

## TSU Extension Fact Sheet Peer Review Process

1. Develop the fact sheet as a Word document with relevant figures, tables, and images included.
2. Identify a minimum of 3 reviewers (1-2 agents and 1-2 subject matter specialists) to review the document. At least one of the subject matter specialists need to be an external reviewer.
3. Complete a peer reviewer form (found on the Faculty/Staff portal under “Forms”) for each reviewer and send the form with your document to each reviewer.
4. Make relevant edits based on peer reviewers’ suggestions.
5. Submit amended document and peer reviewer forms to Program Leader for approval.
6. The Program Leader will respond with any comments or questions within 10 business days.
7. Once completed, the Program Leader will send the document and peer reviewer forms to the Associate Dean for Extension.
8. The Associate Dean for Extension will grant approval or identify additional comments or questions within 10 business days.
9. Once completed and an Extension Publication number has been provided by the Program Leader, the author will request a University publication number from Publications through their online publication number request form (<https://www.tnstate.edu/publications/pubinfo.aspx>)
10. Once a publication number has been received and included in the document, have the document uploaded to the Extension publications website.