



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

Association of Clinical Research Professionals Executive Committee Policy 3.1

Executive Director Annual Performance Review

PREFACE

The ACRP Bylaws Article VIII outlines the Board's authority to hire and employ the Association's Executive Director who shall report to and be evaluated by Association Board of Trustees.

PURPOSE

The Executive Director Annual Performance Review Policy outlines the review process and the role of the ABoT and the Executive Director.

A properly administered Executive Director performance evaluation benefits the Executive Director, the Board, and the entire Association. Out of this important process, the Executive Director gains constructive feedback on his or her performance and the Board has the opportunity to measure the organization's progress towards its objectives and previously set annual goals. The evaluation process helps to enhance the communication between the Board and the Executive Director and facilitates the ABoT's oversight function while providing them with an opportunity to support the Executive Director.

SCOPE

This policy is applicable to the Board of Trustees, the Executive Committee, and the Executive Director of ACRP.

POLICY

The ABoT monitors the Executive Director to ensure that he or she is competent and effective in his or her role. In order to meet its contractual obligations, the Board is obligated to conduct an annual performance review and appraisal of the Executive Director. The performance review shall be led by the ACRP Executive Committee. Members of the ABoT and management from the ACRP staff will be included in the process.

Prior to the start of the fiscal year the ABoT shall establish a balanced set of well-defined, measurable goals and objectives to be used in evaluating the Executive Director's performance. Such objectives and annual goals shall be mutually discussed and agreed upon between the Board and the Executive Director, and along with the Executive Director's job description, should serve as the basis for the performance evaluation. A timeline for the completion of the various milestones in the review process will be established at the beginning of the fiscal year. The Executive Committee will provide the Executive Director the opportunity to present a written self-evaluation to the entire ABoT. All Trustees will also be given the opportunity to participate in an anonymous survey that elicits 360 feedback as well as written comments regarding the overall performance of the Executive Director. The evaluation survey will be conducted anonymously to ensure the confidentiality of responders. This can be done by using



■ FOR LEARNING ■ FOR LISTENING ■ FOR LIFE

an on-line survey tool (such as survey monkey) which is managed by an assigned member of the Executive Committee or by using a 3rd party vendor who will gather the data, compile the results, and forward the final report to the Executive Committee for their review. The content of this survey will serve as a basis for the content of the performance evaluation itself. Led by the Committee Chair, evaluations will be reviewed in a face-to-face debriefing with the Trustees and Executive Director.

Compensation increases and contract renewal decisions should not be the primary purpose for conducting the evaluation. The Executive Director's compensation package as well as the employment contract will be reviewed as a separate but integral component of the review process by the ACRP Executive Committee —per the applicable Executive Director Compensation Policy.

MONITORING AND REVIEW SCHEDULE

Monitor as needed and review every three years by the ACRP Executive Committee.

DATES REVIEWED BY COMMITTEE

August 9, 2016
October 20, 2017

DATES MODIFIED BY COMMITTEE

August 9, 2016
October 20, 2017

DATES APPROVED BY COMMITTEE

August 9, 2016
October 20, 2017

DATES REVIEWED BY ABOT

November 13, 2012
September 14, 2016
November 18, 2017

DATE APPROVED BY ABOT

November 13, 2012
September 14, 2016
November 18, 2017