

12.99.99.R0.09 Ad Interim (Exceptional Hire) Faculty Appointments



Approved September 3, 2013
Reviewed February 25, 2020
Next Scheduled Review: February 25, 2025

Procedure Summary

Texas A&M University-Commerce will provide equal opportunity to all employees, students, applicants for employment and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status.

This procedure provides guidance in complying with federal and state employment laws and regulation as directed by The Texas A&M University System with regards to ad interim faculty appointments.

Procedures and Responsibilities

- 1 Ad interim (Exceptional Hire) appointments are strictly temporary in nature and are used to fill departmental needs on short notice.
 - 2 Ad interim (Exceptional Hire) appointments will not be used to avoid appropriate faculty recruiting procedures, to undermine the probationary service process, nor to circumvent the university's commitment to affirmative action. A search must be conducted during the academic year of an ad interim appointment in accordance with A&M-Commerce *Hiring Procedures and Guidelines*.
 - 3 Ad interim (Exceptional Hire) appointments shall be made only on a clearly understood nine or twelve month term basis and will automatically terminate at the completion of the appointment period.
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Related Statutes, Policies, or Requirements

System Policy [01.03 Appointing Power and Terms and Conditions of Employment](#)

System Policy [25.07 Contract Administration](#)

System Regulation [33.99.01 Employment Practices Hiring Procedures and Guidelines](#)

Contact Office

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