

# Appointment Duration - P&S

Effective: Moved to Policy Library from UPM 4.3(2)

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Contact: [University Human Resources \(UHR\) Recruitment & Selection](#)

## Introduction

The duration of each Professional and Scientific (P&S) appointment is determined by the employing unit based on departmental needs and funding for the position. The duration of the appointment is specified on a Letter of Intent as one of the conditions of employment for the P&S employee.

## Policy Statement

P&S appointments are to be made on a continuous, term, emergency term or temporary basis.

### Continuous Appointment

A continuous position is expected to exist for an indefinite period and the university is committed to employing the person in that position on a continuous basis, subject to conditions of performance and stated dismissal rules or layoff.

### Term Appointment

A term position is expected to exist for a specified period of time. Persons appointed to P&S term may be reappointed without a search if the same conditions apply as when the position was first advertised.

### Emergency Term Appointment

An emergency term position is a short term, non-competitive emergency appointment of a qualified person to fill an urgent need. The appointment cannot exceed nine months and may not be renewed without a search.

### Temporary Appointment

A temporary appointment is an intermittent or very short term appointment not exceeding 780 hours per fiscal year. The appointee is paid on an hourly basis and does not qualify for benefits.

## Resources

### Links

- [Recruitment & Selection](#)
- [Temporary Employment](#)