SAMPLE

PIVOTAL POSITION SUCCESSION PLAN

Identifying current succession plans for all pivotal positions

Return completed form to successn@mailbox.sc.edu or house internally. Subject to periodic review and audit by the Office of Audit and Advisory Services.

Office of Audit and Advisory Services.											
Division/ College		Planner			Date						
Pivotal Position	Name of Incumbent	Estimated Depart Date (if any)	ure	Name(s) of Ca Identified for Shot Term (ST) Bad (LT) Fill (o Internal (Int.) to Ud (Etc	r Potential Ckup, Long Term or both) ofSC, or External		ST LT Both	Int. Ext.			
	I			<u> </u>			ı				

Track Major Action Items to Ensure Development of Potential Succession Candidates										
Action Item	For Candidate Name	Assigned To Manage (self/other)	Deadline	Completed						
	I	L								

Evaluate ongoing for changes in time to departure, successor availability and development schedule and organizational needs that may affect succession planning.