Application for IRA/CAEP Program Reviewer
Qualifications and Performance Expectations

Thank you for your interest in becoming an IRA/CAEP Program Reviewer. Applications are reviewed by IRA’s Professional Standards and Ethics Committee. The following is a list of qualifications and performance expectations for program review:

1. Current membership in IRA
2. Expertise in the field of teaching, administration, teacher education, research, and/or program evaluation
3. Three or more years of teaching or other experience related to P–12 reading or literacy education
4. Basic knowledge about interpretation of data, performance-based assessment, use of rating scales and rubrics, and analysis of written information
5. Familiarity with current and former editions of Standards for Reading Professionals
6. Ability to make reasoned, unbiased professional judgments about education programs based on their alignment with IRA standards
7. Commitment to meet deadlines
8. Excellent writing skills that convey clear, substantive judgments about the program that support the review decision and that offer focused comments to provide institutions the information needed to bring their program into alignment with IRA standards
9. Good interpersonal skills, the ability to interact with team members in a courteous and collegial manner, and the ability to work toward consensus in team deliberations
10. Computer literacy and access to the Internet and e-mail and familiarity with submission and review databases [the program review is conducted online]
11. Commitment and availability to perform duties for a 3-year term
12. Ability to attend annual training sessions at either the IRA annual convention or the College Reading Association annual conference
13. Commitment to follow IRA’s Code of Conduct

Because professional development workshops are held only a couple times a year, you may attend the training even if you have not yet submitted your professional references. However, approval of your application will be contingent on receipt of your references and other conditions outlined above.

You must complete an application form online at this link http://fs6.formsite.com/intntlreading/form63/index.html and include your vita and two letters of reference. If you are selected as a Program Reviewer, you must agree to review up to five program documents twice yearly. Generally this is done each spring and fall.

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