

CBA Fellow Peer Review Consulting Request for Services
These services are available for CBA Assistant Professors only

Name of CBA Faculty Member: _____

Department: _____

Current Rank: _____ Years in Rank: _____

Date when employment began: _____

CBA Fellow Conducting Services: _____

Type of Services Requested (Check one)

_____ **Promotion Portfolio Review:**

Only during Spring semester prior to application for promotion to Associate Professor
Review of Reports on Teaching, Scholarship, and Service (3-4 hrs)
Review of Digital Measures File (2-3 hrs)
Meeting with oral feedback (1 hr)
Written feedback on portfolio (2-4 hrs)
Meeting with department PRT committee (1 hr)
Total of 9-11 hrs.

_____ **Scholarly Manuscript Review:**

This is only available for Assistant Professors where English is not their first language.

Includes review of grammar and writing style for drafts of papers to submit for peer reviewed journals.

For journal submission editorial assistance, please send the manuscript in an email to your department chair and Peer Review Consultant, along with target journal name and link to the journal's description for how manuscripts should be prepared. Include in your request an expectation for the depth of review. For example, address whether the focus should be on grammar, organization, writing style, etc.

CBA Fellow Peer Review Consultant should provide an estimate based on the manuscript, the attention it needs, and services requested.

Total Hours Estimate: _____

CBA faculty members should have an initial conversation with their department chair and then make a request to potential Peer Review Consultants to check availability and interest.



Process for Payment:

1. The CBA faculty member should send this form to your department chair for approval. The department chair emails the Dean, Associate Dean, and Budget Manager with this form and a request for an overload. The dean's office will send an overload form for the Peer Review Consultant of their choice.
2. The Overload payment will be made once the Peer Review Consultant indicates their actual time conducting the services and send an email to the CBA faculty member and the department chair that the work is completed.
3. The CBA faculty member and department chair then forward the email Peer Review Consultant to the Dean, Associate Dean, and the Budget Manager, indicating that the work is completed and to their satisfaction. If the work is not to their satisfaction, they need to have a discussion with the Peer Review Consultant prior to submitting the paperwork for payment.
4. Be aware that the CBA Fellows can be contracted for this work during the summer although attention must be paid to for which fiscal year the work is completed in.
5. Payment rate is \$45 / hour of work completed.

