

Oklahoma State University Policy and Procedures

APPOINTMENT OF INTERIM OR ACTING ADMINISTRATORS

1-1201
GENERAL
UNIVERSITY
October 2006

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 The requirement for faculty consultation shall apply to interim appointments to administrative positions relating directly to the faculty replacing an administrator who will be absent for more than one month (refer to 2.02).

3.02 Appointments to "acting" and "interim" positions shall be approved by the administrator at the next level in the organization.

3.03 All academic titles, both faculty and administrative, are reviewed by the Office of the Provost and Senior Vice President, Academic Affairs for the purpose of ensuring that titles accurately describe the positions, that they are in keeping with accepted, approved usage at OSU, and that the proliferation of titles is minimized.

Approved by President Boger: December 11, 1984

Revisions approved by the Executive Team: October 2006

