

NCR PEER REVIEW PROCESS & GUIDELINES

PROCESS:

1. The peer review process is intended to be a collegial and reflective review of supervisory practice and professional competence and to stimulate personal and professional growth as a supervisor.
2. In accord with standard 314.6, a peer review of every NCR ACPE supervisor's supervisory practice will occur no less than every five years.
3. From the date of certification as an ACPE supervisor, each NCR supervisor is required to convene a peer review within **four** years, and every four years thereafter.
4. In January of the 4th year following either certification as an ACPE Supervisor or the last peer review, supervisors will receive written notice of the need for peer review, with guidelines and report forms. The supervisor will then convene a peer review, and return the report forms by December 31st of the same year, to be placed in a confidential file.
5. If a supervisor does not convene a peer review within four years, the chair elect will consult with the supervisor to determine how best to meet the standard.

GUIDELINES:

1. Supervisors are strongly encouraged to participate in an ongoing peer group, to meet no less than once every year, and to maintain records of continuing education and all efforts to support personal and professional development.
2. Peer review is intended as a supportive, collegial process, providing feedback, focus, and direction for the enhancement of professional competency.
3. A peer review is typically done with a group of peers with a minimum of three supervisors recommended. Professionals from other disciplines may also be included. Other models of creative review, including mutual observation of supervisory practice with peers from a different center, are welcome.
4. Materials submitted for peer review shall be an ACPE face sheet, and written reflections in each of three areas:
 - Personal growth and development
 - Theological perspectives and expression
 - Supervisory theory, practice and challenges.
5. Report forms will be provided to the supervisor seeking peer review by the chair-elect of the region. After the peer review has taken place, both the participating peers and the supervisor will complete the forms and return them to the chair elect, who will review them with the Regional Director. The reports will be added to the supervisor's confidential file maintained in the regional office.