



## Jackson State University Interim / Acting Appointment Policy and Procedures (NEW)

**Effective Date:** July 30, 2019  
**Revised Date:** July 18, 2019  
**Responsible Office:** Department of Human Resources  
**Admin. Division:** Office of the President  
**People Affected:** All Employees

### 2.3.7 Interim / Acting Appointments Policy

#### Policy Statement

Jackson State University may assign additional duties to its existing employees on a temporary basis and make interim and acting appointments when circumstances warrant such appointments. Under this policy, an employee assuming additional duties as an interim appointment may be entitled to a salary supplement during the period of the additional assignment or appointment, subject to the availability of funding.

#### Definitions

Acting Title - An “acting” title is used if an administrator is absent or reassigned for a short period of time (usually one month or less). The absent administrator retains the responsibility of his/her position but delegates the authority to the “acting” person. “Acting” appointments DO NOT qualify for a salary supplement.

Interim Title – An “interim” title is used if the administrator resigns and a replacement is sought or if an administrator is absent for a longer period of time (Usually exceeding one month). The “interim” person has both the authority and responsibility of the office.

#### Process and Procedures

Additional assignments, or interim or acting appointments as described in this policy shall normally be for no less than one month but not more than twelve months and shall occur when the responsibilities being undertaken by the employee are those of another position that is vacant or because of temporary sufficient change in the duties and responsibilities of a filled position. All interim and acting appointments shall be evaluated every six months and are not to exceed twelve months except as approved by the division Vice President.

Requests to assign additional duties or make interim or acting appointments must originate from a Dean or Vice President. The request must (1) determine whether the appointment will be interim or acting, (2) identify the existing employee that can assume additional duties, and (3) if interim, state whether a salary supplement is requested for the appointment. A salary supplement may be given when a significant change in duties and responsibilities occurs through additional assignments, or when interim appointments are made. Such increases may be made only if funding is available and should be consistent with the additional

responsibilities assigned and with institutional salary guidelines, and should be approved by the Executive Director of Human Resources.

**Interim pay shall be determined as follows:**

- a) For staff positions and administrators currently serving on twelve month contracts, a salary supplement equal to 15% of the employee's current salary.
- b) Faculty currently serving on nine month contracts who are appointed to interim administrative positions (such as Dean or Department Chair) shall have their current pay annualized over twelve months.

Supplemental increases due to an additional assignment, interim or acting appointment shall be removed at the conclusion of the temporary assignment and the affected employee's pay returned to the prior level.

**Recruitment Strategy for Vacant Staff Positions Held by Interim or Acting Employee**

Prior to the conclusion of the interim or acting appointment, the Dean or Vice President must evaluate the most effective recruitment strategy to fill the position. In effort to promote equal access and opportunity, it is the general practice of Jackson State to hire employees through a formal search process.