

3356-9-10 Acting/interim appointments of university administrators executive and administrative employees.

- (A) Policy statement. In its efforts to promote equal access and opportunity and a diverse and highly qualified workforce, it is the general practice of Youngstown state university (“university”) to hire employees through a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific university job responsibilities, appointments outside of the regular search process may be made.
- (B) Purpose. To provide uniform guidelines and procedures for the use of acting and interim appointments for executive and administrative, non-bargaining unit positions.
- (C) Scope. This policy applies to the appointment of all university executive and administrative officers and to administrative, non-bargaining unit positions. The applicable articles of the faculty collective bargaining agreement or if applicable department governance document shall be utilized for the appointment of an interim chair of an academic department. This policy does not apply to the appointment of an interim or acting university president (see rules 3356-9-04 and 3356-9-08 of the Administrative Code).
- (D) Definitions.
- (1) “Acting appointment.” The temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on leave of absence). Upon the return of the incumbent, the acting appointment will return to his/her former position.
- (2) “Interim appointment.” The temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while university recruitment is underway to permanently select a successor (e.g., unanticipated or sudden departure of the incumbent).
- (E) Parameters.
- (1) An individual serving through an acting/interim appointment must possess at least the minimum qualifications stipulated in the applicable job description.

- (2) An acting/interim appointee may be a candidate to permanently fill a position unless non-candidacy for the permanent position ~~was~~ is a condition of the acting/interim appointment.
 - (3) An individual serving an acting/interim appointment is prohibited from serving on ~~any University~~ university search committee during the duration of his/her appointment.
 - (4) Equal opportunity guidelines shall be considered when making an acting/interim appointment.
- (F) Procedures.
- (1) Acting appointment.
 - (a) An acting appointment is appropriate when an incumbent employee will be unavailable or unable to perform his/her job responsibilities for more than thirty days or in those situations in which the continuation of the incumbent's job responsibilities is critical to the effective continuing operation of the university.
 - (b) The president has the authority to appoint an acting or interim executive officer.
 - (c) For all other administrative acting/interim appointments, the immediate supervisor in consultation with the appropriate executive officer and the chief human resources officer shall determine if an acting/interim appointments is necessary for the effective operation of the unit or if an employee(s) is able to take on additional assignments and/or responsibilities for a limited time while maintaining his/her current job responsibilities.
 - (d) An initial acting appointment may last for up to one hundred eighty days and may thereafter be renewed in writing in thirty-day increments by approval of the executive officer or president and the chief human resources officer.
 - (e) ~~Compensation~~ Any additional compensation shall be in accordance with human resources supplemental pay guidelines.
 - (f) A search to permanently fill the appointed position shall follow the selection process in the applicable policy.

- (2) Interim appointment.
- (a) All anticipated interim appointments shall be submitted in writing to the chief human resources officer (CHRO) and the director of equal opportunity and policy ~~compliance for recommendation. The request~~ development (director) and must include the name of the position, the name of the individual(s) considered for appointment, the start date of the appointment, the anticipated length of the appointment, ~~the anticipated start date of the search process~~ qualification of the individual to fulfill the duties of the position, and the rationale supporting the appointment. The CHRO and director, or their designees, shall review and when appropriate, provide guidance to insure compliance with the requirements of this policy.
 - (b) The interim appointment of an executive level officer shall be approved by the board of trustees.
 - (c) The interim appointment of an administrative officer shall be approved by the president.
 - (d) All other interim appointments shall be approved by the immediate supervisor after consultation with the appropriate executive officer and the chief human resources officer.
 - (e) Interim appointments shall not exceed one year without a written request and the written approval of the president. The president may extend the appointment in writing in increments of up to ninety days. A request for an extension must include an anticipated date to begin the search process or a rationale for deferring a final search.

~~(G) — Existing appointments. All acting and interim appointments in place as of the effective date of this policy shall be reviewed for consistency with this policy and brought into reasonable compliance with this policy.~~

Effective: 3/22/2021

CERTIFIED ELECTRONICALLY

Certification

03/11/2021

Date

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