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When the employee is removed from the acting capacity, the temporary salary increase, if any, may be withdrawn.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  
390 Administration Building  
Stony Brook, NY 11794  
(631) 632-6155  
hrs_classcomp@stonybrook.edu

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

None