

ADMINISTRATIVE MEMORANDUM

SUBJECT

NUMBER 387

**Implementation of Policies of the Board of Governors
Concerning Senior Academic and Administrative Officers**

I. Background

On November 13, 1998, the Board of Governors took three actions that affect the employment of Senior Academic and Administrative Officers (SAAO) of the University (Attachment 1 is a copy of the resolution of the Committee on Personnel and Tenure that was approved by the board):

A. The board enlarged the complement of Senior Academic and Administrative Officers at each campus by approving, with the President's endorsement, the addition of positions recommended by the SAAO Review Committee from among those nominated by the campuses under the revised definition previously adopted by the Board of Governors in January 1998. Attachment 2 is a copy of the report of the SAAO Review Committee; attachments A through D of the report identify those positions that were approved for SAAO status using the revised definition.

B. The board approved a revised SAAO personnel policy that recognizes two separate categories of administrative employment: One category consists of positions that require Board of Governors approval for appointment and establishment of compensation; the other consists of positions for which decisions concerning appointment and compensation are delegated to the constituent institutions. The terms and conditions of employment for the two categories are different. Attachment 3 is a copy of the revised personnel policy.

C. The board prescribed that “administrators” shall be deemed eligible for enrollment in the Optional Retirement Program only if the position they occupy is within the SAAO category of employment (and subject to the “faculty status” prerequisite described in Section C hereinafter at page 4).

The purpose of this memorandum is to identify and prescribe a schedule for accomplishing all actions now required to implement these enactments of the Board of Governors.

II. Actions Required

A. *Accommodating approved additions to the SAAO category at your campus; elections as to SPA or EPA status.*

Attachment 4 (1) lists the SPA positions nominated by your institution for addition to the SAAO category, (2) identifies those that were approved by the Board of Governors on November 13, 1998, as well as those that were disapproved, and (3) identifies in addition the “generic” positions presumably common to all constituent institutions that will be included within the SAAO category of employment at each institution that maintains positions so titled, whether they were specifically requested by your campus or not. Thus, from Attachment 4 you can derive a complete list of all new additions to the SAAO complement at your campus, by virtue of board action on November 13, 1998.

Persons who currently occupy the positions that have been converted from SPA to the exempt SAAO category may elect to retain their SPA status rather than be reassigned to EPA status (although new appointees to such positions in the future uniformly will have EPA status). Each such incumbent must be provided an opportunity for a personal interview with an appropriate university official who will assist in determining how the change from SPA to EPA status would affect individual career plans. Directors of Human Resources and EPA personnel officers will receive detailed information concerning these interviews in their next meeting at General Administration, which is scheduled for early December. In order to assure ample time for individual interviews and individual employee elections as to status, no affected employee will move from SPA to exempt SAAO status before February 1, 1999.

Until further notice from this office, no change is to be made in currently authorized levels of compensation for any of the positions subject to transition from SPA to exempt SAAO status by virtue of the November 13, 1998, action of the Board of Governors, either for incumbents or for new hires into such positions.

B. *Arraying SAAO positions within the revised SAAO personnel policies.*

As noted above, the revised SAAO personnel policy (Attachment 3) recognizes two categories of administrative employment, for which different terms and conditions of employment obtain. One category (defined in Section I.A. of the revised policy) is subject to direct appointment and compensation oversight by the Board of Governors; the other (defined in Section I.B. of the revised policy) is subject to delegated campus oversight.

All SAAO positions at your campus--both those that were established on November 13, 1998, and those that were established previously by action of the Board of Governors (e.g., vice chancellors, associate and assistant vice chancellors, deans, and associate and assistant deans)--now must be assigned to the appropriate category under the revised SAAO personnel policy and made subject to the correspondingly different terms and conditions of employment.

Attachment 5 lists all SAAO positions at your campus, designated prior to November 13, 1998, that in the past have been subject to direct Board of Governors oversight (e.g., vice chancellors and deans). The operative presumption is that such positions remain subject to Board of Governors oversight, within the purview of Section I.A. of the revised SAAO personnel policy. However, with respect to any position on your list that is marked by an asterisk, please review the position to determine whether you believe it actually still qualifies for and should remain subject to board oversight (Section I.A. of the revised policy) or, under the revised board policy, should be removed and made subject to campus-administered oversight (Section I.B. of the revised policy). If, following such review, you conclude that one or more of the positions should be removed to campus-administered oversight, please return a copy of the list to Associate Vice President Judith Stillion, with proposed changes marked and with your accompanying explanation of reasons for such changes, by no later than January 15, 1999. The President also

retains the option of recommending to the Board of Governors that a position be removed from Board of Governors oversight to campus oversight.

All other SAAO positions established by the Board of Governors (i.e., other than those identified in Attachment 5) also must now be assigned to the appropriate category under the revised SAAO personnel policy: (1) Those recognized before November 13, 1998, and traditionally subject to delegated campus oversight (e.g., associate and assistant vice chancellors, associate and assistant deans); (2) the former SPA positions newly designated as SAAO by the Board of Governors on November 13, 1998. The operative presumption is that all such positions are subject to campus oversight under Section I.B. of the revised SAAO personnel policy, with applicable terms and conditions of employment prescribed by Section III of the revised policy. Please review that aggregate list of SAAO positions, as augmented by the recently approved additions (Attachment 4), to determine whether you believe any such position should be considered for reassignment to direct Board of Governors oversight under Section I.A. of the revised SAAO personnel policy. Any such proposed reassignment should be presented by you to Associate Vice President Stillion by no later than January 15, 1999. Again, the President retains the option of recommending to the Board of Governors that a position be removed from campus oversight to Board of Governors oversight.

C. *Limiting enrollment in the Optional Retirement Program (ORP).*

The November 13, 1998, action of the Board of Governors limiting the ORP enrollment opportunity for "administrators" to members of the SAAO category of employment was undertaken with the express understanding, based on advice from the Retirement Systems Division of the Department of State Treasurer and the Attorney General, that for present the enabling state statute will be interpreted by the University as requiring that any such administrative officer concurrently have a faculty appointment under the provisions of the relevant institutional tenure regulations, viz., only with the rank of instructor, assistant professor, associate professor, or professor. Thus, until further notice, an administrative official is to be permitted to enroll in the ORP only if he or she satisfies both the requirement of SAAO status and the requirement of faculty status, as defined above.

The enrollment of any employee who became a member of the ORP prior to the date of this administrative memorandum is not affected by the board policy and the attendant restriction based on faculty status. However, unless and until the board policy is changed, when an ORP-enrolled incumbent administrative employee vacates a position, the successor appointee must satisfy the applicable SAAO and faculty-status prerequisites for enrollment in the ORP.

III. Anticipated Future Actions

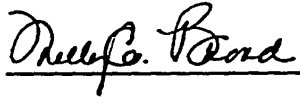
The decisions of the Board of Governors on November 13, 1998, when fully implemented, constitute a major step in achieving a more coherent and useful configuration and management of university employment. However, as anticipated in several recommendations of the SAAO Review Committee (Attachment 2), additional steps will be required to complete work on the administrative category of employment.

First, the committee observed that some campuses may wish to augment their original list of SPA positions nominated as appropriate for conversion to SAAO status, based on the Board of Governors definitions. An opportunity to augment such lists, based on further review of each institutional work force, will be provided in the near future.

Second, there may be a number of administrative positions that historically have been treated as EPA but for which no entirely satisfactory rationale for exemption has been posited (e.g., positions within the so-called EPA non-faculty category of university employment) or which may fit more appropriately within the revised “instructional and research” complement. An inventory of such positions will be undertaken in the future to determine how they should be arrayed, so as to fit clearly within either the SAAO category or the instructional and research category, or be changed to an SPA classification.

Finally, it will be necessary, in the interest of fidelity to board standards and consistency among campuses, to reexamine some positions that currently may be considered SAAO by the campuses but that have not been evaluated in accordance with the definitions supplied by the Board of Governors in January 1998.

Additional instructions concerning these remaining steps in the process will be provided, with the assistance of the newly established EPA Advisory Board.

A handwritten signature in cursive script, reading "Molly Corbett Broad", positioned above a horizontal line.

Molly Corbett Broad

Attachments

RESOLUTION OF THE COMMITTEE ON PERSONNEL AND TENURE

WHEREAS, the Board of Governors by action on January 9, 1998, established criteria for identifying "other officers of the University having significant administrative responsibilities and duties," as a subset of "senior academic and administrative officers" referenced in N.C. General Statutes Section (G.S.) 116-11(5); and

WHEREAS, the President thereafter established a review committee, consisting of representatives from each of the sixteen constituent institutions as well as members of the staffs of the Office of General Administration and of the Office of State Personnel, and charged it with the responsibility of applying such criteria to positions nominated by the constituent institutions and making recommendations concerning which positions satisfy the criteria for inclusion in the senior academic and administrative category of University employment; and

WHEREAS, the President has received the report of the review committee, has concurred in its conclusions concerning nominated employment positions that satisfy the criteria for inclusion in the senior academic and administrative category of employment, and has recommended approval of such conclusions by the Board of Governors; and

WHEREAS, it is necessary to adopt appropriate personnel policies applicable to the proposed enlarged cohort of senior academic and administrative officers; and

WHEREAS, it is desirable to clarify and regularize the definition of "administrators" eligible to exercise an election to participate in the Optional Retirement Program (ORP) superintended by the Board of Governors under the provisions of G.S. 135-5.1, by limiting such participation by "administrators" to individuals occupying positions within the senior academic and administrative category of University employment;

NOW THEREFORE, be it resolved that the Committee on Personnel and Tenure recommends to the Board of Governors that the Board:

1. Approve the recommendations of the President, based on the conclusions of the aforementioned review committee, that the employment positions identified in Recommendation Two, Recommendation Three, and Recommendation Four of the review committee's report be included within the senior academic and administrative officer complement of the University.

2. Approve the revised personnel policies for senior academic and administrative officers of the University as proposed by the President.

