

UIC POLICIES AND PROCEDURES

		NUMBER 203-02
MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT Temporary Academic Professional Appointments		EFFECTIVE 04/01/1997
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
		APPROVED BY Chancellor

PURPOSE

To define the terms and conditions for Visiting, Acting, or Interim academic professional appointments, to establish responsibility and authority in the hiring of temporary academic professionals, and to ensure conformance with University policy.

SOURCES AND BACKGROUND

University of Illinois Statutes
University of Illinois General Rules

APPLICABILITY

Temporary academic professionals (Visiting/Acting/Interim)

POLICY

Academic Human Resources is responsible for reviewing temporary academic professional appointments and monitoring the status of these positions. The following rules apply to temporary academic professional appointments:

“Visiting”, “Acting”, or “Interim” should be used in the title for an academic professional or administrative appointment if the position is temporary. Temporary appointments may continue for up to one year if funded by "hard" funds and up to three years if funded by "soft" funds. Appointments beyond these limits imply permanent status and must be converted to permanent appointments in accordance with established University and Campus affirmative action policies. Temporary academic appointments may be salaried or non-salaried.

Acting/Interim appointments are generally additional appointments. “Acting” is used for administrative appointments where there is a “sitting administrator” who the acting employee is temporarily relieving. “Interim” is used when the administrative position is vacant until a new permanent administrator is appointed.

A current approved Principal Administrative Position Exemption (PAPE) form must be on file that fits the temporary position. The individual being hired must meet the minimum qualifications as stated on the PAPE form.

PROCEDURES

RESPONSIBILITY

1. Hiring Official
2. Unit Head (Dean or Vice Chancellor)
3. Associate Director for Academic Human Resources

ACTION

- Prepares appointment material and submits it to Unit Head with all the appropriate documentation.
- Reviews all material for completeness, resolves questions or missing data, and transmits required hiring material to Academic Human Resources.
- Ensures that the terms of appointment meet the required qualifications for the temporary academic position.

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Reviews, processes, and enters appointment information into payroll system. Forwards any required data to the Board of Trustees and enters data into the system for pay purposes