

FACULTY SENATE EXECUTIVE COUNCIL

***Resolution on the Use of "Interim" Title for Administrative Positions***

**WHEREAS** no definition on the use of "acting" and "interim" titles has been formally adopted at SIUC; and

**WHEREAS** Southern Illinois University Carbondale has in the past repeatedly had upper-level administrators serving on an interim basis for overlong periods of time even after internal searches; and

**WHEREAS** such positions remaining interim for great lengths of time negatively affects both the effectiveness of the interim office-holder and the university (as noted in the HLC-NCA's 1999 response to SIUC's reaccreditation documents); and

**WHEREAS** both the principles of shared governance and the SIUC Guidelines for Administrative Searches (approved by the Faculty Senate on 14 September 1976 and revised 10 November 1998, 10 October 2000, and 18 November 2008) require faculty consultation and input on searches for administrative positions,

**THEREFORE BE IT RESOLVED** that the SIUC Faculty Senate recommends the following definitions on the use of "acting" and "interim" titles:

**Acting** - The prefix "Acting" should be attached to a title if and only if the regular occupant of that position is, for any reason, temporarily unable to fulfill his/her responsibilities and is expected to return to that position.

**Interim** - The prefix "Interim" should be attached to a title if and only if the regular occupant of that position is, for any reason, not returning to that position and the position has been filled without a search, either internal or national.

**BE IT FURTHER RESOLVED** that the SIUC Faculty Senate recommends the following for administrative positions at the level of Dean and above:

**Interim Appointment** - Appointing individuals to serve as interims should be avoided and should be used only when the position to be filled becomes vacant with *less than two weeks notice*. This appointment should be for no longer than 3 months. During that three month time period the university can prepare to have an internal search for the position with an understanding that appointments after the internal search will be for a maximum period of 12 months and a good faith national search will be conducted within this period. The individual appointed can apply for future searches (either internal or national).

**Position Filled by an Internal Search** - Positions that are known in advance to be opening should be filled by an internal search. A person selected to occupy a position after a good faith internal search is not an interim. However, such appointments should be made for a maximum period of 12 months. This limit is imposed because it is reasonable to expect that a good faith national search can be completed within 12 months after the position has been filled following an internal search. A person selected to occupy a position after a good faith internal search may be a candidate for the position when a national search is conducted. In the event a national search fails or is cancelled because of legitimate reasons, the contract of the current occupant of the position may be extended only if the following conditions are met:

- The current occupant of the position has the confidence of the faculty who are under his/her authority, demonstrated by a formal evaluation process, considering his/her performance and any challenges related to the initial appointment;
- The length of the new contract is approved by each of the primary faculty constituency groups, i.e., Faculty Senate, Graduate Council, and Faculty Association.

## **Acting, Interim and Regular Positions at the level of Dean and above**

### **DEFINITIONS**

**Acting** - The prefix “Acting” should be attached to a title if and only if the regular occupant of that position is, for any reason, temporarily unable to fulfill his/her responsibilities and is expected to return to that position.

**Interim** - The prefix “Interim” should be attached to a title if and only if the regular occupant of that position is, for any reason, not returning to that position and the position has been filled without a search, either internal or national.

Notes:

1. We encourage Colleges to modify their operating papers to follow the above definitions.
2. **We strongly encourage searches for all open positions.**
3. **We strongly encourage all Colleges to review their operating papers and implement similar protocol for dealing with interim positions.**
4. **Proposal for *Future*:**

### **Interim Appointment**

Appointing individuals to serve as interims should be avoided and should be done only when the position to be filled becomes vacant with *less than two weeks notice*. This appointment should be for no longer than 3 months. During that three month period the university can prepare to have an internal search for the position with an understanding that 1) this appointment be for a maximum period of 12 months and, 2) a good faith national search will be conducted within this period. The individual appointed can apply for future searches (either internal or national).

### **Position Filled by an Internal Search**

Positions known in advance to be opening should be filled by an internal search unless there is a sufficient time to conduct a national search. A person selected to occupy a position after a good faith internal search is not an interim. However, such appointments should be made for a maximum period of 12 months. This limit is imposed because it is reasonable to expect that a good faith national search can be completed within 12 months after the position has been filled following an internal search. A person selected to occupy a position after a good faith internal search may be a candidate for the position when a national search is conducted. In the event a national search fails or is cancelled for legitimate reasons, the contract of the current occupant of the position may be extended if the following conditions are met:

- The current occupant of the position has the confidence of the faculty who are under his/her authority, demonstrated by a formal evaluation process, considering his/her performance and any challenges related to the initial appointment;
- The length of the new contract is recommended by each of the primary faculty constituency groups, i.e., Faculty Senate, Graduate Council, and Faculty Association