



Policy and Procedures Manual

Application: All Full-Time Personnel

Section A5.9 Interim or Acting Appointments

A 5.9 INTERIM OR ACTING APPOINTMENTS

It is the policy of East Central University to provide an interim salary increase for current staff who are serving in a temporary position of higher grade until the vacant position is filled.

The requesting department supervisor, dean, etc., through the appropriate Vice President and the Employment Services Office, will determine the salary for the interim classification on a case-by-case basis.

For information pertaining to process, procedures, and obtaining forms please contact the Employment Services Office.

Any acting or interim administrative appointment must be made using the following definitions and guidelines:

1) Acting appointment: (prior to a full search)

The appointing officer should consider as wide a range of candidates as possible. The appointment will be considered temporary, and will be made for a specific and reasonably limited period of time. An acting appointment is always made to allow an office or academic unit to continue to function under effective leadership while a search is underway. If the individual filling the position is a candidate for the position on a permanent basis, he or she shall be subject to the same process and review which are applied to other candidates for the position.

2) Interim appointment: (following a full search)

If a full search produces no suitable permanent candidate and a person from the qualified pool is chosen to serve on an interim basis for a specified period of time, that person may be reappointed permanently or promoted at a later date (in accordance with appropriate policies) without an additional search, provided there has been satisfactory performance during the interim period.