

Policy 385.1.4 Procedures for appointing a Temporary Employee

To appoint a candidate in an exempt/faculty position, the temporary nature of this position must be specified on Appointment of Opportunity form.

Submit the following documents to the President/Provost Office with notification to the Human Resources and Affirmative Action/Equal Opportunity offices

- a. Appointment of Opportunity Request Form
- b. Job Description
- c. Resume/CV of the candidate
- d. Draft offer letter and draft role statement (faculty positions only)