Determine Need for Interim Appointment

External or Internal Hire?

Possibility of overlap with outgoing incumbent?

Yes

Use new hire interim LOO
Use different vacant position number to avoid overlap
Position will be updated to regular position number once outgoing incumbent leaves
**Can double incumber in permanent position number from regular position if same exact position for less than one month**

No

Use new hire interim LOO
Use permanent position number from regular position
Position may be updated to different position number by HR at end of appointment if going to be overlap with different position information

In addition to current role or moving to interim role full-time?

Yes

In addition

Use current employee interim LOO
No position number needed – pay added as supplemental row
Update reports to and financial approvals as needed
Working title updated in HCM for interim period

**Can double incumber in permanent position number from regular position if same exact position for less than one month**

No

Full-time Move

Possibility of overlap with outgoing incumbent?

Yes

Use current employee interim LOO
Use different vacant position number to avoid overlap
Position will be updated to regular position number once outgoing incumbent leaves

**Can double incumber in permanent position number from regular position if same exact position for less than one month**

No

Use current employee interim LOO
Use permanent position number from regular position
Position may be updated to different position number by HR at end of appointment if going to be overlap with different position information

This decision tree does not apply to interim secondary faculty roles. Please follow the normal secondary faculty hiring process.

Notification must be sent to HR when an interim appointment is ending. This can be done through the Employee Separation ticket in Cherwell.