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 less	**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 subject to approval by the Provost's Office and the Office of Equal Employment Opportunity	Yes Internal (minimum 14 day posting)	No	Faculty remain in base faculty PCN. Add secondary appointment on Administrator PCN. ***Stipend is exempt from deferred pay and will not be spread.**	Yes – PD update submitted on base faculty PD to incorporate administrative role.	Yes	EPAF to add secondary appointment on Administrator PCN.	01 suffix and #5 contingency code.	Class code on Administrative PCN will align with administrator role (ex. 12350). Working title on PeopleAdmin action will reflect the title and naming convention for administrator PCNs, for instance **Department Chair English / CLASS	Employees can be compensated via: 1) course release **OR** 2) admin stipend on E4107. Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc.
2-3 years	**Term** Note: this appointment type is not the same as a specific term length that may be specified in unit or college bylaws.	**Standard Process:** A search conducted in PeopleAdmin via refill action on administrator PCN. **Exception Process:** Use a Search Waiver in PeopleAdmin on administrator PCN. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the Office of Equal Employment Opportunity.	Yes Internal (minimum 14 day posting)	No	Faculty remain in base faculty PCN. Add secondary appointment on administrator PCN. *Stipend is exempt from deferred pay and will not be spread.	Yes - PD update submitted on base faculty PD to incorporate administrative role.	Yes	EPAF to add secondary appointment on Administrator PCN.	01 suffix and #5 contingency code.	Class code on Administrative PCN will align with administrator role (ex. 12350). Working title on PeopleAdmin action will reflect the title and naming convention for administrator PCNs, for instance **Department Chair English / CLASS	Employees can be compensated via: 1) course release **OR** 2) admin stipend on E4107. Refer to SBOE II.F for salary restrictions when hiring deans, associate/assistant deans, etc.

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

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 Note: May be shorter due to college/unit bylaws.	Examples: Department Chair Department Head Director Program Head Asst/Assoc Dean District Director Superintendent Assistant Titles Associate Titles	**Standard Process:** A search conducted in PeopleAdmin via refill action on administrator PCN. **Exception Process:** Search Waiver in People Admin on administrator PCN. Waiver approval is not guaranteed and is subject to approval by the Provost's Office and the Office of Equal Employment Opportunity.	Yes External (minimum 30 day posting) *if searching externally, contact Provost Office for guidance on PeopleAdmin Actions OR Internal (minimum 14 day posting) w/ EEO approval	No	Faculty remain in base faculty PCN. Add secondary appointment on administrator PCN. *Stipend is exempt from deferred pay and will not be spread.	Yes - PD update submitted on base faculty PD to incorporate administrative role.	Yes	EPAF to add secondary appointment on Administrator PCN.	01 suffix and #5 contingency code.	Class code on Administrative PCN will align with administrator role (ex. 12350). Working title on PeopleAdmin action will reflect the title and naming convention for administrator PCNs, for instance **Department Chair English / CLASS	Employees is compensated via admin stipend on E4107 on administrator PCN. Course releases may substitute for stipend in special circumstances when approved by the Provost Office.