3. Approve the recommendation of the President that participation in the Optional Retirement Program by "administrators" be limited to:

- (a) those persons who heretofore were appointed to a permanent full-time or permanent three-quarter-time employment position within the University now designated as a senior academic or administrative office and who hereafter properly elect to participate in the Optional Retirement Program; and

(b) those persons who hereafter are appointed to a permanent full-time or permanent three-quarter-time employment position within the University now designated or hereafter designated as a senior academic or administrative office and who hereafter properly elect to participate in the Optional Retirement Program;

provided, that no individual who previously was appointed to an eligible University position but who opted against participation in the Optional Retirement Program shall be afforded, pursuant to this resolution, a renewed opportunity to elect participation in the Optional Retirement Program; and provided further, that any individual who, as an appointee to a permanent full-time or permanent three-quarter-time employment position within the University, previously was accepted by an employing University constituent institution for participation in the Optional Retirement Program shall be entitled to continued participation in the Optional Retirement Program.

4. Authorize and direct the President to establish such procedures and to take such other actions as she may deem appropriate to implement the foregoing.

Final Report

THE UNIVERSITY OF NORTH CAROLINA SENIOR ACADEMIC AND ADMINISTRATIVE OFFICER REVIEW COMMITTEE

August 28, 1998

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THE UNIVERSITY OF NORTH CAROLINA
SENIOR ACADEMIC AND ADMINISTRATIVE OFFICER REVIEW COMMITTEE

Executive Summary

Following the 1998 action of the Board of Governors which re-defined the meaning of Senior Academic and Administrative Officers (SAAO) with particular attention to the phrase “specific other officers of the University having significant administrative responsibilities and duties,” the President established a review committee consisting of representatives from General Administration and the sixteen constituent institutions as well as representatives from the Office of State Personnel. The committee was charged to develop criteria for assessing eligibility of positions recommended by the constituent institutions for that status; develop a procedure for reviewing positions that will lead to consistent application of the revised definition among constituent institutions; and, apply the newly amended definition to a group of SPA (Subject to the Personnel Act) classified positions nominated by the constituent institutions.

The committee met nine times between February and August, 1998. It reviewed a total of 243 positions nominated by the constituent institutions and reached consensus on recommendations for SAAO status. It also made additional recommendations designed to promote consistency and increase effectiveness in the area of personnel administration at the University of North Carolina for employees who are exempt from the State Personnel Act (EPA).

Recommendations of the committee are summarized below:

The first recommendation applies to a small set of positions that were eligible for SAAO status prior to this review. It recognizes that these positions have been eligible for SAAO status since 1990 and calls upon the institutions that put these positions forward to follow the procedure for approval established by the Board of Governors after their 1990 revision of the definition.

The second recommendation specifies a number of positions, from among those nominated, which the committee believed should be approved for SAAO status on all campuses, thus adding to the list of “generic” SAAO positions established by the Board in previous actions.

The third recommendation identifies a set of nominated positions that the committee believes meet the portion of the new SAAO definition that certain exist primarily to “attract external funds and/or to market the university.”

The fourth recommendation provides a list of specific positions by campus that the committee recommended for SAAO status based on the specifics of the position as well as the complexity of the institution.

The fifth recommendation asks that additional rounds of review be carried out for three different types of existing positions on the campuses. The goal of successive reviews is to assure consistency in the application of the new SAAO designation.

The sixth recommendation calls for further discussion to be carried on between General Administration and the Office of State Personnel regarding adding specific title groups to the instruction and research definitions agreed upon by the President and the Director. Expansion of the instruction and research definitions will permit certain identified positions to be considered for EPA status under existing legislation.

The seventh recommendation calls for further discussion to be carried on between General Administration and the Office of State Personnel with regard to co-sponsoring possible legislation designed to add additional categories for EPA status.

The eighth recommendation asks that the Board of Governors take appropriate action to expand eligibility for Senior Academic and Administrative Officers to participate in the University of North Carolina Optional Retirement Program.

The ninth recommendation requests the establishment of a permanent advisory board consisting of representatives from the campuses, representatives from General Administration and representatives from the Office of State Personnel to address system-wide EPA issues.

Finally, the tenth recommendation asks that the Board of Governor's policy on Senior Academic and Administrative Officers be re-written to reflect the broadened definition of the employee complement.

8/28/98

FINAL REPORT

THE UNIVERSITY OF NORTH CAROLINA SENIOR ACADEMIC AND ADMINISTRATIVE OFFICER REVIEW COMMITTEE

Background of Senior Academic and Administrative Officer Issues

State Statute 126-5 defines positions that are exempt from the State Personnel Act. With regard to the University, such positions include “instructional and research staff, physicians, and dentists of The University of North Carolina” and “employees whose salaries are fixed under the authority vested in the Board of Governors of The University of North Carolina including the President, the President’s staff, the chancellors, and all vice chancellors, senior academic and administrative officers and persons having permanent tenure.”

The Board of Governors on several occasions has clarified the meaning of senior academic and administrative officers. For example, in 1986, the Board of Governors passed a resolution that revised and expanded the previous policy on senior administrators to include “the vice chancellors, provosts, deans, and such other officers of equivalent rank and responsibility as may be designated by the Board of Governors as senior academic and administrative officers of the constituent institutions.” Again in 1990, the Board expanded the definition of senior administrative officers to include associate and assistant vice chancellors and associate and assistant deans. At that time, the Board also included within the senior administrator category “specific other officers of the University having significant administrative responsibilities and duties as may be designated by the President, subject to confirmation by the Board.”

Recent Action Taken by the Board of Governors

In 1998, the Board again took action to elaborate on the phrase, “specific other officers of the University having significant administrative responsibilities and duties.” The following definition was passed:

“The ‘other officers of the University having significant administrative responsibilities and duties’ shall include:

- A. Members of the chancellor’s professional staff (e.g., assistant to the chancellor, legal staff, secretary of the university).
- B. Those responsible for the administrative direction of separately designated divisions or departments of institutional activity (e.g., Director of Administrative Computing, Director of Alumni Affairs, Director of Human Resources, Director of Development, Controller/Comptroller, etc.). The specific positions to be included in this category will be established by the Board of Governors upon the recommendation of the President.

- C. Those positions whose primary responsibility is to attract external funds for and/or to market the university.
- D. Other officers holding positions characterized by:
 - active, continuing involvement in formulating, interpreting, and implementing institutional policy as it relates to the respective areas of responsibility; and
 - the exercise of substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources.

In most cases, persons occupying such positions will function as the director of a specific division or department of institutional activity, reporting at the level of a vice chancellor or dean. However, where circumstances warrant (e.g., in the case of a large and complex department or division), persons functioning as an associate or assistant director may be found to have "significant administrative responsibilities and duties" as defined by the characteristics listed above. In such cases, the position must have substantial responsibility for assisting the primary officer (e.g., director) in formulating, interpreting, and implementing policy within the jurisdiction of the primary officer and must function in a confidential and direct support relationship to the primary officer or have direct responsibility for a specific sphere of operations within the unit.

A chancellor who wishes to have a position included in this category shall submit to the President a complete description of the authority and responsibility of the position as well as an organization chart for the unit. Persons nominated to fill such positions normally must have an advanced educational degree and extensive relevant experience and be recruited in a national search process. The President shall determine, on the basis of the chancellor's representation and such additional information as the President shall require, whether the position satisfies the prescribed criteria. If the President concurs in the chancellor's representation that the position should be deemed exempt, she shall recommend to the Board of Governors that the position be designated as a senior academic or administrative officer.

A university administrative position may be designated as a senior academic or administrative officer, and thereby exempt from the State Personnel Act, only by action of the President and the Board of Governors. To qualify, the position must bear one of the approved titles (e.g., dean, associate or assistant vice chancellor, associate or assistant dean, assistant to the chancellor [category A above], director of a major division or department [category B above], have significant responsibilities for fund raising and/or marketing of the institution [category C above], or be recommended on the basis of an evaluation of job content [category D above].

The Board of Governors shall appoint and fix the compensation of all persons nominated to fill the presidency, vice presidencies, presidential staff positions, chancellorships, vice chancellorships, and deanships. With respect to other positions designated by the Board as senior academic or administrative officers, the authority to make appointments and determine salaries shall be delegated to the Chancellors and the Boards of Trustees of the constituent institutions. The terms and conditions of employment of all persons appointed by the Board to exempt administrative positions shall be governed by policies adopted by the Board of Governors."

Following the 1998 action of the Board of Governors, the President established a review committee consisting of representatives from General Administration and the sixteen constituent institutions as well as representatives from the Office of State Personnel. The committee was charged to do the following:

- Review the Statutes of the State to clarify what is meant by “Exempt from the Personnel Act” and what types of positions are eligible for exemption;
- Review all actions by the Board of Governors pertaining to senior academic and administrative officers in order to be thoroughly familiar with this subject;
- Study the newly amended definition of senior academic and administrative officer and develop criteria for assessing eligibility of positions recommended by the constituent institutions for that status;
- Develop a procedure for reviewing positions that will lead to consistent application of the revised definition among constituent institutions;
- Review positions nominated by the constituent institutions for exemption under the criteria of senior academic and administrative officer.

Actions Taken By the Senior Academic and Administrative Officer Review Committee

The committee began meeting in late February with an expected completion date of September, 1998. A total of nine meetings of the full committee were held. Committee members also formed three sub-committees, each of which reviewed approximately one-third of the 243 positions nominated for Senior Academic and Administrative Officer status by the constituent institutions. All positions were also reviewed by the full committee, which reached consensus both on the interpretation of the Board’s definition and on the positions that were to be recommended in each category.

Recommendations

The University of North Carolina Senior Academic and Administrative Officer (SAAO) Review Committee makes the following recommendations.

Recommendation One

In carrying out the review, it was determined that a few of the positions nominated by the constituent institutions are eligible to be designated as Senior Academic and Administrative Officers based on the 1990 definition approved by the Board of Governors. The committee recommends that the constituent institutions be authorized to implement these changes immediately using the procedures established in 1990. A list of such positions is included in Attachment A.

