

Process for Temporary Administrator Appointments

(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Head, 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 Change	Offer Letter	EPAF	Suffix and contingency	Class Code and Title	Method of Payment
Less than 6 months	Acting (Filling immediate need on short term basis)	Salary Change Form -Select box for Additional Compensation The Dean must follow all applicable bylaws and 1420 E.5. Include the number of eligible voting faculty and the voting results on the change of pay form.	No	Yes	Remains in current faculty PCN	No	No	No change of title EPAF submitted 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 Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc.
6 - 23 months or less	Interim	Standard Process: A search conducted in People Admin (Hiring Proposal Required) Exception Process: 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 (Hiring Proposal Required)	Yes Internal (minimum 14 day posting)	No	Moves to administrator PCN *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) and title on People Admin Action and HP will reflect the title for the admin role such as Department Chair	Employee can be compensated via: 1) course release OR 2) admin stipend on E4107. Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc.
2-3 years	Term Note: this appointment type is not the same as a specific term length that may be specified in unit or college bylaws.	Standard Process: A search conducted in People Admin (Hiring Proposal Required) Exception Process: 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 (Hiring Proposal Required)	Yes 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) and title on People Admin Action and HP will reflect the title for the admin role such as Department Chair	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 Head, 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 Change	Offer Letter	EPAF	Suffix and contingency	Class Code and Title	Method of Payment
Indefinite Note: May be shorter due to college/unit bylaws.	Examples: Department Chair Department Head Director Program Head Asst/Assoc Dean District Director Superintendent Assistant Titles Associate Titles	Standard Process: A search conducted in People Admin (Hiring Proposal Required) Exception Process: 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 (Hiring Proposal Required)	Yes External (minimum 30 day posting) OR 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) and title on the People Admin Action and the hiring proposal will reflect the title for the admin role such as Department Chair	Employee is compensated via admin stipend on E4107. Course releases may substitute for stipend in special circumstances when approved by the Provost's Office.