

UIC HR Policies and Procedures

NUMBER

203-02

MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT <i>Temporary Academic Professional Appointments</i>	EFFECTIVE 4/1/1997	REVISED 9/1/2013
ISSUED BY Assistant Vice President for Human Resources	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

UIC 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 three (3) years if funded by "hard" funds (see attached definitions of Fund Types) and up to five (5) years if funded by "soft" funds. The time limit of three and five years respectively includes reappointments to the same position/title and may not be extended by funding source changes. 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.

"Visiting" positions require a standard search in accordance with established University and Campus affirmative action policies.

"Acting" or "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 Job Description form must be on file that fits the temporary position. The individual being hired must meet the minimum qualifications as stated on the Job Description.

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PROCEDURES

RESPONSIBILITY

ACTION

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|--------------------------------------|--|
| 1. Department/Unit Head | Drafts and submits Job Description to UIC Human Resources/Compensation. |
| 2. UIC Human Resources/Compensation | Reviews and approves Job Description and notifies Hiring Unit. |
| 3. Department/Unit Head | Initiates hiring process in HireTouch; steps include Position Approval and Office of Access and Equity approvals as needed. |
| 4. Department/Unit Head | Reviews and approves documents and steps in HireTouch. Requests changes as needed. Submits required information to Office of Access and Equity. |
| 5. Office of Access and Equity (OAE) | Ensures that the position and requested Search Waivers are adequately documented and approved pursuant to University and Campus affirmative action guidelines. |