

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE  
REGULATION No. – AR- 5.18**

**Title: Key Position Succession Planning**

**Effective Date: 10/8/2019**

**General Summary Statement of Administrative Regulation purpose.** This regulation applies to all benefits eligible employees, including classified, non-classified, and faculty of Eastern West Virginia Community & Technical College (or “The College”). This regulation describes the process for identifying key positions at The College and implementing succession plans for these roles. The exception to this regulation is the President, whose succession plan is outlined by BP-5.16 Employing & Evaluating Presidents & Emergency Succession.

**Definition of Key Position**

A key position is a position at the college that is critical to supporting and implementing the mission of the institution. Succession planning for these roles is necessary to maintain College operations.

**Procedure:**

1. All cabinet level roles must submit a succession plan to be reviewed and approved annually by the President’s cabinet. Each plan must provide a minimum of two options for succession in the event of a sudden vacancy. Cabinet level succession plans may identify internal candidates or external consulting agencies.
2. Each cabinet member is responsible for identifying key positions within his/her department that require succession planning and drafting an appropriate plan. These plans will be reviewed and approved annually by the President’s cabinet as well.
3. To ensure effective and accurate succession planning, all employees’ job descriptions must be reviewed annually by their immediate supervisors. Doing so helps leadership understand the qualifications, experience, and skill sets needed to fill vacant key roles.



Dr. Charles Terrell, PRESIDENT



DATE