

POLICY FOR MAKING ACTING AND INTERIM APPOINTMENTS

This document applies to all temporary appointments made to cover academic vacancies in the University Library, excluding those associated with visiting faculty appointments and those covered by [Section II B of Provost Communication No. 3](#). This policy recognizes two classes of vacancies: temporary vacancies where the permanent incumbent is expected to return (acting); and permanent vacancies where the incumbent has left the Library or is for other reasons not expected to resume the position (interim). While the exact procedures followed by the University Librarian and the Library faculty may vary by instance, adherence to this policy will insure that such appointments are made in a timely, consultative, consistent, and fair manner. This policy is intended to be consistent with [University Statutes](#), the [Campus Administrative Manual](#), [Provost Communication No. 3](#), the [Library Bylaws](#), and the Library's [Sabbatical Leaves of Absence Policies and Procedures](#).

ACTING APPOINTMENTS

1. In the case of planned absences, including sabbaticals, arrangements to ensure appropriate coverage will be initiated by the permanent incumbent. She/he will discuss proposed arrangements with his/her unit head, his/her division coordinator, and the University Librarian (in that order, as applicable). In the case of unplanned absences, arrangements to insure temporary coverage will be initiated by the next higher reporting level, e.g., unit head, division coordinator, or University Librarian.
2. The decision of whether to make an acting appointment will be made by the University Librarian, acting with the advice of the Executive Committee, the appropriate AUL, the appropriate division coordinator (if vacancy is within a division and other than division coordinator), and the appropriate unit head (if vacancy is within a unit and other than unit head).
3. Tenured and tenure-track librarians may serve in an acting capacity.
4. If an acting appointment is to be made at the level of Associate University Librarian, the University Librarian will openly solicit nominations, including self-nominations, from tenured and tenure-track Library faculty. A call of interest will be posted, and interested candidates will provide both a current vita and a letter explaining their interest in the acting appointment.
5. Acting appointments at the level of Associate University Librarian will be recommended only after consultation with those who will be most affected by the appointment, both inside and outside the Library.
6. For acting appointments at the level of Associate University Librarian, in lieu of a separately constituted search committee, the Executive Committee will screen nominations and recommend a candidate or candidates to the University Librarian.
7. The scope of acting appointments may be reduced for the duration of the appointment. Some tasks associated with the position may be delegated temporarily to other Library personnel.
8. The expected duration of acting appointments will be explicitly defined prior to the offer of appointment.

9. Appointees normally will be provided the title “Acting.”
10. Salary stipends will not be provided for sabbatical replacements except in extraordinary situations.
11. Documentation generated during the appointment process will be retained for not less than two years.
12. See also the Library’s [Sabbatical Leaves of Absence Policies and Procedures](#) for additional procedures to be followed when arranging coverage of sabbatical leaves of absence.
13. The University Librarian, acting with the advice of the Executive Committee, retains final authority over acting academic appointments within the Library.

INTERIM APPOINTMENTS

1. In the case of either planned or unplanned absences, arrangements to ensure temporary coverage will be initiated by the next higher reporting level, e.g., unit head, division coordinator, or University Librarian.
2. The decision of whether to make an interim appointment will be made by the University Librarian, acting with the advice of the Executive Committee, the appropriate division coordinator (if vacancy is within a division and other than division coordinator), and the appropriate unit head (if vacancy is within a unit and other than unit head).
3. Tenured and tenure-track librarians may serve in an interim capacity.
4. If an interim appointment is to be made, the University Librarian will openly solicit nominations, including self-nominations, from tenured and tenure-track Library faculty. A call of interest will be posted, and interested candidates will provide both a current vita and a letter explaining their interest in the interim appointment.
5. Interim appointments will be recommended only after consultation with those who will be most affected by the appointment, both inside and outside the Library.
6. In lieu of a separately constituted search committee, the Executive Committee will screen nominations and recommend a candidate or candidates to the University Librarian.
7. The scope of interim appointments may be reduced for the duration of the appointment. Some tasks associated with the position may be delegated temporarily to other Library personnel.
8. The expected duration of interim appointments will be explicitly defined prior to the offer of appointment.
9. Appointees normally will be provided the title “Interim.”
10. Salary stipends will be provided.
11. Documentation generated during the appointment process will be retained for not less than two years.
12. The University Librarian, acting with the advice of the Executive Committee, retains final authority over arrangements for permanent vacancies, pending appointment of a temporary replacement, appointment of a permanent replacement, or dissolution of the position due to reorganization.

Approved by the Executive Committee, April 21, 2017