HUMAN RESOURCES

INTERIM TO REGULAR EMPLOYEE REQUEST FORM

This form is used to appoint an employee into the classification for which he/she has been serving in an interim capacity. A limited competitive process must be conducted if the appointment involves a higher salary or greater scope of responsibility.

Executive Vice Presidents and the University President have the appointing authority after the individual has served in an interim capacity in that position for six (6) months or longer and has demonstrated a high degree of proficiency. Please refer to UAP 3210: Recruitment and Hiring for additional information.

Confirm

Was a formal search or limited competitive process completed prior to the interim appointment? Select

If you answered "No," please state below your exception to the formal search or limited competitive process.

Date employee began interim role (must be at least six (6) months):

Does the employee meet minimum qualifications for the position? Select

Explain below how employee demonstrated competence in fulfilling all position responsibilities while in interim role:

Pre-Interim Position Information

Employee's Name:		Employee's Banner ID:	
Job Description:		Position Class:	
Position Number w/suffix:		Org Code:	
Department Name:		Salary:	

Proposed Position Information

Job Description:		Position Class:	
Position Number w/suffix:		Org Code:	
Department Name:		Salary:	
Effective Date:		Trial End Date:	

Term of Agreement (Contract Position Only):

Contract Employee Select Personnel Start Date: Personnel End Date:

Signatures

Supervisor/Manager	*Department Approver*	*EVP/President*	*HR Consultant*

Revised September 2022