

# ARTICLE 59

## PEER REVIEW

---

The following rules apply to the operation of the various FDA peer review processes:

- By the end of the first week of January and July of each year, the Employer will provide the Union with a list of current Peer Review Programs, including the name of the program, the name of the organization in which the program operates, the date(s) on which persons will be evaluated for peer review, the contact person for each program and the materials to be submitted to be considered for peer review.
- An employee will be given a peer review so long as he or she has the minimum qualifications necessary for promotion to the next grade or category, i.e., an employee may self-nominate for peer review.
- Employees who nominate themselves for Peer Review need only clearly state such in the cover memorandum transmitted with their materials to the Peer Review Committee Chair. No transmittal cover sheets will be distributed other than to the Committee Chair and Executive Secretary. They will not be shared with any other member of the Peer Review Committee.
- The preparation of materials by employees who nominate themselves for peer review will follow the same method of preparation as any other peer review nominee.
- Peer Review Committees shall evaluate all peer review nominations in the same manner.
- An employee will be allowed to nominate three (3) persons for membership on the committee and the Employer will generally select, absent just case, one (1) of the three (3) nominees for the committee to serve as Principal Reviewer for the employee's case and as a regular member of the committee for evaluating the other cases before the committee, so long as they are qualified.
- A record will be kept of the proceedings that will contain among other things a list of the factors considered, the determinations as to each factor, and an analysis of the employee level of work measured against the standard and the final decision. For example, if an employee's level of independence did not meet the grade level criteria, an explanation will be provided. Furthermore, no records in the case file will be destroyed after the meeting. Personal notes of the committee members are excluded from this provision.
- The employee may submit any materials within reason and they will be included in the file that is put before the review committee. However, in order for the review to go forward, the employee must submit the documents minimally required for a review by the Agency.
- Employees will be given an opportunity to appear before a peer review committee to make summary statements generally not longer than thirty (30) minutes and answer any questions.

- An employee will be promoted in a timely manner upon successful completion of the review process, normally at the end of the next full pay period.
- Unsuccessful candidates may ask for an explanation in writing as to why their candidacy was unsuccessful and specific ways to improve their chances in the future. The Peer Review Committee will provide a detailed response to such inquiries normally within twenty (20) workdays of receiving the request.