

## Research and Sponsored Programs

### Internal Peer Review Guidelines

Peer review is a critical component of the scholarly process. When scholarship, as defined in Policy 1241, is ineligible for external peer review, either due to the nature of the work or the confidentiality of the documents, the internal peer review process may be utilized.

Internal peer review can provide insight into the work through critical analysis, including the following:

1. Validation of the integrity of the work and its creators/investigators
2. Critique of methodological and technical rigor
3. Evaluation of quality and accuracy of the work
4. Critique of the results
5. Assessment of uniqueness, contribution, and importance to the publics to which it professes relevance (Policy 1241).

### Process

The process described here details how to seek and document internal peer review when evidence is needed for promotion and retention, rank advancement, or other relevant use. Please note that this does not replace other requirements for scholarship specific to promotion guidelines provided by the college.

### Types of Internal Peer Review

#### Anonymous review

Recommended when evaluation of materials could be completed by more than one eligible party at UWS. This might include teaching materials, program documentation, etc.

#### Identified review

Utilized when there is one clear “most qualified” reviewer where it is not possible to achieve appropriate review anonymously. This may also be necessary if materials are confidential and can not be reasonably viewed by others.

#### Process for anonymous review

- Author completes the review template sections relevant to their role and provides the form to the director of research.
- The director reaches out to the dean of the relevant college who identifies an appropriate slate of reviewers (at least one reviewer with content expertise and one within UWS but not closely associated with the work product). The director of research will select from those recommended and request participation of a minimum of two reviewers.
- Reviewer(s) will have one month to complete the review using the provided guidelines and criteria. Feedback will be provided to the author anonymously by the director of research.
- Author may then choose to use the material as part of the materials submitted for the identified use.

\*Note: Anonymous reviewers can include their involvement as a service item for promotion or rank while protecting the confidentiality of the review process.

Process for identified review:

- Author completes the review template sections relevant to their role and requests review and completion by a minimum of two peers at UWS (representing differing levels of familiarity and content expertise with the product under review).
- Reviewers will have one month to complete the review using the provided guidelines and criteria.
- Author may then choose to use the material as part of the materials submitted for the identified use (e.g., promotion, faculty step reviews, etc.).

## Internal Peer Review Document

### Completed by author:

- Name of author (anonymous if appropriate):
- Document reviewed and relevant details about use/audience, etc:
- Purpose/context for document review (e.g., promotion or rank advancement):

### Completed by reviewer:

- Name of reviewer (anonymous if appropriate):
- Review of document based on criteria for peer review – please provide your commentary and address those categories that fit the type of document/material under review:
  1. Validation of the integrity of the work and its creators/investigators:
  2. Critique of methodological and technical rigor:
  3. Evaluation of quality and accuracy of the work:
  4. Critique of the results:
  5. Assessment of uniqueness, contribution and important to the publics to which it professes relevance: