

**SOUTHEAST REGION
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION**

PEER REVIEW GUIDELINES

1. The Supervisor being reviewed (hereafter referred to as the “reviewee”) will assemble a peer review team of three to five fully certified Supervisors to do the review. Two shall be designated by the Peer Review Chair. One may be a certified supervisor from another region..
2. The supervisor being reviewed will present his/her current work and concerns as:
 - Significant areas of strength over the last five years, including areas you are passionate about, aspects that make your work meaningful,
 - Challenges in the areas of strength, professional growth, and development over the last five years and resources used for that growth,
 - Significant growth, changes, and/or challenges in theology and supervisory practice and resources used for that growth,
 - Contribution to the educational and administrative work of ACPE and/or APC, regionally and nationally, and
 - Areas you envision that you would like to explore in the next five years?

The supervisor being reviewed may choose the medium in which the above will be presented. These presentations may be written, oral, visual, experiential, etc. If you make use of considerable written material, that material should be in the hands of the reviewers not less than one week prior to the review.

3. A *Peer Review Face Sheet* should be completed and copies provided to each member of the review team along with a brief statement indicating what you want from the review.
4. One member of the review team will be designated by the Convener of the team. The Convener shall facilitate the ninety minute review process.
5. The Convener will report the completion of the peer review to the Chairperson of the Peer Review Committee.
6. If requested by the supervisor being reviewed, a written “confidential report” of the process may be prepared by a designated member of the review team. This report will be a confidential document shared only with the “reviewee,” the members of the review team, and the Chairperson of the Peer Review Committee.. Ordinarily, this written report will consist of no more than one page, will contain date, location, names of the “reviewee” and the review team, will describe format and tone of the process, will note any recommendations made, and the report will be filed within ten days following the meeting.

Adopted: June, 1992; Revised by Committee, Approved by Region, October 8, 2010.