

DAU 4-4 Succession Plan for Middle and Senior Management Posts Policy

Policy Code	Policy Name		
DAU 4-4	Succession Plan for Middle and Senior Management Posts Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Succession plan committee	10/2023	10/2027	

1. Policy Purpose

This policy governs the rules, regulations and procedures followed in identifying, selecting, and preparing eligible employees for middle and senior management posts in DAU administration.

2. Policy Scope

This policy is applied for DAU's employees who are in the middle and senior management.

3. Policy Statement

Succession plan: it is the process of identifying employees with the potential for succession to middle and senior management posts, identifying the gaps between those employees' capabilities and the requirements of those posts, and providing employees with appropriate training and professional development to prepare them to assume their posts.

DAU is committed to ensuring stability of its human resources, sustainability and organizational growth and continuity within the University by providing eligible employees with the training and development necessary to prepare them for succession to middle and senior management posts.

- For the academic posts, the University President is responsible for overseeing the execution of the succession plan.
For the administrative posts, the CEO is responsible for overseeing the execution of the succession plan.
- The University Vice-President (for academic posts) and the HR Director (for administrative posts) consult with appropriate individuals to identify eligible employees for succession to middle and senior management posts according to the following criteria:
 - Potential for growth.
 - Leadership ability.
 - Knowledge of specialization.
 - Seniority.
- For the academic and administrative posts, the Succession Plan Committee is responsible for developing the succession plan for each eligible candidate. The committee membership is:
 - University President,
 - University Vice-President,
 - CEO,
 - Director of planning, development, and Quality Assurance Directorate
 - HR Director
- The University provides necessary training to candidates according to the succession plan.
- Succession plans do not entitle individuals to positions, promotions, or transfers. Employees must compete for vacant positions once announced in accordance with HR policies and procedures.

- The Succession plan must be in alignment with the Strategic, Expansion, and Growth plan of the University.

4. Policy Procedure

S. No.	Procedure Steps	Responsibility
1	Prepares a list of eligible candidates for succession as per set criteria.	University Vice-President/HR Director
2	Conducts psychological and career assessments of the listed employees.	University Vice-President/HR Director
3	Interview the listed employees.	University President/CEO
4	Identifies training and development needs for the selected candidates for the next five years. The Succession Plan Committee, consisting of the President, Vice President, CEO and HR Director. The committee is responsible for developing the succession plan for each eligible candidate.	Succession Plan Committee
5	Sends the training plan to the HR Director.	University Vice-President
6	In consultation with the Committee, devises and implements training and development plans to address the specified needs of each candidate.	General Directorate of Planning, Development and Quality Assurance
7	Monitor the progress of each candidate by scheduling individual follow-up interviews.	University Vice-President
8	Communicates the progress of the succession plan to the Board of Trustees on an annual basis.	University President/CEO
9	Retains the career plan files for succession plan candidates.	University Vice-President

5. Related Policies/ / Documents/ Forms

DAU 4-10 Faculty members and Professional Staff Role Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy