




<b>Policy Name:</b>	Succession Planning Policy		
<b>Associated Documents:</b>	N/A	<b>Policy Number:</b>	2024-2
<b>Reviewed:</b>	Non-Academic Policy Committee	<b>Approved:</b>	December 12, 2023
<b>Approval Authority:</b>	President 	<b>Adopted:</b>	January 8, 2024
<b>Responsible Executive(s):</b>	Vice President of Finance/CFO	<b>Revised:</b>	N/A
<b>Responsible Office(s):</b>	Human Resources	<b>Contact(s):</b>	Director of Human Resources

## **I. Purpose**

Recognizing that management changes are inevitable, Mercy University maintains a succession plan to provide continuity in leadership and avoid extended vacancies in key positions. Mercy University's succession plan is designed to identify and prepare candidates for high-level management positions that become vacant.

## **II. Policy**

It is the policy of Mercy University to assess the leadership needs of the institution to ensure the selection of qualified leaders that are diverse and a good fit for the organization's mission and goals and have the necessary skills for the organization.

## **III. Procedures**

The President is responsible for Mercy University's succession plan. The President or their designee chairs the Succession Planning Committee, which also includes the Chief of Staff, Provost, General Counsel, Executive Director of Human Resources, Chief Financial Officer and the President of the Faculty Senate.

1. In or around the start of the fiscal year, a Succession Planning Committee meeting will be held. At each meeting, each division head will:
  - a. Present to the committee a review of the departmental succession plan.
  - b. Identify key positions and incumbents targeted for succession planning. This should include an analysis of planned retirements, expected resignations, and other factors that might impact turnover.
  - c. Identify individuals who show the potential for progression into the targeted positions and leadership within the institution.
  - d. Outline the actions that may be taken in order to prepare identified individuals to assume a greater role of responsibility in the future.
2. By October 31 each year, the Committee will approve the targeted actions.
3. The President may periodically request updates from senior management on the development and progress for targeted actions.

The Committee establishes a succession plan that identifies critical executive and management positions, forecasts future vacancies in those positions and identifies potential managers who would fill vacancies. Vacancies will be filled from within or, in the event no viable candidate is available, on an "acting" basis while an external recruitment effort is conducted. Notably, faculty leadership positions will typically be filled by national search, for which internal candidates are strongly encouraged to apply.