

POLICY: Succession Planning Policy		POLICY NUMBER: AM-018-A1
		PREVIOUS/REPLACES: First Draft – October 16, 2021
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: N/A

1. Policy Statement

The Herzing College System is committed to developing leadership internally to the fullest extent possible. The culture of the College is important and, by developing future leadership internally, the College is more assured of the maintenance of this culture. The goal of this policy is to ensure sufficient coverage for critical roles in the organization such as Campus President in case of short or long-term absences to provide for uninterrupted continuity of operations.

2. Scope

Applies to all Herzing College locations, staff, and faculty members.

3. Policy Content

1. **Short term replacements** – In the case of short-term absences, a plan is put into place at each campus to identify individuals to adopt the responsibilities.
 - a. For every staff, faculty, and management position, there must be at least one person identified who can take over their duties for a short period until the individual returns to their duties.
 - b. Training will be provided to individuals thus identified so that they will be able to successfully perform in the position.
2. **Long-term replacements** – To prepare for the eventuality of someone leaving a post permanently, there is a plan in place to address the short term (see above) as well as a plan to address the long term (below). Long-term plans include developing leadership from within as well as steps to take in external recruiting when necessary.
 - a. The Herzing College campus will periodically solicit employees interested in a development program potentially leading to a management position or a more advanced management position.
 - b. Individuals selected for the program will be given the opportunity to participate in meetings and planning normally done at a higher level.
 - c. Individuals will be encouraged to take professional development courses internally and/or externally to enhance their leadership and management skills.

- i. Herzing College will cover the cost of approved professional development courses up to prescribed limits.
- d. The College will provide intermediate advancement steps such as assistant department head and various levels of promotion and recognition in the same general capacity such as with faculty members and admission personnel.
- e. Each year the College and the Canada Corporate Office are to review the activities and planning for succession, which will normally be done at the annual meeting of the Herzing College System.

4. Administration

The Campus President will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Executive Committee in 2027.