

CBA Fellow Peer Review Consulting Request for Services

Name of CBA Faculty Member: _____

Rank: _____

Department: _____

Classification: (Check one) Tenure-track Tenured Redbooked IAS

Current Rank: _____

Years in Rank: _____

Date when employment began: _____

CBA Fellow Conducting Services: _____

Type of Services Requested (Check one)

Annual Retention Review Portfolio

Tenure Portfolio

Promotion Portfolio

Scholarly manuscript editorial assistance
(review grammar and writing style for drafts of papers to submit for peer reviewed journals)

These services are available for CBA Assistant Professors and Instructional Academic Staff only.

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. Schedule reviews **at least 2-3 weeks in advance of the due dates** to allow for write-up of feedback and **remember that Department chair needs to file** requests for assistance for approval by the Dean.

For review of portfolio materials, please email materials to desired Peer Review Consultant and your department chair as attachments in the formats below:

- Annual Review Report (*Reports on Teaching, Scholarship, and Service*) in **DOCX**
- Digital Measures File in **PDF**

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.



Description of Services

___ Annual Review (Retention):

Review of *Retention Report-Individual or Reports on Teaching, Scholarship, and Service* (3-4 hrs)

Review of Digital Measures File (1-2 hrs)

Meeting with oral feedback (1 hr)

Report with suggestions for edits (2-3 hrs)

Meeting with department Merit/PRT committee (1 hr)

Total of 8-11 hrs.

___ Tenure Portfolio:

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., plus additional if significant editing required.

___ Promotion Portfolio:

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., plus additional if significant editing required

___ Scholarly Manuscript Review:

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

Total Hours Estimate: _____



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.



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