SUCCESSION PLANNING AND MANAGEMENT

Definition

Succession planning and management is an ongoing process that involves identifying, developing and monitoring high-potential employees for advancement into key roles necessary for the successful execution of the Strategic Plan. Succession planning is the process the college uses to identify and prepare candidates for management and critical positions that become available. It also identifies critical positions, forecasts future vacancies in those positions and identifies potential candidates to fill positions that become vacant due to retirement, resignation, business growth, etc.

Purpose

Recognizing that changes in management and other critical positions are inevitable, Sherman College has established a succession plan to provide continuity in leadership and to ensure a ready supply of internal talent for key positions at all times.

Policy

It is the policy of Sherman College to help employees, when appropriate, develop their potential and, to the extent possible for the college, to achieve realistic career goals that satisfy their and Sherman College's requirements.

This college is fully committed to equal employment opportunity for all employees. It is also committed to promotion from within, whenever possible and appropriate for the college.

Procedures

A Succession Planning Committee, consisting of the director of human resources, as chair; the president; the executive vice president; and the provost, is responsible for establishing and maintaining the succession plan. The plan will be reviewed regularly.

Objectives

The three basic objectives of the succession plan are:

- Identification of critical positions within the college;
- Identification of future vacancies in those positions; and
- Identification of high-performing employees