Recommendation Two

The committee recommends that the following positions be designated as Senior Academic and Administrative Officers because they meet the portion of the 1998 Board of Governors’ definition which states “ Those responsible for the administrative direction of separately designated divisions or departments of institutional activity.” Therefore, the committee recommends that the list of position titles included in Attachment B be approved as EPA Senior Academic and Administrative

Officers. Further, it is recommended that these positions be regarded as “generic” (i.e., to apply to all institutions) campus-based (i.e., their salaries are fixed by the Chancellor) senior administrative officer position titles. * In all cases, specific titles may vary from campus to campus. The intent of the committee is to recognize the functions performed in these positions as appropriate for SAAO designation on every campus.

* Note: The committee acknowledges that there may be other position titles that should be considered for possible designation as “generic” Senior Academic and Administrative Officers. However, the committee acted only on position titles submitted in this initial review.

Recommendation Three

The university has a set of positions that exist primarily to attract external funds and/or to market the institution. Persons in these positions typically have administrative responsibilities for a defined area of fundraising or for specific markets. In addition, these positions have unusual job dimensions. The nature of these positions dictates an inordinately high level of personal accountability for attaining results. Consequently, these positions do not lend themselves to SPA classification, a fact that has been recognized both by the Office of State Personnel and by General Administration. Therefore, the committee recommends that persons who have administrative responsibilities for designated areas of fund-raising or marketing of the institution be designated as Senior Academic and Administrative Officers. Specific positions recommended for approval at this time are included in Attachment C.

Recommendation Four

Because the sixteen constituent institutions vary greatly in size, complexity, and mission, there are positions specific to some campuses that, also, in the judgment of the review committee, meet the standards for designation as senior academic or administrative officers while on other campuses, positions with the same or similar titles fail to meet those standards. Therefore, the Committee recommends that the list of position titles by campus included in Appendix D be approved as Senior Academic and Administrative Officers.

Recommendation Five

The committee recommends that constituent institutions be invited to submit additional positions for consideration for Senior Academic and Administrative Officer status. There are three specific types of positions that should be considered in subsequent rounds of review.

a) Many institutions were conservative in making nominations for this initial review. Thus, they did not nominate SPA positions that were nominated and nominated by other institutions and approved for SAAO status. Therefore, the committee recommends that institutions be asked to examine the list of positions, once approved, and be invited to submit positions that they believe to be equivalent to those approved in this report. These positions will be reviewed using the same criteria as applied in the first review.

b) Positions exist that have been designated as EPA by virtue of historical precedent or through the use of the expanded definitions of instructional and research personnel. Some of these positions are likely to fit the newly expanded definition of SAAO that has been used in this review. Therefore, the committee recommends that existing positions currently designated as EPA non-faculty be re-examined for possible re-designation as Senior Academic and Administrative Officer, Instructional, Research, or SPA. These positions will be reviewed at the request of the institution or the President.

c) Positions exist that are currently considered to be SAAO by the constituent institutions but have not been reviewed using the criteria contained in the expanded definition approved by the Board of Governors in 1998. In order to promote consistency throughout the university, the committee recommends that those positions be reviewed at the request of the institution, or at the request of the President.

Recommendation Six

During its review, the committee studied a number of positions which, in its view, warrant EPA status but did not seem to fit the Board of Governors' definition for Senior Academic and Administrative Officer. The committee recommends that further discussion be carried out between the Office of State Personnel and General Administration regarding the positions listed in Attachment E and others that may come forward in the future with the goal of creating new categories within the instructional and research guidelines.

Recommendation Seven

During its review, the committee also identified a number of positions that may warrant EPA status but do not fit any of the current permissible categories of exemption from the State Personnel Act because they are not directly involved with research or instruction and they do not function at the level required of senior academic and administrative officers. The committee recommends that further discussion be carried out between the Office of State Personnel and General Administration with regard to co-sponsoring possible legislation designed to add additional categories for EPA status. Generally these positions exist to raise funds, recruit students, extend the resources of the university to the community through public service, or in other ways promote the interests of the university. They also differ from most university positions in that they have specified goals for the incumbents and persons not meeting those goals are not continued in employment. They may also be time-limited appointments and thus not appropriate to career status. Attachment E contains examples of such positions.

Recommendation Eight

Senior academic and administrative positions are typically filled after a national search. In order to remain competitive in the national market, the Committee recommends that the Board of Governors take appropriate action to expand eligibility for Senior Academic and Administrative Officers to participate in the University of North Carolina Optional Retirement Program.

Recommendation Nine

The committee recommends the establishment of a permanent advisory board consisting of representatives from the campuses, representatives from General Administration and representatives from the Office of State Personnel. The administration of the affairs of EPA personnel will continue to be delegated to the constituent institutions. However, the existence of this board will provide a body parallel to that which is being created for SPA employees. While the full parameters of the board's responsibilities will be recommended by the board and approved by the President, the initial functions will include:

- creating a process by which the recommendations in this report can be systematically and consistently carried out;
- providing a forum for discussion of EPA issues;
- proposing university-wide policy, where needed, concerning employees who are exempt from the personnel act;
- developing policies and systems to assure that EPA designations are consistent with current statutes;
- working to develop consistency within the University on issues concerning EPA personnel where appropriate;
- sharing resources where appropriate to serve the needs of all institutions;
- considering additional positions, both generic and specific, for SAAO status.

Recommendation Ten

The committee recommends that the Board of Governor's policy on Senior Academic and Administrative Officers be re-written to reflect the broadened definition of the employee complement. Embodied in the revision of the policy, a distinction should be made between those senior officers whose appointments are approved and salaries are set by the Board of Governors (i.e., Board of Governors' approved positions) and those senior officer positions for which such authority has been delegated by the Board of Governors to the Chancellors (i.e., campus-based SAAO's).

Positions Nominated by Constituent Institutions that are Eligible for
Senior Academic and Administrative Officer Designation
Based on the 1990 Board of Governors Action

<u>POSITION</u>	<u>INSTITUTION</u>
Assistant Vice-Chancellor Business & Finance/Budget Director	ECSU
Associate Dean of Students	ECU
Assistant Vice-Chancellor for Business & Finance/Comptroller	NCA&T
Assistant Vice Chancellor for Facilities	NCA&T
Associate Vice Chancellor of Financial Management	NCSA
Assistant Dean of Students	UNC-CH
Associate Dean of Students & Judicial Programs Officer	UNC-CH
Assistant Vice-Chancellor for Health Sciences	ECU

Senior Academic and Administrative Officers

Generic Titles

Controller
Director, Academic Computing Services
Director, Administrative Computing Services
Director, Alumni Relations
Director, Auxiliary Operations/Services
Director, Budget
Director, Counseling/Psychological Services
Director, Design and Construction
Director, Development
Director, Facilities Management/Planning
Director, Financial Aid
Director, Human Resources
Director, Information Technology
Director, Internal Audit
Director, Physical Plant
Director, Public Safety
Director, Purchasing/Materials Management

Specific Positions Recommended as Senior Academic and Administrative Officers that Primarily
Exist to Attract External Funds and/or to Market the Institution

<u>POSITION</u>	<u>INSTITUTION</u>
Assistant Director, Alumni Affairs	ASU
Assistant Director, Alumni Affairs	ECU
Development Associate (3 positions)	ECU
Development Officer for Special Projects	UNC-W
Development Officer for Student Affairs	UNC-W
Director, Development, NCHSAA	UNC-CH
Managing Director of Entrepreneurial Programs	UNC-C

Specific Positions Recommended as Senior Academic and Administrative Officers By Campus

<u>POSITION</u>	<u>INSTITUTION</u>
Area Coordinator/Associate State Director	UNC-CH
Assistant Director (ACS), Application Development	NCSU
Assistant Director (ACS), Data Base, Systems & Security	NCSU
Associate Director, Telecommunications	UNC-CH
Bookstore Manager	ASU
Director, Accounting	UNC-W
Director, Administrative Applications	UNC-CH
Director, Applications Programs	ECU
Director, Benefits	NCSU
Director, Benefits	UNC-CH
Director, Biological Safety and Industrial Hygiene	UNC-CH
Director, Billings and Collections	UNC-CH
Director, Biological Safety and Industrial Hygiene	UNC-CH
Director, Bookstore	NCSU
Director, Building Services	UNC-CH
Director, Contracts and Grants	NCSU
Director, Contracts and Grants	UNC-CH
Director, Construction Management	UNC-CH
Director, Data Management	UNC-CH
Director, Employee Relations & Training	NCSU
Director, Employee Services	UNC-CH
Director, Employment & Compensation	NCSU
Director, Employment	UNC-CH
Director, Energy Services	UNC-CH
Director, Environmental Affairs	UNC-CH
Director, Environmental Health and Safety	ECU
Director, Financial Services	UNC-C
Director, Food Service Operations	ASU
Director, Foundations Accounting and Investments	NCSU
Director, Health Services	NCSA
Director, Payroll	NCSU

<u>POSITION</u>	<u>INSTITUTION</u>
Director, Position Management	UNC-CH
Director, Real Estate	NCSU
Director, Small Business Development & Technology	UNC-W
Director, Student Activities	NCSA
Director, Student Activities	UNC-A
Director, Systems and Communications	UNC-CH
Director, Systems Programming	ECU
Director, Training and Development	UNC-CH
Director, Transportation	NCSU
Director, University Center	WCU
Director, University Accounting	NCSU
Executive Director, Performance Facilities	NCSA
Facilities Maintenance Manager Medical Campus	ECU
General Manager, New River Power and Light	ASU
Manager/Environmental Affairs	NCSU
Manager/Industrial Hygiene	NCSU
Manager/Occupational Health and Safety & Bio-safety Officer	NCSU
Manager, University Bookstore	WCU
Senior Associate Director of UNC-Charlotte Urban Institute (approved with the understanding that the position title will be changed to Director of UNC-Charlotte Urban Institute)	UNC-C
Senior Director, Human Resource Administration	UNC-CH
Senior Director, Human Resource Services	UNC-CH
Special Assistant to the Chancellor for Campus Events	UNC-C
Special Assistant (to the Chancellor)	UNC-P
Telecommunications Service Director	NCSU
University Cashier	NCSU

Positions to Consider for Possible Inclusion Under the EPA
Instructional and Research Category

- Positions fully dedicated to carrying out research but not at the level of principal investigator.
- Positions which are principally responsible for student learning and development outside of the classroom.

