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## **Succession Plan for the Credential Center**

### **College of Education**

### **California State University Long Beach**

#### **1. Principles of succession planning**

The purpose of the succession plan is to ensure the orderly conduct of office business if the Assistant Director of the Credential Center is unable to serve for any reason. This may be due to illness, death, or merely a temporary inability to communicate, (e.g., if the Assistant Director of the Credential Center is out of town and temporarily without email and telephone access due to an emergency). It is anticipated that the acting Assistant Director of the Credential Center identified through the succession plan will serve on a temporary basis, either until the Assistant Director of the Credential Center is able to resume the duties, or until a new Assistant Director of the Credential Center is assigned.

#### **2. Succession plan**

If the Assistant Director of the Credential Center, Kit Van Wyk becomes unable to serve, the order of succession shall be the following:

- Dora Apodaca, Credential Analyst II
- Meredith West, Credential Analyst II
- Evelyn Martinez, Office Coordinator
- Leah Davis, Credential Analyst Trainee

The Assistant Director of the Credential Center, Kit Van Wyk may be able to contact the above individuals by cell phone in an emergency.

#### **3. Implementation of succession plan**

If a good-faith effort has been made to contact the first person in the order of succession, and that person has not been reached in a timely manner, or has not agreed to serve as acting Assistant Director of the Credential Center, the next person in the order of succession is eligible to serve, and so on until an acting Assistant Director of the Credential Center has been found. In other words, the priority in implementation of the succession plan shall be to ensure that an acting Assistant Director of the Credential Center is found in a timely manner.

If one of the positions listed in the succession plan is no longer held by the individual named in the document, the order of succession rests with the position Senior Credential Analyst II not with the named individual. Names are provided only for convenience.

#### **4. Updating and dissemination of succession plan**

The names on the succession plan shall be updated once a year, in September.

A copy of the updated succession plan shall be posted on the Credential Center's website. In addition, a hard copy shall be maintained in the Credential Center, and another hard copy shall be sent to the Dean of College of Education when the plan is updated. The purpose is to ensure that the succession plan is readily available if needed, in order to demonstrate the ability of one of the individuals listed in the order of succession to serve as acting Director of the Credential Center.