

## EOP Part 6, Annex 5 – Order of Succession / Delegation of Authorities

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### GOAL:

Identify provisions for the succession of decision-making authority and operational control to ensure that critical emergency functions can be performed in the absence of the authorized administrator.

### OBJECTIVE:

There is a need to clearly define orders of succession in all of the college's "essential function" areas. Some of the key elements of Aims emergency planning are continuity of command, maintaining organizational structure and continuation of essential services.

### COURSES OF ACTIONS:

#### **Order of Succession for Aims Community College**

Successions should be provided to a minimum depth of two at any point where policy and directional functions are carried out.

1. College President.
2. College Chief Academic Officer (Provost)
3. College Chief Administrative Officer (Chief Business Officer).
4. Board of Trustee Designated Individual.

#### **Order of Succession for each Aims Campus**

Each campus shall identify orders of succession for the campus heads and key leadership. The orders should be of sufficient depth and geographical dispersion is encouraged. At a minimum the delegations of authority and order of succession should:

1. Establish an order of succession to the position and develop procedures to address:
  - a. Conditions for succession;
  - b. Method of notification; and,
  - c. Time, geographical, organizational limitations.
2. Describe succession order by position or titles rather than by person.
3. Consider assigning successors among the contingency staff to ensure that each team has an equitable share of the duly constituted leadership.
4. Revise and distribute orders as necessary.

#### **Delegation of Authorities:**

Each department organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, whom (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.