

It is the general practice of Western University of Health Sciences to hire the best qualified candidates utilizing a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific job responsibilities, such that circumstances prohibit the utilization of a formal search process, appointments outside of the regular search process may be made for University-level administrators according to the guidelines contained herein.

- I. **PURPOSE:** This document recognizes two classes of temporary appointments: temporary vacancies where the permanent incumbent is expected to return (Acting) and temporary vacancies where the incumbent has left the University or is for other reasons not expected to resume the position (Interim). The purpose of this document is to provide a consistent process for the selection of acting or interim appointments of University-level administrators. For purposes of this document, University-level administrators refers to the Provost, SVPs, VPs, and Deans. Please note that all hiring decisions shall comply with all applicable laws and University policies and procedures. The position of President is governed by the Board of Trustees and not subject to this document.

- II. **SCOPE OF AUTHORITY:** Consistent with the By-laws of WesternU, the President or their duly appointed designee, is considered the Appointing Officer for all University-level Administrators. No other person or body is authorized to appoint University-level Administrators, nor to modify or revise the provisions of any appointment or offer of appointment. For the appointments of Deans, the President designates the Provost as the Appointing Officer. The President reserves the right to amend, modify, or rescind this document with or without prior notice.

- III. **DEFINITIONS:**
 - a. **Acting appointment:** The temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on approved leave of absence or sabbatical). Upon the incumbent's return, the acting appointment will return to his/her former position. This appointment is also used when the incumbent is temporarily reassigned or appointed to other duties in the University.

 - b. **Interim appointment:** The temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while recruitment is underway to permanently select a successor and/or it is expected that the incumbent is unable to remain in position pending the selection of the successor (e.g., unanticipated or sudden departure of the incumbent).

- IV. **PARAMETERS:**
 - a. Acting or Interim appointments as described herein shall normally be for no less than one month but not more than twelve months. Interim appointments should not exceed one year without a written request and the written approval of the president.

 - b. An individual serving through an acting or interim appointment must possess at least the minimum qualifications stipulated in the applicable job description or leadership profile.

 - c. An interim appointee will not be prohibited from applying for the vacancy unless non-candidacy for the permanent position is a condition of the interim appointment.

 - d. An individual serving an interim appointment is prohibited from serving on a university search committee for the position in which they are appointed during the duration of his/her appointment.

- V. **SELECTION PROCESS:**

- a. *Expediated Process*: Typically, when time permits, the University will endeavor to conduct the search and selection process defined in the Regular Process below. In instances where circumstances do not allow the University to engage in the Regular Process, the University will contact the Chair of the Academic Senate to request their opinion on a potential appointee(s). Interviews may be conducted if more than one individual is in consideration. Typical scenarios that may necessitate an Expediated Process include but is not limited to imminent, emergent or unforeseen events, accreditation, legal, or regulatory requirements.
- b. *Regular Process*: Subject to Section V.a., the following **minimum** steps should occur. The Appointing Officer must authorize, in advance, any deviations and/or adjustments to the steps outlined below:
 - i. **Determine whether there is a valid need for the Acting or Interim appointment.** Generally, it is the preference of the University to engage in a formal search process for vacancies. Instances where an incumbent provides notice of their impending departure, the immediate supervisor, in consultation with the appropriate University Officer, shall provide an opinion to the Appointing Officer on whether an Acting or Interim appointment is necessary for the effective operation of the unit or whether a current employee(s) is able to take on additional responsibilities, for a limited time, while maintaining their current job responsibilities. Typically, where an incumbent provides ample notice, an Acting or Interim appointment may not be appropriate.
 - ii. **Issue an internal call for potential candidates for the appointment.**
 - a. *For non-Dean appointments*: The Appointing Officer will provide notice to the key representative groups seeking recommendations for potential nominees. The key representative groups are responsible for the broader dissemination to their stakeholders. The call for recommendations will remain open a minimum of 10 calendar days. For purposes of this section, the key representative groups include the Deans Council, Academic Senate, Student Government Association, Staff Council and University Executive Operations Team.
 - b. *For Dean appointments*: The Appointing Officer will provide notice to the College Administrators, staff, students, and faculty seeking their recommendations for potential nominees. The call for recommendations will remain open a minimum of 10 calendar days.
 - iii. **A confidential Advisory Group will be activated by the Appointing Officer to assist in the review and recommendation of candidates.** The composition of the group, including the maximum number of members, will depend on the position under consideration and is ultimately decided by the Appointing Officer. At a minimum, the following will occur:
 - a. *For non-Dean appointments*: The member composition will include one representative from Academic Senate, one representative from Staff Council, one representative from University Executive Operations Team, one representative from Deans Council, one representative from the Student Government Association, and at least two (2) members from the campus community at large (i.e. faculty, staff, students, or administrators who do not sit on one of the above named groups).
 - b. *For Dean appointments*: the member composition will primarily reflect the applicable College and include a broad cross-section of stakeholders, including at a minimum, two college administrators (such as a Department Chair, Associate Dean, or Assistant Dean), the college faculty assembly chair, one college faculty member selected by the college faculty assembly, two staff members, and two students.

- c. Notwithstanding the composition guidelines above, the Appointing Officer will also determine whether a Facilitator should be appointed and if so, will appoint that individual. The Facilitator is not required to be selected from the current membership of the Advisory Group. The Facilitator is typically non-voting and assists in the advancement of the process. Typically, the identification and appointment of this group should be completed within 10 days.
- iv. **All nominees will be invited to submit materials for consideration by the Advisory Group.** The nominees will be provided a job description, leadership profile or similar document detailing the minimum qualifications for the role. The Advisory Group will only consider candidates who timely submit the required materials. Required materials include but may not be limited to a current CV/resume and letter of interest. The Advisory Group will review all submitted materials to determine qualifications, capabilities, and suitability for the position. Upon the conclusion of their review, the Group will provide their collective recommendation to the Appointing Officer of individuals (maximum three) that should advance for consideration. This stage should be completed within 14 days.
- v. **The Appointing Officer will provide regular status updates to the applicable constituent group related appointment process.** To maintain the confidentiality of the appointment process, all status updates will not include identifying information related to the membership of the Advisory Group, nominees, or collective recommendation of the Advisory Group. Once the Appointing Officer has selected the appointee, a notice will be issued to the applicable constituent group.
- vi. **The appointee will receive a written Notice of Appointment.** The Notice will describe the nature/scope of the appointment. All acting and interim appointments serve at the pleasure of the Appointing Officer. The appointment may result in a temporary title change and temporary compensation adjustment. It is expected the entire process may take up to six weeks to complete.
- vii. **Conclusion of the appointment.** Upon conclusion of the acting or interim appointment, employees shall be returned to their former position with the same salary and status as they would have had if they had not served in an acting/interim capacity with the addition of any intervening salary adjustments which have occurred (e.g. across the board adjustments), including any increase that would have been made to the employees regular salary during the acting/interim assignment period.