

Succession Planning Commitment Confirmation Checklist

As a manager/leader at the University of Tennessee endeavoring to prepare possible successors for one or more positions at UT, it is important to first understand where you have the necessary support to help ensure your planning efforts will be successful. Succession planning should be viewed as an investment in the future of the university by the various stakeholders of the position(s) for which you seek to prepare potential successors.

Succession Planning Focus Area: _____
(What is the department, work unit, etc. for which succession planning is being conducted?)

Responsible Manager/Leader: _____
Who is the manager/leader responsible for initiating and maintaining this succession plan?

Please consider the following to assess current commitment for the current succession planning effort:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1) Does one or more key critical position exist in this work area that provides justification for preparing potential successors for the role(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Is the next level of higher leadership aware of this succession planning effort and supportive of a successful outcome? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Are the time and monetary resources available AND targeted for use in the professional development of at least 1-2 potential successors who may be identified through this process? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Are competencies currently written for, or resources available to write them for the positions identified for succession planning? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Is the organization supportive of the succession planning process (not resistant) believing there is integrity and credibility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Are potential successors interested in and supportive of the succession planning process? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Once started, is there a commitment to effectively maintain the professional development plan(s) for potential successors for at least 2 years? | <input type="checkbox"/> | <input type="checkbox"/> |

If any of the questions above received a 'No' response, it is recommended you reconsider your readiness for succession planning, and work to achieve a 'Yes' response in those areas before proceeding.