



**RESOLUTION TO APPROVE
ACTING/INTERIM APPOINTMENTS OF UNIVERSITY EXECUTIVE AND
ADMINISTRATIVE EMPLOYEES POLICY, 3356-7-57**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis;
and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
September 17, 2025
YR 2026-17**

3356-7-57 Acting/interim appointments of university executive and administrative employees.

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| Responsible Division/Office: | Human Resources |
| Responsible Officer: | VP for Human Resources |
| Revision History: | May 2015; March 2021; September 2025 |
| Board Committee: | University Affairs |
| Effective Date: | September 17, 2025 |
| Next Review: | 2030 |

- (A) Policy statement. In its efforts to promote equal access and opportunity and a highly qualified workforce, it is the general practice of Youngstown state university (university) to hire employees through a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific university job responsibilities, appointments outside of the regular search process may be made.
- (B) Purpose. To provide uniform guidelines and procedures for the use of acting and interim appointments for executive and administrative officers, and professional/administrative non-bargaining unit positions.
- (C) Scope. This policy applies to the appointment of all university executive and administrative officers and to professional/administrative, non-bargaining unit positions. The applicable articles of the faculty collective bargaining agreement or, if applicable, department governance document shall be utilized for the appointment of an interim chair of an academic department. This policy does not apply to the appointment of an interim or acting university president (see rules 3356-9-04 and 3356-9-08 of the Administrative Code).
- (D) Definitions.
 - (1) “Acting appointment” - the temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on leave of absence). Upon the return of the incumbent, the acting appointment will return to his/her former position.
 - (2) “Interim appointment” - the temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while university recruitment is underway to permanently select a successor (e.g., unanticipated or sudden departure of the incumbent).

(E) Parameters.

- (1) An individual serving through an acting/interim appointment must possess at least the minimum qualifications stipulated in the applicable job description.
- (2) An acting/interim appointee may be a candidate to permanently fill a position unless non-candidacy for the permanent position is a condition of the acting/interim appointment.
- (3) An individual serving an acting/interim appointment is prohibited from serving on a university search committee during the duration of his/her appointment.
- (4) Equal opportunity guidelines shall be considered when making an acting/interim appointment.

(F) Procedures.

- (1) Acting appointment.
 - (a) An acting appointment is appropriate when an incumbent employee will be unavailable or unable to perform his/her job responsibilities for more than thirty days or in those situations in which the continuation of the incumbent's job responsibilities are critical to the effective continuing operation of the university.
 - (b) The president has the authority to appoint an acting executive officer.
 - (c) For all other professional/administrative acting/interim appointments, the immediate supervisor in consultation with the appropriate executive officer and the CHRO or designee shall determine if an acting appointment is necessary for the effective operation of the unit or if an employee(s) is able to take on additional assignments and/or responsibilities for a limited time while maintaining his/her current job responsibilities.
 - (d) An initial acting appointment may last for up to one hundred eighty days and may thereafter be renewed in writing in thirty-day increments by approval of the executive officer or president and the CHRO or designee.

- (e) Any additional compensation shall be in accordance with human resources supplemental pay guidelines.
 - (f) If the incumbent is unable to return, a search to permanently fill the appointed position shall follow the selection process in the applicable policy.
- (2) Interim appointment.
 - (a) An interim appointment is appropriate when an employee has vacated a position, or a unit is being reorganized, and continuation of position responsibilities are critical to university operations.
 - (b) All anticipated interim appointments shall be submitted in writing to the CHRO and the executive director of equal opportunity, policy development and title IX (executive director) and must include the name of the position, the name of the individual(s) considered for appointment, the start date of the appointment, the anticipated length of the appointment, the qualification of the individual to fulfill the duties of the position, and the rationale supporting the appointment. The CHRO and executive director, or their designees, shall review and, when appropriate, provide guidance to ensure compliance with the requirements of this policy.
 - (c) The interim appointment of an executive level officer shall be approved by the board of trustees.
 - (d) The interim appointment of an administrative officer shall be approved by the president.
 - (e) All other interim appointments shall be approved by the immediate supervisor after consultation with the appropriate executive officer and the CHRO or designee.
 - (f) Interim appointments shall not exceed one year without a written request and the written approval of the president. The president may extend the appointment in writing in increments of up to ninety days. A request for an extension must include an anticipated date to begin the search process or a rationale for deferring a final search.