

THE UNIVERSITY OF NORTH CAROLINA  
OFFICE OF THE PRESIDENT

# ADMINISTRATIVE MEMORANDUM

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

**NUMBER** 404

**DATE** February 14, 2000

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## **I. Background**

Administrative Memorandum 387, "Implementation of Policies of the Board of Governors Concerning Senior Academic and Administrative Officers," identified and prescribed a schedule and process for accomplishing the actions necessary to accommodate the additions to the SAAO employment category that were approved by the Board of Governors in November 1998. That Administrative Memorandum also indicated that the constituent institutions would be given an opportunity to submit additional positions for SAAO consideration. Thus, a second round of SAAO position review was initiated in February 1999 and the chancellors were invited to submit positions that they believed should be considered for SAAO status. This review was conducted by the Human Resources Advisory Board for EPA Personnel (HRAB-EPA) and that board submitted its recommendations through the President to the Board of Governors.

On January 14, 2000, the Board of Governors voted to approve the addition of positions recommended by the HRAB-EPA from among those nominated by the campuses under the SAAO definition previously adopted by the Board of Governors in January 1998. A copy of the SAAO Round Two Position Review Report is included as Attachment 1. The categories of position that were approved for SAAO status in round two are the following:

- Positions Eligible for SAAO Designation Based on the 1990 Board of Governors Action (Attachment B)
- Generic Titles (Attachment C)
- Specific Positions Recommended as SAAO by Campus (Attachment D, Parts 1 & 2)

Those SAAO positions that will lose their SAAO status when they next become vacant were also identified and are listed in Attachment E of the Round Two Report.

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

## **II. Actions Required**

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

Attachment 2 lists the positions, if any, nominated by your institution for addition to the SAAO category and identifies those that were approved by the Board of Governors on January 14, 2000, as well as those that were not approved. Also listed are those positions, if any, that will lose their SAAO designation when they next become vacant.

Attachment 3 lists the "generic" positions that were approved in round two. Generic positions are presumably common to all constituent institutions and 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 attachments 2 and 3 you can derive a complete list of all new additions to the SAAO complement at your campus by virtue of board action on January 14, 2000.

Persons who currently occupy 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 with an election form and a detailed comparison of SPA and EPA employment policies. In addition, each such incumbent must be offered 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. Guidelines for Implementing the Expanded Definition of Senior Academic and Administrative Officer, the Election Form, and the Policy Comparison are included in Attachments 4 through 6.

Persons who currently occupy positions that have been identified to lose their SAAO status when they next become vacant may remain in the exempt SAAO category for the duration of their continued occupancy of such position. However, such incumbents must be provided with a detailed comparison of SPA and EPA employment policies and offered the opportunity to be reassigned immediately to SPA status.

Changes in currently authorized levels of compensation may be made for incumbents and new hires in positions subject to transition from SPA to exempt SAAO status by virtue of January 14, 2000, action of the Board of Governors. Any increase that results in a 1999-00 salary in excess of 15 per cent over the 1998-99 salary must receive prior approval from the President and the Committee on Personnel and Tenure of the UNC Board of Governors. However, no reporting or other action shall be necessary for an increase where the total salary is at or below \$30,000 annually (including the increase).

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

The SAAO policy (Attachment 7) recognizes two categories of administrative employment for which different terms and conditions of employment pertain. One category (defined in Section I.A. of the SAAO policy) is subject to direct appointment and compensation oversight by the Board of Governors; the other (defined in section I.B. of the SAAO policy) is subject to delegated campus oversight.

Any new SAAO positions that were approved by the Board of Governors on January 14, 2000, must be assigned to the appropriate category under the SAAO personnel policy and made subject to the correspondingly different terms and conditions of employment.

*C. Enrollment in the Optional Retirement Program.*

An opportunity for enrollment in the Optional Retirement Program (ORP) shall be provided to SPA employees who occupy positions that were designated as SAAO by the Board of Governors on January 14, 2000, and who elect to convert from SPA to the exempt SAAO category.

1. A former SPA employee who elects to convert to exempt SAAO status and who holds a permanent three-quarter-time or more position within the University, has 30 days from the effective date of his or her election to convert to SAAO status to enroll in the ORP.
2. Other incumbent employees who previously occupied EPA positions, but who in the past were not eligible for ORP or were not offered an opportunity for ORP enrollment must elect to enroll in the ORP by no later than March 31, 2000.

Information on ORP enrollment procedures and options are outlined in Sections II, III, V, and VI of Administrative Memorandum Number 393, "Implementation Procedures for Enrolling Senior Academic and Administrative Officers in the University of North Carolina Optional Retirement Program."

Questions concerning this Administrative Memorandum should be addressed to either Cynthia Bonner, Associate Vice President for Faculty and Staff Resources, or Kitty McCollum, University Benefits Officer.

  
Molly Corbett Broad

Attachments (7)

Senior Academic and Administrative Officer

Round Two Position Review

Background to SAAO Round Two Position Review

In February 1998, the President of The University of North Carolina established a Senior Academic and Administrative Officer Review Committee that was charged with developing a process for implementing the revised definition of Senior Academic and Administrative Officer (SAAO) adopted by the Board of Governors in 1998 to a group of SPA (Subject to the Personnel Act) classified positions nominated by the constituent institutions. The final report of the committee contained ten recommendations that were approved by the Board of Governors (BOG) on November 13, 1998. Recommendations one through four of the report identified specific positions or categories of positions that were either eligible for SAAO status prior to the committee's review or recommended for SAAO status by the committee. Following approval by the BOG, these recommendations were implemented. Also acted upon were the eighth recommendation that called for the BOG to expand eligibility for SAAOs to participate in the UNC Optional Retirement Program and the tenth recommendation that called for the BOG's policy on SAAOs to be re-written to reflect the broadened definition of the employee complement.

The remaining four recommendations called for further action or discussion. This report focuses primarily on activities related to recommendations five, seven and nine. Recommendation five requests that additional rounds of SAAO review be carried out for various existing positions on the campuses; recommendation seven calls for the enactment of legislation designed to add additional categories for EPA status; and recommendation nine requests the establishment of a permanent advisory board to address EPA issues. Recommendation six is the remaining recommendation that calls for further discussion between the Office of State Personnel and

General Administration about the possible creation of new categories within the instructional and research guidelines and is not addressed in this report. However, these discussions are underway and any recommendations will be addressed in a subsequent report.

To provide a context, recommendations five, seven and nine from the Final Report of the UNC Senior Academic and Administrative Officer Review Committee are as follows:

#### 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 similar types of SPA positions that were nominated by other institutions and subsequently approved by the review committee 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 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 specific 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.

#### 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.

#### Human Resources Advisory Board Establishment

Consistent with recommendation nine, President Broad appointed a Human Resources Advisory Board for EPA Personnel (HRAB-EPA) on November 20, 1998. The following representatives were invited and agreed to serve:

##### Office of State Personnel

Mr. Steve Davis

##### UNC General Administration

Ms. Kitty McCollum

Dr. Judith Stillion (served until 6/30/99)

Dr. Cynthia Bonner (added on 8/1/99)

##### Campuses

Dr. J. Alan Boyette, UNC Greensboro

Dr. Ned Brooks, UNC Chapel Hill

Dr. Marion Gillis-Olson, Fayetteville State University

Ms. Dianna B. Lowe, East Carolina University

Dr. Bruce Mallette, North Carolina State University

Dr. Charles Williams, North Carolina A&T State University

The HRAB-EPA began meeting in January 1999, and met 15 times from January through December 1999. The Committee began its work by developing an HRAB-EPA Vision, Mission, and Principles Statement.

#### Round Two Position Review

To implement recommendation five, Senior Vice President Roy Carroll sent a memorandum to the chancellors on February 24, 1999, inviting them to submit positions to be considered for SAAO designation. The first group of positions to be reviewed included SPA positions that the chancellors believed should be considered for SAAO status in light of the results of the first round of reviews completed in 1998. In the second group were those existing EPA positions that had not been considered for possible SAAO status using the 1998 definition. Campus submissions were due by April 15, 1999. A total of 325 positions, the majority of which were EPA, were submitted for review in this second round. Upon completion of the review of these positions, the board reviewed a second time, the positions submitted in round one for consistency. Following the consistency review, some positions approved as SAAO in the round one review were flagged as positions that should no longer be SAAO when they next become vacant.

It should be noted that the HRAB-EPA spent considerable time evaluating the development and fundraising positions that were submitted for SAAO consideration in this round. The SAAO definition adopted by the Board of Governors on January 9, 1999, indicates that "other officers of the University having significant administrative responsibilities and duties" shall include "those positions whose primary responsibility is to attract external funds for and/or to market



the university." Using this definition in its most narrow sense, the HRAB-EPA first identified those positions that have both significant administrative responsibilities and whose primary responsibility is to attract external funds and/or market the university. Then using a broader interpretation, the HRAB-EPA identified an additional list of positions whose primary responsibility is to attract external funds, but have less significant administrative responsibilities. This latter group of positions are presented separately in the list of position titles recommended for SAAO designation.

