Succession Planning Tool Kit for Academia Administrators

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ABSTRACT

This succession planning kit is to identify and select high-potential administrators in academic institutions. Academic institutions mainly at the faculty level will engage in the managerial activities as dean, deputy dean, program coordinators, and other academic coordinators which are critical management positions. This kit will assist the academic institutions mainly faculty to identify potential leaders to groom leadership training development opportunities and selecting the right person for the right academic positions. This kit comes with three steps in selecting the potential academic administrators. The first step is talent pool applicant profile, the second step is management nomination and the third step is the selection process. The benefits are it could assist and guide in the decision-making process by academic institutions leaders, to identify the potential academic administrators for the academic institution's survival and choosing the right academic staff for the right position.

Keywords: Succession Planning, Academia Administrators

1. INTRODUCTION

Succession Planning is a strategy of a company or business actor to develop various potentials and abilities to select potential leaders in the future. Succession planning is usually used to replace current leaders or company officials, with new leaders (Adebola, S.,2019). The company considers various possibilities starting from the abilities, skills, and competencies that must be possessed. Succession planning itself is very suitable to be applied to both large, medium, and small-scale companies. Succession planning is sometimes also known as "replacement planning" because it aims to form the right replacement candidate for the future (Groves, K.,2003). Therefore, this succession planning kit is to identify and select high-potential administrators in the academic institutions

2. MATERIALS AND METHODS

Succession planning for the academia administrators is the process of identifying the right talent within the department and developing the right academic administrator's positions. It is a comprehensive plan to address both current and future academic administrators. Succession planning also brings the idea of future-focused and supports the faculty to assess, evaluating, and developing a pool of talented academia individuals who are willing and talented to fill the administration's positions (Farashah, A.D,2011). This tool kit is projected to provide a guideline for developing succession planning strategies for the department. Three steps will be considered to select the right academicians for the right administration positions.

This tool kit is intended to provide a framework for developing succession strategies utilizing the following 3 steps:

Step 1 - Identify Talent Pool Applicant Profile
Step 2 - Management Nomination
Step 3 - The Selection Process
Step 1- Identify Talent Pool Applicant Profile

The process of succession planning for the academia administrators should begin with the talent pool among academic's staff. This is to raise the number of academic's staff who will be prepared to step into higher-level positions as academia administrators.

By using the Talent Pool Applicant Profile to assist the faculty to determine the type of criteria used to nominate employees. This Talent Pool Applicant Profile provides you with more complete information about the nominee's background and capabilities. Academics staff's criteria requirements to consider include:

1. Educational level/degrees
2. Years with the faculty
3. Current or prior administrations positions experience
4. Special Skills/Expertise
5. Performance appraisal score

Talent Pool Applicant Profile

Employee Personal Information
Name:
Title:
Job Classification:
Length of Service:
Time in Current Job:
Performance appraisal score :
Career Goals
1 to 2 Years:
2 to 4 Years:
Beyond 4 Years:

Educational History			
Institution:	Degree:	Academic Field:	Years:
Special Skills/Expertise			
Languages:			
Technology:			
Professional Expertise:			
Other:			
Developmental Experiences - Past 3 Years			
Formal Training:		Competencies/Skills Developed:	
Special Assignments:		Competencies/Skills Developed:	
Other:		Competencies/Skills Developed:	

Step 2- Management Nomination

The Head of faculty/management advised nominating academics staff from within the organizational units. The management would have to satisfy the nomination criterion which is established in the talent pool nomination. The management can use or adapt the Talent Pool Nomination Form to meet the faculty/management needs. The nomination criteria are based on:

I.   Support of Faculty Values
II.   Leadership Promise
III.   Interpersonal Skills
IV.   Demonstration of Results
V.   Developmental Orientation

Talent Pool Nomination Form for Academic Administration Post

Nominee Name: **Classification**:
Nominated By: **Date**:

Please tick ( ) the appropriate scale of each criterion

Leadership Area Support of Faculty Values	Excellent (3)	Good (2)	Developmental Need (1)	Score
Support faculty vision and mission				3
Behaves Consistently with faculty values				3
Displays respect for other subordinates				3
Good team player in the faculty				2
Identifies with faculty management				1
Total Score	**12 = Excellent**			
Leadership Promise	Excellent (3)	Good (2)	Developmental Need (1)	Score

Able to cooperate with subordinates				
Motivated to lead the faculty mission/vision				
Accepts leadership responsibility/tasks				
Mobilizes resources/subordinates to action				
Leads faculty teams that have high morale				
Total Score				
Interpersonal Skills				
Offer assistance & support subordinates				
Communicates clearly and effectively				
Demonstrates professionalism in handling task				
Demonstrates diplomacy				
Is trusted and respected by subordinates				
Total Score				

Demonstration of Results	**Excellent (3)**	**Good (2)**	**Developmental Need (1)**	**Score**
Understand & perform the assigned tasks				
Shows positive team/unit results				
Displays objective indicators of success				
Accomplishes major assignments				
Total Score				

Developmental Orientation	**Excellent (3)**	**Good (2)**	**Developmental Need (1)**	**Score**
Demonstrates ability to negotiate				
Has accurate self-insight				
Is coachable accepts feedback/comments				
Has a history of learning from past/ new experience				
Quickly learns new tasks/assignments				
Self-initiates development activities				
Total Score				

Total Score Indicator: 1 - 5   = Developmental Need, 6 - 10 = Good, 10 -15 = Excellent

3. RESULTS AND DISCUSSION

Step 3 - The Selection Process

You should establish a screening process for the nominees to the acceleration pool to decide who to select. The management of faculty can use the result from the management nomination form by looking in the Talent Pool Nomination Summary to summarize the information. This step is most useful in those organizations to select the right academic staff to fulfill the current and future administrations post.

Talent Pool Nomination Summary

Name	Support of Faculty Values	Leadership Promise	Interpersonal Skills	Demonstration of Results	Developmental Orientation	Total Score
Nominee A	E	E	E	G	E	14
Nominee B	E	E	G	G	D	11
Nominee C	G	G	E	E	G	12
Nominee D	G	E	G	D	G	10
Nominee E	G	G	G	G	E	11
Nominee F	D	G	G	G	G	9

4. CONTRIBUTION AND USEFULNESS/COMMERCIALISATION

This kit can be used by academic institutions especially faculty/schools as an alternative tool/kit to identify, guide, and select the right candidates for the right academic positions. The content of this kit could be invented to a system based for more user friendly and confidential.

5. CONCLUSION

Succession planning is closely linked to the change of academic leaders, such as the deans and other important academic leaders. The academic top management to implement this strategy to keep the faculty running smoothly. One way to replace it is with a succession management model that can automate all the processes required to conduct a succession planning strategy. This kit/tool can provide a big picture of candidates - replacement candidates based on their knowledge, skills, and abilities. In addition, it can also pool the talent to become the next leader in the particular company.

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