



Charter Schools Program-State Entity (CSP-SE)

Peer Reviewer Request for Qualifications (RFQ)

Peer Review Applications Due: February 18, 2026 by 5 pm MDT

Title: Peer Reviewer: Charter Schools Program-State Entity (CSP-SE)

Reports to: UCSP Project Director and/or UCSP Project Specialist

Term of Service: Single grant competition cycle, February 24, 2026 through April 24, 2026

Application Instructions

The application process for peer reviewers is managed through our online portal, SurveyMonkeyApply (SMA). To request access to SMA, please send an email to csp@utahcharters.org. Access will be granted via email notification.

Please ensure that your request for SMA access is received no later than February 17, 2026. Your email must include your First Name, Last Name, email address, and phone number.

Should you have any questions or require additional information, please contact Shannon Greer at shannon@utahcharters.org.

Thank you for your interest in supporting the success of Utah's charter schools.

RFQ Details

Position Summary

The peer reviewer is part of a team of independent contracted evaluators who assess applications from new, replicating, or expanding public charter schools applying for Utah's Charter Schools Program-State Entity (CSP-SE). Grant Reviewers also participate in applicant capacity interviews.

A peer reviewer serves for one application cycle but may be considered for future cycles. Per the terms of UAPCS' current CSP-SE grant, we anticipate four competition cycles over the next four years.

Job Description

Peer reviewers play a critical role in the evaluation of Utah Charter Schools Program grant applications. They will:

- Participate in mandatory online training provided by UAPCS staff or contracted entities.
- Review and evaluate applications against a scoring rubric provided by UAPCS.
- Provide detailed, objective, timely, and well-written comments, supported by the application rubric and relevant laws and regulations.
- Participate in applicant capacity interviews.

Reviewer Qualifications

Selected peer reviewers must demonstrate the following:

- Relevant experience in charter school operations, governance, authorization, finance, administration, leadership, or law.
- Clear rationale for serving as a peer reviewer.
- Strong writing skills, as shown in their statement of interest.
- Absence of conflicts of interest at the time of application and throughout the review process.

Time Commitment & Compensation

Reviewers must be available for approximately 30-40 hours between February 24, 2026, and April 24, 2026, to complete the review process. This includes:

- Participation in synchronous mandatory online training on February 25, 2026.
- Reading, scoring, and providing detailed written comments on applications between March 5, 2026 and April 4, 2026.
- Participation in applicant capacity interviews between April 13-20, 2026.

The training session, application evaluations, and capacity interviews will be conducted virtually; no travel is required.

Each application reviewed may take between 8-10 hours. Selection as a reviewer is not guaranteed, as reviewers are chosen based on qualifications, experience, the number of applications received, and their fit with application review requirements. Reviewers will receive \$500 per application reviewed and may be assigned up to four applications. This is a contracted-only position, and selected peer reviewers will not be employees of UAPCS.

Key Dates

Event	Date and Time
Peer Review Applications Due	February 18, 2026 by 5 pm
Peer Reviewer Selection	February 19, 2026
Peer Reviewer Training	February 25, 2026 Time TBD
RFA Submission Deadline	March 4, 2026 by 5 pm
Peer Review Window	March 10-April 4, 2026
Review Feedback Completed & Reviewed by CSP Team	April 6-10, 2026
Capacity Interview	April 13-20, 2026 Time TBD
Internal Review Period [4th review option]	April 21-24, 2026
Award Announcement Calls	April 27, 2026

CSP Peer Reviewer Identification Rubric

Applicant Name: _____

Reviewer: _____

Date: _____

Scoring Criteria

Applicants must earn at least **7 out of 8 points** to be considered as a peer reviewer.

Criteria	Meets Expectations (2 points)	Partially Meets Expectations (1 point)	Does Not Meet Expectations (0 points)
Relevant Experience & Charter Law Knowledge	Has expertise in charter operations, governance, finance, law, or leadership, including a strong understanding of laws and regulations.	Some relevant experience but lacks depth in key areas.	No relevant experience or understanding of charter school law.
Rationale for Serving	Clearly articulates motivation and commitment.	Provides a basic but unclear rationale.	Motivation is vague or missing.
Writing Skills	Well-organized, clear, and free from major errors.	Some errors but generally understandable.	Disorganized or difficult to read.
Commitment Availability	Clearly states availability for the full review period.	Uncertain but likely available.	Unable to commit to the required time.
Bonus: Evaluation & Scoring Experience Potential 2 Extra points	Prior experience reviewing applications, grants, or monitoring subgrantees.		No experience in evaluation processes.