

LEADERSHIP SUCCESSION PROCEDURE			
Effective Date	September 4, 2024	Procedure Type	Administrative
Responsibility	President and CEO	Related Policies	Board Policy EE
Approver	Executive Council	Review Schedule	Annually

1. **Purpose:** The purpose of this procedure is to ensure a smooth transition and continuity of leadership within Northwestern Polytechnic by identifying, developing, and preparing potential successors for executive positions.
2. **Scope:** This procedure applies to all critical leadership positions within NWP.
3. **Objectives:** This procedure is in place:
 - To minimize disruption in leadership during executive transitions.
 - To identify and develop high-potential employees for future leadership roles.
 - To maintain and enhance organizational stability and performance.
4. **Definitions:**
 - 4.1. **Critical Leadership positions** are identified positions that if vacant would led to significant disruption in both strategic and operational activities at NWP.
 - 4.2. **Executive Council** refers to the President and CEO, Provost and Vice-President Academic, Vice-President Administration, Vice-President External Relations, and Executive Director Human Resources.
5. **The Procedure:**
 - 5.1. Identify Critical Leadership Positions:
 - 5.1.1. Annually, the President and CEO will identify all executive positions and any other leadership positions that are critical to NWP's success.
 - 5.1.2. Executive Council will prioritize positions based on impact to NWP's operations and strategy.
 - 5.2. Identify Potential Successors
 - 5.2.1. Executive Council members will identify potential internal candidates who could succeed them in their positions in the event of an emergency or in development succession planning.
 - 5.2.2. People in executive or other critical leadership positions will assess potential successors based on their current performance, leadership capabilities, and potential for growth.

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- 5.3. Emergency Succession Planning
 - 5.3.1. Executive Council will develop an emergency succession plan for each critical leadership position identified by identifying interim leaders who can temporarily fill executive roles in the event of an unexpected vacancy.
 - 5.3.2. The President and CEO will ensure that the emergency succession plans are regularly reviewed, updated, approved by Executive Council, and shared with the Board of Governors.

- 5.4. Develop Successors
 - 5.4.1. Staff in a critical leadership position will create individual development plans for their identified successor that includes training and development opportunities such as leadership training, mentoring, job rotation, and stretch assignments.
 - 5.4.2. Staff in a critical leadership position will share their identified successor with their supervisor for documentation on Executive Council’s succession plan.

- 5.5. Review and Update the Succession Plan
 - 5.5.1. Annually, normally in June, the succession plan will be reviewed by Executive Council.
 - 5.5.2. The succession plan will be updated at least annually, normally in June, to reflect changes in NWP, such as new strategic goals, business changes, or leadership departures.
 - 5.5.3. Updates and reviews of the succession plan will be captured in the minutes of the applicable Executive Council meeting.

- 5.6. Communication
 - 5.6.1. The President and CEO will share the reviewed and updated succession plan with the Board of Governors annually.
 - 5.6.2. Identified successors will be notified through the applicable successor.
 - 5.6.3. Discussions around potential successors and the succession plan will remain confidential.

- 5.7. Documentation
 - 5.7.1. The record keeper for Executive Council meetings will maintain records of current succession plan, motions, and notification of Board of Governors and identified successors.
 - 5.7.2. The succession plan will be stored with the Executive Council files with a copy going to the Board of Governors files.

6. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> • Formally support this procedure. • Maintain copy of succession plan. • Approve the final succession plan for the President and CEO.
President and CEO	<ul style="list-style-type: none"> • Recommend and formally support this procedure. • Regularly review succession plan. • Lead annual review and updates to the succession plan for critical leadership positions. • Approve the succession plan.
Executive Council	<ul style="list-style-type: none"> • Approve this procedure. • Maintain copy of succession plan.

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	<ul style="list-style-type: none">• Identify critical leadership positions.• Mentor and coach identified successors.
Critical Leaders	<ul style="list-style-type: none">• Identify successors and share with their supervisor.• Develop successors.• Review identified successors at least annually.

- 7. **Revision history**
Developed and Approved September 3, 2024.