In addition to a review of positions submitted for SAAO designation, the board has discussed possible modifications to the instructional and research guidelines as well as possible legislation designed to add additional categories for EPA status. Discussions between the Office of State Personnel and General Administration have resulted in a proposed change to North Carolina General Statute §116-11.(5) that outlines the powers and duties of the UNC Board of Governors with respect to the appointment of administrative and academic personnel.

#### Recommendations of the HRAB-EPA

The HRAB-EPA makes the following recommendations:

##### Recommendation One

The HRAB-EPA recommends that the Human Resources Advisory Board for EPA Personnel Vision, Mission and Principles Statement be approved. The statement is included in Attachment A.

##### Recommendation Two

The committee recommends that the constituent institutions be authorized to change the status of those positions that are eligible to be designated as Senior Administrative and Administrative Officers based on the 1990 definition approved by the Board of Governors. A list of these position titles is included in Attachment B.

### Recommendation Three

The HRAB-EPA recommends that the list of position titles included in Attachment C be designated as EPA Senior Academic and Administrative Officers and that these positions be regarded as "generic" campus-based senior administrative officer position titles. It should be noted that two position titles that are considered members of the chancellor's professional staff, Secretary of the University and Legal Counsel, have been included on the generic list. However, the Assistant to the Chancellor position title has not been included on the generic list due to the wide variation in duties and responsibilities found among these types of positions. It is recommended that each Assistant to the Chancellor position be evaluated by the HRAB-EPA on a case by case basis.

### Recommendation Four

The HRAB-EPA recommends that the list of position titles by campus included in Attachment D be approved as Senior Academic and Administrative Officers.

### Recommendation Five

The board recommends that the list of position titles by campus included in Attachment E be flagged as positions that should lose their SAAO designation when they next become vacant.

### Recommendation Six

The HRAB-EPA recommends that North Carolina General Statute §116-11.(5) be revised as indicated in Attachment F.

HUMAN RESOURCES ADVISORY BOARD FOR EPA PERSONNEL (HRAB-EPA)

**Vision, Mission and Principles Statement**

**Preamble**

The University of North Carolina is committed to the effective use of its resources to ensure the highest quality higher education. Central to this commitment is the recruitment, retention, and development of faculty and other employees who are exempt from the State Personnel Act.

**Vision Statement**

The University of North Carolina is committed to principles of excellence and quality in its responsibility for EPA human resources administration. This commitment is based upon clear operational guidelines, maximum flexibility in the interpretation and application of policy and procedure, and the greatest degree of delegated authority possible. EPA human resources administration is responsive to innovation and technology in providing service. Accountable to the President of the University, EPA human resources administration benefits from its partnership and collaboration with the NC Office of State Personnel through open, inclusive communication.

**Mission Statement**

The University of North Carolina Human Resources Advisory Board for EPA Personnel (HRAB-EPA) exists to create an effective personnel environment for supporting the teaching/learning, research, and public service missions of the University. The HRAB-EPA:

- a) provides a forum for the discussion and resolution of system-wide faculty and EPA employment issues;
- b) assesses the effectiveness of all aspects of the management of faculty and EPA resources;
- c) advises the President of the University concerning best practices for management of faculty and EPA resources; and,
- d) shares information with the campuses concerning faculty and EPA issues of system-wide concern.

**Guiding Principles**

The 16 constituent institutions of The University of North Carolina vary in size, mission, complexity, and resources. As a result, EPA human resources administration at each campus varies considerably in size, scope, and number of employees. While recognizing these differences, the EPA human resources administration should provide a fair and consistent application of policy and procedural requirements across all constituent institutions. EPA human resources administration is built within the parameters of the laws of the United States and North Carolina, policies of the UNC Board of Governors, good business practices, budget considerations, and the need for maintaining quality human resources programs in higher education. To this end, the HRAB-EPA is guided by nine (9) principles:

- *Principle One: Responsiveness*

EPA human resources administration is a dynamic system with the capability to respond and adapt rapidly to a changing environment and the needs of all levels in the organization.

Practitioners at each university are proactive in establishing continuous learning environments that utilize on-going research to identify current needs and emerging issues.

- *Principle Two: Flexibility*

Constituent institutions have maximum latitude to develop their own internal policies and procedures while being guided by system-wide principles and any structures required by law, The University of North Carolina Board of Governors, and The University of North Carolina General Administration.

- *Principle Three: Innovation*

Institutions are creative within the limits of system-wide policy and encouraged to propose quality improvements to policy.

- *Principle Four: Institutional Autonomy*

All faculty and administrative human resource decisions other than those which require the concurrence of the President and approval of the UNC Board of Governors are delegated to the chancellors and boards of trustees.

- *Principle Five: Consultation*

Consultative approaches are used on campus, among divisions, and among sister institutions.

- *Principle Six: Simplicity*

Components of EPA human resources administration are designed to be understood easily. Procedures are developed without redundancy, excessive levels of review, and unnecessary levels of approval.

- *Principle Seven: Efficiency*

EPA human resources administration maximizes the use of University resources through efficient operations, technology, and sound management practices.

- *Principle Eight: Emphasis on Results*

EPA human resources administration stresses results while maintaining documented accountability.

- *Principle Nine: Fairness*

EPA policies and practices foster and sustain principles of fairness and equity in support of a system that is inclusive of a diverse population.

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>
Business Officer III/Asst. Vice Chancellor for Business and Finance/Business Manager	NCA&T
Assistant Vice Chancellor for Development	UNCA
Associate Dean/ Informatics	ECU
Associate Vice Chancellor for Academic Affairs/Dean of the Faculty	UNCA
Associate Dean/Associate Vice Chancellor for Research and Graduate Studies	ECU
Assistant Vice Chancellor for Enrollment Management	UNCA
Assistant Vice Chancellor & Director Of Minority Student Affairs	ECU

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS

GENERIC TITLES

- \* Controller
- \* Director, Academic Computing Services
- \* Director, Administrative Computing Services
- Director, Admissions
- \* Director, Alumni Relations
- Director, Athletics
- \* Director, Auxiliary Operations/Services
- Director, Bookstore (applies only to university operated bookstores)
- \* Director, Budget
- Director, Career Services
- Director, Continuing Education
- Director, Contracts & Grants
- \* Director, Counseling/Psychological Services
- \* Director, Design and Construction
- \* Director, Development
- \* Director, Facilities Management/Planning
- \* Director, Financial Aid
- Director, Housing and Residence Life
- \* Director, Human Resources
- \* Director, Information Technology
- Director, Institutional Research
- \* Director, Internal Audit
- \* Director, Physical Plant
- Director, Public Affairs/Information
- \* Director, Public Safety
- \* Director, Purchasing/Materials Management
- \* Director, Student Health Service
- Director, Undergraduate Admissions
- Secretary of the University
- University Counsel
- University Registrar

\* Recommended in Round One position review.

Specific Positions Recommended as Senior Academic and Administrative Officers by Campus

<u>POSITION</u>	<u>INSTITUTION</u>
Assistant Director for Development NC Botanical Gardens	UNC-CH
Assistant to the Chancellor	WCU
Assistant to the Chancellor - Equal Opportunity Programs	WCU
Associate Director, Development, Community & Government Relations (Chief marketing person)	UNC-CH
Associate Director, Development, Institute of Government	UNC-CH
Associate Director for Library Development	ECU
Associate State Director, SBTDC	UNC-CH
Coordinator, Local Relations	UNC-CH
Development Director, College of Arts and Sciences	ASU
Development Director, College of Education	ASU
Development Director, College of Fine and Applied Arts	ASU
Director, Annual Fund & Prospect/Donor	UNC-CH
Director, Annual Giving	WCU
Director, Birth Defects Center	UNC-CH
Director, Bowles Center for Alcohol Studies	UNC-CH
Director, Carolina Center for Public Service	UNC-CH
Director, Carolina Population Center	UNC-CH
Director, Carolina Union	UNC-CH
Director, Catamount Club	WCU
Director, Center for Craft, Creativity and Design	UNCA
Director, Center for Gastrointestinal Biology and Disease	UNC-CH
Director, Center for Thrombosis & Hemostasis	UNC-CH
Director, Clinical Center for the Study of Development	UNC-CH
Director, Community Relations	UNC-CH
Director, Construction Management/ Facility Engineering Supervisor II	NCSU
Director, Corporate Relations and Foundation Development	UNC-CH
Director, Corporations and Foundations	UNC-CH
Director, Cystic Fibrosis/Pulmonary Res. Center	UNC-CH
Director, Development & Executive Director, Dental Foundation	UNC-CH
Director, Development, School of Education	UNC-CH
Director, Foundation & Corporate Gifts	WCU
Director, Frank Porter Graham Child Development Center	UNC-CH
Director, Gene Therapy Center	UNC-CH
Director, General Clinical Research Center	UNC-CH

Attachment D  
Part 1 (Continued)

