

# **GUIDELINES RESPECTING ACTING AND INTERIM ADMINISTRATIVE APPOINTMENTS**

Approved August 5, 2004

## 1. The Administrative Candidates Registry

At the beginning of each academic year, the Office of Equity and Diversity will advertise the existence of an Administrative Candidates Registry, known as the Registry, to all employees at CSUN in @CSUN, and to individuals on neighboring campuses through appropriate means. Those interested in administrative appointments may submit a short vita stating their interest and experience which will be kept on file at CSUN in the Office of Equity and Diversity.

## 2. Specific Procedures for all Acting and Interim Appointments

These procedures will be used for acting and interim appointments for full-time administrative positions which (1) are covered by Section 600, Academic Personnel Policies and Procedures, (2) are above the level of department chair, and (3) are for a period of one semester or longer. Normally an acting or interim appointment should last for a period of one year or less unless a longer appointment is necessary for recruitment, business operations or other institutional concerns. With the concurrence of the Appointing Administrator and the Personnel Planning and Review Committee, appointments may be longer than one year. Acting or interim appointments will not result in permanent appointments without a search conducted in accordance with the Search and Screen Manual.

Prior to the appointments of any individual to an acting or interim administrative position, the following steps will be followed:

- STEP 1            The Assistant Vice President, Human Resources will provide a draft of the Performance Program and Management Vacancy Announcement for the vacancy to the Appointing Administrator. The Appointing Administrator will confer with the Chair of the Personnel Planning and Review Committee and the Director of Equity and Diversity. One of the criteria for appointments to any administrative office should be the candidate's demonstrated commitment to equity and diversity.
- STEP 2            The Assistant Vice President, Human Resources will post the Management Vacancy Announcement as appropriate and place any paid advertising. The Director of Equity and Diversity will announce the existence of the vacancy by mail to those in the Registry.
- STEP 3            The Selection Committee, if one exists, or the appropriate administrator, will meet with the Director of Equity and Diversity and describe the procedures followed in arriving at the list of final candidates for the position. The Director will certify that proper attention was paid to equity and diversity procedures during the search or suggest corrective measures to be taken before the final decision regarding the appointment is made.
- STEP 4            The Appropriate Administrator will meet with the Personnel Planning and Review Committee and describe the procedures followed in arriving at the list of final candidates for that position. PP&R will review the search procedures to determine if the search was conducted in accordance with University rules. After reviewing the search procedures, PP&R will
- (1) approve the procedures or
  - (2) notify the appointing administrator if there is a need for a corrective action with specific recommendation for the corrected action.
- STEP 5            Upon receipt and review of the findings and recommendations of the Appointing Administrator and the Personnel Planning and Review Committee, the President will make the final decision regarding the appointment.