

ADMINISTRATIVE DIVISION	HR Human Resources
POLICY NUMBER	HR 2.01
POLICY TITLE	Succession Planning
SCOPE OF POLICY	USC System
DATE OF REVISION	March 7, 2022
RESPONSIBLE OFFICER	Vice President for Human Resources
ADMINISTRATIVE OFFICE	Division of Human Resources

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PURPOSE

The University of South Carolina is committed to preparing for future staffing needs for the institution through regular and systematic succession planning.

DEFINITIONS

Pivotal Positions significantly impact essential functions and are critical for the ongoing success of university or unit operations. Loss of an incumbent in a pivotal position creates significant risk based on loss of specialized knowledge, skills, abilities, or critical relationships. Additional risk may exist when the position is difficult to fill based on market factors or a lack of qualified internal candidates.

Senior Executive positions include, but are not limited to, chancellors, vice chancellors, vice presidents, provosts, vice provosts, and deans.

Succession Planning is a process for identifying and developing employees for leadership and pivotal positions in the organization to reduce organizational risk associated with planned or unplanned departures. Succession planning is not pre-selection, but rather a means to develop employees for consideration to fill potential openings in accordance with federal and state laws and university policies.

POLICY STATEMENT

Vice Presidents and Chancellors will plan for the long-term staffing needs of their organizations through the preparation of succession plans.

Succession plans must be developed for all senior executive and pivotal positions that significantly impact the essential needs of the university or require specialized knowledge, skills, or abilities.

Succession plans should also be developed for positions where a vacancy would negatively affect a unit's ability to achieve its mission and goals.

Succession plans must be updated no less than every two years. Plans should be reviewed whenever there are substantive changes within a unit.

The plans will remain with the division/campus/school and are subject to audit.

The Division of Human Resources is available to assist departments with succession planning by providing consulting services.

The Division of Human Resources provides tools and services to assist departments in their development of succession plans. It is recommended that units use these tools to ensure consistency in succession planning efforts.

PROCEDURES

Procedures related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[SC Code of Law Section 8-17-370](#)

[HR 1.57 Separation from University Service](#)

[HR 2.02 Post-Retirement Employment](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
October 19, 2017	The revision to this policy ensures compliance with statutory changes to the retirement system, documents the institution's commitment to succession planning, includes a requirement for posting FTE positions, and revises the approval authority for post-TERI and post-USC Retirement employment.

April 12, 2018	The revision to this policy require review by HR when the department is wanting to rehire the post TERI or post USC retiree in a different position with the same department. The revision allows adjunct faculty to be rehired for the academic year plus the summer. Finally for rehires into FTE's, Time-limited positions and Research Grant positions when posted, the year to year renewals are not required. In addition, the policy has been formatted and the definition of USC employee has been added.
September 20, 2019	New Policy Previously part of rescinded policy HR 2.00 Succession Planning and Post-Retirement Employment Post Retirement Employment Policy separated from the Succession Planning Policy. Clarification was added regarding the scope and frequency of succession planning.
March 7, 2022	The change expands language so that the policy is applicable to officers reporting to the chancellors for the comprehensive universities and Palmetto College rather than just officers reporting to the president at USC Columbia. This is proposed in consultation with one of the comprehensive universities.