

How to Become a Peer Reviewer for the Standards of Excellence Review Program



Does this sound like you?

As someone with years of experience in financial aid, you know where to go for information and answers. You enjoy sharing your knowledge with others and have volunteered as a trainer for workshops and as a presenter for conferences. Most importantly, you consider yourself an expert in the Title IV programs, and your own financial aid office is currently in good standing with the laws and regulations as put forth by Congress and the Department of Education.

If so, then it's time to consider joining NASFAA's peer review team for the Standards of Excellence (SOE) Review Program.

As a peer reviewer, you will work as part of a team of two to four reviewers and travel across the country to institutions similar to your own. Your team will conduct one-on-one interviews, review student files and other documentation, and more. The team leader organizes the working papers, documents the results of the review, and writes the final report, which is reviewed and edited by NASFAA staff.

What You Need to Know Before You Apply

- Peer reviewers receive a stipend for each scheduled date of a review.
- Travel, hotel, and meal expenses are reimbursed in accordance with NASFAA's travel policy.
- If needed, peer reviewers may be assigned to between three and six reviews per year.
- Since reviews take place during the week, peer reviewers must take time off from work. Some weekend work may also be required.
- The average review is four days, but may be as short as two days or as long as five.
- Because peer reviewers sign a letter of agreement with NASFAA, it is recommended that you have permission from your institution and/or immediate supervisor to represent yourself as a financial aid expert.

Peer Reviewers Must:

- Be employed as a practicing financial aid administrator at a member postsecondary institution.
- Have at least eight (8) years of experience in financial aid.
- Attend peer review training via conference call and/or in-person instruction.
- Read and familiarize themselves with the Peer Review Manual.
- Be up-to-date on current regulations.
- Be willing to take direction.
- Be innovative.

Application and Selection Process

- Submit a detailed resume and two professional references to excellence@nasfaa.org.
- Applications are reviewed as they are received.
- Additional information may be requested upon review of the application.

Please direct SOE questions to the program administrator at excellence@nasfaa.org or (202) 785-6963.