

### Process for Temporary Administrator Appointments

*(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Director, Assistant/Associate Deans, District Director & Superintendent, and Assistant and Associate Titles, etc.)*

| Length of Appointment | Title   | Hiring Form/Process  | Search Conducted                             | Salary Change Form | PCN  | PD Update | Offer Letter | EPAF   | Suffix and contingency                               | Class Code and Title  | Method of Payment  |
|-----------------------|---|--|--|--------------------|--|-----------|--------------|--|--|---|--|
| Less than 6 months    | <b>Acting</b><br>(Filling immediate need on short term basis)   | Salary Change Form<br>-Select box for Additional Compensation<br><br><b>The Dean must follow all applicable bylaws and <a href="#">1420 E.5</a>. Include the number of eligible voting faculty and the voting results on the change of pay form.</b>                         | No   | Yes                | Remains in current faculty PCN   | No        | No           | No change of title EPAF submitted<br><br>EPAF will only be submitted for additional comp | No change; stays the same as the current faculty job | No changes made   | Employee can be compensated via: 1) course release OR 2) additional compensation on E4110<br><br>Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc. |
| 6 - 23 months         | <b>Interim</b>  | <b>Standard Process:</b><br>A search conducted in People Admin<br><br><b>Exception Process:</b><br>Submit search waiver in People Admin. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the Office of Equal Employment Opportunity | Yes<br><br>Internal (minimum 14 day posting) | No                 | Moves to administrator PCN<br><br>*Timing of hire, length of appointment and deferred pay status could impact when this occurs | Yes       | Yes          | EPAF to move to new PCN if permissible   | 01 suffix and #5 contingency                         | Class code will align with the administrator role (ex. 12350). Title and classification on People Admin Action will reflect the title for the admin role. | Employee can be compensated via: 1) course release OR 2) admin stipend on E4107.<br><br>Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc.          |
| 2-3 years             | <b>Term</b><br><br>Note: this appointment type is not the same as a specific term length that may be specified in unit or college bylaws. | <b>Standard Process:</b><br>A search conducted in People Admin<br><br><b>Exception Process:</b><br>Submit search waiver in People Admin. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the Office of Equal Employment Opportunity | Yes<br><br>Internal (minimum 14 day posting) | No                 | Moves to administrator PCN   | Yes       | Yes          | EPAF to move to new PCN  | 01 suffix and #5 contingency                         | Class code will align with the administrator role (ex. 12350). Title and classification on People Admin Action will reflect the title for the admin role. | Employee can be compensated via: 1) course release OR 2) admin stipend on E4107.   |

Note: Internal searches are internal to the University but are not specific to a department or college.

**Process for Permanent Administrator Appointments**

*(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Director, Assistant/Associate Deans, District Director & Superintendent, and Assistant and Associate Titles, etc.)*

| Length of Appointment  | Title  | Hiring Form/Process   | Search Conducted  | Salary Change Form | PCN                        | PD Update | Offer Letter | EPAF                            | Suffix and contingency                     | Class Code and Title  | Method of Payment  |
|--|--|---|---|--------------------|----------------------------|-----------|--------------|---------------------------------|--|---|--|
| Indefinite<br><br>Note: May be shorter due to college/unit bylaws. | Examples:<br><br>Department Chair<br>Department Head<br>Director<br>Program Head<br>Asst/Assoc Dean<br>District Director<br>Superintendent<br>Assistant Titles<br>Associate Titles | <b>Standard Process:</b><br>A search conducted in People Admin<br><br><b>Exception Process:</b><br>Search Waiver in People Admin. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the Office of Equal Employment Opportunity | Yes<br><br>External (minimum 30 day posting)<br><br>OR<br><br>Internal (minimum 14 day posting) w/ EEO approval | No                 | Moves to administrator PCN | Yes       | Yes          | EPAF to move/appoint to new PCN | 01 suffix and #5 administrator contingency | Class code will align with the administrator role (ex. 12350). Title and classification on People Admin Action will reflect the title for the admin role. | Employee is compensated via admin stipend on E4107. Course releases may substitute for stipend in special circumstances when approved by the Provost's Office. |