The EIT/IDC Contingency Plan

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1.0 Purpose
The purpose of the contingency plan is to formulate a strategy should the CEO/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 accredited 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.

2.0 Scope
This policy applies to all members of the Institute's higher education community. 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 and students.

3.0 Objectives
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 CEO/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.
4.0 Implementation

Action taken due to the incapacitation of the Dean of Engineering

Should the CEO/Dean of Engineering become incapacitated for a period of three weeks or longer, the Chair of the Governance Board, is to be immediately informed by either the College Manager/E-Learning Manager, the Engineering Education Manager or the In-House Training Manager.

The Chair of the Governance Board (who has adequate free time due to his current position), is to immediately take over the overall management of the business and act as the CEO. The Chair is a highly competent and experienced individual with extensive experience as a Director. He is also fully aware of the financial position of the business, has enormous experience in operating accredited listed colleges, as well as the operations side of the business. The Chair 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 Chair of the Governance Board, College Manager/E-learning Manager, the Engineering Education 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 CEO. The management committee will also be supported by the Deputy Dean for day-to-day management tasks.

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 as required.

The Chair of the Academic Board will undertake oversight of academic matters under the role of the Dean of Engineering, that will be carried out by the Deputy Dean. The Chair of the Governance Board and the Chair of the Academic Board will monitor the workload of the Deputy Dean in the interim period, and make any further decisions deemed necessary to uphold academic leadership responsibilities, depending on the circumstances and length of absence of the Dean. The Chair of the Academic Board is qualified to undertake or advise on matters pertaining to the role of the Dean.

5.0 Definitions

Nil

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- EIT Governance Board Terms of Reference
- EIT Academic Board Terms of Reference

7.0 Accountabilities

The Governance Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute’s community via the website and other publications.