Positions Which May Require Legislative Change

- Positions which are principally responsible for recruiting students.
- Positions whose primary responsibility is public relations.
- Positions whose primary responsibility is fund raising.

8/28/98

Adopted 11/14/86
Amended 2/18/94
Amended 11/13/98

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS

The duties and responsibilities of the President and the Chancellors, and of their respective senior staff members, and their relationships to one another, to the Board of Governors, to the Boards of Trustees, and to all other officers and agencies within and without the University are set forth in Chapter Five of the Code of The University of North Carolina. To complement the provisions of Chapter Five and further to clarify these duties, responsibilities, and relationships, the following regulations are adopted by the Board of Governors:

I. Definition of "Senior Academic and Administrative Officers"

- A. Senior officers of the University of North Carolina who are subject to the provisions of Section II of these regulations are: The President [N.C.G.S. 116-14(a)]; the vice presidents, associate vice presidents, assistant vice presidents, and other members of the President's professional staff designated by the Board of Governors on recommendation of the President [N.C.G.S. 116-14(b)]; the chancellors of the constituent institutions [N.C.G.S. 116-11(4)]; the vice chancellors, provosts, and deans of the constituent institutions, and the directors of major administrative, educational, research and public services activities of the constituent institutions designated by the Board of Governors [N.C.G.S. 116-11(5)].
- B. Other senior officers of the University of North Carolina who are subject to the provisions of Section III of these regulations are: (1) members of the President's professional staff other than those identified in subparagraph A above [N.C.G.S. 116-14(b)]; and (2) associate and assistant vice chancellors; associate and assistant deans; and other administrative positions within the constituent institutions, other than those identified in subparagraph A above, that have been designated by the President and approved by the Board of Governors [N.C.G.S. 116-11(5)].¹

II. Senior Academic and Administrative Officers of The University of North Carolina as defined in Section I.A. above, shall be subject to the following regulations.

- A. Appointments and Discontinuation of Appointments
 - 1. All senior officers as defined in Section I.A. above, are employed in their administrative positions pursuant to these regulations. No contract or other writing (except for the Code) may vary these terms, nor may any oral agreement modify these provisions. The appointments of these senior officers are subject to the approval of the Board of Governors. Such officers do not have tenure in their administrative positions. They serve at the discretion of their employer and are

¹ Other officers include (a) members of the chancellor's professional staff; (b) those responsible for the administrative direction of separately designated divisions or departments of institutional activity commonly associated with institutions of higher education; (c) those positions whose primary responsibility is to attract external funds for and/or market the university; and, (d) other officers holding positions characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercising substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources.

not appointed to serve for specified periods of time. "Employer" in this context means, respectively, the official or entity designated in paragraphs "a" through "d" below. The continuance of these administrators in office therefore is at all times subject to determination by the appropriate authority, as follows:

- a) The President's continuance in office is determined by the Board of Governors.
 - b) The continuance in office of members of the President's professional staff is determined by the President.
 - c) The continuance in office of the chancellor of a constituent institution is determined by the Board of Governors, which may act to terminate such an appointment upon its own initiative or upon recommendation of the President. The Board of Governors in all instances shall consult the appropriate Board of Trustees prior to terminating the appointment of a chancellor.
 - d) The continuance in office of vice chancellors, provosts, deans, and directors of major educational, research and public services activities of the constituent institutions shall be determined by the chancellor of the institution.
 - e) Notwithstanding the provisions of "b" and "d" above, the Board of Governors, in accordance with the provisions of Section 501B(6) of the Code, reserves the right to initiate action to terminate appointment of those officers when it deems such action to be necessary in the best interests of the University.
2. Senior officers of a constituent institution are subject to the direction and control of the Chancellor and serve at the Chancellor's discretion. They are employees at will; thus, the Chancellor may not purport to confer on any such officer a period of employment of fixed duration or otherwise confer any property interest in such employment. However, such an officer may be appointed to a period of employment not to exceed a specified number of years, so long as the instrument accomplishing such an appointment states clearly that the incumbent officer is subject to removal at any time, during that period, at the option of the Chancellor.
 3. Tenure status as a member of the faculty of a constituent institution, held concurrently by any senior officer of the University, is separate and distinct from the administrative office, and such tenure status is governed by the provisions of Chapter Six of the Code and by the tenure policies of the relevant constituent institution. Those tenure policies have no bearing upon and do not govern the administrative appointments covered by these regulations.

B. Compensation

The compensation of senior officers shall be set by the Board of Governors.

C. Equal Employment Opportunity

It is the policy and intention of The University of North Carolina that there be equal employment opportunity and freedom from unlawful discrimination in all employment within the University. There shall be no discrimination in positions covered by these regulations on the basis of race, color, national origin, sex, religion, handicap, or age.² Employment in positions covered by these regulations shall be conducted in accordance with all provisions of state or federal law or regulation prohibiting any such discrimination, and in accordance with applicable affirmative action plans.

D. Political Activity

Employment in positions covered by these regulations shall not be adversely affected by the exercise of rights guaranteed by the First Amendment of the United States Constitution or by Article I of the North Carolina Constitution; provided, that employees in positions covered by these regulations shall be subject to any limitations on political activity established by Article 5 of G.S. Chapter 126. The Board of Governors' policy concerning political activity, as adopted on January 16, 1976, and as it may be revised from time to time, shall apply to positions covered by these regulations.

E. Holiday and Leave Entitlement

1. Holidays

A senior officer shall be subject to the same State-prescribed holidays given employees subject to the State Personnel Act.

2. Annual Leave

A senior officer shall be entitled to 26 work days of annual leave each year. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be 30 work days. Annual leave in excess of 30 days will be automatically converted to sick leave at the end of the year. A senior officer who has accrued such unused annual leave as of the date of discontinuation of employment shall be paid for such unused annual leave, subject to the prescribed maximum of 30 days.

3. Sick Leave, Maternity Leave, Civil Leave, Military Leave, and Child Involvement Leave

A senior officer shall be entitled to such sick leave, maternity leave, civil leave, military leave, and child involvement leave as may be prescribed for employees subject to the State Personnel Act.

4. Miscellaneous Leaves of Absence

A senior officer who desires a leave of absence for an interval of 90 days or less must obtain the approval of the President, who shall report all such arrangements

² Bona fide occupational qualifications or other exceptions to those general prohibitions, specifically provided for by State or Federal law, may be applied to positions covered by these regulations.

to the Board of Governors. A leave of absence for a period exceeding 90 days shall require the approval of the Board of Governors.

5. Voluntary Shared Leave

A senior officer shall be subject to the same provisions concerning shared leave as are applicable to employees subject to the State Personnel Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.

F. Educational Entitlement

A senior officer is entitled to the same opportunities as other University employees to invoke the privilege of tuition waiver conferred by N.C.G.S. 116-143.

G. Statutory and Other Rules of Employment

1. Privacy of Personnel Records

A senior officer enjoys the protections of and is subject to the provisions of Article 7 of G.S. 126, entitled "The Privacy of State Employee Personnel Records."

2. Employment Preference for Veterans

A senior officer enjoys the protections of and is subject to the provisions of G.S. 128-15 and 128-15.1, which provide for preference in employment for veterans of United States military service and their spouses and widows or widowers.

3. Employment of Related Persons

A senior officer is subject to the policy concerning employment of related persons as adopted by the Board of Governors on April 13, 1972, and as it may be revised from time to time.

H. Retirement

A senior officer may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes ("Retirement System of Teachers and State Employees").

III. Senior Academic and Administrative Officers of The University of North Carolina as defined in Section I.B. above, shall be subject to the following regulations.

A. Appointments

1. All Senior Academic and Administrative Officers as defined in Section I.B. above, are employed in their administrative positions pursuant to these regulations. The authority to make appointments and determine salaries for positions within Section I.B. (1) is exercised by the Board of Governors, on recommendation of the President; for positions within Section I.B. (2), such authority is delegated by

the Board of Governors to the Chancellors and the respective Boards of Trustees of the constituent institutions.

2. Every appointment within a constituent institution covered by these regulations shall be made by the Chancellor, or the Chancellor's delegate, by means of a letter of appointment that fulfills the requirements of this Section III.
3. Every letter of appointment to a position covered by these regulations shall include:
 - a) the title of the position;
 - b) the initial salary;
 - c) provision for periodic review of compensation³;
 - d) provision consistent with Sections III.A.3. and III.A.4. below, if contingencies based on availability of funding are applicable;
 - e) the annual leave entitlement of the employee;
 - f) notice that the employment conferred is either for a stated definite term or is an "employment at will" subject to continuation or discontinuation at the discretion, respectively, of the President or of the Chancellor; and
 - g) notice that the employment is subject to these regulations as originally adopted and as they may be periodically revised from time to time, and a copy of the policies shall be attached to the letter of appointment.
4. When a position covered by these regulations is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts, the letter of appointment shall state that continuation of the employee's service in that position is contingent upon the continuing availability of funds from such other sources to support that position, shall specify the source of such funds, and shall state that the effect of such contingency may apply without the additional notice otherwise required by Sections III.B.1., III.B.2., and III.B.3.; provided, that the affected employee shall be informed at the earliest practicable date of the occurrence of such a funding contingency.
5. When an employee is to serve simultaneously in both a position covered by these regulations and a position of University employment not covered by these regulations, with the result that two different prescriptions may appear to obtain with respect to a particular condition of employment or a right or responsibility of the employee, one position shall be designated the base position to determine the conditions of employment and the rights and responsibilities of the employee. If appointment to a position covered by these regulations occurs subsequent to an appointment to a position not covered by these regulations, the letter of appointment to the position covered by these regulations shall embody the required designation of base employment; conversely, if appointment to a

³ Subject to any compensation policies adopted by the Board of Governors or the Board of Trustees.

position covered by these regulations precedes appointment to the other category of University employment, the letter of appointment or contract establishing the second employment shall embody the required designation of base employment. In either case, the designation of base employment shall specifically describe the different rights, duties, and compensation for each position and the relationship, if any, between the two positions.

Any funding contingency of the type referred to in Section III.A.4. shall be set forth separately for the position covered by these regulations and for the other position, since the operation of any such contingencies may be independent.

