



Interim/Acting Request Form

Date of Request: _____

Dates of Interim/Acting Assignment: _____ to _____

Requestor Name: _____

Requestor Position and Department: _____

Name and Current Position of Appointee: _____

Reason for the request (and, if interim, what is the plan to recruit?)

How was this individual selected?

Summary of the selected individual's qualifications.

How do you plan to backfill/cover the selected individual's current workload?

Approvals

Department Administrator's Approval: _____ Date: _____

SVP Approval: _____ Date: _____

President's Approval: _____ Date: _____