

## Team Peer Review Process and Format (TPR)

For those boards, commissions, committees, sub-committees and councils adopting a Team Peer Review process.

The Team Peer Review is a way for the board or commission members to evaluate an individual's contributions towards the organization's service goals and objectives. It is a standardized evaluation tool used for all members of the same commission. The criteria to be evaluated may be further customized by individual commissions based on the duties, goals and objectives of each.

In late April to early May, commission members shall anonymously complete a standardized Team Peer Review (TPR) form for each member whose term is expiring (including an acting chairperson). The TPR shall be completed online and submitted anonymously to the chairperson for summation. In the case of the Chairperson's expiring term, the forms shall be submitted to the Vice Chair for tallying.

For end-of-term evaluation, the Chair provides an aggregated TPR scoring recap to the Select Board. If the member scores a favorable review, the member is automatically endorsed for reappointment to the Select Board. In the event of a less than acceptable TPR, based on standardized scoring, the Chair (or Vice Chair), while not obligated to do so, may meet with the member privately to discuss improvements or may choose to make a recommendation to the Select Board to not reappoint the member and to post a vacancy.

The Select Board will use its discretion in considering the TPR and Chair's recommendations in reappointing members.

A Team Peer Review may also be employed at any other time to address concerns regarding a member's contributions to the unit, and to enable accountability and corrective actions, if so warranted. A member may (anonymously) request the Team Peer Review be added as an agenda item for discussion. If approved by the chair, the request must then be discussed and duly voted upon by the voting members in public session. Members will then be allowed to anonymously complete the online Team Peer Review. The results will be directed to the chair (or vice-chair) to tally and will follow the same procedure for reappointments.

The standardized Team Peer Review is completed individually and anonymously by all members of the board, commission, committee, sub-committee or council. Areas of review may be customized to the individual board or commission, **but all members must be evaluated on the same matters**. Scoring is based on levels of acceptable performance, ranked 1-5. All responses are aggregated and compared to the maximum score available.

**Scoring:** Each evaluation topic shall be tallied by adding the total number of responses per rating, then multiplying by the score value. The sum per topic is divided by the number of respondents for that topic. For example, 7 TPRs are received. Evaluation topic number 1 received a total value of 29 from all respondents. Divide 29 by 7 to arrive at 4.1, the topic average score. All topics are totaled then divided by the total number of topics, arriving at the aggregate averages score of all topics.

Member Being Reviewed: \_\_\_\_\_

Results Submitted To (Chair, or Vice Chair): \_\_\_\_\_

Board, Commission or Committee: \_\_\_\_\_

Reason for Review: \_\_\_ Term Expiration or \_\_\_ Interim Request (choose one)

Area of Review	Rank Value	Very Good 5	Good 4	Acceptable 3	Needs Improvement 2	Not Acceptable 1
1. Attendance record - attends at least 90% of scheduled meetings						
2. Knowledge obtained of subject matters						
3. Prepared and participates in meeting discussions						
4. Independent research brought to the commission						
5. Willingness to take on assignments						
6. Goes on site visits and/or field trips, if necessary						
7. Respectful of other members						
8. Professional with other boards, commissions, town employees						
9. Respectful interactions with the public, if applicable						
10. Other functions that may be determined relevant to the commission's goals and objectives (specify): _____ _____ _____						