

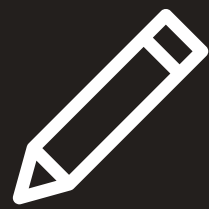
# TIPS FOR A SUCCESSFUL INTERIM PLACEMENT

## *For Campus Leadership:*

1

### DEFINE

- Define and assess the institutions current needs; prioritize and align the interim's goals accordingly
- Share a clear, written outline of expectations, priorities and measurable outcomes.



2

### CLARIFY

- Clarify the role by outlining the scope of responsibilities and specifying the duration of the interim role.
- Highlight decision-making authority and areas in which collaboration is necessary.



3

### COMMUNICATE

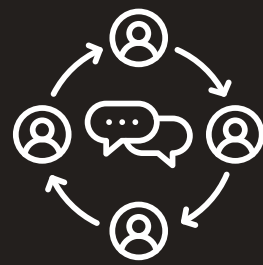
- Organize regular meetings with the interim leader to review progress and address challenges.
- Facilitate opportunities for the interim to connect with supervisors, direct reports, and peers.



4

### STAKEHOLDER ENGAGEMENT

- Announce the interim appointment broadly to the campus community, detailing the role and responsibilities of the interim leader.
- Provide a consistent message about the interims's authority and expected contributions to avoid confusion.



5

### FEEDBACK

- Set up mechanisms for gathering feedback from stakeholders on the interim's performance and the institution's evolving needs.
- Be open to adjusting expectations and responsibilities based on feedback and unforeseen challenges.