<u>POSITION</u>	<u>INSTITUTION</u>
Director, Institute of Marine Sciences	UNC-CH
Director, INTRAH Program	UNC-CH
Director, Kenan Institute	UNC-CH
Director, Major & Planned Gifts	WCU
Director, Morehead Planetarium	UNC-CH
Director, NCHSAA	UNC-CH
Director of Academic Budget and Personnel	UNCC
Director of Annual Programs	UNCG
Director of Arts Development	ASU
Director of Athletics Development	ASU
Director of Corporate and Foundation Relations	UNCG
Director of Development, Bryan School of Business and Economics	UNCG
Director of Development, College of Arts and Sciences	UNCG
Director of Development, College of Business	ASU
Director of Development, Health Sciences Library	UNC-CH
Director of Development, Intercollegiate Athletics	UNCG
Director of Development, Morehead Planetarium	UNC-CH
Director of Development, Public Relations, and Alumni Affairs	UNC-CH
Director of Development, School of Nursing and Reunion Giving	UNCG
Director of Development, Schools of Education and HHP	UNCG
Director of Development, Schools of Music and HES	UNCG
Director of Development, Special Programs	UNCG
Director of Development, University Library	ASU
Director of Mountain Resource Center	WCU
Director of Planned Giving	UNCA
Director of Planned Giving	UNCC
Director of Planned Giving	UNCG
Director of Research, Conservation & Demonstration/Grounds Superintendent	Arboretum
Director of Safety/Safety Director I	UNCG
Director of Student Activities	UNC-C
Director of the Office of Academic Personnel Services	NCSU
Director of the Regional Center for Economic, Community, and Professional Development (Facilitator)	UNCP
Director of University Relations	ECSU
Director of University Union	UNCW
Director, Planned & Regional Gifts	UNC-CH
Director, Program in Molecular Biology and Biotechnology	UNC-CH
Director, Program on Aging	UNC-CH



Attachment D  
Part 1 (Continued)

<u>POSITION</u>	<u>INSTITUTION</u>
Director, Special Campaigns	UNC-CH
Director, Student Development	UNCA
Director, TEACCH Division, Psychiatry	UNC-CH
Director, Thurston Arthritis Research Center	UNC-CH
Director, UNC Center for Cardiovascular Disease	UNC-CH
Director, UNC Center for HIV/STDS & Infectious Disease	UNC-CH
Director, UNC Highway Safety Research Center	UNC-CH
Director, UNC Injury Prevention Research Center	UNC-CH
Director, UNC Lineberger Comprehensive Cancer Center	UNC-CH
Director, UNC Neuroscience Center	UNC-CH
Executive Director of the Athletic Foundation/ Assoc. Athletic Dir. for External Affairs	UNCC
Executive Director, Jordan Institute for Families	UNC-CH
Information Systems Dir.II/Director of Strategic Initiatives	ECU
Personnel Director, College of Agriculture and Life Sciences	NCSU
President, Educational Foundation	UNC-CH
Radiation Safety Officer	NCSU
Senior Director of Personnel Services/ Personnel Supervisor I	UNCG
Special Assistant to the Chancellor	WCU
Special Asst. to the Chancellor	UNCA
Transportation Planner II/Director of Parking and Traffic Services	ECU
WUNC General Manager	UNC-CH
WUNC Major Gift Officer/Director of Development, University Development Officer	UNC-CH

Fundraising and Marketing Positions With Less Significant Administrative Responsibilities

<u>POSITION</u>	<u>INSTITUTION</u>
Assistant Director of Development	UNC-CH
Assistant Director of Development, Loyalty Fund Director	UNC-CH
Assistant Director of Development, Major Gifts	UNC-CH
Assistant Director of Development, Pediatric Services and Women's Programs	UNC-CH
Associate Director, Corporations/Foundations	UNC-CH
Associate Director, Corporations/Foundations	UNC-CH
Director for Development, Thurston Arthritis Research Center	UNC-CH
Director, Medical Education Development	UNC-CH
Director of Yosef Club	ASU
Planned Giving Officer	UNC-CH
Regional Development Officer	UNC-CH
Regional Development Officer	UNC-CH
Regional Development Officer	UNC-CH
Regional Development Officer	UNC-CH
Regional Development Officer	UNC-CH
Regional Development Officer	UNC-CH
WUNC Development Associate: Corporate Support	UNC-CH
WUNC Development Associate: Corporate Support	UNC-CH
Assistant Director of the Athletic Foundation	UNCC
Executive Vice President, Educational Foundation	UNC-CH
Senior Associate Athletic Director, Director of Marketing and Multi-Media Operations	UNC-CH
VP for Donor Services, Educational Foundation	UNC-CH
VP for Endowment, Educational Foundation	UNC-CH
Director, Development for Special Projects	UNC-CH
Director, Development, Institute for Arts & Humanities	UNC-CH
Director, Development, Graduate Alumni Programs	UNC-CH
Director, Development, Honors & James M. Johnson Center for Undergraduate Excellence	UNC-CH
Director, Development, International Studies	UNC-CH
Director, Alumni Giving	UNC-CH
Director, Corporate Relations	UNC-CH
Senior Major Gifts Officer	UNC-CH

Positions That Should Lose Their Senior Academic and Administrative Officer Designation  
When They Next Become Vacant

<u>POSITION</u>	<u>INSTITUTION</u>
Assistant Director of Alumni Affairs (Information and Communications Specialist III)	ECU
Assistant Director of Alumni Affairs (Information & Communications Specialist)	ASU
Director of Invest Operations in the Investment Office	UNC-CH
Director of Small Business Development & Technology (Director, Small Business Development Center)	UNCW
Managing Director of Entrepreneurial Programs (Small Business Specialist II)	UNCC

Proposed Revision to North Carolina General Statutes

G.S. §116-11.(5) The Board of Governors shall, upon recommendation of the President and of the appropriate institutional chancellor, appoint and fix the compensation of all vice chancellors, senior academic and administrative officers, ~~and persons having permanent tenure,~~ and other academic or administrative employees of the university who function with substantial independence, have significant managerial, programmatic, or fiscal discretion and responsibility, and have the authority to make or recommend final administrative decisions.

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

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
ASU	Administrative Assistant II/Dir. Marketing & Public Relations, Office of Cultural Affairs	No
ASU	Assistant Director, Alumni Affairs	No
ASU	Assistant Director, Planned Giving	No
ASU	Development Director, College of Arts and Sciences	Yes
ASU	Development Director, College of Education	Yes
ASU	Development Director, College of Fine and Applied Arts	Yes
ASU	Director, Financial Services/Director of Financial Operations ASU Foundation	No
ASU	Director of Arts Development	Yes
ASU	Director of Athletics Development	Yes
ASU	Director of Development, College of Business	Yes
ASU	Director of Development, University Library	Yes
ASU	Director of Yosef Club	Yes
ASU	Director, Office of Cultural Affairs	No
ASU	Director, Office of Institutional Research and Planning	Yes, Generic
ASU	Enrollment Services Officer I/Associate Director, Office of Admissions	No
ASU	Enrollment Services Officer I/Associate Director, Office of Admissions	No

**Positions That Should Lose Their Senior and Administrative Officer Designation  
 When They Next Become Vacant**

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
ASU	Assistant Director of Alumni Affairs (Information & Communications Specialist)	Not SAAO

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

CAMPUS	POSITION TITLE	HRAB Recommendation
ECU	Assistant University Attorney	Yes, Generic
ECU	Assistant Vice Chancellor & Director Of Minority Student Affairs	Yes, 1990 Definition
ECU	Associate Dean/Associate Vice Chancellor for Research and Graduate Studies	Yes, 1990 Definition
ECU	Associate Director, University Housing Services/ Director Of Residence Life	No
ECU	Associate Dean/Informatics	Yes, 1990 Definition
ECU	Associate Director for Library Development	Yes
ECU	Associate University Attorney	Yes, Generic
ECU	Director, Disability Support Services	No
ECU	Director of Public Affairs	Yes, Generic
ECU	Information Systems Director II/Director of Strategic Initiatives	Yes
ECU	Print Shop Manager II/Director of University Printing and Graphics	No
ECU	Supply Store Manager IV/Director of Student Stores	Yes, Generic
ECU	Systems Accountant II/Director of Systems Coordination	No
ECU	Transportation Planner II/Director of Parking and Traffic Services	Yes

**Positions That Should Lose Their Senior and Administrative Officer Designation  
 When They Next Become Vacant**

CAMPUS	POSITION TITLE	HRAB Recommendation
ECU	Assistant Director of Alumni Affairs (Information and Communications Specialist III)	Not SAEO

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

CAMPUS	POSITION TITLE	HRAB Recommendation
ECSU	Director of University Relations	Yes

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

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

No positions submitted for Round Two Position Review

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified



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

CAMPUS	POSITION TITLE	HRAB Recommendation
NCA&T	Agency Legal Specialist I/Assistant Legal Counselor	Yes, Generic
NCA&T	Business Officer III/Asst. Vice Chancellor for Business and Finance/Business Manager	Yes, 1990 definition
NCA&T	Computer Network Manager I, Director, Networking & Telecommunication Services	No
NCA&T	Director, Computer Systems and Software	No
NCA&T	Enrollment Services Admin I/Associate Director/Associate Director of Financial Aid	No
NCA&T	Information Center Manager I/Director Client Services	No
NCA&T	University Administrative Manager III/ Director Of Student Health Center	Yes, Generic

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

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

No positions submitted for Round Two Position Review

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

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

CAMPUS	POSITION TITLE	HRAB Recommendation
NCSA	Maintenance Mechanic IV/Administrative Director Of Performance Facilities	No

