



Title: Appointments to Professional Positions on an Acting Basis Policy	Policy Category: Human Resources
Issuing Authority: Administration & Finance	Responsibility: Human Resources
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

Appointment on an acting basis is appropriate when a professional employee temporarily assumes the duties and responsibilities of a position with greater responsibility than the position the employee normally holds.

All acting appointments require review and evaluation by the Classification and Compensation department of the Office of Human Resources to determine the appropriate salary level prior to any commitment to the employee.

When the employee is removed from the acting capacity, the temporary salary increase, if any, may be withdrawn.

If the "acting" appointee is subsequently appointed to the position, any salary adjustment at that time must also be reviewed by the Classification and Compensation department.

Definitions:

None

Contact:

Additional information about this policy is available here:

Human Resource Services

West Campus, Health Sciences, and School of Medicine

Classification and Compensation Department

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

None