



Ontario's Teaching Regulator
L'organisme de réglementation
de l'enseignement en Ontario

DRAFT: Registrar/CEO Annual Performance Assessment Policy

1.0 Rationale

1.1 Council is committed to a yearly performance review of the Registrar/CEO. This policy describes the process of the performance review for the Registrar/CEO.

2.0 Policy Objective

2.1 The purpose of this policy is to guide the Annual Performance Assessment review of the Registrar/CEO of the Ontario College of Teachers, which is informed by:

- An annual self-reflection completed by the Registrar/CEO on the achievement of goals
- Gathering competency-related data from multiple sources
- Ongoing feedback between the Registrar/CEO and Human Resources Subcommittee (HRS)

3.0 Policy

3.1 The Registrar/CEO's performance is formally reviewed on an annual basis. The timeline for the first formal performance review will be based on the appointment date of the Registrar/CEO. Following this, the performance review cycle will transition to follow the fiscal year-end cycle.

3.2 In accordance with the College's Bylaws, the performance review of the Registrar/CEO will be conducted by the HRS. The Manager of Human Resources from the College will act in the capacity of the staff lead to the HRS.

3.3 Prior to the start of each review year, the Registrar/CEO will create performance goals which will be presented to Council via the HRS for approval. Following Council's approval of the performance goals, the HRS will convene shortly thereafter to assign weightings to each goal. These weightings will be used later in the year to help determine the Registrar/CEO's bonus and salary progression, based on the outcomes of the Annual Performance Review.

3.4 The HRS will review and monitor progress of the Registrar/CEO's goals midway through the year.

3.5 An HRS meeting will take place near the end of the performance year, in which the Registrar/CEO will provide the Subcommittee with a self-assessment of their progress towards their goals. Next steps will typically include:

3.5.1 Following the Registrar/CEO's presentation to the HRS, the Subcommittee will meet without the Registrar/CEO present to conduct the performance appraisal of the Registrar/CEO. The Manager of Human Resources will attend this portion of the meeting for record-keeping purposes.

3.5.2 To support the Registrar/CEO's preparation for the annual review discussion with Council, the Chair of the HRS will share information with the Registrar/CEO about the deliberations and what the HRS is intending to include in the report to Council. This will occur soon after the HRS deliberations have concluded.

3.5.3 The Human Resources Subcommittee will submit a confidential report with their recommendation to Council on the performance of the Registrar/CEO. The report may include feedback on the Registrar/CEO's performance for the year, progress towards annual goals, suggestions for performance improvement, and learning or growth opportunities for the following year. The report will consider weightings determined at the start of the year for performance goals and assign an overall rating for the Registrar/CEO's annual performance. The rating scale will be aligned with the College's approved rating scale for staff.

3.5.4 The Human Resources Subcommittee will present their report and recommendation in writing to Council at the next regularly scheduled meeting as an in-camera session without the Registrar/CEO for discussion and approval. The Manager of Human Resources will be present during the in-camera session for record-keeping purposes. Immediately following Council's approval, Council will invite the Registrar/CEO to the in-camera session to share the results of their review.

3.6 Once approved by Council and shared with the Registrar/CEO, the Human Resources Subcommittee's report of the Registrar/CEO's performance will be provided to the Manager of Human Resources to implement Council's decisions regarding the Registrar/CEO compensation, including bonuses.

4.0 Roles and Responsibilities

Council: Responsible for approving the annual goals and final outcome of the annual performance assessment.

HRS: Responsible for conducting the Annual Performance Review process and providing a recommendation to Council on the outcome of the Annual Performance Review. HRS will meet three times annually to conduct the Annual Performance Review:

1. to assign weightings to the Council-approved annual performance goals at the start of the review year,
2. to meet midyear with the Registrar/CEO to review progress towards goals, and
3. to conduct the annual performance review and provide a recommendation to Council as well as review the Registrar/CEO's proposed goals for the next fiscal year.

An additional meeting may be added at the request of HRS or the Registrar/CEO to review annual goals in the face of emerging issues or events.

Registrar and CEO: Responsible for fulfilling the annual goals as approved by Council.

Deputy Registrar: Responsible for supporting the adherence of this policy.

HR Manager: Responsible for attending all HRS and Council in-camera sessions by acting as a staff support related to the annual performance assessment in consultation with the Deputy Registrar, which includes recording minutes, supporting the drafting of the HRS report to Council and implementing outcomes of the Registrar's performance assessment.

5.0 Evaluation

5.1 This policy may be reviewed and updated as may be deemed necessary or appropriate, but it shall be reviewed at least every 5 years.

6.0 Reference Documents

6.1 Ontario College of Teachers Act, 1996, s 9(2) and s 41(1)17 [Ontario College of Teachers Act, 1996, S.O. 1996, c. 12 | ontario.ca](#)

6.2 College Bylaws s 5.03(b)

Policy Owner:
Council of the Ontario College of Teachers

Effective Date:
2025-XX-XX

Date of Last Review:
2025-XX-XX

Appendix: Timelines

For a fiscal year-end review cycle, this process will be conducted in keeping with the following:

- By mid-November, the HRS meets to discuss the outcome of the Registrar's Performance assessment and the Registrar's proposed goals for the next fiscal year.
- By the December Council meeting, Council approves the Registrar's Performance Review Assessment for the current year and approves the goals for the upcoming fiscal year.
- By late May, the HRS meets with the Registrar to discuss the progress of goals.
- By November, the performance assessment is to be completed by the HRS.