When an appointment to a position covered by these regulations is to be accompanied by appointment to a faculty position that is intended to be nominal or honorary, or to create a faculty affiliation not entailing significant duties or compensation, the term "adjunct," or similar nomenclature, shall be used to identify the faculty appointment.

B. Discontinuation of Employment

1. Discontinuation of appointment, with notice

Employment within a position covered by these regulations that is established by the letter of appointment to be an employment at will is subject to discontinuation at any time at the discretion, respectively, of the President or of the Chancellor; provided, that such a discontinuation (as distinguished from discharge for cause, Section III.B.4.) shall be subject to advance timely notice of discontinuation, as follows:

- a) during the first year of service, not less than 30 days notice prior to discontinuation of employment;
- b) during the second and third years of service, not less than 60 days notice prior to discontinuation of employment; and
- c) during the fourth and all subsequent years of continuous service, not less than 90 days notice prior to discontinuation of employment.

2. Expiration of term appointment

Employment within a position covered by these regulations that is established by the letter of appointment to be for a stated definite term expires automatically at the conclusion of the stated term; such an appointment may be renewed or extended at the option of the employer, by written notice satisfying the requirements of Section III.A. If the employer intends not to renew or extend the term contract, (1) with respect to a term of one year or less, no notice of intent not to renew shall be required; (2) with respect to a term of more than one year but less than four years, notices of intent not to renew shall be transmitted in writing at least 60 days prior to this expiration date of the term; (3) with respect to a term of four years or more, notice of intent not to renew shall be transmitted in writing at least 90 days prior to the expiration date of the term. Failure to provide written notices as required in subsections (2) and (3) shall result in the

automatic extension of employment for a period, respectively, of either 60 days or 90 days, beyond the scheduled expiration date of the term.

3. Termination of employment because of financial exigency or program curtailment or elimination

Employment within a position covered by these regulations that is established by the letter of appointment to be for a stated definite term may be terminated prior to expiration of the stated term because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a program. "Financial exigency" is defined to mean a significant decline in financial resources of the University that compels a reduction in the university's or the institution's budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or an elimination of a program shall be made, respectively, by the President or by the Chancellor, with advance notice to and approval by the Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the contractual obligation to an employee within a position covered by these regulations cannot be met, the employment of the individual may be terminated, subject to the following notice requirements;

- a) during the first year of service, not less than 30 days notice prior to termination;
- b) during the second and third years of employment, not less than 60 days notice prior to termination; and
- c) during the fourth and all subsequent years of service, not less than 90 days notice prior to termination.

4. Discharge for Cause

Any employee occupying a position covered by these regulations may be discharged for stated cause. Discharge for cause is to be distinguished from discontinuation with notice (Section III.B.1.), automatic expiration of term (Section III.B.2.), and termination (Section III.B.3.). Stated causes for discharge shall include, but not necessarily be limited to, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her employment. Discharge for cause is to be preceded by written notice of intent to discharge and is subject to invocation by the affected employee of the grievance procedures of Section III.C. of these regulations. When an employee occupying a position covered by these regulations has been notified of the intention to discharge for cause, the President or Chancellor, as applicable, may suspend the employment at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein; the power to suspend shall be invoked only in exceptional circumstances and such suspension shall be with full pay.

C. Review of Employment Decisions and Grievances

The office of the President and each constituent institution respectively shall adopt and publicize procedures applicable to relevant cohorts of employees, under which covered employees may secure review of decisions concerning discharge for cause or other disciplinary action, or of grievances concerning the interpretation and application of any provision of these regulations; provided, however, that grievances concerning discontinuations or terminations of employment with notice, pursuant to Sections III.B.1, III.B.2., and III.B.3, may be brought only upon allegations of violations of applicable notice requirements or violations of any provision of Section III.D. or III.E. of these regulations. Review of decisions reached pursuant to such grievance procedures may be had in accordance with the provisions of Section 501C(4) of the University Code.

D. Equal Employment Opportunity

It is the policy and intention of The University of North Carolina that there be equal employment opportunity and freedom from unlawful discrimination in all employment within the University. There shall be no discrimination in positions covered by these regulations on the basis of race, color, national origin, sex, religion, handicap, or age.⁴ Employment in positions covered by these regulations shall be conducted in accordance with all provisions of state or federal law or regulation prohibiting any such discrimination, and in accordance with applicable affirmative action plans.

E. Political Activity

Employment in positions covered by these regulations shall not be adversely affected by the exercise of rights guaranteed by the First Amendment of the United States Constitution or by Article I of the North Carolina Constitution; provided, that employees in positions covered by these regulations shall be subject to any limitations on political activity established by Article 5 of G.S. Chapter 126. The Board of Governors' policy concerning political activity, as adopted on January 16, 1976, and as it may be revised from time to time, shall apply to positions covered by these regulations.

F. Holiday and Leave Entitlement

1. Holidays

Employees in positions covered by these regulations shall be subject to the same State-prescribed holidays given employees subject to the State Personnel Act.

2. Annual Leave

a) Basic Leave Policy

The amount of annual leave to which employees covered by these regulations shall be entitled is to be determined in accordance with the schedule set forth in Attachment A to these regulations. The scheduling of

⁴ Bona fide occupational qualifications or other exceptions to those general prohibitions, specifically provided for by State or Federal law, may be applied to positions covered by these regulations.

an employee's annual leave shall be subject to the approval of his or her supervisor. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be 30 work days. Annual leave in excess of 30 days will be automatically converted to sick leave at the end of the year. An employee in a position covered by these regulations who has accrued such unused annual leave as of the date of discontinuation of employment shall be paid for such unused annual leave, subject to the prescribed maximum of 30 such days.

b) Exceptions to Basic Leave Policy

- (1) With respect to an incumbent employee occupying a position covered by these regulations as of the date on which these regulations are adopted by the Board of Governors, if the employee's currently effective contract of employment specifies a period of annual leave more extensive than that to which the employee would be entitled under the provisions of Attachment A, the contractual commitment shall be honored; provided, that in no case shall maximum annual leave exceed 26 work days per year ("year" to mean the 12-month period dated from the employee's date of initial employment).
- (2) With respect to a person first employed in a position covered by these regulations after the date on which these regulations are adopted by the Board of Governors, an exception may be made to grant annual leave entitlement in excess of that prescribed by the terms of Attachment A; such an exception must be based on an express finding that the extent of previous related professional experience of the affected employee or other compelling circumstance warrants such an exception; the granting of the exception must be recommended by the President or by the Chancellor, as applicable, and approved by the Board of Governors or Board of Trustees or its designated committee, as applicable; and such exceptional leave entitlement may not exceed either 26 work days per year or the amount of annual leave to which the employee was entitled in the employment held immediately preceding appointment to the University position covered by these regulations, whichever is less.

c) Sick Leave, Maternity Leave, Civil Leave, Military Leave, and Child Involvement Leave

Employees in positions covered by these regulations shall be subject to the same provisions concerning sick leave, maternity leave, civil leave, military leave, and child involvement leave as are applicable to employees subject to the State Personnel Act.

d) Leave of Absence Without Pay

Employees in positions covered by these regulations may request a leave of absence without pay, subject to approval of such leave by the President or by the Chancellor, as applicable.

e) Voluntary Shared Leave

Employees in positions covered by these regulations shall be subject to the same provisions concerning shared leave as are applicable to employees subject to the State Personnel Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.

G. Educational Entitlement

Employees in positions covered by these regulations are entitled to the same opportunities as other University employees to invoke the privilege of tuition waiver conferred by N.C.G.S. 116-143.

H. Statutory and Other Rules of Employment

1. Privacy of Personnel Records

Employees in positions covered by these regulations enjoy the protections of and are subject to the provisions of Article 7 of G.S. 126, entitled "The Privacy of State Employee Personnel Records."

2. Employment Preference for Veterans

Employees in positions covered by these regulations enjoy the protections of and are subject to the provisions of G.S. 128-15 and 128-15.1, which provide for preference in employment for veterans of United States military service and their spouses and widows or widowers.

3. Employment of Related Persons

Employees in positions covered by these regulations are subject to the Policy concerning employment of related persons as adopted by the Board of Governors on April 13, 1972, and as it may be revised from time to time.

I. Retirement

Employees in positions covered by these regulations may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes ("Retirement System of Teachers and State Employees").

Attachment A

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS⁵

ANNUAL LEAVE ENTITLEMENT

All permanent employees shall earn entitlement to annual paid leave in accordance with the following schedule, which is stated in terms of regular full-time employment and which is to be adjusted proportionately for part-time employment:

<u>Years of Aggregate Service in State Employment</u>	<u>Work Days Earned in One Year</u>
Less than two years	12
Two but less than five years	14
Five but less than ten years	17
Ten but less than fifteen years	20
Fifteen but less than twenty years	23
Twenty years or more	26

⁵ Subject to Section III of these regulations.