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

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

CAMPUS	POSITION TITLE	HRAB Recommendation
NCSU	Associate to the Vice Chancellor for Student Affairs for Arts Programs and Director of University Scholars	No
NCSU	Associate to the Vice Chancellor for Student Affairs for University Housing and Greek Life	Yes, Generic
NCSU	Director, Construction Management/Facility Engineering Supervisor II	Yes
NCSU	Director of the Office of Academic Personnel Services	Yes
NCSU	Personnel Director, College of Agriculture and Life Sciences	Yes
NCSU	Radiation Safety Officer	Yes
NCSU	University Registrar	Yes, Generic

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

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

CAMPUS	POSITION TITLE	HRAB Recommendation
UNCP	Director of the Regional Center for Economic, Community, and Professional Development (Facilitator)	Yes
UNCP	Supply Store Manager II/Bookstore Manager	Yes, Generic

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

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

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNCA	Administrative Officer II/Director of Alumni Relations and Assistant Director of Development	Yes, Generic
UNCA	Assistant Vice Chancellor for Development	Yes, 1990 Definition
UNCA	Assistant Vice Chancellor for Enrollment Management	Yes, 1990 Definition
UNCA	Associate Vice Chancellor for Academic Affairs/Dean of the Faculty	Yes, 1990 Definition
UNCA	Director, Career Center	Yes, Generic
UNCA	Director, Center for Craft, Creativity and Design	Yes
UNCA	Director, Counseling Center	Yes, Generic
UNCA	Director Housing and Residence Life	Yes, Generic
UNCA	Director of Admissions	Yes, Generic
UNCA	Director of Athletics	Yes, Generic
UNCA	Director of Community Leadership Programs	No
UNCA	Director of Development	Yes, Generic
UNCA	Director of Financial Aid	Yes, Generic
UNCA	Director of Institutional Research	Yes, Generic
UNCA	Director of Planned Giving	Yes
UNCA	Director of Public Information	Yes, Generic
UNCA	Director of Special Academic Programs (Director of Continuing Ed.)	Yes, Generic
UNCA	Director of the NC Center for Creative Retirement	No
UNCA	Director, Student Development	Yes
UNCA	Internal Auditor I	Yes, Generic
UNCA	Registrar	Yes, Generic
UNCA	Special Assistant to the Chancellor	Yes

**Positions That Should Lose Their Senior and Administrative Officer Designation  
 When They Next Become Vacant**

No positions identified

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

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNC-CH	Administrative Director, Ambulatory Care	No
UNC-CH	Administrative Vice President, Education Foundation	No
UNC-CH	Assistant Athletic Director	No
UNC-CH	Assistant Athletic Director for Community Relations	No
UNC-CH	Assistant Director, Annual Fund/Director of Phone and Mail Programs	No
UNC-CH	Assistant Director, Development - Medical Foundation	No
UNC-CH	Assistant Director for Administration, Natural Products Laboratory	No
UNC-CH	Assistant Director for Development NC Botanical Gardens	Yes
UNC-CH	Assistant Director of Development	Yes
UNC-CH	Assistant Director of Development, Lineberger Comprehensive Cancer Center	No
UNC-CH	Assistant Director of Development, Loyalty Fund Director	Yes
UNC-CH	Assistant Director of Development, Major Gifts	Yes
UNC-CH	Assistant Director of Development, Pediatric Services and Women's Programs	Yes
UNC-CH	Assistant Executive Director, NCHSAA/Sports Programs	No
UNC-CH	Assistant Executive Director, NCHSAA/Student Services	No
UNC-CH	Assistant to the Director of Athletics	No
UNC-CH	Assistant University Counsel	Yes, Generic
UNC-CH	Associate Athletic Director for Business & Finance	No
UNC-CH	Associate Athletic Director for Operations/Facilities	No
UNC-CH	Associate Director, Annual Fund	No
UNC-CH	Associate Director, Corporations/Foundation	Yes
UNC-CH	Associate Director, Corporations/Foundation	Yes
UNC-CH	Associate Director, Development, Community & Government Relations (Chief marketing person)	Yes
UNC-CH	Associate Director, Development, Institute of Government	Yes
UNC-CH	Associate Director, Kenan Institute	No
UNC-CH	Associate Director, NC AHEC	No
UNC-CH	Associate Director, Program Advancement	No
UNC-CH	Associate Executive Director, NCHSAA/Special Program Unit B	No
UNC-CH	Associate State Director, SBTDC	Yes
UNC-CH	Associate University Counsel	Yes, Generic
UNC-CH	Associate University Counsel	Yes, Generic
UNC-CH	Associate University Counsel	Yes, Generic
UNC-CH	CFO, Kenan-Flagler Business School	No
UNC-CH	Chair of the Faculty	No
UNC-CH	Coordinator, Local Relations	Yes
UNC-CH	Deputy Director for Administration, NC AHEC	No
UNC-CH	Development Director, Communications	No
UNC-CH	Director, Academic Computing Financial Services	No
UNC-CH	Director, Academic Computing Policy	No

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNC-CH	Director, Academic Computing Response Services	No
UNC-CH	Director, Academic Computing Systems	No
UNC-CH	Director, Alumni Giving	Yes
UNC-CH	Director, Annual Fund & Prospect/Donor	Yes
UNC-CH	Director, Association Programs	No
UNC-CH	Director, Birth Defects Center	yes
UNC-CH	Director, Bowles Center for Alcohol Studies	yes
UNC-CH	Director, BSBA Program	No
UNC-CH	Director, Campus Y	No
UNC-CH	Director, Career Services	Yes, Generic
UNC-CH	Director, Carolina Center for Public Service	yes
UNC-CH	Director, Carolina Population Center	yes
UNC-CH	Director, Carolina Teaching Fellows Program	No
UNC-CH	Director, Carolina Union	Yes
UNC-CH	Director, Center for Gastrointestinal Biology and Disease	yes
UNC-CH	Director, Center for Teaching & Learning	No
UNC-CH	Director, Center for Thrombosis & Homeostasis	yes
UNC-CH	Director, Clinical Center for the Study of Development	yes
UNC-CH	Director, Communications	No
UNC-CH	Director, Community Relations	Yes
UNC-CH	Director, Continuing Education	Yes, Generic
UNC-CH	Director, Corporate Relations	Yes
UNC-CH	Director, Corporate Relations and Foundation Development	Yes
UNC-CH	Director, Corporations and Foundations	Yes
UNC-CH	Director, Custom Programs	No
UNC-CH	Director, Cystic Fibrosis/Pulmonary Res. Center	Yes
UNC-CH	Director, Development & Executive Director, Dental Foundation	Yes
UNC-CH	Director, Development for Special Projects	Yes
UNC-CH	Director, Development, Graduate Alumni Programs	Yes
UNC-CH	Director, Development, Honors & James M. Johnson Center for Undergraduate Excellence	Yes
UNC-CH	Director, Development, Institute for Arts & Humanities	Yes
UNC-CH	Director, Development, International Studies	Yes
UNC-CH	Director, Development, School of Education	Yes
UNC-CH	Director, Disability Services	No
UNC-CH	Director, Distributed Support	No
UNC-CH	Director, Division of Laboratory Animal Medicine	No
UNC-CH	Director, EMBA Programs	No
UNC-CH	Director for Development, Thurston Arthritis Research Center	Yes
UNC-CH	Director, Frank Porter Graham Child Development Center	yes
UNC-CH	Director, Gene Therapy Center	Yes
UNC-CH	Director, General Clinical Research Center	Yes
UNC-CH	Director, Greek Life	No



<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNC-CH	Director, Housing & Residential Education	Yes, Generic
UNC-CH	Director, Institute of Marine Sciences	Yes
UNC-CH	Director, Institute of Outdoor Drama	No
UNC-CH	Director, Institutional and Community Relations	No
UNC-CH	Director, International Center	No
UNC-CH	Director, INTRAH Program	Yes
UNC-CH	Director, Kenan Institute	Yes
UNC-CH	Director, Law Library	No
UNC-CH	Director, Learning Skills Center	No
UNC-CH	Director, MAC Program	No
UNC-CH	Director, Mathematics & Science Education	No
UNC-CH	Director, MBA Admissions	No
UNC-CH	Director, Medical Education Development	Yes
UNC-CH	Director, Morehead Planetarium	Yes
UNC-CH	Director, NC Health Careers Access Program	No
UNC-CH	Director, NCHSAA	Yes
UNC-CH	Director, Networking	No
UNC-CH	Director, News Services	No
UNC-CH	Director of Campus Merchandising (General Manager, Student Stores)	Yes, Generic
UNC-CH	Director of Development, Health Sciences Library	Yes
UNC-CH	Director of Development, Morehead Planetarium	Yes
UNC-CH	Director of Development, Public Relations, and Alumni Affairs	Yes
UNC-CH	Director of MBAC, Corporate Relations	No
UNC-CH	Director of Stewardship	No
UNC-CH	Director, Office of Educational Development	No
UNC-CH	Director, Orientation	No
UNC-CH	Director, Parent's Program	No
UNC-CH	Director, Planned & Regional Gifts	Yes
UNC-CH	Director, Program in Molecular Biology and Biotechnology	Yes
UNC-CH	Director, Program on Aging	Yes
UNC-CH	Director, Research News	No
UNC-CH	Director, Special Campaigns	Yes
UNC-CH	Director, Special Projects	No
UNC-CH	Director, Student Health Service	Yes, Generic
UNC-CH	Director, Student Services	No
UNC-CH	Director, Student Services	No
UNC-CH	Director, Study Abroad	No
UNC-CH	Director, TEACCH Division, Psychiatry	Yes
UNC-CH	Director, Thurston Arthritis Research Center	Yes
UNC-CH	Director, UNC Center for Cardiovascular Disease	Yes
UNC-CH	Director, UNC Center for HIV/STDS & Infectious Disease	Yes
UNC-CH	Director, UNC Highway Safety Research Center	Yes
UNC-CH	Director, UNC Injury Prevention Research Center	Yes

