

**Bowling Green State University
Acting/Interim Appointment Policy and Procedures¹**

Policy Statement

The standard practice for filling vacant administrative positions at Bowling Green State University is to conduct as broad a search as possible, to attract the best-qualified candidates, and to comply with the spirit and letter of equal employment opportunity legislation. In those situations where circumstances prohibit the immediate utilization of the search process, an alternative staffing strategy is the appointment of an acting/interim replacement until an appropriate search can be conducted.

Situations that require appointing an individual in an acting or interim capacity represent an ideal opportunity to utilize women, minorities, veterans and the disabled in positions of increased responsibilities for both evaluative and professional developmental purposes. Strong efforts should be made to ensure that acting/interim appointments fulfill the University's goal of achieving a culturally diverse working and learning environment.

The purpose of this policy is to establish uniform procedures definitions and guidelines for the selection of acting and interim appointments at Bowling Green State University.

Procedures

1. A written request with the rationale explaining the extenuating circumstances that prohibit a department or office from conducting a formal search should be placed in writing and forwarded to the President (as necessary), Vice President or Cabinet divisional head, or dean for approval. The rationale should identify the candidate(s) in consideration (if any).
2. If approved by the appropriate official, the request shall be forwarded to Human Resources for review
3. After review and approval by HR the initiating department may extend the offer to the appointee.

General Guidelines

Definitions:

- **Acting** - A temporary appointment to a position vacated by an incumbent who is expected to return to the position at which time the acting appointee will return to his/her former position.
- **Interim** - A temporary appointment to a vacant position (incumbent is not expected to return) until a permanent appointment is made.

General Provisions:

- The President, Vice Presidents, cabinet divisional heads, or deans are authorized to make acting and interim appointments with or without an internal search process.
- Interviews may be conducted if more than one individual is in consideration for an acting or interim appointment.
- Acting and interim appointments shall be made in accordance with affirmative action guidelines.

Duration of Appointment:

- The length of an acting or interim appointment should normally be one year.

Restrictions:

- Individuals serving an interim appointment shall be restricted from participating in the search committee.

Contracts:

- Individuals selected or appointed to an acting or interim appointment shall receive a contract addendum/modification or receive a new contract that clearly outlines the terms and conditions of employment (e.g., salary, title etc.).
- If an interim appointee is restricted from applying for the permanent position for any reason, this stipulation should be clearly explained to the individual and written into the employee contract.

¹ Updated 1999; updated 2005, 2013