

PERIODIC REVIEW PROCESS

All Extension publications require periodic review for relevance, current content, contacts and links, and accuracy of information.

1. Authors/designated reviewers will receive notification of required review. The Periodic Review Form accompanying the publication will be provided *directly to the author/designated reviewer for review*.
2. After review of the material, return the updated publication and the Periodic Review Form to Sonjia Graham, CSU Extension, 4040 Campus Delivery, sonjia.graham@colostate.edu.
3. You are expected to complete the reviews within 90 days of notification.
4. Notification of unreviewed publication will be sent to department head and deans along with a reminder sent to author/designated reviewer of outstanding review.
5. Unreviewed publications are a factor during annual performance input.
6. Publications that have not been reviewed will **not** be maintained on the Extension Web site or in the Extension distribution system.

Click here to go to the [Periodic Review Form](#).