

Vacancies. An interim appointment is defined as an appointment of an existing employee to perform the duties of a vacant or soon to be vacant career position, while recruitment is underway to permanently select a successor. If an interim appointment is deemed necessary, the department has the obligation to make its best judgment regarding the selection of a temporary replacement. A business reason must be made for not having a prompt open recruitment, i.e., reorganization considerations; budget; etc. All requests for Interim Appointments must be approved by the Director of Human Resources and the Affirmative Action and Employment Practices Office (AFAC).

Temporary Appointments. 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).

Procedure for Interim Appointments

When a position becomes vacant and the unit needs to fill the position for a limited period of time to prepare for a national recruitment or unit reorganization is taking place, the unit may be authorized to make an interim appointment of an existing Indiana University employee. This process is designed to assure that a formal announcement is made to interested employees and the interim appointment decision making process is documented.

Responsibilities of the Appointing Authority. The appointing authority, when practical, follows these steps:

1. Announce the opportunity campus- or University-wide, by submitting the vacancy on the Indiana University On Line Application System (OLA) as recommended by the decision authority, with the prior approval of Human Resources and Affirmative Action, and provide a date by which resumes must be submitted. The interim vacancy notice should be posted for at least ten work days, to give interested persons the time to provide their resumes. The announcement should state if an administrative stipend of temporary higher level pay will be used to compensate the temporary replacement when higher level duties and scope of responsibility are involved. The announcement should be sent, at a minimum, via the University announce email system and other avenues as appropriate;
2. Indicate that an open recruitment will occur in the future to permanently fill the position. If the interim appointment is due to a potential reorganization, some statement to this effect should be included e.g., the position is currently being evaluated and may not exist in current form in the future;
3. Interested employees who seek the interim position who meet the minimum qualifications should be considered. It should be noted that training and career development opportunities, such as temporary assignments, are an important component of our Affirmative Action Plan and commitment to employees;
4. Equal opportunity and diversity needs must be considered in selecting the temporary replacement. It is recommended that the review and interview process be conducted by the appointing authority and at least one other employee who is familiar with the interim job requirements.
5. The temporary replacement should be advised if she/he will be guaranteed the right to return to their prior position at the end of the interim appointment;
6. Interim appointments should normally not exceed a year. However, extensions can be granted with the concurrence of the Offices of AFAC and Human Resources.
7. Because the employee given the interim appointment or the temporary interim appointment may be performing additional or higher-level work duties, the department will consult with campus Human Resources to assure that all University policies, such as Temporary Pay, are followed.