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Continuance of Leadership

Purpose

The Continuance of Leadership Policy for ACATCM aims to provide a framework for the smooth transition of leadership and ensure the continuity of the College's operations and vision in the event of a change in leadership.

Scope

This policy applies to all individuals involved in the leadership transition process at ACATCM

Policy

This policy is in reference to the leadership positions of a President, Vice-Presidents, and Dean. Succession Planning:

1. It is the responsibility of the Board of Directors for developing and maintaining a succession plan for ACATCM's leadership positions.
2. The Board of Directors can consult with the Personnel Administration Committee (PAC), in the development, revising, and the implantation plan of the continuance of leadership.
3. The Board of Directors and the Personnel Administration Committee shall review the plan regularly, and if necessary, update it to ensure that it remains relevant and effective.

Notification:
1. In the event of an anticipated or unexpected vacancy in a leadership position, the current leader must notify the Board of Directors immediately.
2. The Board of Directors will notify the Personnel Administration Committee and initiate the leadership transition process.

Interim Leadership:
1. The Board of Directors shall appoint an interim leader to assume the responsibilities of the vacant leadership position until a permanent successor is appointed.
2. The interim leader shall have the necessary qualifications and experience to lead the College and maintain its operations effectively.

Search for a Permanent Successor:

1. The Personnel Administration Committee shall lead the search for a permanent successor in consultation with the Board of Directors.
2. The search process will involve a comprehensive review of potential candidates based on their qualifications, experience, leadership skills, and alignment with ACATCM's vision and values.

Selection of Permanent Successor:
1. The Board of Directors shall make the final decision regarding the appointment of a permanent successor;
2. The selected candidate shall have the necessary qualifications, experience, and leadership skills to lead the College effectively and align with ACATCM's vision and values.

Transition Plan:
1. The outgoing leader shall work closely with the interim leader and the Personnel Administration Committee to ensure a smooth transition of leadership.
2. The Board of Directors shall develop a transition plan that includes clear timelines, roles and responsibilities, and communication strategies.

Communication:
1. The Board of Directors shall communicate the leadership transition plan and process to all stakeholders, including faculty, staff, students, and external partners.
2. Regular updates on the progress of the leadership transition shall be provided to all stakeholders.

Confidentiality:
1. All information related to the leadership transition shall be kept confidential and shared only with individuals directly involved in the process.
2. The outgoing leader, interim leader, Personnel Administration Committee, and Board of Directors shall ensure that confidentiality is maintained throughout the leadership transition process.

Goals:
The goals of the Continuance of Leadership Policy for ACATCM are to:
1. Ensure the continuity of the College's operations and vision in the event of a change in leadership.
2. Provide a framework for a smooth transition of leadership.
3. Attract and retain highly qualified and effective leaders.
4. Ensure that ACATCM's vision and values are upheld by the incoming leader.

Roles and Responsibilities:
The roles and responsibilities of the Board of Directors, Personnel Administration Committee, outgoing leader, interim leader, and incoming leader are outlined in this policy. All individuals involved in the leadership transition process are expected to adhere to this policy.

Revision and Review:
This policy shall be reviewed annually by the Board of Directors and the Personnel Administration Committee and revised as necessary to ensure its effectiveness and relevance.
Procedure: Succession Planning for Leadership Positions

Succession Planning Process:
1. Identify key leadership positions: Identify key leadership positions and create a list of positions that require a succession plan.
2. Determine potential candidates: PAC will work with department heads and supervisors to identify potential candidates for each key leadership position. They will review employee performance evaluations, qualifications, experience, and career goals to determine suitability for a leadership role.
3. Develop career development plans: PAC will work with potential candidates to develop career development plans that align with their career goals and the leadership needs of ACATCM.

4. Provide leadership development opportunities: ACATCM will provide leadership development opportunities to potential candidates to enhance their leadership skills and prepare them for future leadership roles.
5. Monitor progress: PAC will monitor the progress of potential candidates and provide ongoing feedback to ensure they are on track to meet their career goals.
6. Create a pool of internal candidates: PAC will create a pool of internal candidates who are ready to assume leadership roles in the event of a vacancy.
7. Recruit external candidates: In the event that an internal candidate is not available or suitable for a key leadership position, ACATCM will initiate a search for external candidates. PAC will work with search firms and/or post job openings on relevant job boards to attract qualified external candidates.
8. Evaluate candidates: PAC will evaluate internal and external candidates based on their qualifications, experience, and fit with ACATCM's culture and values.
9. Select the candidate: The Board of Directors, with the input of the relevant department head, will select the final candidate for the key leadership position.
10. Onboard the new leader: Board of Directors will work with the new leader to create an onboarding plan that will ensure a smooth transition into their new role.

Evaluation and Monitoring:
This succession plan will be evaluated and updated annually by Board of Directors to ensure it remains relevant and effective. Board of Directors will monitor the implementation of the plan and make necessary adjustments as needed to ensure it continues to meet the needs of ACATCM.

Develop Succession Plans:
For each key leadership position, develop a succession plan that outlines the steps to be taken should a vacancy occur. The succession plan should include a list of potential internal and external candidates, as well as the criteria for selecting a new leader.

Communicate Succession Plans:
Once the succession plans have been developed, they should be communicated to all relevant parties, including the current leader, and other key stakeholders. The communication should include a clear timeline for when the succession plan will be activated.

Identify Interim Leaders:
In the event of a vacancy, it may be necessary to appoint an interim leader while the succession plan is being implemented. Identify potential interim leaders in advance and ensure that they are prepared to step into the role if needed.

Implement Succession Plan:
Once a vacancy occurs, activate the succession plan and begin the process of selecting a new leader. This may include advertising the position, reviewing resumes and applications, conducting interviews, and selecting the most qualified candidate.

Monitor Succession Plan:
After a new leader has been appointed, monitor the succession plan to ensure that it is working effectively. Evaluate the performance of the new leader and make any necessary adjustments to the succession plan to ensure its continued success.

Document Succession Plan:
Finally, document the succession plan for each key leadership position, including any changes or updates that are made over time. This documentation should be kept up-to-date and readily accessible to all relevant parties.