

DIVISION II. College Employees	POLICY NUMBER 2.01.17
CATEGORY 2.01.17 Succession Planning	DATE Adopted 9/2012 Revised 9/2019

2.01.17 SUCCESSION PLANNING

The Board of Trustees recognizes that succession planning is an ongoing responsibility and priority of Joliet Junior College. Ultimate accountability for implementation and evaluation of the plan resides with divisional vice presidents and President’s Cabinet members. The plan provides a systematic process that identifies internal capabilities, gaps in organizational core competencies, and strategies for meeting future staffing needs.

It is the College’s policy that a succession plan will exist for each department within the College for select positions in non-teaching administrative and professional titles. Workforce and succession planning is a component of the strategic planning process and must incorporate and balance elements consistent with the College’s Diversity and Inclusion Plan, staffing plan processes, and resource allocation strategies. The succession planning process will indicate vulnerability projections for critical positions and for positions that require a highly specialized level of technical knowledge and skill. The goal of the plan is to develop individuals in the organization with competencies and skills necessary to meet the future needs of the College. Professional Development Plans will be created to help guide individuals to advance to higher levels of responsibility.

It is the College’s commitment to help foster an employee’s development for leadership roles. Therefore, employees are encouraged to have individual Professional Development Plans that focus on developing skills and knowledge areas required for future leadership positions.

Selection and recommendation of employees as successors for future leadership positions should consider their aptitude for and demonstration of continued growth, leadership capability, master of specialization, and professional ability. Succession plans do not entitle positions, promotions, or transfers to employees. Employees will need to compete for vacant positions participating in the recruitment and selection processes as outlined in College policies, procedures and the Diversity and Inclusion Plan.