

TO: PROVOST ROBERT JONES

FROM: MARY BETH KURZ

FACULTY MANUAL EDITORIAL CONSULTANT

DATE: _____

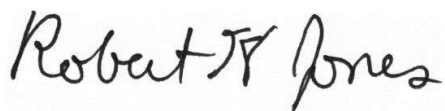
RE: FACULTY MANUAL CHANGE, _____

The Faculty Senate approved the referenced Faculty Manual changes on _____
for inclusion in the *Faculty Manual*.

I am including the following:

Upon receiving your approval for all the pending changes they will be incorporated into the
2021-2022 *Faculty Manual*.

Please indicate your approval or desire for revision below. Further, please indicate whether this
change requires approval by the Board of Trustees.



Provost Approval
Revisions Needed

Board of Trustees Approval needed?

If revisions are needed, please follow up by email to mkurz@clmson.edu

1
2 **FACULTY SENATE RESOLUTION 202101**

3 **Policy Committee Approval: March 16, 2021**

4 **Faculty Senate Consideration: April 13, 2021**

5 **Faculty Senate Approval: May 11, 2021**

6
7
8 **Topic:** "Acting and Interim Appointments"

9
10 **Whereas**, Clemson University makes provision for faculty participation in
11 planning, policymaking, and decision-making with regard to academic
12 matters; and

13
14 **Whereas**, the University also provides for such participation in matters of
15 faculty welfare and general university concern; and

16
17 **Whereas**, the *Faculty Manual* (Chapter VIII, E5a and 5b) indicates policies
18 regarding the appointments of acting and interim academic administrator
19 positions; and

20
21 **Whereas**, Policy Committee Report 202004 (PCR202004) concluded that
22 changes to the *Faculty Manual* to clarify the use of acting appointments in
23 the case the original holder of the appointment is anticipated to return, the
24 length of an interim appointment, the timing of a search for a permanent
25 appointment following an interim appointment, and what will serve as the
26 trigger for an acting or interim appointment for an academic administrator;
27 and

28
29 **Whereas**, PCR202004 and its recommendations were accepted by the
30 Faculty Senate on March 9th, 2021; and

31
32 **Whereas**, 5 amendments to the *Faculty Manual* must be made in order to
33 effect the recommendations of PCR202004; it is

34 **Resolved**, that Chapter VIII, E5ai. be amended to **insert** the words "for
35 personal reasons or unexpected position vacancy." at the end of the
36 sentence; and it is

37 **Resolved**, that Chapter VIII, E5aii. be amended to **strike** the sentence,
38 "The expectation is that the academic administrator will be returning to their
39 regular position in the near future; if not, an interim appointment is more
40 appropriate." and **insert** the sentence, "An acting appointment is

1 appropriate when an academic administrator will be returning to their
2 regular position in the near future or as a bridge for a period not to exceed
3 90 days during which a search for an interim or permanent academic
4 administrator is conducted and such appointment is made.”; and it is

5 **Resolved**, that Chapter VIII, E5bi. be amended to **strike** the words, “the
6 academic year”, and **insert** the words, “two calendar years”; and it is

7
8 **Resolved**, that Chapter VIII, E5bi(1). be amended to **strike** the sentence,
9 “an interim administrator shall be appointed no later than 90 calendar days
10 following an initial acting appointment or in lieu of an acting appointment”;
11 and it is

12
13 **Resolved**, that Chapter VIII, E5b. be amended to **insert** the words, “within
14 the first twelve months of the interim appointment. (1) In the case that a
15 permanent appointment cannot be made before the end of the first twelve
16 months of an interim appointment, a one-year extension of the interim
17 appointment can be made, after consultation with the groups described in
18 Ch VIII, E5b, ii. (2) In the case that a permanent appointment cannot be
19 made before the end of the second twelve months of an interim
20 appointment, a new interim search shall be conducted in accordance with
21 this Faculty Manual.” at the end of the sentence; and it is

22
23 *This resolution will become effective upon approval by the Clemson*
24 *University Executive Vice President for Academic Affairs and Provost and its*
25 *inclusion in the Faculty Manual (2021-2022).*

26
27 **Final Proposed Language:**

28 5. General Policies for Interim Appointment of Academic Administrators

29 a. Acting Appointments

30 *i.* An acting appointment is used on a temporary basis when an academic
31 administrator is unavailable for a short, though possibly unpredictable,
32 period of time **for personal reasons or unexpected position vacancy.**

33 ~~*ii.* The expectation is that the academic administrator will be returning to~~
34 ~~their regular position in the near future; if not, an interim appointment is~~
35 ~~more appropriate~~ **An acting appointment is appropriate when an**
36 **academic administrator will be returning to their regular position**
37 **in the near future or as a bridge for a period not to exceed 90**
38 **days during which a search for an interim or permanent academic**
39 **administrator is conducted and such appointment is made.**

40 *iii.* A person appointed as the acting administrator must be a member of
41 the Faculty with an appointment in an academic unit.

42 *iv.* Appointments to acting positions are approved by the administrator at
43 the next level in the organization.

1 b. Interim Appointments

2 *i.* An interim appointment is used on a short-term basis (not to extend
3 beyond the academic year **two calendar years** following interim
4 appointment) when an academic administrator position is vacant, for
5 example due to longer-term absence, resignation or academic unit
6 reorganization.

7 (1) An interim administrator shall be appointed no later than 90
8 calendar days following an initial acting appointment or in lieu of an
9 acting appointment.

10 *ii.* Appointments to interim positions are approved by the administrator at
11 the next level in the organization, after consulting with a search and
12 screening committee composed of relevant faculty, including regular
13 faculty, administrative faculty, special faculty and staff as appropriate for
14 the academic unit. At a minimum, the appointing administrator must
15 consult with the appropriate group:

16 (1) For department-level interim appointments: the unit's Advisory
17 Committee (as stipulated in CHAPTER IX L. 5.);

18 (2) For academic college-level interim appointments: only in the
19 absence of a unit Advisory Committee, a committee consisting of at
20 least four regular faculty members elected from and by the unit's
21 constituent group;

22 (3) For university-level interim appointments: a committee consisting of
23 at least four regular faculty members selected during a meeting of the
24 Faculty Senate Advisory Committee.

25 *iii.* The search and screening committee conducts a search for an interim
26 appointment, identifies acceptable candidates and submits the list to the
27 administrator at the next level in the organization who makes the final
28 selection from the names on the list.

29 *iv.* A person appointed as the interim administrator must be a member of
30 the Faculty with an appointment in an academic unit.

31 *v.* An interim appointment will be accompanied by a search for a
32 permanent appointment organized in accordance with the *Faculty Manual*
33 **within the first twelve months of the interim appointment.**

34 **(1) In the case that a permanent appointment cannot be made**
35 **before the end of the first twelve months of an interim**
36 **appointment, a one-year extension of the interim appointment**
37 **can be made, after consultation with the groups described in Ch**
38 **VIII, E5b, ii.**

39 **(2) In the case that a permanent appointment cannot be made**
40 **before the end of the second twelve months of an interim**
41 **appointment, a new interim search shall be conducted in**
42 **accordance with this *Faculty Manual*.**

43