

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 014/R/SK/RO-mak/IV/2022
NUMBER: 014/R/SK/RO-mak/IV/2022

TENTANG
CONCERNING

KEBIJAKAN RENCANA PERGANTIAN PRESIDEN UNIVERSITAS SAMPOERNA
POLICY ON SUCCESSION PLAN FOR PRESIDENCY OF SAMPOERNA UNIVERSITY

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : 1. Bahwa untuk menjamin adanya proses transisi kepemimpinan yang teratur di Universitas Sampoerna pada waktu rencana pergantian Presiden Universitas Sampoerna yang menjabat saat ini, baik yang direncanakan atau tidak, perlu ditetapkan Kebijakan Rencana Pergantian Presiden Universitas Sampoerna;

Whereas to ensure an orderly transition of leadership in Sampoerna University in the event of a planned or unplanned departure of the current President of Sampoerna University, it is necessary to stipulate a Policy on Succession Plan for Presidency of Sampoerna University;

2. Bahwa Eksekutif Universitas Sampoerna telah menyetujui Kebijakan Rencana Pergantian Presiden Universitas Sampoerna pada Rapat Eksekutif Universitas Sampoerna pada tanggal 24 Maret 2022;

Whereas the Executive of Sampoerna University has approved Policy on Succession Plan for Presidency of Sampoerna University in University Executive Meeting on 24 March 2022;

3. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor.

Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree

Mengingat
In view of

- : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of of 2012 No. 158, Supplement No. 5336);

2. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 No. 16, Supplement No. 5500);

3. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 regarding the Change of Name of Universitas Siswa Bangsa Internasional of South Jakarta Municipality to Universitas Sampoerna of South Jakarta Municipality;

4. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 106/PSF-BOARD/11/21 tanggal 1 November 2021.

Decree on the Appointment of the Rector of Sampoerna University Number: 106/PSF-BOARD/11/21 dated November 1, 2021.

**MEMUTUSKAN:
DECIDED**

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
TENTANG KEBIJAKAN RENCANA PERGANTIAN
PRESIDEN UNIVERSITAS SAMPOERNA, SEBAGAI
BERIKUT:

*DECREE OF THE RECTOR OF SAMPOERNA
UNIVERSITY CONCERNING POLICY ON SUCCESSION
PLAN FOR PRESIDENCY OF SAMPOERNA UNIVERSITY, AS
FOLLOWS:*

Kesatu
Firstly : Menyetujui Kebijakan Rencana Pergantian Presiden
Universitas Sampoerna sebagaimana terlampir dalam
Lampiran 1 Surat Keputusan ini.

*Approved Policy on Succession Plan for Presidency of
Sampoerna University as attached in attachment 1 of this
Decree.*

Kedua
Secondly : Surat Keputusan ini berlaku sejak tanggal ditetapkan.
Apabila di kemudian hari terdapat perubahan dan/atau
hal-hal yang belum diatur, maka akan dilakukan
perbaikan sebagaimana mestinya.

*This Decree is valid from the stipulation date. If there are
matters that are not provided in this Decree, it shall be
added, amended, and stipulated accordingly.*

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 8 April 2022 / *On 8 April 2022*

Rektor / *Rector*



Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.
NIDK 8813120016

Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Universitas Sampoerna;
2. Para Dekan, Universitas Sampoerna;
Deans, Universitas Sampoerna;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Universitas Sampoerna;
4. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Universitas Sampoerna.

Lampiran 1
ATTACHMENT I

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
RECTOR DECREE OF SAMPOERNA UNIVERSITY

NOMOR: 014/R/SK/RO-mak/IV/2022

NUMBER: 014/R/SK/RO-mak/IV/2022

POLICY ON SUCCESSION PLAN FOR PRESIDENCY OF SAMPOERNA UNIVERSITY

Policy Number:	1.1.800	Date Approved:	April 8, 2022
Approving Authority:	President/Rector	Effective Date:	April 8, 2022
Responsible Executive:	UC	Next Review:	April 7, 2023

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	

**explain which part and article have been changed*

A. Purpose

The purpose of this policy is to outline an orderly process that transitions leadership of Sampoerna University in the event of a planned or unplanned departure of the current President.

B. Scope

This policy provides guidance to the UC to implement a procedure for presidential succession and to ensure stable leadership for the University during the transition.

C. Definitions

These definitions apply to these terms as they are used in this policy.

