



Governance
Process

ENDs

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Delegation

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JACKSON COLLEGE BOARD OF TRUSTEES POLICY

Policy Type: BOARD-CEO DELEGATION

Policy Title: President & CEO Succession

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Responsible Party: Chief Governance Officer

Reviewing Committee: Chairperson Patterson,
Trustee Hoffman,
Trustee Mackey

BOARD-CEO DELEGATION STATEMENT:

In its role of assuring organizational performance and continuity, the Board shall take action upon the extended absence of the President & CEO to ensure continuity of leadership and operations of the College and, when necessary, an orderly transition in President & CEO succession.

For purposes of this policy statement, the Board's appointment of an 'Acting President & CEO' is a temporary assignment wherein an existing College employee is temporarily relieved of their current job duties and assumes the responsibilities of the President & CEO, typically due to the President & CEO's short-term absence. The 'Acting' individual in this role is responsible for maintaining the continuity of academic and administrative functions. This role generally persists for a brief duration, ranging from a few weeks to several months, after which the Acting employee is permitted to return to their original role.

By contrast, an 'Interim President & CEO' refers to a temporary but often longer-term appointment where an individual (either an internal employee, an external consultant, or other hire) fills the President & CEO's administrative and academic role, during a defined period of transition. This occurs typically after the current President & CEO has vacated the position and before a permanent replacement is found. Unlike acting roles, the interim position involves full and complete authority and responsibilities of the role under Policy Governance, including strategic decision-making and College leadership. The tenure of an interim appointment can range from several months to over a year, depending on the College's needs and the time taken to find a permanent successor.

Short- and Long-Term Absences

1. The Board considers a short-term absence to be one which is longer than one month and less than six months in which it is expected that the President & CEO will return to their position once the events that precipitated the absence are resolved. Any absence longer than six months is considered to be a long-term absence.
2. Should an absence of the President & CEO arise, the Board will meet as soon as feasible at a special or regular meeting. The Board will review the President & CEO's most recent reasonable interpretation for Executive Limitation EL-3 #9.2 and consider the President & CEO's recommendation for selection of an executive staff to assume Acting President duties. The Acting President will have a full suspension of their normal duties during this temporary period and will be returned to normal duties upon the conclusion of the Acting period.
 - 2.1. If any of the executive staff, designated by the President & CEO, is unable or unwilling to serve as the Acting President & CEO, the Board may engage a different executive staff member.
3. The Board will appoint an Acting President & CEO.
4. The Acting President & CEO will have direct accountability to the Board of Trustees and provided with those additional and temporary requirements for communication, decision-making authority, and operations as deemed by the Board.
 - 4.1. Specifically, the Board will determine if it wishes to amend its Executive Limitations policy regarding areas of significant organizational risk and/or increase the frequency of performance monitoring for any policy or any part of any policy for the period of the absence.
5. In addition to monitoring Acting President & CEO performance through the normal cycle of monitoring reports, as well as other formative requirements, the Board may provide a summative performance assessment of the Acting President & CEO at agreed upon intervals.
6. The Board will determine compensation for the Acting appointment and establish a temporary contract to that end.
7. Immediately upon the appointment of the Acting President & CEO taking effect, the Board Chair will notice staff, Trustees, the Foundation Board, the Jackson Preparatory and Early College Board, key civic and organizational leaders, as well as Jackson College employees of the President & CEO's absence and the temporary delegation of authority.
8. In the event that the President & CEO's absence is determined by the Board to be longer and cannot reasonably be expected to be undertaken by an Acting President & CEO, the Board may choose to return the Acting President & CEO to their normal duties upon the election and appointment of an Interim CEO.

8.1. The Interim President & CEO will possess the same authority and accountability as the President & CEO, being held to the same Policy Governance standards and accountabilities as the President & CEO who is on leave of college duties.

8.2. The Interim President & CEO will continue in the role until such time as the President & CEO who is on leave either returns from said leave or notifies the Board of Trustees of a request for permanent leave, as outlined in the Return from Absence section of this policy (below):

Return from Absence

9. The Board and the President & CEO shall mutually decide upon the schedule for return to the position.

9.1. A reduced schedule for a set period of time is allowed with a commitment of working towards full-time schedule.

10. In the event that either the short-term or long-term absence entails a medical or other event rendering performance in the position untenable by the President & CEO, the Board shall determine the anticipated return to service and/or the inability to do so and the period of time that it is prudent to continue with the interim appointment.

11. In the event that the President & CEO notifies the Board that the absence will be permanent, the Board Chair, with input and direction from Trustees, will develop a plan for recruitment and selection.

11.1. Service as Acting or Interim President & CEO shall not preclude said person from being considered by the Board for permanent appointment as College President & CEO.

12. Regardless of the process used, only the Board as a whole will approve the person to be appointed as the next permanent President & CEO.

Date Of Change	Version	Description of Change	Responsible Party
05.11.20	1.0	First release following Policy Governance consulting work.	Chief of Staff
04.10.23	1.0	Regular Review – Approved	CEO
04.15.24	2.0	Regular Review – definitions and terms of acting and interim CEO added.	CGO
05.12.25	2.0	Regular Review – no edits.	CGO