

**FORT LEWIS COLLEGE  
TEMPORARY EXEMPT STAFF  
SEARCH AND APPOINTMENT PROCESS**

1. The President, Vice Presidents, the Associate Vice President for Academic Affairs, and Deans oversee the hiring of temporary exempt staff.
2. A Search Committee may be formed at the discretion of the next level supervisor (as defined in Section II of Fort Lewis College Search and Appointment procedure for Faculty and Exempt Staff).
3. Temporary appointments can be made up to one year.
4. A position announcement may be distributed campus-wide and/or published in the local and/or regional papers as needed.
5. Complete files will be reviewed by the Search Committee or the next level supervisor.
6. The next level supervisor will make a hiring decision and seek approval from the appropriate Vice President or President.
7. The next level supervisor will file a request for a Contract and Supplemental Pay Request (CaSPR) for the signature of the appropriate Vice President.

Approved: July 1989

Revised: November 2, 2005