge of theory or methods, or both in the area of the activities to be reviewed;
- Practical experience in the area of the activities or type of institution, or both, carried out by the Laboratories;
- Knowledge of a broad range of educational policies and practices;
- Experience in managing complex organizations; or
- Expertise and experience in evaluation theory and practice; and

Specialty areas include: Language and Cultural Diversity; Rural Education; Urban Education; Curriculum, Learning & Instruction; Technology; School Change Processes; Early Childhood Education; and Assessment and Accountability.

Additional areas of expertise and knowledge desirable for this evaluation include: Management; Evaluation Theory and Practice; and Research Methodology.

The above description of the project and peer review responsibilities mention several areas of expertise necessary for participation as a peer reviewer.

I would like to ask you about your qualifications in those areas. Please respond briefly to the following by indicating whether or not you possess expertise and/or knowledge in the area, and if so, in what capacity:

(INTERVIEWER: Mark “y” or “n” on the left side to indicate experience or not. If “y”, on the right side, provide a synopsis of experience in the area.)

Y/N

___ Language and Cultural Diversity _____
___ Rural Education _____
___ Urban Education _____
___ Curriculum, Learning & Instruction _____
___ Technology _____
___ School Change Processes _____
___ Early Childhood Education _____
___ Assessment and Accountability _____
___ Management _____ Ev
___ Evaluation Theory and Practice _____
___ Research Methodology _____

INTERVIEWER: ASK THE INDIVIDUAL THE FOLLOWING:

Please briefly describe any additional expertise you possess which would make you an asset to the Interim Evaluation as a peer reviewer.

Do you have previous evaluation experience as a peer reviewer?

Yes _____ No _____

IF "YES", ASK FOR WHAT PROJECT / TYPE OF PROJECT.

INTERVIEWER: BE SURE YOU HAVE COMPLETED ALL OF THE CONTACT INFORMATION AT THE TOP OF THE SHEET ONE. INDICATE WHETHER THE ADDRESS AND PHONE ARE HOME OR BUSINESS.

REQUEST THAT THE INDIVIDUAL FORWARD A CURRENT CV OR RESUME WITHIN TWO (2) DAYS TO:

Decision Information Resources, Inc.
DEBRA NEWELL
610 Gray Street, Suite 200
Houston, TX 77002
713/650-1425
FAX: 713/650-1576 Email: dnewell@dir-online.com

INTERVIEWER: CLOSE WITH THE FOLLOWING INFORMATION:

Nominations for peer reviewers are being accepted through the end of October, 1998.
Nominees will be contacted, CV's/Resumes reviewed, and qualifications rated.
A preliminary listing will be submitted to the U.S. Department of Education in mid-October, 1998.
The final decision on panelists should be forthcoming by the end of October, 1998.
If you are selected, you will be contacted by early November, 1998 to confirm your participation.
A formal letter of invitation will be issued shortly thereafter.
If you are not selected, you will be notified by letter within 10 days.

INTERVIEWER: ASK THE NOMINEE IF HE/SHE HAS ANY QUESTIONS.

IF HE/SHE ASKS ABOUT RENUMERATION FOR THE PEER REVIEW CONSULTING, ADVISE THAT AN HONORARIUM OF \$250.00 PER DAY, TRAVEL EXPENSES (IF APPROPRIATE), AND A PER DIEM WILL BE PAID.

THANK THE INDIVIDUAL FOR HIS/HER TIME AND INTEREST.