

## SOUTHEAST REGION ACPE

### **PEER REVIEW POLICY AND PROCEDURE**

It is the policy of the Southeast Region, ACPE that every certified Supervisor in this Region shall have a peer review at least every five years.

#### **Procedure:**

- 1) The Peer Review Committee, a standing committee of the Region, shall oversee the peer review process.
- 2) Reviews shall be scheduled as follows:
  - a. Active and retired active certified ACPE Supervisors will participate in a peer review process every five years.
  - b. Supervisors moving into the Southeast Region from other regions will have a peer review in this region within three years of becoming members of the Region; and thereafter every five years.
  - c. Supervisors may request additional reviews as needed.
  - d. Travel and other costs related to one's peer review shall be the responsibility of the reviewee.
- 3) **THE TIMING OF PEER REVIEW:**

The ACPE Supervisor (hereafter, "reviewee") and the respective Regional Peer Review Chair will be notified by the SER ACPE Regional Director in January of the year in which the peer review is due. The "reviewee," in consultation with the Peer Review Chair, arranges the peer review to be completed no later than December 1 of the same year. At the conclusion of the Peer Review, the "reviewee" submits in writing the *Peer Review Form* to the Peer Review Chair within 10 days of the completion of the peer review, but no later than December 31 of the same year.
- 4) **COMPOSITION OF THE COMMITTEE:**
  - a. The "reviewee" suggests a Peer Review Committee composed of a minimum of three to five fully certified supervisors who will meet at a mutually agreeable time and place for the meeting.

Three of the five members must be ACPE Supervisors of SERegion, two of which may be designated by the SER ACPE Peer Review Chair.

The “reviewee” may select one certified ACPE Supervisor from another region. Other members of the committee may be board certified chaplains/pastoral counselors of another cognate group and/or ecclesiastical or professional colleagues of the supervisor being reviewed.

With two Board Certified APC Chaplains present, the review could serve both the review requirements of the ACPE and the APC.

One of the ACPE Supervisors will be asked by the “reviewee” to serve as the convener of the Peer Review Committee.

- b. Every fully certified Supervisor in good standing within the Region will regularly be expected to serve as a member of a peer review team, (perhaps, up to three times per year if requested).
- c. Ordinarily, Peer Reviews will occur in conjunction with the Spring and Fall Regional Meetings. If necessary, peer reviews may be arranged by and at the cost of the reviewee at other times of the year.

5) PREPARATION FOR THE PEER REVIEW:

- a. The “reviewee” may choose the medium in which his/her presentation will be made (e.g., orally, visually, written, or experiential).
- b. A face sheet for the regional record will be completed and copies provided to each member of the review team along with a brief statement indicating what is wanted from the review.
- c. The “reviewee” may submit written materials to the Peer Review Committee at least one week prior to the meeting.
- d. If the “reviewee” chooses to make a written presentation, those materials may include, but are not limited to, the following areas:
  - Significant areas of strength over the last five years, including areas you are passionate about, aspects that make your work meaningful,
  - Significant 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, both regionally and nationally, and
  - Areas you envision that you would like to explore in the next five years.

6) REPORT OF THE PEER REVIEW:

- a. The 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. The purpose of the report is to provide the ACPE Supervisor a record of the consultation.

The written report ordinarily will consist of no more than one typewritten page. The report should include information concerning the date, location and persons in attendance, as well as:

- i. a description of the format and tone of the process,
  - ii. a subjective response to the experience, and
  - iii. a listing of recommendations.
- b. Within ten days following the Peer Review, the “reviewee” will file the *Peer Review Form* with Chairperson of the Peer Review Committee, thereby informing the Chairperson that the Peer Review has been completed.
  - c. The Chair of the Peer Review Committee will forward the names of those supervisors who have completed their reviews to the Regional Director.
  - d. Any Supervisor not completing the review and/or not submitting the form within the specified time frame will be subject to a review by the Peer Review Committee.

#### 7) EVALUATION OF THE PEER REVIEW PROCESS:

An overall comprehensive evaluation of the peer review process as outlined above will be reviewed periodically by the Peer Review Committee to ensure the timeliness and the viability/helpfulness of this process for the ACPE Supervisors of the Region.

- a. To assist the Peer Review Committee in its ongoing evaluative process, the Convener of each Peer Review Committee will send an evaluation form of the Peer Review process to the Chair of the Peer Review Committee within thirty days of the peer review.
- b. The evaluation form will assess the process of the peer review, its usefulness to the person being reviewed, and may make suggestions for the Region’s peer review process.

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Revised by Committee, Approved by Region, October 8, 2010