Succession Plan for the Department of Industrial and Systems Engineering (ISyE)
University of Wisconsin-Madison
Approved by the ISyE Faculty
May 13, 2011

1. Principles of succession planning

The purpose of the ISyE succession plan is to ensure the orderly conduct of department business if the elected chair is unable to serve for any reason. This may be due to illness, death, or merely a temporary inability to communicate (e.g., if the chair is out of town and temporarily without email and telephone access due to an emergency). It is anticipated that the acting chair identified through the succession plan will serve on a temporary basis, either until the elected chair is able to resume the duties of the chair, or until a new chair can be elected.

2. Succession plan

If the elected department chair (currently Professor Vicki Bier) becomes unable to serve, the order of succession shall be the following:

- Most recent past chair, if still active in the department (e.g., not retired or on leave)
  Currently Professor Patricia Flatley Brennan (on sabbatical leave 2011-12 academic year), 608/263-1315, pbrennan@engr.wisc.edu

- Next most recent past chair, if still active in the department
  Currently N/A

- Associate chair for graduate affairs, if active in the department
  Currently Professor Shiyu Zhou (as of May 2011), 608/262-9534, szhou@engr.wisc.edu

- Associate chair for undergraduate affairs, if active in the department
  Currently Professor Ben-Tzion Karsh (on leave as of May 2011)

The department administrator (currently Carol Anne Krueger, 608/262-9660, cakrueger@engr.wisc.edu) may be able to contact the above individuals by cell phone in an emergency.

3. Implementation of succession plan

If a good-faith effort has been made to contact the first person in the order of succession, and that person has not been reached in a timely manner, or has not agreed to serve as acting chair, the next person in the order of succession is eligible to serve, and so on until an acting chair has been found. In other words, the priority in implementation of the succession plan shall be to ensure that an acting chair is found in a timely manner.

If one of the positions listed in the succession plan is no longer held by the individual named in the document, the order of succession rests with the position (e.g., most recent past chair), not with the named individual. Names are provided only for convenience.

4. Updating and dissemination of succession plan

The names on the succession plan shall be updated once a year, typically in September. A vote of the faculty is not required to update the names on the plan, if the structure of the succession plan remains unchanged.

A copy of the updated succession plan shall be posted on the department's website, under "ISyE Procedures." In addition, a hard copy shall be maintained in the office of the department administrator, and another hard copy shall be sent to the Dean of Engineering when the plan is updated. The purpose is to ensure that the succession plan is readily available if needed, in order to demonstrate the ability of one of the individuals listed in the order of succession to serve as acting chair.