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Chapter: Board of Trustees

Modification No. 001

Subject: **Presidential Transition and Succession**

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- I. The Board of Trustees is committed to ensuring continuity and high quality of operations and services at the College. The Board also recognizes that a change in executive leadership is inevitable and that providing continuous coverage of leadership duties is critical to the mission of the College and its commitment to its students, employees, and the county.
- II. The Education Article of the Annotated Code of Maryland (the "Education Code") establishes the Board of Trustees of Montgomery College and authorizes the operation of Montgomery College, including the selection and appointment of the president by the Board of Trustees.
- III. The purpose of this policy is to ensure the continued stability and accountability of College operations and to ensure a clear plan for delegation of management authority in an efficient and legally responsible manner until such time that the president can reassume duties or new permanent leadership is identified.
- IV. Planned Departure of the President
  - A. To ensure an orderly transition of leadership, the president's contract shall contain a provision requiring notice of no less than 60 days prior to departure, not to include the use of any accumulated leave.
  - B. A presidential search may be conducted using the services of a firm or professional organization specializing in presidential searches. These services would include advertising, screening, verifying credentials, reference checks, conducting preliminary interviews and narrowing the list to a group of finalists. The finalists will then be interviewed by the Board and other members of the College community, as determined by the Board.
  - C. In the event that the presidential search is not completed prior to the departure of the current president, the Board of Trustees may grant a temporary contract extension to the current president or may appoint interim leadership who will serve until the search and selection of a new president is completed or until further action of the Board.
  - D. In all cases, the selection of a new or interim president will be done in a closed session of the Board and require a majority vote.
- V. Temporary Unavailability or Unplanned Departure of the President
  - A. The Board will be notified immediately when the president is unexpectedly unavailable or absent (ex., illness, sudden disability, emergency leave, death) and the Board chair will affirm that section VI, B should be put into effect.
  - B. Duties of the president devolve automatically to an acting president selected by the Board.

- C. Within a set period of time (e.g., two weeks), if the current president has not returned to duty, the Board chair in consultation with the acting president will determine whether to plan for the extended or permanent absence of the current president (i.e., decide whether to put section VI, D into effect).
  - D. If it is determined that the current president's absence will exceed 31 days from its onset, or that the president cannot return, the Board will then name an interim president.
- VI. Short-Term Absence of the President

The current president is authorized to appoint an individual(s) to act on behalf of the president or to appoint an acting president from senior staff for shorter periods of leave (ex., sick, personal, bereavement, or other leave) not to exceed thirty-one (31) days.

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Board Approval: May 18, 2020