COLLEGE OF PHARMACISTS OF MANITOBA

GP 07: Registrar & CEO Performance Evaluation

Policy Type:	Policy No:	
Council-Registrar & CEO Relationship	GP 07	
Effective Date:	**Last Approval/Revision Date:**	**Policy Review Frequency:**
December 8, 2023	October 3, 2025	Every Five Years

Background:
Achievement of, or progress on, the CPhM mandate, Council identified priorities, goals of the CPhM's Strategic Plan, and the Registrar & CEO position description are considered by Council to indicate effective performance by the Registrar & CEO. The Registrar & CEO Performance Evaluation is conducted on an ongoing basis throughout the year with regular feedback between the Council and the Registrar & CEO. This policy describes the process for the annual Registrar & CEO Performance Evaluation.

Policy:

The purposes of the annual Registrar & CEO Performance Evaluation include:

1. To formally summarize the performance trends identified throughout the year.
2. To determine if job expectations have been met.
3. To provide the opportunity to commend the Registrar & CEO on performance and a forum for constructive feedback.
4. To develop specific actions required, if any, to address areas for Registrar & CEO support, improvement or development.
5. To provide recommendations for Registrar & CEO compensation.

The Registrar & CEO performance evaluation is made up of systematic assessment of performance measured by the following components:

1. Meeting Registrar & CEO job expectations outlined in the Registrar & CEO Position Description.
2. Organizational achievement of Council Strategic Plan and priorities.
3. Leading organizational operations.
4. Leadership effectiveness in building collaboration and achievement across the CPhM.
5. Communication and support to the Council.

The principles underlying the annual Registrar & CEO Performance Evaluation include:

1. The Council will review any reports and performance metrics that assist in determining the degree to which the Council policies are being met.
2. The Council will perform a factual, logical and objective assessment of the Registrar & CEO's performance against the criteria listed above.
3. The annual Performance Evaluation will be coordinated and prepared by the Executive Committee with input from all Council Members.
4. The Council will seek broader stakeholder input based on an evaluation tool mutually agreed upon by the Registrar & CEO and Executive Committee every five years.
5. The process is designed to be a constructive performance development experience.
6. The Council is committed to regular, on-time performance evaluation.

7. There should be no surprises at the annual performance evaluation discussion.

The Process
The Executive Committee will conduct an annual Performance Evaluation of the Registrar & CEO based on a mutually agreed upon evaluation tool throughout the year and through an annual performance evaluation summary following the end of the year.

Data Sources
Information sources used by the Executive Committee for this evaluation include:

- The Registrar & CEO's self-evaluation written report/verbal presentation to the Executive Committee including his/her assessment of achievement of annual targets in the plan.
    - Includes the regular Registrar & CEO's report from all Council meetings.
- Summary input from all individual Council Members.

Note: In years of broader consultation, a larger number of data sources may be used including:

- Feedback from volunteers, committee members, staff, members, etc.
- Other stakeholders (e.g., peer organizations, government).

The questions used for this broader consultation will always be focused on specific questions that have been mutually developed by the Registrar & CEO and Executive Committee, for which specific stakeholders are qualified and have relevant knowledge to address. The questions will focus on achievement of the CPhM mandate, organizational Strategic Plan priorities, Registrar & CEO position description and relationships with stakeholders.

See **Appendix A** for Steps in Registrar & CEO Performance Evaluation Process

APPENDIX A: STEPS IN THE REGISTRAR & CEO PERFORMANCE EVALUATION PROCESS

Phase 1 – Council Chair Outlines Process

- At the last Council meeting of the annual cycle, the Chair reminds the Council about the performance evaluation policy, process, and the related information that will be used in the annual performance evaluation.
- The Registrar & CEO is asked to prepare a self-evaluation written report/verbal presentation for the first Executive Committee meeting of the next annual cycle.

Phase 2 - Registrar & CEO Presentation to the Executive Committee

- The Registrar & CEO provides a self-assessment to the Executive Committee summarizing his/her own assessment of performance based on achievement of the CPhM mandate, Strategic Plan priorities established by the Registrar & CEO with Council, the Registrar & CEO position description, and operational requirements to support this work.

Phase 3 - Data Collection

- Completion of the mutually agreed upon evaluation tool for the Registrar & CEO will be provided to the Executive Committee.
- The Executive Committee will seek feedback from all Council Members regarding overall performance trends.
- This data collection process is confidential. All responses will be summarized so that no specific respondent is identified unless the respondent chooses to do so.

Phase 4 – Report Completion and Performance Review Meeting with the Registrar & CEO

- The Executive Committee completes an overall Performance Evaluation Report using the evaluation tool.
- Written report is provided to the Registrar & CEO; this will include the key successes and key areas requiring development along with overall conclusions.
- Registrar & CEO reviews report independently and provides written response to Executive Committee
- Executive Committee meets with the Registrar & CEO, preferably in-person, and discusses the report and response.

Phase 5 – Final Report

- The final report is prepared and submitted to the Registrar & CEO for their records. A signed copy of the report is kept in Human Resource files.

Phase 6 – Verbal Presentation to the Council

- In a Council-only closed session, the Council receives a verbal presentation by the Chair, Executive Committee regarding the Registrar & CEO Performance Evaluation.