

2.35 Acting and Interim President

Last Revised: New

Policy: The Piedmont Community College (PCC) Board of Trustees (BOT) appoints an acting or interim president in times of absence by the President of the College.

Purpose/Definitions:

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The purpose of this policy is to outline procedures for managing the absence of the President of the College and facilitating a smooth transition during extended absences or changes in leadership.

Definitions

Acting president—one who serves in the temporary and short-term absence of the President when the President is expected to return to work.

Interim president—one who serves as a bridge to a new college president when it is likely the incumbent President will not return to work.

Presidential vacancy—occurs when the College's current president permanently steps away from their position.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority. The President has monitoring authority.

Procedure:

Section 1: General Provisions

- 1.1. When a presidential vacancy occurs or is anticipated, the Board will act in accordance with 1C SBCCC 300.1 to begin the presidential selection process.

Section 2: Acting or Interim President Appointments

- 2.1. In the temporary or short-term absence of the President, the Board will consider the following positions for appointment as the Acting or Interim President, as appropriate to the situation:
 - 2.1.1. Vice President, Instruction/Chief Academic Officer
 - 2.1.2. Vice President, Administrative Services/Chief Financial Officer
 - 2.1.3. Vice President, Student Development/Title IX Coordinator
 - 2.1.4. Vice President, Information Technology/Chief Information Officer
 - 2.1.5. The Board may also consider other individuals, whether internal or external to the College, for the acting or interim assignment.

Section 3: PCC Board Authority

- 3.1. The Board has full autonomy to appoint an Acting President if they choose to replace the current President for any reason.
- 3.2. The Board Chair will appoint an Acting President pending full Board approval at their next meeting during which time they will adjust the compensation for the Acting President according to the situation.

Section 4: Succession Planning

- 4.1. In the event of a planned vacancy, the current President will review the potential appointees and present recommendations to the Board for consideration.
 - 4.1.1. If no one among the positions listed in Section 1 is available to serve, the President shall designate an alternative Acting President.
- 4.2. If the President is unable to name an Acting President, the Board Chair will appoint someone until the full Board can take action at their next meeting.

Section 5: Notification and Responsibilities

- 5.1. The President's Office will notify the Executive Council and the College community, as appropriate, when an Acting or Interim President is named.
- 5.2. The Acting or Interim President will fulfill the responsibilities outlined in the President's job description.

Section 6: Opportunities for Learning and Mentoring

6.1. The Board authorizes the President to

- 6.1.1. implement formal mentoring opportunities designed to provide training related to the powers, duties, and responsibilities held by the President.
- 6.1.2. assess and evaluate the performance of the Acting President.
- 6.1.3. provide compensation for services rendered by the Acting President.
- 6.1.4. support the pursuit of a terminal degree when needed through an investment of time and resources.

Legal Citation: [1C SBCCC 300.1](#)

History: Effective May 2024