



Acting Appointments – Handbook Changes

RES 252647

FAC

RESOLVED: The Academic Senate approves revisions to the University Handbook regarding the appointment of acting and interim administrators at CSUB. Deletions are in ~~strike through~~, and additions are in **bold and underlined**.

309.7. Appointment of Interim Non-Academic University-Wide Officers

- a. This policy shall apply to the interim appointments of the VPBAS, VPSA, and VPUA. New positions that are similar in nature shall also be subject to this policy.
- b. **Acting appointments may be made when an administrator is temporarily unavailable due to short-term circumstances (e.g., leave, illness, or temporary reassignment), and continuity of operations is required. Acting appointments shall only be made when there is insufficient time to engage in the full consultative process described below. Acting appointments are intended to be brief in duration and shall not exceed 90 calendar days. Acting appointments do not require the full consultation process described below; however, the appointing authority shall notify the Executive Committee of the Academic Senate in a timely manner. If the need for administrative coverage extends beyond 90 calendar days, the appointment shall transition to an interim appointment and follow the procedures outlined in this section.**
- c. When a vacancy in one of these positions occurs, the President shall confer with the Executive Committee of the Academic Senate, to determine if there is sufficient time for recruitment, the appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments. **This consultation requirement shall apply to both initial interim appointments and any subsequent renewal.**

- d. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures. **The University should make a good-faith effort to initiate a timely search process for a permanent appointment.**

309.8 Appointment of Interim Provost and Vice-President for Academic Affairs

- a. **Acting appointments may be made when an administrator is temporarily unavailable due to short-term circumstances (e.g., leave, illness, or temporary reassignment), and continuity of operations is required. Acting appointments shall only be made when there is insufficient time to engage in the full consultative process described below. Acting appointments are intended to be brief in duration and shall not exceed 90 calendar days. Acting appointments do not require the full consultation process described below; however, the appointing authority shall notify the Executive Committee of the Academic Senate in a timely manner. If the need for administrative coverage extends beyond 90 calendar days, the appointment shall transition to an interim appointment and follow the procedures outlined in this section.**
- b. When a vacancy occurs, the President shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments. **This consultation requirement shall apply to both initial interim appointments and any subsequent renewal.**
- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures. **The University should make a good-faith effort to initiate a timely search process for a permanent appointment.**

309.9 Appointment of other Interim University-Wide Academic Administrators

- a. This policy shall apply to the interim appointments of other academic administrators whose responsibilities include making academic policy decisions that affect the entire university which includes the Assistant Vice President for GRASP, the Associate Vice President for Academic Programs, the Associate Vice President for CSU Bakersfield Antelope Valley, the

Associate Vice President for Faculty Affairs, the Dean of Academic Programs, and the Dean of the Division of Extended Education and Global Outreach. New positions that are similar in nature shall also be subject to this policy.

- b. Acting appointments may be made when an administrator is temporarily unavailable due to short-term circumstances (e.g., leave, illness, or temporary reassignment), and continuity of operations is required. Acting appointments shall only be made when there is insufficient time to engage in the full consultative process described below. Acting appointments are intended to be brief in duration and shall not exceed 90 calendar days. Acting appointments do not require the full consultation process described below; however, the appointing authority shall notify the Executive Committee of the Academic Senate in a timely manner. If the need for administrative coverage extends beyond 90 calendar days, the appointment shall transition to an interim appointment and follow the procedures outlined in this section.**
- c. When a vacancy occurs, the P&VPAA shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments. **This consultation requirement shall apply to both initial interim appointments and any subsequent renewal.**
- d. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures. **The University should make a good-faith effort to initiate a timely search process for a permanent appointment.**

309.10 Appointment of Interim School Deans

- a. Acting appointments may be made when an administrator is temporarily unavailable due to short-term circumstances (e.g., leave, illness, or temporary reassignment), and continuity of operations is required. Acting appointments shall only be made when there is insufficient time to engage in the full consultative process described below. Acting appointments are intended to be brief in duration and shall not exceed 90 calendar days. Acting appointments do not require the full consultation process described below; however, the appointing authority shall notify the Executive**

Committee of the Academic Senate in a timely manner. If the need for administrative coverage extends beyond 90 calendar days, the appointment shall transition to an interim appointment and follow the procedures outlined in this section.

- b. When a vacancy occurs in a college dean's position, the Provost and Vice President for Academic Affairs shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim dean will be made by the Provost & Vice President for Academic Affairs. Such appointments will be made after consultation with the Executive Committee of the Senate, Department Chairs, members of the college, and appropriate advising committees. **This consultation requirement shall apply to both initial interim appointments and any subsequent renewal.**
- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures. **The University should make a good-faith effort to initiate a timely search process for a permanent appointment.**

309.11 Appointment of Interim School Associate Deans

- a. **Acting appointments may be made when an administrator is temporarily unavailable due to short-term circumstances (e.g., leave, illness, or temporary reassignment), and continuity of operations is required. Acting appointments shall only be made when there is insufficient time to engage in the full consultative process described below. Acting appointments are intended to be brief in duration and shall not exceed 90 calendar days. Acting appointments do not require the full consultation process described below; however, the appointing authority shall notify the Executive Committee of the Academic Senate in a timely manner. If the need for administrative coverage extends beyond 90 calendar days, the appointment shall transition to an interim appointment and follow the procedures outlined in this section.**
- b. When a vacancy occurs in an associate college dean's position, the Dean shall confer with Department Chair to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim Associate Dean will be made by the Provost upon recommendation of the Dean. Such appointments will be made only after the Dean has

consulted with the Department Chairs, members of the college, and appropriate advising committees. **This consultation requirement shall apply to both initial interim appointments and any subsequent renewal.**

- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures. **The University should make a good-faith effort to initiate a timely search process for a permanent appointment.**

Rationale:

This resolution clarifies existing Handbook language by distinguishing between acting and interim administrative appointments. Acting appointments are defined as short-term assignments intended to ensure continuity during temporary absences, while interim appointments address longer-term vacancies requiring broader consultation.

The revisions also strengthen shared governance by clarifying that consultation must occur not only at the time of initial interim appointment, but also upon renewal. Finally, the resolution establishes clearer expectations regarding the duration of interim appointments and the importance of timely searches, helping to ensure that temporary appointments remain truly temporary and do not unintentionally substitute for permanent hiring processes.

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