Planned Departure	The University President's departure is planned when the announcement of incumbent executive departure contains key terms indicating that the departure is part of an orderly transition of power (i.e., retirement). The minimum period of notice is 120 days.
President	The Chief Executive Officer of the University and is appointed by the University Council. The University Council grants the President

	the general powers and duties of supervision and management of the business affairs of the University and the general direction of all of the academic programs of the University.
Succession planning	The process of identifying the University President as well as other key positions within SU and developing action plans to identify, vet, and prepare individuals to assume those positions.
Unplanned Departure	An unexpected departure occurs when the incumbent is unable or unwilling to continue in his/her position due to unexpected illness, sudden resignation, legal obstruction, or employment by another organization without prior notice to SU.

E. Policy Statement

Part I Departure

1.1 Planned Departure

To assure an orderly transition of leadership, the President's contract shall contain a provision requiring notice of no less than 120 days prior to departure.

1.2 Unplanned Departure

If the current President's departure is unplanned, the University Council will take immediate action to appoint interim leadership from among the vice rectors. An unplanned departure may be the result of death, job abandonment of more than 30 days as determined by the University Council, a debilitating illness that renders the incumbent incapable of fulfilling his/her duties as President or an announcement by the President to leave the position without the required notice. Once these circumstances are confirmed, the Secretary of the University Council will call for an emergency meeting of the University Council.

Between the time the President is determined to be unable to fulfill his/her duties and the time when the University Council can appoint an interim President, the leadership of the University will fall to the divisional Vice Rector in this order: (A) Vice Rector for Academic Affairs and (B) Vice Rector for Administration, Resources, Management and Operations.

In its deliberation to name an interim President, the University Council may consult with other university stakeholders to identify and subsequently appoint an interim President, which will come from an internal officeholder at the University. The University Council will also launch a broader search, to include external candidates, for a new, permanent President. The interim President will be required to remain in place until the search is completed and a new President assumes office.

Part II Presidential Search

2.1 Responsibility

A Presidential search will be conducted by the University Council with the assistance of outside search firms, as necessary. The University Council may also be assisted by the Human Resources Office to advertise, screen, and verify credentials of potential candidates. The Secretary of the University Council will support the University Council members in scheduling preliminary interviews with prospective candidates for the purpose of narrowing the list to a group of finalists.

2.2 Search Committee

A search committee will be appointed by the University Council and be responsible for reviewing, interviewing, and recommending candidates to the full University Council. This search committee will reflect the interests of all University stakeholders and have the following composition:

- Three members of the University Council, including the Chair;
- Four full-time faculty members;
- One full-time student;
- One alumni of the University;
- One academic Dean; and
- One full-time professional staff.

Candidates will be interviewed via videoconferencing and the selection narrowed to an appropriate number of candidates who may be summoned to the campus for interviews, from which a recommendation would be made to the University Council. The University Council is responsible for reviewing those candidates recommended by the Search Committee and selecting the new President.

Part III Internal Interim President

3.1 Appointment of an Internal Interim President

The appointment of an internal interim President will be made from among the current vice rectors. This decision will be based upon an interview by the University Council and a review of their personnel records. University Council members may consult with other University stakeholders, but under no circumstances will other University employees or University patrons be involved in this interview and review process. The appointment of an interim President is the sole responsibility of the University Council.

The selected vice rector will perform all duties and functions of the presidency as specified in University policies.

3.2 Unusual Circumstances

In the event that the selected vice rector is unable or unwilling to fill the position of interim President, the University Council will appoint an interim President from among the other vice rectors or have the option to hire an interim from outside of Sampoerna University.

3.3 Scope of Authority of Acting Presidents Under the Succession Policy

Acting Presidents under this Succession Policy will assume the critical functions of the Office of the President and perform such powers, duties and/or responsibilities, in a manner to continue the business and operations of the University with minimal disruption until a permanent President is appointed by the University Council. The invocation of this Succession Policy, or any action taken by the University Council in relation to a permanent succession of the President automatically terminates the former President's employment with the University and all associated powers, duties and/or responsibilities. If a President is permanently replaced under this Succession Policy, and the conditions that led to the permanent replacement of the President ceases to exist, the former President has no right to reassume the position or authority of President of Sampoerna University.

3.4 Current Issues and Considerations:

The President shall operate in a manner that assures the vice rectors are knowledgeable and current on key issues facing the University. This will typically occur at regularly scheduled meetings of the University Executive.

Once approved by the University Council, this will be included as an addendum to the existing University Council Bylaws.

In the event of an unplanned departure, this succession plan will be automatically implemented within 48 hours unless otherwise directed by the chair of the University Council.

F. Related Policies and Procedures

- University Governance and Administration Policy
- University Council By-Laws