



**TEMPORARY APPOINTMENTS**

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**Effective Date: June 19, 2009**  
**Responsible Office: Human Resources**  
**Division: Operations**

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**Revised Date: February 1, 2022**

**I. PURPOSE/OBJECTIVE**

To provide guidelines for employing temporary staff in vacant positions for a limited time period. It is the practice of the University to provide a temporary appointment for staff who are serving in a position until a vacancy is filled on a regular basis. Employees placed on temporary appointment are not eligible for benefits (leave accrual, holiday pay...).

**II. STATEMENT OF POLICIES**

**A. Acting/Interim Appointment**

These appointments are used to fill a vacancy for a limited time until a vacancy is filled on a regular basis. The appointee may receive compensation for the additional or replacement duties. When compensation is awarded for additional or replacement duties, it may be limited to the duration of the appointment.

**B. Emergency**

An emergency appointment will be made when a vacancy is unexpected/sudden. (i.e.- Extended hospitalization, death of the incumbent...) The appointee may receive compensation for the additional or replacement duties. When compensation is awarded for additional or replacement duties, it may be limited to the duration of the appointment.

**C. Temporary Appointments**

**Classified:**

Temporary Classified appointments are used to fill a vacancy until it can be filled in a regular manner, when the permanent employee is on extended leave, to fulfil a grant requirement or when the position is needed for a short period of time. Appointees must meet the minimum qualifications for the position. The appointing authority may terminate a White Actually Employed(WAE), Job or Detail to Special Duty appointment at any time.

A. WAE appointments should not exceed 1245 hours (approximately 7.5 months) within a 12 months period. WAE

employees who work over forty hours in a workweek qualify for payable compensatory (Time and a half) leave.

- B. Job appointments are used to fill a position for a limited duration. The duration of a job appointment shall not exceed a four year period. If a job appointment is needed for a longer period of time for rational business reasons, the appointing authority may request approval from the State Civil Service (SCS) Commission. The SCS Commission has the authority to delegate approval to the appointing authority, University President.
- C. Detail to Special Duty appointments are used to fill a vacancy when the regular incumbent is on extended leave, detailed into another classified position, on a leave of absence to fill an Unclassified position, serve in a trial period to see if the employee is suited for the job, a training period or for a special project. Only Classified employees that have attained permanent status may serve in a detail to special duty appointment.

**Unclassified:**

Temporary Unclassified/4.1(d)1. appointments are used to fill a vacancy until it can be filled in a regular manner, to complete a 3 month or less project or to fill a seasonal position.

- A. Temporary appointments to fill a vacant position should not exceed 12 months.
- B. (4.1.(d)1. Appointments seasonal, grant funded, special programs/projects. Request for Exemption from the Classified Service form should be completed.

**Faculty:**

Temporary appointments (whether full-time or part-time) are for designated periods and automatically expire at the end of those periods. Re-employment of faculty members after expiration of term appointments is solely within the discretion of the University.

- A. Lecturers: The title of "lecturer" may be given to a person who teaches a limited number of courses in a specific area of expertise. Lecturers receive one-year, fixed term appointments.
- B. Adjunct Faculty: The title of "Adjunct Faculty" may be given to a person who possesses the credentials and/or experience to hold rank but whose primary employment relationship is generally outside the University. All adjunct positions are one-semester appointments.
- C. Visiting Professor: The title of "Visiting Professor" may be given to a person who has a temporary or permanent association at another institution of higher education and is associated with the University while on leave from such other institution or who is otherwise hired to fill a faculty position on a temporary basis. Visiting Professor positions are term appointments that are filled by individuals who possess outstanding credentials. Visiting professor positions are term appointments for a specified period of time.

**III. REVISION/REVISED HISTORY**

February 1, 2022 - Revised Date