

# 1 Appointment Duration - P&S

2 Effective: Moved to Policy Library from UPM 4.3(2)  
3 Reviewed and Updated: March 1, 2018  
4 Contact: [University Human Resources \(UHR\) Recruitment & Selection](#)

## 5 Introduction

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

## 9 Policy Statement

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

### 11 Continuous Appointment

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

### 15 Term Appointment

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

### 19 Emergency Term Appointment

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

### 23 Temporary Appointment

24 A temporary position is intermittent or very short term (typically 60 days or less) and is paid on an  
25 hourly basis.

## 26 Resources

### 27 Links

- 28 • [Recruitment & Selection](#)
- 29 • [Temporary Employment](#)

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