

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8601**

SUBJECT: Presidential Succession Plan

REFERENCE: W. Va. Code §18B-2A-4, *Powers and Duties of Institutional Boards of Governors*; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 4, *Rules and Administrative Procedures*; and Title 135, Legislative Rule, Series 5, *Employing and Evaluating Presidents* (effective August 1, 2025)

ORIGINATION: May 22, 2014

EFFECTIVE: February 17, 2026

REVIEWED: November 7, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish procedures to ensure continuity of leadership at Southern West Virginia Community and Technical College (the “College”) in the event of a planned or unplanned absence, incapacity, or vacancy in the Office of the President.
- 1.2 This policy ensures that the duties of the President related to leadership, administration, operations, and external relations are maintained during any period of absence, and that all actions align with West Virginia Code and the Council procedural rules.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 To prepare for potential absence or incapacity, the College President shall annually designate at least two senior administrators familiar with Board and Presidential functions and provide these names to the Board of Governors at the first regular meeting of each academic year.
- 2.2 In the event of a short-term or unplanned loss of presidential services, the Board of Governors shall convene to recommend an Acting or Interim President and proposed compensation to the Chancellor for the West Virginia Council for Community and Technical College Education (the “Council”) in accordance with Title 135, Series 5. The Board shall follow the procedures, timelines, and documentation requirements set forth in Series 5, including submission of any forms or statements required by the Council.

SECTION 3. DEFINITIONS

- 3.1 Short-term or Unplanned Absence – An absence defined and managed consistent with Title 135, Series 5. For institutional purposes, a short-term absence ordinarily is more than one month, but less than six months.
- 3.2 Long-term or Planned Absence – An absence defined and managed consistent with Title 135, Series 5. For institutional purposes, a long-term absence ordinarily is six months or more.
- 3.3 Acting President – A senior administrator temporarily assigned to fulfill presidential duties during a short-term or unplanned absence.

3.4 Interim President – An individual appointed by the Council upon recommendation of the Board of Governors to serve during an extended or indefinite absence until a permanent appointment is made.

SECTION 4. POLICY

4.1 Short-term or Unplanned Absence

4.1.1 In the event of a short-term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors (the “Executive Assistant”) shall immediately notify the Board Chair, who shall convene the Board as soon as feasible to activate this succession plan.

4.1.2 The Board shall identify a qualified Acting President from among the designated senior administrators to temporarily assume presidential responsibilities.

4.1.3 The Board Chair will submit written notice of the Acting President’s name, proposed compensation, and required supporting documentation to the Chancellor for approval within specified timeframes all in accordance with Title 135, Series 5.

4.1.4 Upon Council approval, the Board Chair shall notify all College employees and key stakeholders of the delegation of authority and provide any notices required in accordance with Series 5.

4.2 Long-term or Planned Absence

4.2.1 In the event of a long-term or planned absence, the Executive Assistant shall notify the Board Chair, who shall convene the Board of Governors to recommend an Interim President and related compensation to the Chancellor for approval and shall submit any documentation or forms required by Series 5.

4.2.2 The Interim President will serve at the will and pleasure of the Board of Governors subject to Council approval and any limitations or conditions set forth in Title 135, Series 5.

4.2.3 Upon appointment, the Board Chair shall notify all employees and stakeholders of the Interim President’s delegation of authority and provide any notices required in accordance with Series 5.

4.2.4 If the long-term absence becomes permanent, the Board of Governors shall initiate a presidential search in accordance with Title 135, Series 5 and shall comply with all requirements for search committee composition, stakeholder input, timelines, advertising, and submission of the search plan or candidate slate to the Chancellor and the Council.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Pursuant to West Virginia Code §18B-2A-4 and Title 135, Legislative Rule, Series 5, each institutional Board of Governors is responsible for ensuring continuous executive leadership. This policy establishes procedures to maintain operational stability and compliance with Council requirements in the event of a presidential absence or vacancy.

SECTION 6. GENERAL PROVISIONS

6.1 All actions taken under this policy shall comply with applicable provisions of West Virginia Code §18B-2A-4 and Title 135, Series 5.

- 6.2 The Board Chair shall ensure prompt notification to the Chancellor of any change in presidential status in the timeframe and format required by Title 135, Series 5.
- 6.3 This policy does not supersede any procedures adopted by the Council governing presidential appointments or evaluations. In the event of any conflict within this policy, Series 5 will control.

SECTION 7. RESPONSIBILITIES

- 7.1 The President shall furnish the Board of Governors with the names of senior administrators capable of serving in an acting capacity at the first regular meeting of each academic year, and shall update those names promptly if changes occur. The Board will ensure that any annual designation complies with Series 5 requirements for documentation or conflict-of-interest disclosure.
- 7.2 The Executive Assistant shall promptly notify the Board Chair of any short-term or long-term absence of the President.
- 7.3 The Board Chair shall convene the Board of Governors to activate the appropriate procedures, recommend an Acting or Interim President, and ensure timely notification to the Chancellor and College employees and stakeholders in the form and timeframes required by Title 135, Series 5.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

| | |
|---------------------------------|-------------|
| | |
| Board of Governors Chair | Date |
| | |
| President | Date |

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: May 22, 2014 – Initial Release

August 26, 2020 – Policy reviewed for accuracy and no modifications are necessary.

November 7, 2025 – Updated to align with West Virginia Code §18B-2A-4, Title 135, Procedural Rule, Series 4, and Title 135, Legislative Rule, Series 5; clarify distinctions between Acting and Interim Presidents; and define notification, documentation, and approval procedures consistent with Series 5.