

LOYALIST COLLEGE

Board of Governors Policy

3. EMERGENCY SUCCESSION

Date Last Approved: May 29, 2025

Next Review Date: 2029

Background

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

Given the importance of continuity of operations to students and staff of the College, the Board shall be responsible for ensuring that the College has appropriate, accountable leadership in the event of an extended absence, whether planned or unplanned, of the President.

This policy aligns with requirements of the “Board-President Relations” resource document published by the Ministry, which allocates to the Board the responsibility to hire, retain and, if appropriate, dismiss the President.

This policy sets out a plan to address a permanent absence or a long-term absence (e.g., more than three (3) months in duration) of presidential leadership, in the event of the resignation, disability, death or unplanned departure of the President. It is not intended to address short-term or routine absences of less than three (3) months such as vacation and/or annual leave. Short-term or routine absences of less than three (3) months will be managed through the Office of the President.

Policy / Procedure

The President is expected to cultivate management talent at the senior ranks of the College, including one or more successors to his or her position through internal succession planning. To protect the Board from the sudden loss of presidential services, the President will ensure that each of at least two (2) other members of the College’s executive leadership team is familiar with Board and presidential issues and processes and capable of functioning effectively as a president on an interim basis (an “**Interim President**”) until the President can resume their duties or a new President is appointed. If the Board wishes to appoint an Interim President, the Board is not limited to the candidates identified by the President.

On an annual basis, and prior to the commencement of the new fiscal operating year, the President will report to the Executive and Governance Committee on the emergency succession plan (the “**Annual Emergency Succession Plan**”) which will be presented to the Board. The Annual Emergency Succession Plan should include:

- a. the recommendation, in writing, of at least two (2) members of the College’s executive leadership team who are capable of filling the role of Interim President, should a vacancy in the presidential position occur, and

- b. the activities undertaken throughout the year to promote leadership development and succession planning, including activities undertaken to keep one or more executive team leaders informed of overall operating activities.

In the event of the President's long-term absence, the Board shall formally make such an appointment based on the Annual Emergency Succession Plan and shall determine any temporary salary modification. Any communication relating to the appointment shall be sent in the name of, and approved by, the Chair.

In the event the Executive and Governance Committee is not of the view, at its sole discretion, that it is in the best interests of the College to appoint any of the individuals named in the Annual Emergency Succession Plan as Interim President, the Chair shall convene a meeting of the Board within seven (7) calendar days to consider the appointment of another individual to this role.

If the President's absence becomes permanent, the Executive and Governance Committee shall recommend to the Board the composition of a presidential search committee, as required, to conduct a search and recommend the appointment of a new President.

Monitoring

This policy will be reviewed as part of the regular review schedule established by the Board, and immediately following any implementation of the Annual Emergency Succession Plan to determine its effectiveness by President.

Related Materials

Ministry of Colleges and Universities, "Board-President Relations" resource document - 2003
https://www.tcu.gov.on.ca/pepg/documents/Board-President_Relations.pdf