

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

1. Policy Statement

Herzing College System and the Herzing College Toronto Campus are committed to developing leadership internally to the extent possible. The culture of the College is important and by developing future leadership internally the College is more assured of the maintenance of its culture. The Board of Governors is responsible for the most important succession decision, and that is the hiring of the Herzing Campus President. The goal of the policy, aside from developing other managers internally, is to have some internal candidates for the Board of Governors to consider when making the decision of hiring the Campus President.

2. Scope

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

3. Procedure

1. The Herzing College campus will solicit employees interested in a development program potentially leading to a management position or a more advanced management position.
2. Individuals selected for the program will be given the opportunity to participate in meetings and planning normally done at a higher level.
3. Individuals will be encouraged to take professional development courses offered by KOMPASS, the continuing education division of the Herzing College System and courses offered by Herzing College or other colleges which will enhance their leadership and management skills.
4. 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.
5. 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 2022.