CAMPUS	POSITION TITLE	HRAB Recommendation
UNC-CH	Director, UNC Lineberger Comprehensive Cancer Center	Yes
UNC-CH	Director, UNC Neuroscience Center	Yes
UNC-CH	Director, University Events	No
UNC-CH	Director, Upward Bound Program	No
UNC-CH	Director, Young Alumni	No
UNC-CH	Executive Director, Jordan Institute for Families	Yes
UNC-CH	Executive Director, Kenan Institute--Asia or US-Thai Development Partnership In-Country Coordinator	No
UNC-CH	Executive Director, Learn NC	No
UNC-CH	Executive Director, MBA Enterprise Corps	No
UNC-CH	Executive Director, NC Global Center	No
UNC-CH	Executive Director, SCALE	No
UNC-CH	Executive Vice President, Educational Foundation	Yes
UNC-CH	Investment Director - Private	No
UNC-CH	Investment Director - Public	No
UNC-CH	Lecturer & Director of Metalab	No
UNC-CH	Planned Giving Officer	Yes
UNC-CH	President, Educational Foundation	Yes
UNC-CH	Regional Development Officer	Yes
UNC-CH	Regional Development Officer	Yes
UNC-CH	Regional Development Officer	Yes
UNC-CH	Regional Development Officer	Yes
UNC-CH	Regional Development Officer	Yes
UNC-CH	Regional Development Officer	Yes
UNC-CH	Senior Associate Athletic Director	No
UNC-CH	Senior Associate Athletic Director	No
UNC-CH	Senior Associate Athletic Director	No
UNC-CH	Senior Associate Athletic Director, Director of Marketing and Multi-Media Operations	Yes
UNC-CH	Senior Investment Director	No
UNC-CH	Senior Major Gifts Officer	Yes
UNC-CH	Special Assistant to the Chancellor, Local Relations and Special Assistant to the Vice Chancellor, University Advancement	No
UNC-CH	University Registrar	Yes, Generic
UNC-CH	VP for Donor Services, Educational Foundation	Yes
UNC-CH	VP for Endowment, Educational Foundation	Yes
UNC-CH	WUNC Development Associate: Corporate Support	Yes
UNC-CH	WUNC Development Associate: Corporate Support	Yes
UNC-CH	WUNC General Manager	Yes
UNC-CH	WUNC Major Gift Officer/Director of Development, University Development Officer	Yes

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNC-CH	Director of Invest Operations in the Investment Office	Not SAAO

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

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNCC	Assistant Director of the Athletic Foundation	Yes
UNCC	Assistant to the Provost	No
UNCC	Associate Director of Housing and Residence Life for Staff and Student Development	No
UNCC	Associate University Attorney	Yes, Generic
UNCC	Associate University Registrar	No
UNCC	Director, Academic Planning and Institutional Research	Yes, Generic
UNCC	Director International Admissions	No
UNCC	Director of Academic Budget and Personnel	Yes
UNCC	Director of Administration, International Programs	No
UNCC	Director of Continuing Education, Extension, Summer Programs & Distance Learning	Yes, Generic
UNCC	Director of Disability Services	No
UNCC	Director of Education Abroad, International Programs	No
UNCC	Director of Intellectual Property Management	No
UNCC	Director of Library Services	No
UNCC	Director of Minority Academic Services	No
UNCC	Director of Planned Giving	Yes
UNCC	Director of Recreational Facilities Management	No
UNCC	Director of Sponsored Programs/Accountant III	No
UNCC	Director of Sponsored Research, College of Arts and Sciences	No
UNCC	Director of Student Activities	Yes
UNCC	Director of Student Health Services	Yes, Generic
UNCC	Director of Summer Programs	No
UNCC	Director of the English Language Training Institute, International Programs	No
UNCC	Director of the International Student/Scholar Office, International Programs	No
UNCC	Director of the Math/Science Education Center, College of Education	No
UNCC	Director of the Office of Adult Students and Evening Services	No
UNCC	Director of the University Learning Center	No
UNCC	Director of the Uptown Center	No
UNCC	Director of Undergraduate Admissions	Yes, Generic
UNCC	Director of University Career Center	Yes, Generic
UNCC	Director of University Writing Programs	No
UNCC	Executive Director of the Athletic Foundation/ Associate Athletic Director for External Affairs	Yes
UNCC	Head Men's Basketball Coach	No

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNCC	Managing Director of Entrepreneurial Programs (Small Business Specialist II)	Not SAAO

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

CAMPUS	POSITION TITLE	HRAB Recommendation
UNCG	Assistant Director for Annual Programs	No
UNCG	Assistant Director of Alumni Affairs	No
UNCG	Assistant Police Chief/Police Chief	No
UNCG	Associate Director of Alumni Affairs	No
UNCG	Director of Advancement Services	No
UNCG	Director of Alumni Affairs	Yes, Generic
UNCG	Director of Annual Programs	Yes
UNCG	Director of Corporate and Foundation Relations	Yes
UNCG	Director of Development, Bryan School of Business and Economics	Yes
UNCG	Director of Development, College of Arts and Sciences	Yes
UNCG	Director of Development, Intercollegiate Athletics	Yes
UNCG	Director of Development, School of Nursing and Reunion Giving	Yes
UNCG	Director of Development, Schools of Education and HHP	Yes
UNCG	Director of Development, Schools of Music and HES	Yes
UNCG	Director of Development, Special Programs	Yes
UNCG	Director of Employee Services/ Personnel Analyst III	No
UNCG	Director of Financial Systems Support/ Systems Accountant II	No
UNCG	Director of Housing and Residence Life	Yes, Generic
UNCG	Director of Internal Audit/Internal Auditor II	Yes, Generic
UNCG	Director of Planned Giving	Yes
UNCG	Director of Purchasing/Departmental Purchasing Officer III	Yes, Generic
UNCG	Director of Safety/Safety Director I	Yes
UNCG	Director of University Contracts & Grants/ University Contracts and Grants Specialist II	Yes, Generic
UNCG	Director of University News Services	No
UNCG	Director of University Publications	No
UNCG	Senior Director of Personnel Services/ Personnel Supervisor I	Yes

**Positions That Should Lose Their Senior and Administrative Officer Designation  
 When They Next Become Vacant**

No positions identified

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

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNCW	Director of Admissions	Yes, Generic
UNCW	Director of Career Services	Yes, Generic
UNCW	Director of Federal Programs	No
UNCW	Director of Global University Initiative & Assistant to the Vice Chancellor for Public Service and Extended Education	No
UNCW	Director Of Housing & Residence Life	Yes, Generic
UNCW	Director of National Undersea Research Center	No
UNCW	Director of University Union	Yes
UNCW	Executive Director of Student Development Services	Yes, Generic
UNCW	University Registrar	Yes, Generic

**Positions That Should Lose Their Senior and Administrative Officer Designation  
 When They Next Become Vacant**

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
UNCW	Director of Small Business Development & Technology (Director, Small Business Development Center)	Not SAAO

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

<b>CAMPUS</b>	<b>POSITION TITLE</b>	<b>HRAB Recommendation</b>
WCU	Assistant to the Chancellor	Yes
WCU	Assistant to the Chancellor - Equal Opportunity Programs	Yes
WCU	Director, Annual Giving	Yes
WCU	Director, Catamount Club	Yes
WCU	Director, Foundation & Corporate Gifts	Yes
WCU	Director, Major & Planned Gifts	Yes
WCU	Director of Admissions	Yes, Generic
WCU	Director of Athletics	Yes, Generic
WCU	Director of Computer Center	Yes, Generic
WCU	Director of Developmental Evaluation Center	No
WCU	Director of Health Services	Yes, Generic
WCU	Director of Housing	Yes, Generic
WCU	Director of Mountain Resource Center	yes
WCU	Director of Multi Cultural Affairs	No
WCU	Director of Public Information	Yes, Generic
WCU	Director of Ramsey Regional Activity Center	No
WCU	Director of Student Services	No
WCU	Registrar	Yes, Generic
WCU	Special Assistant to the Chancellor	Yes

**Positions That Should Lose Their Senior and Administrative Officer Designation  
 When They Next Become Vacant**

No positions identified



The University of North Carolina  
**EPA Senior Academic and Administrative Officers**  
Winston-Salem State University

CAMPUS	POSITION TITLE	HRAB Recommendation
WSSU	Director of Admissions	Yes, Generic
WSSU	Director of Development	Yes, Generic
WSSU	Director of Public Relations	Yes, Generic
WSSU	Registrar	Yes, Generic

**Positions That Should Lose Their Senior and Administrative Officer Designation  
When They Next Become Vacant**

No positions identified

SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS

GENERIC TITLES APPROVED IN ROUND TWO POSITION REVIEW

Director, Admissions  
Director, Athletics  
Director, Bookstore (applies only to university operated bookstores)  
Director, Career Services  
Director, Continuing Education  
Director, Contracts & Grants  
Director, Housing and Residence Life  
Director, Institutional Research  
Director, Public Affairs/Information  
Director, Undergraduate Admissions  
Secretary of the University  
University Counsel  
University Registrar

The University of North Carolina

**Institutional Guidelines for Implementing the Expanded Definition of  
Senior Academic and Administrative Officer**

In January 1998, the Board of Governors of The University of North Carolina took action to further define "specific other officers of the University having significant administrative responsibilities and duties." As a result, certain positions subject to the State Personnel Act (SPA) have been identified as eligible to be designated as Senior Academic and Administrative Officers as approved by the board on January 14, 2000.

