

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

**SUBJECT:** ~~Emergency~~ Presidential Succession Plan

**REFERENCE:** ~~West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents~~ 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:** ~~January 15, 2021~~

**REVIEWED:** ~~August 26, 2020~~ November 7, 2025

## **SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to ~~outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence~~ 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 ~~Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President’s duties in organizational leadership, program development, program administration, operations, Board of Governors’ relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence~~ 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 ~~In order to protect the Southern West Virginia Community and Technical College Board of Governors (Board) from sudden loss of Presidential services, the College President will have at least two senior College Vice Presidents familiar with Board and Presidential matters and processes. The College President will furnish the Board with the names of the individuals familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year~~ 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 ~~sudden loss of Presidential services, the Board will make a recommendation for an Acting~~

~~President and for compensation of these services for the interim period to the Chancellor for the West Virginia Community and Technical College System 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 of more than one month, but less than six months, in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved.~~
- 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 that is expected to last more than six months or more in which the President will not return to his/her position for an unknown period of time or permanently.~~
- 3.3 Acting President – A senior administrator temporarily assigned to fulfill presidential duties during a short-term or unplanned absence.
- ~~3.23.4~~ 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 ~~the~~ a short-term or unplanned absence of the President, ~~in contrast to a planned leave, the Southern West Virginia Community and Technical College Board of Governors authorizes the Board Chair to activate the terms of this Emergency Presidential Succession Plan 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 ~~In the event of the short term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors will immediately inform the Board Chair of the absence. As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to affirm the procedures prescribed in this Emergency Presidential Succession Plan or make modifications as the Board deems appropriate. 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 ~~in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council’s selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President and be sensitive to the support needs of the Acting President in the temporary leadership role 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 ~~Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.~~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 ~~Should a long-term absence (an absence of more than six months) occur, in which the President will not return to his/her position for an unknown period of time, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. As soon as feasibly possible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.~~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 Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President. He or she will serve at the will and pleasure of the Board of Governors.~~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 ~~Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.~~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 ~~Should the long-term absence of the College President develop into a permanent absence, the Board of Governors will follow the procedures of the West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents.~~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 ~~None~~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 ~~None~~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 of Southern West Virginia Community and Technical College will furnish the Board of Governors with the names of the Vice President's familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year 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 In the event of a short term or long term absence of the President, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. The Executive Assistant shall promptly notify the Board Chair of any short-term or long-term absence of the President.

7.3 As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy. 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**

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Board of Governors Chair	Date
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President	Date
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**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.