

# FILLING TEMPORARY ACADEMIC & ADMINISTRATIVE VACANCIES: PROVISIONAL, ACTING, & INTERIM POSITIONS

*This process shall be utilized for filling positions of a temporary nature (i.e. provisional, acting, and interim vacancies) except in the selection of department chairs/coordinators.*

*In situations where there is not adequate "lead time" of at least three weeks to properly announce and select a person to fill a foregoing position, the appointing authority may select a person to fill the vacancies for a period not to exceed 21 days. However, the appointing authority must consult with OEO prior to the appointment.*

## **Definition of Temporary Positions**

- PROVISIONAL** - serving in a position for one through 21 days because of an emergency or if there is not adequate "lead time" to properly announce and fill a vacancy.
- ACTING** - serving in a position until the incumbent returns (the incumbent might be on leave, special assignment, etc.)
- INTERIM** - serving in a vacant position until a person is selected to fill the vacancy.

## **I. Provisional Appointments**

### **A. *Appointing Authority***

1. Selects a person to serve as a provisional appointee.
2. Prepares and forwards memo to OEO stating the reason for the provisional appointment, name, title and starting and ending dates of appointment, with a copy to the dean and the Vice Chancellor for Academic Affairs.

### **B. *OEO***

1. Reviews document.
2. Monitors timeframe of the provisional appointment.

## **II. Acting and Interim Appointments**

### **A. *Appointing Authority***

1. Secures authorization to fill acting or interim vacancy from the appropriate Dean/Vice Chancellor and Chancellor Offices. Send a copy to OEO.
2. Establishes selection criteria for the temporary appointment.

3. Confers with OEO and reviews Affirmative Action Plan for area(s) of
4. Posts and distributes vacancy announcement throughout the area of consideration
5. Reviews applications for the position. Coordinates interviews of candidates on the short list, if deemed necessary. (If one of the candidates on the short list is interviewed to assess her/his competency, prior to offering the position, others on the short list must be interviewed.)
6. Selects a candidate for the position.
7. Provides reasons for nonselection for candidate(s) not selected.
8. Prepares and forwards Approval Form to OEO.

**B. OEO**

1. Processes Approval Form and hand-carries it to the offices of the appropriate
2. Notifies the appropriate dean of the approval/disapproval of the personnel

**C. *Appointing Authority***

1. Extends offer to selected candidate after approval is received from OEO.
2. Send a copy of the formal announcement to OEO.

**D. OEO**

1. Closes the record if candidate accepts the position.
2. If candidate declines the position or if the search is aborted, the record remain open.