

**MEMORANDUM**

**DATE:** August 17, 2015  
**TO:** Deans, Department Chairpersons and School Directors  
**FROM:** Gary Perry, Provost and  
Vice President for Academic Affairs Provost



**SUBJECT: POLICY ON TEMPORARY ACADEMIC ADMINISTRATIVE APPOINTMENTS (Supersedes all prior memoranda and policies)**

An “acting” or “interim” appointment may be used to fill an administrative position on a temporary basis if it is determined by the administrator’s hiring authority that a vacancy in the position will result in disruption of normal University or campus activities. The duration of the temporary appointment may be time-specific or until a standard appointment is made. Standard appointments to vacant positions should be made as soon as possible given the circumstances of the vacancy and the best interests of the University.

An “acting” title is used if an administrator is absent for a limited period of time, generally not to exceed one academic term. The absent administrator retains the responsibility of his/her position but delegates the authority to the “acting” person.

An “interim” title is used when the administrator resigns, is reassigned, or is expected to be absent for a longer period of time. The “interim” person has both the authority and the responsibility of the office. Individuals who assume an interim appointment may apply for the permanent position, unless other provisions are mutually agreed upon in writing at the time of appointment.

**Procedure for Acting Administrative Appointments**

Acting administrative appointments at the level of Dean or above will be made by the Provost. Other acting administrative appointments will be made by the Dean with the Provost’s approval.

**Procedure for Interim Academic Administrative Appointments:**

1. When a decision is made to fill an administrative position at the level of Dean or above on an interim basis, the Provost or his/her designee shall announce such action to the appropriate campus community via e-mail or hard copy. Such notice shall include a brief summary of the job description along with a call for nominations or expressions of individual interest.
2. Such notice shall provide no less than five calendar days for the submission of applications.

3. All candidates shall submit a letter of interest as well as a resume. If nominations are to be considered, candidates shall have five days to respond to communication of acknowledgment of the nomination.
4. The Provost or his/her designee will meet with an appointed search committee as appropriate for the position to be filled.
5. Following consultation with the committee, the Provost shall announce the interim administrative appointment.

**Emergency Appointment:**

Notwithstanding the above procedure, the Provost may make an emergency appointment for a period not to exceed 45 days in the event circumstances require the immediate filling of the position. Upon the announcement of such emergency appointment, the temporary appointment procedure described above shall immediately commence.

CC: Diane Alperin, Vice Provost  
Academic Affairs