The EIT/IDC Contingency Plan

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Purpose: The purpose of the contingency plan is to formulate a strategy should the Dean of Engineering become incapacitated for a period of three weeks or longer due to an unexpected illness or accident. Within EIT/IDC we have thousands of students including students on all E-Learning courses and IDC short courses who would be impacted by the incapacitation of the Dean of Engineering. These students would need to be maintained to the requisite standards. In addition, the staff of EIT/IDC will need to be managed and reassured so that staffing numbers are maintained. The instructors associated with EIT/IDC will also be managed to ensure that all courses are delivered to the requisite standards.

Scope: The EIT/IDC Contingency Plan is relevant for all members of the EIT Governance Board, the EIT Academic Board and all EIT and IDC staff.

Overview: The Contingency Plan has been developed in response to a request by the EIT Governance Board as they deemed a plan was required to ensure that the day to day business operations of EIT and IDC are not negatively affected by an incapacitation of the Dean of Engineering for a period of three weeks or longer. This document sets out a framework as to how EIT/IDC plans to manage the business should this situation arise.

Essential Supporting Documents:

Related Documents:
- EIT Governing Bodies – Terms of Reference
- EIT Academic Board - Terms of Reference
- Academic Board Processes Policy
- EIT Organisational Chart - Personnel
- EIT Organisational Chart – Reporting Relationships
1. Introduction

Should the Dean of Engineering become incapacitated for a period of three weeks or longer due to an unexpected illness or accident, the effects on the students should be minimised. Within EIT/IDC there are a few thousand students that need to be catered for and the requisite standards for all courses within EIT/IDC need to be maintained. Any negative implications for the students will need to be addressed and minimised. The impact of the incapacitation of the Dean of Engineering has the potential to have a strong impact on the staff and instructors associated with EIT/IDC. This Contingency Plan has been prepared to ensure requisite standards for all students within EIT/IDC are maintained, and that the impact on staff and instructors are carefully managed should an incapacitation to the Dean of Engineering occur.

2. Action taken due to the incapacitation of the Dean of Engineering

Should the Dean of Engineering become incapacitated for a period of three weeks or longer then the Chairman of the Governance Board is to be immediately informed by either the E-Learning Manager or the In-House Training Manager. These roles are currently being performed by Paul Celenza and Kevin Baker. The Chairman of the Governance Board is to immediately take over the overall management of the business.

The Chairman of the Governance Board is to immediately inform the overseas offices including South Africa, Malaysia, India and the UK.

A formal management committee will also be formed consisting of the Chairman of the Governance Board, E-learning Manager and the In-House Training Manager. This management committee is to make decisions on day to day business operations in order to minimise the affects of the incapacitation of the Dean of Engineering on all staff within EIT/IDC, all students within the organisation and all instructors associated with the organisation. The management committee is to meet regularly in the first few weeks of the incapacitation to ensure that business operations continue and then, as business operations normalise, to meet at frequent intervals when required.