

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Appointment of Interim or Acting Administrators

**3-009
FISCAL SERVICES
May 2013**

PURPOSE AND SCOPE

- 1.01 The purpose of this policy is to clarify the use of, and differences between, the titles "interim" and "acting" when filling vacancies at the administrative level.

DEFINITION OF TITLES

- 2.01 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."
- 2.02 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 the responsibility of the office.

POLICY

- 3.01 Appointments to "acting" or "interim" positions shall be approved by the administrator at the next level in the organization.
- 3.02 All titles, both faculty and administrative, are reviewed by the Human Resources Office area for the purpose of ensuring that titles accurately describe the positions, consistent with accepted, approved usage at OSU Institute of Technology, and that proliferation of titles be minimized.

Approved: August 1996
Revised: June 2005
Revised: July 2009
Revised: May 2013