

Succession planning is a priority at Southeastern Illinois College. It is an ongoing process and comprises two major areas of succession. This policy provides guidance for the Board and administration during times of sudden, rather than planned, losses in key leadership roles. Reasonable exceptions may be implemented given special context.

I. CEO Succession

In the event of a sudden loss of presidential services, the Board shall, in most cases, appoint an acting president or an executive council for the College to address immediate services. For an extended term appointment, the Board may appoint an interim president until a new president is named from a standard process. The acting or interim president will perform all duties and functions of the CEO as required by Board policy and law, except for financial transactions including purchases and agreements over \$500 which must be also approved by another cabinet-level administrator appointed by the Board. Such approval will ensure significant purchases or transactions will be within the scope of the budget and interests of the College. At least two other executives in the president's (administrative) cabinet will be familiar with Board and CEO issues and processes.

II. Special Functional Units

Southeastern Illinois College's succession plan will include positions for key administrative and professional functional areas. Critical positions outside of those key administrative and professional functional areas that require specialized skills will need succession plans. The administrative cabinet will identify these positions and develop succession plans in respective areas. Succession plans do not entitle positions, promotions, or transfers to employees. These plans will be reviewed annually or as needed and will be housed in the Human Resources Department.

Adopted: January 20, 2015

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