

INTERIM ACADEMIC APPOINTMENT PROCEDURE

Office of Academic Affairs, April 2013

This document describes the procedures involved in making academic interim appointments. “Academic Appointments” are normally those accompanying appointment with faculty rank with a concomitant administrative title. These procedures will typically apply to unit administrative positions (deans and associate deans) and campus-level appointments as a director or associate/assistant vice chancellor positions defined as academic appointments.

Normally, a regular academic search process follows an interim appointment. However, even in interim situations, the principles of equal opportunity are both compelling and appropriate. In the spirit of professional development opportunities for faculty, interim positions offer valuable experiential opportunities for faculty who may want to explore administrative roles and offer advancement options for faculty.

Procedure for Interim Appointments

Vacancies in Academic Positions and Announcements. When either an incumbent leaves an existing position or a new position is created, if an interim appointment is needed to immediately occupy the role to ensure continuity of service or function, an announcement will be prepared in consultation with the Office of Affirmative Action and distributed to the campus community, which will indicate that a position is open and queries or suggestions for interim appointees are invited by the appointing administrative officer. At this time, it should be made clear that a regular search will be ultimately initiated, following the standard procedures consistent with University policy.

If, in the judgment of the immediate supervisor, it is necessary, for the effectiveness and continuity of the operations of the affected unit, to make a temporary interim appointment, while the Interim Appointment Procedure is completed, the supervisor may do so, with the approval of the head of the division (vice chancellor, chief financial officer, chief information officer, chancellor).

Changes in the Position Description. If changes in the position occur, those expected changes, to the extent known, should be made available with the announcement above. Potential nominees or applicants should have access to changes in the position description, to the extent possible.

Consultative Groups. The appointing officer should seek advice from appropriate groups on campus, including, for example, faculty unit committees, department faculty, Faculty Organization Executive or other committees, other administrative officers on the IUN campus or other campuses, or others who may be able to provide suggestions for or potential nominees for the appointing officer to consider.

Ongoing Consultation with the Offices of Affirmative Action (OAA) and Academic Affairs. It is expected that the Office of Affirmative Action and the Office of Academic Affairs will be regularly apprised of the search process and decision points, as the candidates under consideration are reviewed. Prior to the public announcement of the final interim appointment to the campus community, Affirmative Action and Academic Affairs should be informed of the intended successful candidate. The appropriate documents will need to be submitted to Academic Affairs, to ensure the appointment parameters are consistent with academic appointments.

Responsibilities of the Appointing Officer. The appointing officer will address the issues above and ensure the process has displayed appropriate transparency to the academic community, and ensure fairness and equity with respect to candidates under consideration. While recognizing there may be special requirements for a specific role, the appointing officer may be able to identify others with appropriate qualifications for consideration. The announcement of the final interim appointee should include a description of the process, consultative groups involved, and other people who had a role in providing guidance and advice. The vacancy announcement should include an expected timeline for the appointment including reference to an eventual full and open search. The interim appointment, if qualified for the position in its final descriptive form, should be considered eligible to apply, providing the qualifications are met.