



Temporary, Interim or Acting Appointments

On occasion it is necessary to fill a position immediately. When institutional needs require filling a position immediately (as determined by the appropriate Cabinet Officer or President), these positions can be filled on a temporary, interim or acting basis. Normally, a person may be appointed to a temporary, interim or acting managerial position only for a specific period of time, as determined by the Cabinet Officer or President.

- Temporary appointments are those which constitute specific or seasonal periods of time with a specific start or end date. There are also temporary appointments for faculty and AFT professional staff which are needed for different reasons such as short notice of resignation. In addition, special funded positions such as grant funded may be hired as temporary appointments. Notification must be provided prior to the temporary appointment to the Office of Human Resources and the Director of Affirmative Action.
- Interim appointments are usually for one-year or less but may be extended in unusual circumstances. Approval for interim appointments requires a waiver of the search process authorized by the Cabinet Officer or President keeping in mind considerations related to equal employment opportunity. Notification must be provided prior to the interim appointment to the Office of Human Resources and the Director of Affirmative Action. Interim positions may be filled with an internal candidate or a selected/recruited external candidate. An internal candidate appointed to an interim position must possess the minimum qualifications for the position. Note: persons appointed to interim positions are not pension eligible under NJ State Pension Program Rules and Regulation unless they are members of the Pension Program immediately prior to the interim appointment such that there is not a break in service for the purposes of pension credit. Therefore, an external candidate selected to fill an interim position may not be eligible to participate in the regular pension system during his or her period of interim appointment. However, if the person who is initially ineligible for pension participation serves in the interim position for a period of at least one year, he or she shall be eligible for pension participation even as an interim employee. Whenever an interim employee becomes a permanent employee, he or she at that time becomes eligible to enroll in the state pension system. However, an interim employee who is not eligible to participate in the pension plan can participate in the state supplemental plans immediately upon being hired in the interim capacity.
- Acting appointments may be required to fill a vacancy or new position when time does not permit a search. These appointments may arise out of a business need or a new strategic initiative and are for an unspecified period of time. A waiver of a search process to fill the position permanently may be authorized by the President, keeping in mind equal employment considerations. Notice of Acting appointments shall be provided to the Office of Human Resources and Director of Affirmative Action. Except as indicated above, the policies related to interim appointments also shall pertain to acting appointments.

The required material and forms necessary for filling a position vacancy are available from The Office of Human Resources, the Provost's Office, or the Human Resources web site.