

**3341-5-2 Acting/Interim Appointment.**

Applicability	All University units
Responsible Office	Office of Human Resources
Responsible Administrator	Chief Human Resources Officer

**(A) Policy Statement and Purpose**

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 utilization of a 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.

**(B) Policy Definitions**

- (1) Acting: A temporary appointment to a position vacated by an incumbent who is expected to return to the position at which time the acting appointment will return to his/her former position.

- (2) Interim: A temporary appointment to a vacant position until a permanent appointment is made.

(C) Policy

(1) Procedures

- (a) 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 Chief Human Resources Officer(CHRO) for review. The CHRO will then forward to the appropriate Vice President or as necessary, to the President for approval. The rationale should identify the candidate(s) in consideration (if any).
- (b) If approved by the Vice President the request shall be forwarded to the President for review along with appropriate paperwork (e.g., new contract, addendum, announcement, resume, Position Authorization and Appointment Activity Record), if necessary.
- (c) After review and approval, the initiating department may extend the offer to the appointee.

(2) General Provisions

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

(3) Duration of Appointments

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

(4) Restrictions

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

(5) Contracts

Individuals selected or appointed to an acting or interim appointment shall receive a contract addendum 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.

Registered Date: March 17, 2015

Amended Date: March 29, 2019