

GP 27: Appointments Committee – Process for Candidate Review and Selection		
Policy Type: Council Governance		Policy No: GP 27
Effective Date: December 6, 2024	Last Approval/Revision Date: December 6, 2024	Policy Review Frequency: Every five years

Purpose:

To establish a standardized process for the review of applications and selection of Council members by the Appointments Committee.

Process:

1. Applications are received online by CPhM staff and numbered.
2. Names of pharmacy professional candidates are reviewed by appropriate CPhM staff to confirm that each applicant meets eligibility criteria, as per Bylaw, Article 6.0.
3. Package of information on candidates* is sent to Appointments Committee members by staff with identifying information removed from the applications and forms used for assessment.
Package includes:
 - i. Candidate application documents
 - ii. Council Competencies and Appointments Committee policy and process documents
 - iii. Spreadsheet of all candidates who are free from professional conduct concerns and are eligible to serve on Council
 - iv. Competency Matrix of Current CPhM Council members
 - v. Assessment Grid for applications

*Pharmacist candidates who are not free from professional conduct concerns, or do not meet the eligibility criteria for some other reason, will not be provide to the Appointments Committee.

4. Committee members will review all documents and conduct their **own** independent assessment of each application **prior** to attending the Committee meeting to review candidates as a group.
5. At the meeting, a **final group assessment** will be completed. Those candidates with the total highest scores will be selected, in accordance with the number of vacancies on Council at the time.
6. Once the assessment process is complete, the names of the selected candidates will be revealed so that they can be contacted for interviews.

7. Interviews will be conducted by the full Appointments Committee, with support of CPhM staff, to confirm the selection. Interviews will be:
 - i. Conducted virtually
 - ii. Will be no more than 30 minutes
 - iii. Based on a pre-determined set of questions.
8. Appointments Committee members will contact the successful candidate(s) to advise them of their selection and confirm they will accept the position on Council.
9. The name(s) of successful candidate(s) will be brought to Council at its next meeting for confirmation, followed by public announcement of the new Council member(s).