An incumbent of such position who is subject to a change in status from a position that is SPA to a Senior Academic and Administrative Officer position that is exempt from the State Personnel Act (EPA), shall have the option of remaining SPA for the duration of his or her continued occupancy of such position. If the incumbent decides to exercise the option of preserving the SPA status, such decision is binding for as long as the incumbent occupies the position, unless the incumbent and his or her employer agree otherwise in writing.

The incumbent shall be given no less than 15 business days to exercise the option to retain SPA status after he or she receives written notice from his or her employer that the position is subject to a change in status. Exercise of this option must be confirmed in writing and cosigned by the employee and the employer by completing the attached "Implementation of Employee Option to Retain Current SPA Status" form. By completing this form, the incumbent acknowledges that he or she has received a copy of the "Employment Policies" outlining certain differences in terms and conditions of employment between SPA and EPA status including:

- methods of calculating compensation;
- statutory-mandated and other employer-provided benefits; and
- policies and procedures governing non-disciplinary terminations of employment; discharge, suspension, demotion or other disciplinary action; and the consideration/resolution of grievances.

Once an incumbent elects to remain SPA, such election may not be rescinded thereafter except by mutual written agreement of the employee and the employer. In addition, an incumbent who elects to remain SPA may not be removed involuntarily from his or her position for the purpose of effecting a change in the status of the position. However, when the incumbent vacates such position through resignation, retirement, or discharge for cause, the status of the position shall change to EPA, effective immediately, in accordance with these Guidelines.



## EMPLOYMENT POLICIES

## SPA Employee versus EPA Senior Academic and Administrative Officer (Campus-Based)

	SPA Employee	EPA Senior Academic and Administrative Officer
<b>Employee Definition</b>	Defined under N.C. General Statute Chapter 126 as those positions subject to rules and regulations promulgated under the State Personnel Act and policies of the State Personnel Commission. Certain laws and policies provide additional benefits and protections that apply only to SPA Career Status employees. Career Status is attained after the employee has been continuously employed in a permanent SPA position for the immediate preceding 24 months.	Defined under N.C. General Statute 126-5 (c1)(9) as those positions within administrative categories of employment whose salaries are fixed under the authority vested in the Board of Governors of The University of North Carolina by the provisions of G.S. 116-11(4), G.S. 116-11(5), or G.S. 116-14.
<b>Appointment Process and Methods of Calculating Compensation (see NOTE below)</b>	<p>SPA positions are allocated to a classification with an assigned pay range (grade) which reflects the level of work assigned, labor market conditions, and equity within the State system. Salary range movement may result from pay structure increases granted by the General Assembly (cost-of-living); changes in labor market conditions; and, changes in the duties and responsibilities assigned to the positions in the class. Entry salaries for new employees are based on a comparison of their qualifications to the minimum training and experience requirements for the assigned classification, available funding, and consideration of internal equity.</p> <p>Movement of salaries within the assigned range up to the maximum may be as a result of the following:</p> <ul style="list-style-type: none"> <li>• <i>Career Growth</i> increases when funded by the General Assembly</li> <li>• <i>Performance Pay</i> increases when funded by the General Assembly and the employee is eligible based on his or her performance level; and</li> <li>• <i>In-Range Adjustment Policy</i> increases, if the campus has such a policy in effect and funding is available, for situations that meet the criteria for job change, market, and equity adjustments.</li> </ul>	<p>Appointments to campus-based Senior Academic and Administrative Officer positions are made by the Chancellor (or delegate) by means of a letter of appointment. Salaries for such appointments reflect the duties assigned to the position, the qualifications of the selected individual, labor market conditions, consideration of internal equity, and available funding. Salary recommendations are made by the appointing official and reviewed by the office responsible for the oversight of EPA positions (generally the Provost or Chief Academic Officer).</p> <p>Every letter of appointment to a campus-based Senior Academic and Administrative Officer position shall include:</p> <ul style="list-style-type: none"> <li>• title of the position</li> <li>• initial salary</li> <li>• provision for periodic review of compensation subject to any compensation policies adopted by the Board of Governors or the Board of Trustees</li> <li>• whether any contingencies exist based on availability of funding</li> <li>• annual leave entitlement of the employee</li> </ul>

**NOTE:** Whether an SPA Employee or an Senior Academic and Administrative Officer is subject to the Fair Labor Standards Act (FLSA) and eligible to receive time and a half pay or compensatory time for work in excess of 40 hours per week, is a separate issue from whether a position is determined to be SPA or EPA and will not be addressed in this document.

SPA Employee		Senior Academic and Administrative Officer																																										
Appointment Process and Methods of Calculating Compensation (continued)	Additional compensation may result from any of the following:	<ul style="list-style-type: none"><li>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 of the Chancellor, and</li><li>notice that the employment is subject to the "Senior Academic and Administrative Officer" policy, with a copy attached.</li></ul>																																										
	<ul style="list-style-type: none"><li>Salary increases, within University and State policy, may be granted if the employee is promoted to a higher graded position, reallocated (reclassified) to a higher grade, or a range revision is approved to a higher grade. No salary increases may be granted for demotions, lateral transfers, or reassignments.</li><li>Permanent employees who work 20 hours or more per week, who have 10 years or more of Total State Service, are eligible for <i>Longevity Pay</i>. This is a lump sum payment based on a percentage of the annual rate of base pay less withholding and retirement contributions payable the month after eligibility is established. The following is a schedule of the percentages used in calculating longevity pay:<table><tr><th>TOTAL STATE SERVICE</th><th>LONGEVITY PAY RATE</th></tr><tr><td>10 but less than 15 years</td><td>1.5%</td></tr><tr><td>15 but less than 20 years</td><td>2.25%</td></tr><tr><td>20 but less than 25 years</td><td>3.25%</td></tr><tr><td>25 or more years</td><td>4.50%</td></tr></table></li></ul>	TOTAL STATE SERVICE	LONGEVITY PAY RATE	10 but less than 15 years	1.5%	15 but less than 20 years	2.25%	20 but less than 25 years	3.25%	25 or more years	4.50%																																	
TOTAL STATE SERVICE	LONGEVITY PAY RATE																																											
10 but less than 15 years	1.5%																																											
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20 but less than 25 years	3.25%																																											
25 or more years	4.50%																																											
Vacation Leave Entitlement	<p>Vacation Leave is earned by SPA employees who hold permanent, probationary, trainee or time-limited appointments and who work at least 20 hours or more per week. The rate is based on length of Total State Service as follows:</p> <table><tr><th>TOTAL STATE SERVICE</th><th>HOURS PER MONTH</th><th>DAYS PER YEAR</th></tr><tr><td>Less than 2 years</td><td>7 hrs. 50 mins.</td><td>11 3/4</td></tr><tr><td>2 but less than 5 years</td><td>9 hrs. 10 mins.</td><td>13 3/4</td></tr><tr><td>5 but less than 10 years</td><td>11 hrs. 10 mins.</td><td>16 3/4</td></tr><tr><td>10 but less than 15 years</td><td>13 hrs. 10 mins.</td><td>19 3/4</td></tr><tr><td>15 but less than 20 years</td><td>15 hrs. 10 mins.</td><td>22 3/4</td></tr><tr><td>20 or more years</td><td>17 hrs. 10 mins.</td><td>25 3/4</td></tr></table>	TOTAL STATE SERVICE	HOURS PER MONTH	DAYS PER YEAR	Less than 2 years	7 hrs. 50 mins.	11 3/4	2 but less than 5 years	9 hrs. 10 mins.	13 3/4	5 but less than 10 years	11 hrs. 10 mins.	16 3/4	10 but less than 15 years	13 hrs. 10 mins.	19 3/4	15 but less than 20 years	15 hrs. 10 mins.	22 3/4	20 or more years	17 hrs. 10 mins.	25 3/4	<p>All permanent employees earn entitlement to annual paid leave in accordance with the following schedule which is stated in terms of regular full-time employment and adjusted proportionately for part-time employment.</p> <table><tr><th>YEARS OF AGGREGATE WORK</th><th>STATE SERVICE</th><th>DAYS EARNED IN ONE YEAR</th></tr><tr><td>Less than 2 years</td><td></td><td>12</td></tr><tr><td>2 but less than 5 years</td><td></td><td>14</td></tr><tr><td>5 but less than 10 years</td><td></td><td>17</td></tr><tr><td>10 but less than 15 years</td><td></td><td>20</td></tr><tr><td>15 but less than 20 years</td><td></td><td>23</td></tr><tr><td>20 or more years</td><td></td><td>26</td></tr></table>	YEARS OF AGGREGATE WORK	STATE SERVICE	DAYS EARNED IN ONE YEAR	Less than 2 years		12	2 but less than 5 years		14	5 but less than 10 years		17	10 but less than 15 years		20	15 but less than 20 years		23	20 or more years		26
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	SPA Employee	Senior Academic and Administrative Officer
<b>Vacation Leave Entitlement (continued)</b>	<p>Leave for part-time employees is computed as a percentage of total amount provided to full-time employees. The maximum accumulation at the end of the calendar year that can be carried forward to the next calendar year is 240 hours. Any excess above 240 hours may be transferred to Sick Leave at the calendar year-end. Scheduling and use of Vacation Leave requires prior management approval. Upon separation from employment, unused accumulated Vacation Leave is paid in a lump sum not to exceed 240 hours for full-time employees (pro-rated for part-time employees).</p>	<p>The scheduling of an employee's annual leave is 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. Any excess above 30 days (240 hours) may be transferred to Sick Leave. An employee who has accrued such unused annual leave as of the date of discontinuation of employment shall be paid for such unused leave, subject to the prescribed maximum of 30 days.</p> <p>Exceptions permitting annual leave entitlement in excess of that prescribed in the schedule outlined above are set forth in the "Senior Academic and Administrative Officer" policy.</p>
<b>Other Leave and Holiday Entitlement</b>	<ul style="list-style-type: none"> <li>• <i>Sick Leave</i> is provided for SPA employees who hold permanent, probationary, trainee or time-limited appointments and who work at least 20 hours or more per week. A full-time employee earns sick leave at the rate of eight hours per month with no limit on the amount accumulated. Leave for part-time employees is adjusted proportionately based on the percentage of time worked. Sick Leave is creditable towards State Retirement service upon retirement. There is no payout of Sick Leave upon separation of service from the University; however, if an employee is reemployed with a State agency (and certain local SPA agencies) within five years, any unused sick leave is transferred.</li> <li>* Various types of leave are available such as <i>Parental Leave (including Maternity), Child Involvement Leave, Civil Leave, Education Leave, Community Involvement Leave, Military Leave, Family and Medical Leave, Worker's Compensation Leave, Voluntary Shared Leave, and Compensatory Leave</i>, which require management approval. In certain instances, these types of leave may fall under the category of <i>Leave With Pay</i> or <i>Leave Without Pay</i>, depending on the circumstance.</li> <li>• For <i>Holiday</i> observance, there are 11 to 12 days granted each calendar year. A schedule is issued by the University on a calendar year basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Academic and Administrative Officers are subject to the same provisions as SPA employees concerning <i>Sick Leave, Maternity Leave, Civil Leave, Military Leave, Worker's Compensation Leave, Child Involvement Leave, and Holidays</i>.</li> <li>• <i>Voluntary Shared Leave</i> is also the same as is applicable to SPA employees with the exception that the donation and acceptance of such leave is computed on the basis of days rather than hours.</li> <li>* The <i>Family and Medical Leave</i> policy may be the same as the SPA policy or may be specific for EPA employees, in accordance with federal regulations.</li> <li>• Senior Academic and Administrative Officers may request a <i>Leave of Absence</i>, without pay, subject to approval by the Chancellor.</li> </ul>
<b>Retirement Plan</b>	<p>Permanent SPA employees who work at least 30 hours a week for 9 months a year are required to participate in the Teachers' and State Employees' Retirement System (TSERS). This is a defined</p>	<p>TSERS is the same as for SPA employees.</p> <p>A Senior Academic and Administrative Officer is eligible to</p>

