

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Appointment of Interim or  
Acting Administrators**

**3-009  
FISCAL SERVICES  
July 2009**

PURPOSE AND SCOPE

- 1.01 The purpose of this policy is to clarify the use of, and differences between, the titles "interim" and "acting" when filling vacancies at the administrative level.

DEFINITION OF TITLES

- 2.01 An "acting" title is used if an administrator is absent for a short period of time (usually one month or less). The absent administrator retains the responsibility of his/her position but delegates the authority to the "acting person."
- 2.02 An "interim" title is used if an administrator resigns and a replacement is sought or if an administrator is absent for a longer period of time (usually exceeding one month). The "interim" person has both the authority and the responsibility of the office.

POLICY

- 3.01 Appointments to "acting" or "interim" positions shall be approved by the administrator at the next level in the organization.
- 3.02 All titles, both faculty and administrative, are reviewed by the Human Resources Office in the Fiscal Services area for the purpose of ensuring that titles accurately describe the positions, that they are in keeping with accepted, approved usage at Oklahoma State University Institute of Technology, and that proliferation of titles be minimized.

Approved: August 1996  
Revised: June 2005  
Revised: July 2009

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