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:

1) Does one or more key critical position exist in this work area that provides justification for preparing potential successors for the role(s)?

   YES ☐ NO ☐

2) Is the next level of higher leadership aware of this succession planning effort and supportive of a successful outcome?

   YES ☐ NO ☐

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?

   YES ☐ NO ☐

4) Are competencies currently written for, or resources available to write them for the positions identified for succession planning?

   YES ☐ NO ☐

5) Is the organization supportive of the succession planning process (not resistant) believing there is integrity and credibility?

   YES ☐ NO ☐

6) Are potential successors interested in and supportive of the succession planning process?

   YES ☐ NO ☐

7) Once started, is there a commitment to effectively maintain the professional development plan(s) for potential successors for at least 2 years?

   YES ☐ NO ☐

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.