Retirement Plan (continued)	SPA Employee	Senior Academic and Administrative Official
	<p>benefit plan in which the employee and the University share the cost of retirement benefits. The employee contributes 6% of his or her salary to TSERS, which is tax-sheltered from federal and state income tax, and the University contributes 8.83% (July 1, 1999) of all salaries subject to TSERS retirement deductions.</p> <p>Membership is continued as long as the individual is employed in an eligible position of the State (agency, department, bureau or institution including university) or a State-supported board of education or community college.</p> <p>A TSERS member is eligible for a retirement benefit at a later date even if he or she leaves the system upon the completion of five years of creditable service, provided the member's contributions are not withdrawn. If a member leaves the System for any reason other than retirement or death, he or she may choose to receive a refund of his or her contributions. There is no interest credited to these contributions if the member leaves with less than five years of participation. After five years of participation, the interest credited on these contributions is 4% per year compounded annually, which is set by the State. Refunds may be subject to federal and state income tax and an additional federal excise tax penalty under certain circumstances. The payment of income tax can be deferred and any penalty avoided by transferring the taxable portion of the refund to an IRA or other qualified retirement plan.</p> <p>Highlights of TSERS include:</p> <ul style="list-style-type: none"> <li>• <i>Death Benefit:</i> After one year of creditable service, if a member dies while in active service, the beneficiary is eligible for the Death Benefit that provides a single lump sum payment. The payment equals the highest 12 months' salary earned within the 24 months prior to death, but is no less than \$25,000 and no more than \$50,000. The benefit is paid if the member dies within 180 days of the last day he or she was paid a salary.</li> <li>• <i>TSERS Benefit:</i> A member is eligible for service retirement with an unreduced benefit at age 65 with 5 or more years of creditable service, age 60 with 25 or more years of creditable</li> </ul>	<p>participate in The University of North Carolina Optional Retirement Program (ORP). The decision to participate must be made within 30 days of initial appointment. Once made, this decision is irrevocable. Alternatively, failure to make this election within the 30-day period makes participation in TSERS mandatory.</p> <p>The ORP is a defined contribution plan. Contributions made by the employee and the University are invested in retirement annuity contracts or mutual funds offered among the approved carriers resulting in a dollar accumulation that is used to provide a monthly income during retirement.</p> <p>The four approved carriers, Fidelity Investments, Lincoln Life, TIAA-CREF and VALIC, currently offer both fixed and investment accounts. The participant chooses the carrier(s) that will invest his or her contributions and selects from the different types of investment funds offered. The amount of benefit received at retirement will depend on the total accumulation in the account(s) including any credited interest or dividends, the participant's age at the time he or she begins receiving benefits, and the income option selected.</p> <p>Cost of participation is shared between the employee and the University. The participant contributes 6% of gross salary, which is tax-sheltered from federal and state income taxes. The University currently contributes 7.36% (July 1, 1999) of gross salary. Of the University's contributions, .52% funds the N.C. Disability Income Plan and 6.84% is deposited into the participant's individual ORP account.</p> <p>A participant is immediately 100% vested in the value of the <i>employee</i> contributions. The value of the <i>employer contributions</i> is 100% vested after five years of participation in the ORP.</p> <p>If an employee terminates employment with less than five years of ORP participation, he or she will become 100% vested in the ORP employer contribution provided the following requirements are met:</p> <ul style="list-style-type: none"> <li>• the new employer is a higher education institution that</li> </ul>



Retirement Plan (continued)	SPA Employee	Senior Academic and Administrative Officer
	<p>Service, or with 30 years of creditable service regardless of age. A member is eligible for early retirement with a reduced benefit at age 50 with 20 or more years of creditable service or age 60 with 5 years of creditable service. The retirement benefit is based on a formula that takes into consideration the employee's age, Average Final Compensation (the average of salary during the highest paid 48 months in a row), years of service, a retirement factor and selection of a payment option.</p> <ul style="list-style-type: none"> <li>• <i>Disability Income Plan of North Carolina:</i> After one year of TSERS creditable service earned within 36 calendar months before disability, a member is eligible for benefits under this plan. Following a 60-day waiting period, Short-Term disability benefits are payable for a period of up to 365 days. After five years of TSERS creditable service earned within 96 calendar months prior to the end of the Short-Term disability period, Long-Term disability benefits are payable for the duration of the permanent disability or when the member first qualifies for an unreduced service retirement.</li> <li>• <i>Survivor's Alternate Benefit:</i> If a member dies while in active service, this benefit provides monthly income to the survivor provided the member has named only one person as principal beneficiary, and the member died after completing 20 years of service or reaching age 60 with 5 years of service.</li> <li>• <i>Retirees' Health Insurance:</i> At the time of retirement, a member and his or her dependents are eligible for coverage under the State's Comprehensive Major Medical Plan or one of the State's Health Maintenance Organizations (HMO) if the member has contributed to TSERS for at least 5 years and is in receipt of a monthly retirement benefit.</li> </ul>	<p>sponsors a substantially similar retirement plan or "core retirement plan,"</p> <ul style="list-style-type: none"> <li>• the successor plan offers a "like retirement plan" that is underwritten by one of the four carriers currently underwriting the ORP benefit, <i>and</i></li> <li>• the employee begins participation in that successor plan within 12 months following termination of employment with The University of North Carolina.</li> </ul> <p>This provision is separate and apart from whether the employee will be considered vested in the plan of the successor employer.</p> <p>Other ORP highlights include:</p> <ul style="list-style-type: none"> <li>• <i>Disability Income Plan of North Carolina:</i> A participant of ORP is covered under the provisions of this plan.</li> <li>• <i>Retirees' Health Insurance:</i> At retirement, an ORP participant and his or her eligible dependents are eligible for coverage just as an SPA employee, provided he or she is vested in ORP (contributed for at least five years to ORP) and in receipt of a monthly ORP retirement benefit.</li> <li>• <i>Death Benefit:</i> In the event of death of a participant before retirement, the participant's accumulation, including the University's contribution, is payable to a named beneficiary in a lump sum or through a choice of payment options.</li> <li>• <i>TIAA Disability Benefit:</i> An ORP participant may elect to enroll in this voluntary supplemental plan. The monthly premium is paid by the employee. In the event of disability, this plan provides both a monthly disability benefit and a contribution to a TIAA-CREF annuity account for as long as the employee is disabled, until age 65.</li> </ul>
Supplemental Benefits	Permanent SPA employees who work at least 20 hours or more per week and their eligible dependents may participate in the following State of North Carolina plans:	Same as SPA employees.

