

Augusta University

Policy Library

Interim and Acting Appointments Policy

Policy Manager: Human Resources

POLICY STATEMENT

Augusta University adopts the USG Policy on Interim and Acting Appointments.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

PROCESS & PROCEDURES

Process:

1. Director or Department Chair/Administrator identifies vacancy that will necessitate redistribution of work or an interim or acting appointment.
2. Director or Department Chair/Administrator sends notification of interim/acting position to department requesting letters of interest.
3. Director or Department Chair/Administrator interviews qualified applicants and selects the most appropriate candidate.
4. Director or Department Chair/Administrator submits request to Director, Classification/Compensation to name employee into interim or acting appointment, or additional duties.
 - If the Director or Department Chair/Administrator believes that a temporary adjustment to salary is reasonable, he/she shall also include such a recommendation in the request to Human Resources.
5. Director, Classification/Compensation reviews the request for the additional interim or acting assignment and makes a determination.
6. Director, Classification/Compensation responds to the requestor.
7. If Interim/Acting appointment is approved, Director Classification/Compensation will update the position with Interim/Acting title.
8. If Interim/Acting appointment is approved, the department submits an MSS Transfer transaction in OneUSG Connect to effect the change(s), including the temporary increase to salary if a salary increase was also requested and approved.
9. At the conclusion of the temporary assignment, the department submits an MSS Transfer transaction in OneUSG Connect to remove the assignment and any adjustment to salary.

REFERENCES & SUPPORTING DOCUMENTS

- USG Human Resources Administrative Practice Manual: [Policy on Interim and Acting Assignments](#)
- USG Policy Manual: [Compensation, Section 8.3.12](#)

RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 6/3/2024

President, Augusta University

Date: 6/3/2024