Process for Temporary Administrator Appointments

(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Head, Assistant/Associate Deans, District Director & Superintendent, and Assistant and Associate Titles, etc.)

Length of Appointment	Title	Hiring Form/Process	Search Conducted	Salary Change Form	PCN	PD Change	Offer Letter	EPAF	Suffix and contingency	Class Code and Title	Method of Payment
Less than 6 months	Acting (Filling immediate need on short term basis)	Salary Change Form: Select Additional Compensation The Dean must follow all applicable bylaws and 1420 C-2. Include the number of eligible voting faculty and the voting results on the change of pay form.	No	Yes	No Change to Faculty PCN	No	No	EPAF will only be submitted for Additional Compensation.	No change; stays the same as the current faculty job.	No changes.	Employees can be compensated via: 1) course release OR 2) additional compensation on E4110. Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc.

6 - 23 months or Interim

Standard Process:
A search conducted in PeopleAdmin via refill action on administrator PCN.

Exception Process:
Submit search waiver in PeopleAdmin on administrator PCN. Waiver approval is not guaranteed and is subje PTQ227.3 231.0

Note: Internal searches are internal to the University but are not specific to a department or college.

Admin on administrator

PCN. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the

Employment Opportunity.

Office of Equal

Superintendent

Assistant Titles

Associate Titles

externally,

contact Prog1**G**>

Process for Permanent Administrator Appointments

(Includes titles such as School/Unit Director, Department Chair, Department Head, Program Head, Assistant/Associate Deans, District Director & Superintendent, and Assistant and Associate Titles, etc.)

Length of Appointment	Title	Hiring Form/Process	Search Conducted	Salary Change Form	PCN	PD Change	Offer Letter	EPAF	Suffix and contingency	Class Code and Title	Method of Payment
Indefinite	Examples:	Standard Process: A search conducted in	Yes								
Note: May be shorter due to college/unit bylaws.	Department Chair Department Head Director Program Head	PeopleAdmin via refill action on administrator PCN.	External (minimum 30 day posting)								
-	Asst/Assoc Dean District Director	Exception Process: Search Waiver in People	*if searching								