



## Acting and Interim Staff Appointments

Occasionally a question arises regarding the proper procedures for appointment and appropriate designation of the titles “acting” and “interim.” The following information may assist you as a supervisor as you determine appropriate actions when a position is vacant or the incumbent is unable to assume duties.

While there is no definitive document which outlines the specifics of every situation, Policy and Procedures 1-1201, Appointment of Interim or Acting Administrators, provides a definition of “acting” and “interim” as they pertain to administrators. While this policy does not govern other acting and interim situations, it does provide some guidance for an overall university approach.

Policy and Procedures 1-1201 covers the following points:

- “An ‘acting’ title is used if an administrator is absent 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.”
- “An ‘interim’ title is used if an 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.”
- “Appointments to “acting” positions are approved by the administrator at the next level in the organization.”

Be aware that interim appointments to administrative positions may require faculty consultation as outlined in Appendix D of the Faculty Handbook, pages 110-111. This includes those administrative positions that entail direct or indirect supervision of faculty members or which have direct bearing on the work of the faculty. Some titles are specifically addressed such as: president, vice president, registrar, director of admissions, assistant vice presidents, deans, librarians or directors of comparable rank, associate and assistant deans and unit administrators.

### Procedures for Handling Acting Titles

The use of an acting title is tracked inside the department due to the very temporary nature of the appointment. The employee retains his or her normal title and classification on HRS. There is no change in position number. OSU Human Resources or the rest of the University may not even aware of the “acting” status.

Rarely is an increase given for “acting” status due to the very temporary nature of the appointment. However, if an increase to base salary is granted, then an Employment Action (EA) form must be completed to establish the new temporary pay and then to remove the pay when it ceases to be applicable. The amount of the increase is noted in the comments section. The employee is informed that the increase is applicable only during the time that the employee is “acting” and will be removed at the conclusion of the appointment.

### Procedures for Handling Interim Titles

Use of an interim title requires change in title and position number on HRS. This change is accomplished through use of an EA form. If the individual is assuming all the duties and title of the position for which the “interim” is applied, then the individual is placed in the actual position (same number). If, however, the person is assuming only a part of the duties or a different title is appropriate, then a new position number would be

created. In the case of an “interim” title and change in position number (and other tracking on HRS), the title and position number would be changed back to the original standing when the employee returns to regular duties. If, of course, the individual assumes the new position on a continuous basis, then an EA would officially place the individual in the position and “interim” would be removed from the title. The same procedures as enumerated for “acting” pay increases also apply.

### **Summary**

- Acting titles are not tracked on HRS; EA is not required for title change only. Salary increases do require EA. Salary is reset to original at conclusion of acting status.
- Interim titles are tracked on HRS. Require use of an EA to document and make changes on HRS. Interim status requires changes in position number and changes in title. All changes are reset to original at conclusion of interim status. Salary is reset to original at conclusion of interim status.

Questions regarding these practices can be addressed to OSU Human Resources, (405) 744-7401.

*OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change at any time.*