The University of North Carolina
EPA Senior Academic and Administrative Officers
 Appalachian State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
ASU	Assistant Director of Alumni Affairs (Information & Communications Specialist)	Yes
ASU	Associate Director of Student Programs (Administrative Officer I)	No
ASU	Bookstore Manager (Supply Store Manager IV)	Yes
ASU	Controller (Accounting Manager II)	Yes (generic)
ASU	Director of Design & Construction (Facility Engineering Supervisor II)	Yes (generic)
ASU	Director of Financial Operations for ASU Foundation (Director of Financial Services ASU Foundation)	No
ASU	Director of Food Service Operations (Food Service Director IV)	Yes
ASU	Director of News Bureau (News Bureau Director)	No
ASU	Director of Physical Plant (Facility Maintenance Director I)	Yes (generic)
ASU	Director of Public Safety and University Police (Police & Public Safety Director II)	Yes (generic)
ASU	General Manager of New River Light & Power	Yes

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 Elizabeth City State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
ECSU	Assistant Vice Chancellor Business & Finance/Budget Director (Accounting Manager I)	Yes (generic)
ECSU	Chief, University Police (Director of Public Safety I)	Yes (generic)
ECSU	Controller (Accounting Manager I)	Yes (generic)
ECSU	Director of Facilities Management (Plant Maintenance Supervisor II)	Yes (generic)
ECSU	Director of Human Resources (Personnel Officer II)	Yes (generic)
ECSU	Director of Procurement & Purchasing (Purchasing Officer III)	Yes (generic)
ECSU	Internal Auditor (Internal Auditor II)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 East Carolina University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
ECU	(Associate?) Director of Academic Computing and Microcomputing (<i>Information Systems Director II</i>)	Yes (generic)
ECU	(Associate?) Director of Operations (<i>Computer Operations Manager III</i>)	No
ECU	Accountant (<i>Accountant II</i>)	No
ECU	Accountant/Comptroller (<i>Accountant II</i>)	No
ECU	Assistant Director of Alumni Affairs (<i>Information and Communications Specialist III</i>)	Yes
ECU	Associate Dean of Students (<i>Student Services Manager I</i>)	Yes
ECU	Associate Director for Center for Health Sciences Comm. (<i>Associate Director for Medical Communications</i>)	No
ECU	Associate Director of Division of Continuing Studies (<i>Administrative Officer III</i>)	No
ECU	Associate Director of Human Resources (<i>Personnel Director II</i>)	No
ECU	Associate Director of University Housing Services (<i>Administrative Officer II</i>)	No
ECU	Associate EEO Officer (<i>Personnel Analyst I</i>)	No
ECU	Chief Accountant (<i>Accounting Manager I</i>)	No
ECU	Chief Finance Officer for Clinical Services (<i>**Group Practices Revenue Manager</i>)	No
ECU	Development Associate (<i>Development Associate</i>)	Yes
ECU	Development Associate (<i>Development Associate</i>)	Yes
ECU	Development Associate (<i>Development Associate</i>)	Yes
ECU	Director of Applications Programs (<i>Applications Systems Manager I</i>)	Yes
ECU	Director of Dining (<i>Food Service Director III</i>)	No
ECU	Director of Diving Safety (<i>Safety Officer III</i>)	No
ECU	Director of Environmental Health & Safety (<i>Safety Director I</i>)	Yes
ECU	Director of Facilities, Planning, Design and Construction (<i>Facilities Planner II</i>)	Yes (generic)
ECU	Director of Grants and Contracts (<i>Accountant III</i>)	No

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

East Carolina University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
ECU	Director of Internal Audit (Internal Auditing Manager I)	Yes (generic)
ECU	Director of Materials Management (Director of ECU Purchasing)	Yes (generic)
ECU	Director of Public Safety/Police Chief (Police/Public Safety Director)	Yes (generic)
ECU	Director of Systems and Coordination (Systems Accountant II)	No
ECU	Director of Systems Programming (Systems Programming Manager I)	Yes
ECU	Director of University Publications (Publications Director)	No
ECU	Facilities Maintenance Manager Medical Campus (Facility Maintenance Manager III)	Yes
ECU	Facilities Services Director - Main Campus (Facility Maintenance Director I)	Yes (generic)
ECU	Health Sciences Personnel Director (University Administrative Manager III)	Yes. Title changed to Assistant Vice Chancellor.
ECU	University Budget Director (Accountant IV)	Yes (generic)
ECU	University Comptroller (Accounting Manager II)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 Fayetteville State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
FSU	Director of Human Resources (Personnel Officer II)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 North Carolina A&T State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
NCA&T	Assistant Vice Chancellor for Business & Finance/Comptroller (Accounting Manager II)	Yes (generic)
NCA&T	Assistant Vice Chancellor for Facilities (Facility Maintenance Director I)	Yes (generic)
NCA&T	Senior Associate Director of Admissions	No

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

North Carolina Central University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
NCCU	Assistant Registrar (Administrative Assistant I)	No
NCCU	Assistant to Provost & Vice Chancellor for Academic Affairs (Administrative Officer I)	No
NCCU	Assistant to Vice Chancellor for Financial Affairs (Administrative Officer III)	No
NCCU	Comptroller (Accounting Manager II)	Yes (generic)
NCCU	Director of Budget (Accountant I)	Yes (generic)
NCCU	Director of Facilities (Facility Maintenance Director II)	Yes (generic)
NCCU	Director of Human Resources (Personnel Officer III)	Yes (generic)
NCCU	Director of Purchasing (Purchasing Officer II)	Yes (generic)
NCCU	Director of Scholarships and Student Aid (Student Financial Aid Director III)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

North Carolina School of the Arts

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
NCSA	Associate Vice Chancellor of Financial Management (Business Officer III)	Yes
NCSA	Director of Auxiliary Services (Administrative Officer II)	Yes (generic)
NCSA	Director of Counseling Services (University Residence Counselor)	Yes (generic)
NCSA	Director of Financial Management (Accountant I)	No
NCSA	Director of Health Services (Physician Extender II)	Yes
NCSA	Director of Human Resources (Personnel Officer II)	Yes (generic)
NCSA	Director of Information Systems (Applications Development Project Supervisor)	Yes (generic)
NCSA	Director of Physical Plant (Facilities Maintenance Manager I)	Yes (generic)
NCSA	Director of Public Safety (Public Safety Director I)	Yes (generic)
NCSA	Director of Purchasing (Departmental Purchasing Officer III)	Yes (generic)
NCSA	Director of Student Activities (Administrative Assistant II)	Yes
NCSA	Director of Summer Programs (Administrative Officer II)	No. Withdrew from consideration.
NCSA	Executive Director of Performance Facilities (Business Officer II)	Yes

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 North Carolina State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
NCSU	Assistant Director (ACS) of Application Development (<i>Application Systems Manager I</i>)	Yes
NCSU	Assistant Director (ACS) of Data Base, Systems & Security (<i>Systems Program Manager I</i>)	Yes
NCSU	Assistant Director (ACS) of Operations (<i>Computer Operations Manager III</i>)	No
NCSU	Assistant Director of Building and Management Engineering Services (<i>Management Engineer II</i>)	No
NCSU	Assistant Director of Utility and Central Services (<i>Grounds Supervisor II</i>)	No
NCSU	Business Officer (<i>Administrative Assistant II</i>)	No
NCSU	Business Officer (<i>Accountant II</i>)	No
NCSU	Business Officer (<i>Accounting Specialist II</i>)	No
NCSU	Business Officer (<i>University Administrative Manager IV</i>)	No
NCSU	Business Officer (<i>Accounting Technician II</i>)	No
NCSU	Business Officer (<i>University Administrative Manager II</i>)	No
NCSU	Business Officer (<i>Administrative Assistant II</i>)	No
NCSU	Business Officer (<i>Administrative Assistant III</i>)	No
NCSU	Business Officer (<i>Administrative Assistant III</i>)	No
NCSU	Director of Benefits (<i>Personnel Analyst III</i>)	Yes
NCSU	Director of Contracts & Grants (<i>Accounting Manager III</i>)	Yes
NCSU	Director of Employee Relations & Training (<i>Personnel Supervisor I</i>)	Yes
NCSU	Director of Employment & Compensation (<i>Personnel Supervisor II</i>)	Yes
NCSU	Director of Facilities Operations (<i>Facilities Maintenance Director III</i>)	Yes (generic)
NCSU	Director of Facilities Planning and Design (<i>Facility Planning Director I</i>)	Yes (generic)
NCSU	Director of Foundations Accounting and Investments (<i>Foundations Accounting & Investment Director</i>)	Yes
NCSU	Director of Internal Audit (<i>Internal Auditing Manager III</i>)	Yes (generic)

The University of North Carolina
EPA Senior Academic and Administrative Officers
 North Carolina State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
NCSU	Director of NC State Bookstores (<i>Director of Campus Merchandising</i>)	Yes
NCSU	Director of Payroll (<i>Accountant III</i>)	Yes
NCSU	Director of Purchasing (<i>Departmental Purchasing & Services Officer</i>)	Yes (generic)
NCSU	Director of Real Estate (<i>Director of Real Estate</i>)	Yes
NCSU	Director of Transportation (<i>Transportation Director</i>)	Yes
NCSU	Director of University Accounting (<i>Accounting Manager III</i>)	Yes
NCSU	Information Specialist (<i>Administrative Officer III</i>)	No. Withdrew from consideration.
NCSU	Manager of Environmental Affairs (<i>Environmental Engineer II</i>)	Yes
NCSU	Manager of Industrial Hygiene (<i>Industrial Hygiene Consultant</i>)	Yes
NCSU	Manager of Occupational Health & Safety & Bio-safety Officer (<i>Safety Director II</i>)	Yes
NCSU	Manager of Proposal Development (<i>Administrative Officer III</i>)	No. Withdrew from consideration.
NCSU	Negotiator of Governmental Contracts (<i>Administrative Officer II</i>)	No. Withdrew from consideration.
NCSU	Negotiator of Governmental Contracts (<i>Administrative Officer II</i>)	No. Withdrew from consideration.
NCSU	Telecommunications Service Director (<i>Telecommunications Service Director III</i>)	Yes
NCSU	University Budget Director (<i>Accounting Manager III</i>)	Yes (generic)
NCSU	University Cashier (<i>Accountant IV</i>)	Yes
NCSU	University Controller (<i>Accounting Manager III</i>)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction

Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 University of North Carolina at Asheville

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Asheville	Director of Academic Computing (<i>Information Center Manager I</i>)	No
UNC-Asheville	Director of Administrative Computing (<i>Application Development Project Supervisor</i>)	No
UNC-Asheville	Director of Alumni Relations (<i>Administrative Officer II</i>)	Yes (generic)
UNC-Asheville	Director of Auxiliary Services (<i>Business Officer I</i>)	Yes (generic)
UNC-Asheville	Director of College for Seniors (<i>Administrative Officer I</i>)	No
UNC-Asheville	Director of Facilities Management (<i>Facility Maintenance Manager III</i>)	Yes (generic)
UNC-Asheville	Director of Facilities Planning (<i>Facilities Architect II</i>)	Yes (generic)
UNC-Asheville	Director of Horticulture (<i>Grounds Supervisor I</i>)	GA to decide
UNC-Asheville	Director of Human Resources (<i>Personnel Officer II</i>)	Yes (generic)
UNC-Asheville	Director of Public Programs (<i>Natural Science Curator II</i>)	GA to decide
UNC-Asheville	Director of Public Safety (<i>Police & Public Safety Director I</i>)	Yes (generic)
UNC-Asheville	Director of Publications (<i>Artist Illustrator III</i>)	No
UNC-Asheville	Director of Student Activities (<i>Student Center Director I</i>)	Yes
UNC-Asheville	University Budget Officer (<i>Accountant II</i>)	Yes (generic)
UNC-Asheville	University Controller (<i>Accounting Manager I</i>)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

