

## Interim Appointment Guidelines for Faculty and Staff Positions

An interim appointment is an appointment of an existing employee to perform the duties of a vacant or soon to be vacant position for a limited period-of-time, while recruitment efforts are underway to select a permanent successor or a unit reorganization is taking place. A department may request authorization to appoint an existing employee within the unit to the vacant position.

### **Objective:**

These guidelines are designed to ensure that interim faculty and staff opportunities are communicated to designated constituents; transparency in the interim appointment process and consistent fair decision-making.

### **Approval:**

The Executive Vice Chancellor of Academic Affairs and the Director of EOAA Programs must approve all Faculty interim Appointments. The Director of Human Resources and the Director of EOAA Programs must approve all Staff Interim Appointments.

### **Evaluation Criteria:**

The Hiring Manager, EVCAA, Director of HR and Director of EOAA will use the following criteria to approve interim appointment request and evaluate interested candidates:

- Duties to be performed, scope and impact
- Equal opportunity and diversity needs
- Potential Length of Appointment
- Identify and review KSA's of all interested candidates
- Determine how to advertise ensuring that interested candidates have an opportunity to express interest.

### **Procedures:**

The appointing authority, when practical, will follow the prescribed guidelines below:

1. The department will send a written announcement to the department via email or the campus via the University announce email system, to ensure that all employees are made aware of the interim opportunity and have the opportunity to express interest.
  - The announcement should include a summary of the duties to be performed, a method for individuals to express interest with a deadline that allows at least 10 working days for interested parties to apply, the estimated duration of interim appointment and the method of compensation if necessary.
  - The announcement must indicate that a full search, will be conducted to permanently fill the position.
  - If the interim appointment is due to a potential reorganization, some statement to this effect should be included i.e., the position is currently being evaluated and may not exist in its current form in the future;
2. Interested employees who seek the interim position must meet the minimum qualifications for the position.
3. When selecting an interim appointee, equal opportunity and diversity needs, must be considered.
4. It is recommended that the review and interview process, be conducted by the hiring manager and at least one other employee familiar with the requirements of the position.
5. Interim appointments should not exceed one year. The Chancellor with the concurrence of the Offices of EEO Programs and Human Resources may approve an extension when necessary.
6. The department will consult with Campus Human Resources to determine appropriate compensation for staff interim appointees performing additional or higher level duties. The Executive Vice Chancellor of Academic Affairs will approve additional compensation for faculty interim appointments that are consistent with university guidelines.