

33.99.01.R0.02 Ad Interim Positions

Approved October 6, 2014
Next Scheduled Review: October 6, 2019



Procedure Statement

Texas A&M University-Commerce will provide equal opportunity to all employees, students, applicants for employment and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Furthermore, A&M-Commerce will maintain an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression.

Reason for Procedure

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 A&M-Commerce *Hiring Procedures and Guidelines*.
 - 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 as the Ad Interim position will automatically terminate at the 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](#)

Contact Office

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