University of North Carolina at Chapel Hill

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Chapel Hill	Area Coordinator/ Associate State Director (Area Coordinator)	Yes
UNC-Chapel Hill	Assistant Dean of Students (Student Services Manager II)	Yes
UNC-Chapel Hill	Assistant Director of Carolina Union for Student Activities (Student Services Manager II)	No
UNC-Chapel Hill	Associate Dean of Students & Judicial Programs Officer (Student Services Manager III)	Yes
UNC-Chapel Hill	Associate Director of Housing - Administrative Services (Administrative Manager IV)	No
UNC-Chapel Hill	Associate Director of Housing - Student & Staff Services (Associate Director, Housing)	No
UNC-Chapel Hill	Associate Director of Telecommunications (Telecommunications Service Director III)	Yes
UNC-Chapel Hill	Deputy to the Associate Vice Chancellor for Facilities Services (Facility Maintenance Director II)	No
UNC-Chapel Hill	Director of Administrative Applications (Applications Systems Manager II)	Yes
UNC-Chapel Hill	Director of Auxiliary Services (Director of Auxiliary Services)	Yes (generic)
UNC-Chapel Hill	Director of Benefits (Personnel Analyst III)	Yes
UNC-Chapel Hill	Director of Billings & Collections (Accounting Manager I)	Yes
UNC-Chapel Hill	Director of Biological Safety & Industrial Hygiene (Industrial Hygiene Consultant)	Yes
UNC-Chapel Hill	Director of Building Services (Facility Maintenance Manager III)	Yes
UNC-Chapel Hill	Director of Communications (Information & Communications Specialist II)	No
UNC-Chapel Hill	Director of Construction Management (Facility Engineering Supervisor II)	Yes
UNC-Chapel Hill	Director of Contracts & Grants (Accounting Manager III)	Yes
UNC-Chapel Hill	Director of Data Management (Data Base Administrator)	Yes
UNC-Chapel Hill	Director of Development, NCHSAA (Development Officer)	Yes
UNC-Chapel Hill	Director of Employee Services (Personnel Analyst II)	Yes
UNC-Chapel Hill	Director of Employment (Personnel Supervisor I)	Yes
UNC-Chapel Hill	Director of Energy Services (Facility Maintenance Director I)	Yes

The University of North Carolina
EPA Senior Academic and Administrative Officers
 University of North Carolina at Chapel Hill

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Chapel Hill	Director of Environmental Affairs (<i>Environmental Supervisor II</i>)	Yes
UNC-Chapel Hill	Director of Facilities Planning (<i>Facilities Planning Director II</i>)	Yes (generic)
UNC-Chapel Hill	Director of Financial Planning & Budgets (<i>Accounting Manager III</i>)	Yes (generic)
UNC-Chapel Hill	Director of Internal Audit (<i>Internal Audit Manager III</i>)	Yes (generic)
UNC-Chapel Hill	Director of Materials Support (<i>Departmental Purchasing & Services Officer</i>)	Yes (generic)
UNC-Chapel Hill	Director of Operations (<i>Computer Operations Manager III</i>)	No
UNC-Chapel Hill	Director of Position Management (<i>Personnel Analyst III</i>)	Yes
UNC-Chapel Hill	Director of Smith Center Complex (<i>Administrative Assistant II</i>)	No
UNC-Chapel Hill	Director of Systems & Communications (<i>Systems Programming Manager II</i>)	Yes
UNC-Chapel Hill	Director of Systems & Procedures (<i>UNC Systems Accounting Director</i>)	No
UNC-Chapel Hill	Director of Training and Development (<i>Personnel Analyst III</i>)	Yes
UNC-Chapel Hill	Public Safety Director (<i>Police & Public Safety Director III</i>)	Yes (generic)
UNC-Chapel Hill	Senior Director of Human Resource Administration (<i>Personnel Supervisor II</i>)	Yes
UNC-Chapel Hill	Senior Director of Human Resource Services (<i>Personnel Supervisor I</i>)	Yes
UNC-Chapel Hill	Sexual Harassment Officer (<i>Personnel Analyst I</i>)	No
UNC-Chapel Hill	University Controller (<i>Controller UNC Chapel Hill</i>)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development

Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

University of North Carolina at Charlotte

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Charlotte	Assistant Athletic Director (Administrative Officer I)	No
UNC-Charlotte	Assistant to the Vice Chancellor for Student Affairs for Systems Development & Academic Research (Computing Consultant IV)	No
UNC-Charlotte	Associate Director of Admissions for Operations, Systems, and Research (Enrollment Services Officer II)	No
UNC-Charlotte	Associate Director of Admissions for Transfer and Adult Student Programs (Enrollment Services Officer II)	No
UNC-Charlotte	Director of Academic Information Systems (Computing Consultant IV)	Yes (generic)
UNC-Charlotte	Director of Auxiliary Services (Business Officer III)	Yes (generic)
UNC-Charlotte	Director of Cone University Center and Campus Facilities Usage (Administrative Officer III)	No
UNC-Charlotte	Director of Financial Services (Accounting Manager II)	Yes
UNC-Charlotte	Director of Health Education (Substance Abuse Education Consultant)	No
UNC-Charlotte	Director of Internal Audit (Internal Auditing Manager I)	Yes (generic)
UNC-Charlotte	Director of Police & Public Safety (Police & Public Safety Director II)	Yes (generic)
UNC-Charlotte	Director of Publications & Printing (Director of Publications & Printing)	No
UNC-Charlotte	Director of Purchasing (Departmental Purchasing Officer IV)	Yes (generic)
UNC-Charlotte	Director of Systems Development (Systems Accountant II)	No
UNC-Charlotte	Graduate Programs Director (Computer Production Specialist II)	No
UNC-Charlotte	Managing Director of Entrepreneurial Programs (Small Business Specialist II)	Yes
UNC-Charlotte	Senior Associate Director of UNC Charlotte Urban Institute (Urban Affairs and Community Service Operations Group Manager)	Yes (approved with the understanding that the position title will be changed to Director)
UNC-Charlotte	Special Assistant to the Chancellor for Campus Events (Administrative Officer II)	Yes

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

University of North Carolina at Charlotte

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
Director, Academic Computing Services
Director, Administrative Computing Services
Director, Alumni Relations
Director, Auxiliary Operations/Services
Director, Budget
Director, Counseling/Psychological Services
Director, Design and Construction
Director, Development

Director, Facilities Management/Planning
Director, Financial Aid
Director, Human Resources
Director, Information Technology
Director, Internal Audit
Director, Physical Plant
Director, Public Safety
Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

University of North Carolina at Greensboro

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Greensboro	Director of Physical Plant (<i>Facility Maintenance Director I</i>)	Yes (generic)
UNC-Greensboro	Director of Public Safety and Police (<i>Police and Public Safety Officer II</i>)	Yes (generic)
UNC-Greensboro	Director of Support Services (<i>Departmental Services Director</i>)	Yes (generic)
UNC-Greensboro	Facilities Planning & Construction Manager (<i>Building Systems Engineer III</i>)	Yes (generic)
UNC-Greensboro	University Controller (<i>Accounting Manager II</i>)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

University of North Carolina at Pembroke

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Pembroke	Controller (Accounting Manager I)	Yes (generic)
UNC-Pembroke	Director of Alumni Affairs/Relations (Administrative Officer II)	Yes (generic)
UNC-Pembroke	Director of Business Services (Departmental Purchasing Officer II)	Yes (generic)
UNC-Pembroke	Director of Development (Administrative Officer II)	Yes (generic)
UNC-Pembroke	Director of Financial Aid (Student Services Manager III)	Yes (generic)
UNC-Pembroke	Director of Financial Planning & Budget (Accounting Manager I)	Yes (generic)
UNC-Pembroke	Director of Human Resources (Personnel Officer I)	Yes (generic)
UNC-Pembroke	Director of Physical Plant (Facilities & Public Safety Manager)	Yes (generic)
UNC-Pembroke	Director of University Computing & Information Services (Data Processing Manager I)	Yes (generic)
UNC-Pembroke	Special Assistant (to the Chancellor)	Yes. Currently EPA but not on the SAAO list.

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

The University of North Carolina
EPA Senior Academic and Administrative Officers
 University of North Carolina at Wilmington

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
UNC-Wilmington	Associate Director of Accounting (Systems Accountant I)	No
UNC-Wilmington	Development Officer for Special Projects	Yes
UNC-Wilmington	Development Officer for Student Affairs	Yes
UNC-Wilmington	Director of Accounting (Accounting Manager I)	Yes
UNC-Wilmington	Director of Advancement Services	No
UNC-Wilmington	Director of Architectural & Construction Services (Facility Architect II)	Yes (generic)
UNC-Wilmington	Director of Auxiliaries (Departmental Services Director)	Yes (generic)
UNC-Wilmington	Director of Budgets (Accounting Manager I)	Yes (generic)
UNC-Wilmington	Director of Financial Reporting (Accounting Manager I)	No
UNC-Wilmington	Director of Information Technology (Systems Programmer/ Administrator II)	Yes (generic)
UNC-Wilmington	Director of Management Information Support (Application Development Manager)	Yes (generic)
UNC-Wilmington	Director of Physical Plant (Facility Maintenance Manager III)	Yes (generic)
UNC-Wilmington	Director of Public Safety (Police & Public Safety Director II)	Yes (generic)
UNC-Wilmington	Director of Purchasing (Department Purchasing Officer III)	Yes (generic)
UNC-Wilmington	Director of Research Administration/ (Business Officer I)	No
UNC-Wilmington	Director of Safety (Safety Officer III)	No
UNC-Wilmington	Director of Small Business Development & Technology (Director, Small Business Development Center)	Yes
UNC-Wilmington	Director of Systems & Procedures (Systems Accountant II)	No
UNC-Wilmington	Director of Telecommunications (Telecommunication Services Director I)	No
UNC-Wilmington	Manager (**Director) of University Bookstore (Administrative Officer II)	No

