

33.99.01.R0.02 Ad Interim Positions

Revised May 29, 2024

Next Scheduled Review: May 29, 2029



Procedure Summary

East Texas A&M University will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or any other classification protected by federal, state or local law and strives to achieve full and equal employment opportunity throughout the University.

This procedure provides guidance in complying with federal and state employment laws and regulations as directed by The Texas A&M University System with regard to ad interim hiring.

Procedures and Responsibilities

- 1 Ad interim appointments are strictly temporary in nature and are used to fill departmental needs due to increased enrollment, an unexpected vacancy, or for special projects.
 - 2 Ad interim appointments will not be used to avoid established recruiting procedures. The Ad Interim position must be posted for a minimum of five (5) days and search procedures must be followed by the Hiring Supervisor in accordance with University Procedure 33.99.01.R0.01 *Employment Practices*.
 - 3 Ad interim appointments shall be made for no longer than one year and the length of appointment should be stated in the appointment letter. Departments shall commence a search for the regular position in a timely manner. Ad Interim position terminations are required to be submitted electronically by the department to the Office of Human Resources upon completion of the appointment period.
 - 4 For faculty positions in an emergency situation, refer to University Procedure 12.99.99.R0.09 *Ad Interim (Exceptional Hire) Faculty Appointments*.
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Related Statutes, Policies, or Requirements

System Policy [01.03 Appointing Power and Terms and Conditions of Employment](#)

System Policy [25.07 Contract Administration](#)

System Regulation [33.99.01 Employment Practices](#)

University Procedure [33.99.01.R0.01 Employment Practices](#)

University Procedure [12.99.99.R0.09 Ad Interim \(Exceptional Hire\) Faculty Appointments](#)

Revision History

Approved October 6, 2014

Revised November 7, 2024 (University Name Update)

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