

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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<b>Date Reviewed:</b>	
<b>Subject:</b> Succession Planning Policy	<b>Date Approved:</b> May 26, 2009
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1. **PURPOSE**

Somerset County Public Schools' succession plan is designed to ensure quality replacements for individuals who currently hold positions that are vital to our school system's success and to identify individuals within our system who have the skills and potential to rise within the system and to encourage their advancement.

2. **PROCEDURE**

It is the policy of the Somerset County Public Schools to assess the leadership needs of the system to ensure the selection of qualified leaders that are diverse and a good fit for the system's mission and goals and have the necessary skills for the system.

The succession planning program will be carried out as follows:

In January and June of each year, the Superintendent will meet with all principals and division heads.

At that meeting each division head/principal will:

- Present a review of their departmental succession plan.
- Identify key positions and incumbents targeted for succession planning. This should include an analysis of planned retirements, potential turnover, etc.
- Identify individuals who show the potential needed for progression into the targeted positions and leadership within the system.
- Outline the actions taken in the previous six months to prepare identified individuals to assume a greater role of responsibility in the future.
- Outline the actions to be taken in the next six months to prepare individuals to assume a greater role of responsibility in the future.