

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE  
CINCINNATI, OHIO

**POLICY TITLE: SUCCESSION POLICY – LEADERSHIP**

I. President

When the President of the College vacates the position for any reason in excess of six consecutive weeks, the Board of Trustees shall appoint an interim President for the duration of the absence or until the position is permanently filled.

If the vacancy occurs between regularly scheduled Board meetings the Executive Committee will appoint a temporary replacement until the next regularly scheduled Board meeting or a special meeting of the Board is called to address the issue.

The Chairperson of the Board of Trustees will notify approving and accrediting agencies as appropriate to include but is not limited to Ohio Board of Regents, The Higher Learning Commission – North Central Association.

A. Temporary Vacancy

If the unforeseen circumstance occurs that the President shall be unable to fulfill the duties of the position for a unspecified length of time but in excess of six consecutive weeks, the Board of Trustees will appoint an interim President to act on behalf of the President and the Board of Trustees.

This temporary appointment would begin immediately upon appointment and continue until such time as the President returns to work. The appointee would assume all responsibilities associated with the position as outlined in the job description and Board of Trustee Code of Regulations. The appointee would be entitled to all rights and privileges of the position during this time.

B. Permanent Vacancy

When the President of the College vacates the position permanently for any reason, the Board of Trustees shall appoint an interim President until the position is permanently filled.

If the vacancy occurs between regularly scheduled Board meetings the Executive Committee will appoint a temporary replacement until the next regularly scheduled Board meeting or a special meeting of the Board is called to address the issue. At this Board meeting an Interim President will be appointed.

## C. Selection Process

The Board of Trustees will appoint a selection committee to oversee the selection process and make recommendation to the Board of Trustees of the College and the Board of Trustees of Good Samaritan Hospital/TriHealth for the appointment of the President.

The selection committee shall consist of no less than nine members. Three members of the Board of Trustees, one of which must be the Chief Executive Officer of TriHealth; Two members of Senior Leadership/Administrative staff of the College; Two members of the Faculty; One Alumni member; and, One currently enrolled student in good standing.

## II. Vacancy of Senior Leadership Positions

Senior Leadership positions include Dean of Academic Affairs, Dean of Student/Alumni Services, Dean of Enrollment Management/Registrar, and Dean Head Librarian. When a vacancy occurs for any of these positions for any reason in excess of six consecutive weeks, the President may determine to appoint an interim replacement for the duration of the absence or until the position is permanently filled based upon the circumstances of the absence.

- A. Dean of Academic Affairs
- Dean of Student/Alumni Services
- Dean of Enrollment Management/Registrar
- Dean Head Librarian

When the vacancy occurs for either of these positions for any reason in excess of six consecutive weeks, the President may appoint an interim Dean for the duration of the absence or until the position is permanently filled.

The President will notify the Board of Trustees and the community as appropriate.

### 1. Temporary Vacancy

If the unforeseen circumstance occurs that one of the Deans shall be unable to fulfill the duties of the position for an unspecified length of time but in excess of six consecutive weeks, the President may appoint an interim Dean.

This temporary appointment would begin immediately upon appointment and continue until such time as the Dean returns to work. The appointee would assume all responsibilities associated with the position as outlined in the job description and the Bylaws of the College Assembly. The appointee would be entitled to all rights and privileges of the position during this time.

## Permanent Vacancy

When the position permanently vacated for any reason, the President shall appoint an interim Dean until the position is permanently filled.

The appointee would assume all responsibilities associated with the position as outlined in the job description and the Bylaws of the College Assembly. The appointee would be entitled to all rights and privileges of the position during this time.

### 3. Selection Process

The President shall appoint a selection committee to oversee the selection process and make recommendation to the President for the appointment of the Dean.

The selection committee shall consist of no less than seven members; Two members of Senior Leadership of the College; One member of the Staff of the position, Two members of the Faculty; One Alumni member; and, One currently enrolled student in good standing.

### B. Department / Program Administrators

When the Department Chair vacates the position for any reason in excess of 30 business days, the Academic Dean shall appoint an interim Department Chair for the duration of the absence or until the position is permanently filled. (OBN Rule 4723-5-09 (D))

The Dean of Academic Affairs will notify approving, accrediting agencies, and the community as appropriate to include but is not limited to Ohio Board of Nursing and National League for Nursing Accrediting Commission.

#### 1. Temporary Vacancy

If the unforeseen circumstance occurs that the Department Chair shall be unable to fulfill the duties of the position for an unspecified length of time but in excess of 30 business days, the Dean of Academic Affairs will appoint an interim Department Chair.

This temporary appointment would begin immediately upon appointment and continue until such time as the Department Chair returns to work. The appointee would assume all responsibilities associated with the position as outlined in the job description and the Bylaws of the College Assembly. The appointee would be entitled to all rights and privileges of the position during this time.

2. Permanent Vacancy

When the Department Chair vacates the position permanently for any reason, the Dean of Academic Affairs shall appoint an interim Department Chair until the position is permanently filled.

The appointee would assume all responsibilities associated with the position as outlined in the job description and the Bylaws of the College Assembly. The appointee would be entitled to all rights and privileges of the position during this time.

3. Selection Process

The Dean of Academic Affairs shall appoint a selection committee to oversee the selection process and make recommendation to the Dean of Academic Affairs for the appointment of the Department Chair.

The selection committee shall consist of no less than seven members; One member of Senior Leadership of the College; One Department Chair, Four members of the Faculty; One Alumni member; and, One currently enrolled student in good standing.

Approved By: Morris Cohen Date: 07/21/2012

Effective Date: 7/1/02, 8/1/12

Review/Revision Dates: 7/2012

Responsible Committee: Board of Trustees