

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 411.6, 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 in the regional office.
5. If a supervisor does not convene a peer review within four years, the chair-elect of the Region 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 done using a group of peers with a minimum of three supervisors recommended. Professionals from other disciplines may also be included. Other models of creative review are welcome, including mutual observation of supervisory practice with peers from different centers. However, points 4. & 5. below are to be adhered to, regardless of the format used.
4. The Supervisor undertaking peer review is asked to present written reflections in each of three areas:
 - Personal & spiritual growth and development
 - Theological, and pastoral perspectives and expression
 - Supervisory theory, practice and challenges.
5. A report form will be provided the supervisor seeking peer review by the chair-elect of the region. It will also be found on the NCR website. After the peer review has taken place, the supervisor and participating peers will complete the report form. The supervisor will retain a copy and a copy will be sent to the chair-elect. (It is encouraged, but not required, that the material prepared by the supervisor for the review group be submitted with the report.) The material submitted to the chair-elect will be shared with the regional director and placed in the supervisor's personal file in the regional office.