

**Section:** Lead Assignments

**Adoption Date:** 8/15/19

**Revision Date:**

**Sponsoring Unit/Department:** Provost Office

## Lead Assignment Selection

Working with Human Resources, the supervisor will notify all regular employees of the opportunity to express interest in lead assignments within a given work unit. Should more than one employee express interest and have the requisite qualifications to successfully accomplish the purpose and goals of the assignment, the supervisor will work with Human Resources to design an appropriate selection process. If no employee expresses an interest, the supervisor shall select a qualified employee by direct appointment or through an internal appointment.