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

University of North Carolina at Wilmington

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
Director, Academic Computing Services
Director, Administrative Computing Services
Director, Alumni Relations
Director, Auxiliary Operations/Services
Director, Budget
Director, Counseling/Psychological Services
Director, Design and Construction
Director, Development

Director, Facilities Management/Planning
Director, Financial Aid
Director, Human Resources
Director, Information Technology
Director, Internal Audit
Director, Physical Plant
Director, Public Safety
Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

Western Carolina University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
WCU	Assistant Director for Facilities (Administrative Officer II)	No
WCU	Assistant Director for Residence Life (Student Services Manager II)	No
WCU	Assistant to the Vice Chancellor for Business Affairs (Director, Budget & Business Affairs Analysis)	No
WCU	Clinical Services Coordinator (Staff Psychologist II)	No
WCU	Controller (Accounting Manager II)	Yes (generic)
WCU	Director of Alumni Affairs (Information & Communications Specialist III)	Yes (generic)
WCU	Director of Auxiliary Services (Business Officer III)	Yes (generic)
WCU	Director of Fitness Center (Recreation Worker II)	No
WCU	Director of Human Resources (Personnel Director I)	Yes (generic)
WCU	Director of Leisure and Fitness (Student Center Director I)	No
WCU	Director of Physical Plant (Facility Maintenance Director I)	Yes (generic)
WCU	Director of Public Safety (Police and Public Safety Director I)	Yes (generic)
WCU	Director of Purchasing (Departmental Services Director)	Yes (generic)
WCU	Director of University Center (Student Center Director II)	Yes
WCU	Director of Wellness Program (Public Health Educator)	No
WCU	Internal Auditor (Internal Auditing Manager I)	Yes (generic)
WCU	Manager of University Bookstore (Supply Store Manager III)	Yes

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development

Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

**The University of North Carolina
EPA Senior Academic and Administrative Officers**

Winston-Salem State University

CAMPUS	WORKING TITLE (SPA CLASS)	SAAO COMMITTEE RECOMMENDATION
WSSU	Controller (Accountant II)	Yes (generic)
WSSU	Director of Administrative Data Processing (Computer Center Director I)	Yes (generic)
WSSU	Internal Auditor (Internal Audit Manager II)	Yes (generic)

Generic Titles Approved As EPA Senior Academic and Administrative Officers

Controller
 Director, Academic Computing Services
 Director, Administrative Computing Services
 Director, Alumni Relations
 Director, Auxiliary Operations/Services
 Director, Budget
 Director, Counseling/Psychological Services
 Director, Design and Construction
 Director, Development
 Director, Facilities Management/Planning
 Director, Financial Aid
 Director, Human Resources
 Director, Information Technology
 Director, Internal Audit
 Director, Physical Plant
 Director, Public Safety
 Director, Purchasing/Materials Management

APPALACHIAN STATE UNIVERSITY

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Business Affairs

Vice Chancellor - University Advancement

Vice Chancellor - Student Development

Dean - Arts and Sciences

- Business

- Education

- Fine and Applied Arts

- Graduate Studies and Research

- Music

University Librarian

University Attorney

Executive Assistant to the Chancellor

EAST CAROLINA UNIVERSITY

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Administration and Finance

Vice Chancellor - Student Life

Vice Chancellor - Institutional Advancement

Vice Chancellor - Health Sciences and Dean of the School of Medicine

Vice Chancellor - Research and Dean of the Graduate School

University Attorney

Dean - Art

- Arts and Sciences
- Allied Health Sciences
- Business
- Education
- Health and Human Performance
- Human Environmental Sciences
- Industry and Technology
- Music
- Nursing
- Social Work
- Undergraduate Studies

*Director, Continuing Education & Summer School

Director, Academic Library Services

Director, Health Sciences Library

ELIZABETH CITY STATE UNIVERSITY

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Business and Finance

Vice Chancellor - Student Affairs

Vice Chancellor - Institutional Development

Executive Assistant to the Chancellor (Legal)

*Special Assistant to the Chancellor

Administrative Librarian

FAYETTEVILLE STATE UNIVERSITY

Senior Academic and Administrative Officers

Provost and Vice Chancellor - Academic Affairs

Vice Chancellor - Business and Finance

Vice Chancellor - University Relations and Development

Vice Chancellor - Student Affairs

Executive Assistant to the Chancellor

University Counsel

Dean - Arts and Sciences

- Business and Economics

- Education

Director of Library Services

NORTH CAROLINA A & T STATE UNIVERSITY

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Business and Finance

Vice Chancellor - Development and University Relations

Vice Chancellor - Research

Vice Chancellor - Student Affairs

Special Assistant to Chancellor for Administrative Affairs

Special Assistant to Chancellor for Legal Affairs

*Assistant to the Chancellor

Dean - Agriculture

- Arts and Sciences

- Business and Economics

- Education

- Engineering

- Graduate Studies

- Nursing

- Technology

Director of Library Services

NORTH CAROLINA CENTRAL UNIVERSITY

Senior Academic and Administrative Officers

Provost and Vice Chancellor - Academic Affairs

Vice Chancellor - Financial Affairs

Vice Chancellor - Student Affairs

Vice Chancellor - Developmental Affairs

Executive Assistant to the Chancellor

*Special Assistant to the Chancellor

*Special Assistant to the Chancellor

Assistant to the Chancellor, Legal Affairs

*Assistant to the Chancellor

Dean - Arts and Sciences

- Business

- Education

- Graduate Studies

- Law

- Library and Information Science

- University College

Director of Library Services

NORTH CAROLINA SCHOOL OF THE ARTS

Senior Academic and Administrative Officers

Vice Chancellor - Arts and Academic Programs

Vice Chancellor - Finance and Administration

Vice Chancellor - Development and Public Relations

Vice Chancellor - Student Affairs

Dean - Dance

- Design and Production

- Drama

- Filmmaking

- Music

- General Studies

Librarian

NORTH CAROLINA STATE UNIVERSITY

Senior Academic and Administrative Officers

Provost and Vice Chancellor - Academic Affairs

Vice Chancellor - Finance and Business

Vice Chancellor - Student Affairs

Vice Chancellor - University Advancement

Vice Chancellor - Research, Outreach and Extension, & Economic Development

Dean - Agriculture and Life Sciences

- Design
- Education and Psychology
- Engineering
- Forest Resources
- Graduate School
- Humanities and Social Sciences
- Management
- Physical and Mathematical Sciences
- Textiles
- Undergraduate Studies
- Veterinary Medicine

Director of Libraries

General Counsel

UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Financial Affairs

Vice Chancellor - University Relations

Vice Chancellor - Student Affairs

University Librarian

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Senior Academic and Administrative Officers

Provost

Executive Vice Chancellor

Vice Chancellor - Finance and Administration

Vice Chancellor - Information Technology

Vice Chancellor - University Advancement

Vice Chancellor - Student Affairs

Vice Chancellor and Dean - Medical Affairs

Vice Provost - Graduate Studies and Research

Vice Provost - Health Affairs

Assistant to the Chancellor and Senior University Counsel

*Special Assistant for Minority Affairs

*Affirmative Action Officer

Dean - Arts and Sciences

- Business Administration

- Education

- Graduate School

- Journalism

- Information and Library Science

- Law

- Social Work

- Dentistry

- Nursing

- Pharmacy

- Public Health

- Summer School

University Librarian

*Director *- Ackland Art Museum

- *- AHEC

- *- Continuing Education

- *- Health Sciences Library

- *- Institute of Government

- *- Mathematics and Science Education Network

- *- Small Business and Technology Development

- *- Principal's Executive Program

- *- Undergraduate Admissions

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Business Affairs

Vice Chancellor - Development and University Relations

Vice Chancellor - Student Affairs

University Attorney

Executive Assistant to the Chancellor

Dean - Architecture

- Arts and Sciences
- Business Administration
- Education and Allied Professions
- Engineering
- Graduate School
- Nursing and Health Professions

University Librarian

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Senior Academic and Administrative Officers

Provost

Vice Chancellor - Information Technology and Planning

Vice Chancellor - Business Affairs

Vice Chancellor - University Advancement

Vice Chancellor - Student Affairs

University Counsel

Executive Assistant to the Chancellor

*Assistant to the Chancellor

Deans - Arts and Sciences

- Business and Economics
- Education
- Health and Human Performance
- Human Environmental Sciences
- Music
- Nursing
- Graduate School
- Continual Learning

Director of Library

UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

Senior Academic and Administrative Officers

Provost and Vice Chancellor - Academic Affairs

Vice Chancellor - Business Affairs

Vice Chancellor - Student Affairs

Vice Chancellor - Development and University Relations

Dean - Graduate Studies and Director of Teacher Education

Assistant to the Chancellor - Legal

Director of Library Services

*Director of Continuing Education and Extension

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

Senior Academic and Administrative Officers

Provost and Vice Chancellor - Academic Affairs

Vice Chancellor - Business Affairs

Vice Chancellor - Student Affairs

Vice Chancellor - University Advancement

Vice Chancellor - Public Service and Extended Education

Dean - Arts and Sciences

- Business Administration
- Education
- Graduate School and Research
- Nursing

University Librarian

Director, Center for Marine Science Research

University Counsel

WESTERN CAROLINA UNIVERSITY

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Business Affairs

Vice Chancellor - Advancement and External Affairs

Vice Chancellor - Student Development

Dean - Applied Sciences

- Arts and Sciences

- Business

- Continuing Education and Summer School

- Education and Allied Professions

- Applied Sciences

- Research and Graduate Studies

University Librarian

*Assistant to Chancellor for WCU Program in Asheville

Legal Counsel

*Director, University Planning

*Director, Regional Affairs

WINSTON-SALEM STATE UNIVERSITY

Senior Academic and Administrative Officers

Vice Chancellor - Academic Affairs

Vice Chancellor - Finance and Administration

Vice Chancellor - Advancement

Vice Chancellor - Student Affairs

Executive Assistant to the Chancellor

*Assistant to the Chancellor

Director of Library Services

University Attorney