	SPA Employee	Senior Academic and Administrative Officer
<b>Supplemental Benefits (continued)</b>	<ul style="list-style-type: none"> <li>• <i>State Health Plan:</i> Hospital and medical insurance is available through either the Comprehensive Major Medical Plan, a traditional indemnity plan, or a Health Maintenance Organization option for those who reside or work in an HMO service area. Once an election is made to participate in one of these plans during the calendar year, that election remains in effect until the next annual enrollment date, unless the employee relocates out of the HMO service area. The State Health Plan also makes available a voluntary Long-Term Care Benefits Plan underwritten by Med-America.</li> <li>• <i>NC Flex:</i> A State of North Carolina flexible benefits program is available which provides health and dependent care spending accounts, a pre-tax dental insurance plan, a pre-tax accidental death and dismemberment insurance plan, and a pre-tax vision plan. Once an election is made to participate in NC Flex during the calendar year, it remains in effect until the next annual enrollment date, unless there is a change in family or employment status.</li> </ul> <p><i>Voluntary Supplemental Retirement Plans</i> are available through 403(b) Tax-Sheltered Annuities, the State's 457 Deferred Compensation Plan, and the State's 401(k) Plan. These are tax-advantaged plans that allow the employee to save for retirement on a voluntary basis. Eligibility to participate in 403(b) plans and the selection of vendors is determined by the University.</p> <p>*Other supplemental benefits may include life, dental, vision, accidental death and dismemberment, supplemental disability, cancer, legal, home and auto, and long-term care insurance.</p>	
<b>Nondisciplinary Discontinuation of Employment</b>	<p>The University may separate an SPA employee when necessary due to shortage of funds or work, abolishment of a position, or other material change in duties or organization. Career Status employees who are reduced-in-force shall receive priority reemployment consideration for a period of 12 months from the date of the official written notification. The conditions for priority consideration will vary based on the location of the job, salary grade of the job that is available, and employment status of other individuals applying for the job.</p>	<p>Discontinuation of a campus-based Senior Academic and Administrative Officer appointment may occur for the following reasons:</p> <ul style="list-style-type: none"> <li>• Employment at will is subject to discontinuation at any time at the discretion of the Chancellor, subject to advance timely notice.</li> <li>• Employment for a stated definite term expires automatically at the conclusion of the stated term but may be renewed or</li> </ul>

	SPA Employee	Senior Academic and Administrative Officer
<p><b>Nondisciplinary Discontinuation of Employment (<i>continued</i>)</b></p>	<p>Employees separated through reduction-in-force may be eligible for Severance Salary Continuation for a specified period unless they: (1) are reemployed by the State; or, (2) are offered and decline a lateral transfer or promotion within thirty-five (35) miles of the original work station.</p>	<p>extended at the option of the employer. Timely written notice must be given by the employer for fixed term appointments that exceed one year.</p> <ul style="list-style-type: none"> <li>• Employment for a stated definite term may be terminated prior to expiration of the stated term because of (1) financial exigency or (2) major curtailment or elimination of a program, given timely notice.</li> </ul>
<p><b>Disciplinary Discontinuation of Employment</b></p>	<p>An SPA employee who has attained Career Status can only be dismissed or disciplined for two reasons (just cause): (1) unsatisfactory job performance, including grossly inefficient job performance; or, (2) unacceptable personal conduct.</p> <p>When just cause exists, the disciplinary actions that can be taken are: (1) written warning; (2) disciplinary suspension without pay; (3) demotion; or, (4) dismissal. Various requirements must be met before any of these disciplinary actions can be taken. Generally, job performance disciplinary actions require successive disciplinary action. Successive disciplinary action includes a written warning followed by another written warning or other disciplinary action and notice of the possibility for further disciplinary action up to and including dismissal. Disciplinary actions related to grossly inefficient job performance and personal conduct can result in immediate dismissal for a current incident without any prior disciplinary actions. All these disciplinary actions except warnings also require a pre-disciplinary conference.</p> <p>Every disciplinary action shall include notification to the employee in writing of any appeal rights. Warnings, extensions of disciplinary actions, and placement on investigation with pay are not grievable unless the University specifically provides for such in its grievance policy. Warnings are not appealable to the State Personnel Commission unless illegal discrimination is being alleged.</p> <p>When an employee transfers to another agency or university, any active written warnings or disciplinary actions will transfer with the personal file of the employee and will remain in full force at the new work unit until removed by the new employer or made inactive by a change in policy.</p>	<p>A campus-based Senior Academic and Administrative Officer may be discharged for stated cause which includes, but is not necessarily 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 University grievance process. When an employee has been notified of the intention to discharge him or her for cause, the Chancellor may suspend the employee, in exceptional cases, pending a final decision concerning discharge. Suspension shall be with full pay.</p>

	SPA Employee	Senior Academic and Administrative Officer
Disciplinary Discontinuation of Employment ( <i>continued</i> )	<p>*The University extends the coverage of this policy to non-Career Status employees to ensure consistency and equity in the treatment of employees.</p>	
Grievance Process	<p>An SPA employee who has attained Career Status currently has the right to grieve the following issues through the University's internal grievance procedure:</p> <ul style="list-style-type: none"> <li>(1) dismissal, demotion, or suspension</li> <li>(2) illegal discrimination based on age, sex, race, color, national origin, religion, creed, political affiliation, or disability</li> <li>(3) retaliation against an employee for protesting an alleged violation on the basis of race, religion, color, creed, national origin, sex, age, or disability</li> <li>(4) denial of veteran's preference in initial state employment or in connection with a reduction-in-force to a Career Status employee</li> <li>(5) denial of promotion due to failure to post or failure to give promotional or reemployment priority consideration to a Career Status employee</li> <li>(6) denial of an employee's request for removal of alleged inaccurate or misleading information from the employee's personnel file</li> <li>(7) performance pay disputes challenging the failure to receive an increase, the amount of performance increase, or overall summary rating</li> </ul> <p>Career Status employees may bypass the University internal grievance procedure and appeal all the above listed issues, except performance pay disputes, directly to the State Personnel Commission for resolution.</p> <p>The following grievances may be initiated without regard to the type of appointment or length of service:</p> <ul style="list-style-type: none"> <li>(1) illegal discrimination - can be appealed in the University's internal procedure or directly to the State Personnel Commission</li> <li>(2) inaccurate or misleading information in the personnel file - must first be appealed through the University's internal procedure.</li> </ul>	<p>A campus-based Senior Academic and Administrative Officer may secure review of decisions concerning discharge for cause or other disciplinary action, or other grievances related to interpretation and application of these personnel policies, through the process and procedures established by the University. However, grievance of non-disciplinary terminations may be brought only upon allegations of violations of applicable notice requirements; violations of any provision of unlawful discrimination; or, violation of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution, subject to any limitations on political activity by State employees established by the State Personnel Act and policies of the Board of Governors.</p> <p>The employee may appeal, subject to regulations and limitations established by the Board of Governors, the disposition of grievances to the Chancellor, and from the Chancellor to the President, and from the President to the Board of Governors. If the grievance involves a policy established by the institution's Board of Trustees, the appeal shall go from the Chancellor to the Board of Trustees, and, where allowed, from the Trustees through the President to the Board of Governors.</p>

Grievance Process (continued)	SPA Employee	Senior Academic and Administrative Officer
	<p>*The University allows other issues to be appealed through its internal grievance procedure; however, these grievances cannot be appealed beyond the final University decision.</p> <p>*The University grievance procedure involves the following steps:</p> <p><b>Step 1:</b> Discussion with the immediate supervisor (unless alleging discrimination and/or sexual harassment against the immediate supervisor) or the next level supervisor with administrative or decision-making authority over the subject position.</p> <p><b>Step 2:</b> If unresolved after discussion with the supervisor, the employee can present the grievance to management (normally a department or division head) or their designated representative.</p> <p><b>Step 3:</b> If unresolved at Step 2, the employee can present the grievance to a designated person or persons outside the employee's chain of command (often a Grievance Committee) who recommend a course of action to the Chancellor or their designated representative.</p> <p><b>Step 4:</b> If unresolved at Step 3, the employee may appeal to the State Personnel Commission if the issue is grievable to the Commission and the employee is Career Status or alleging illegal discrimination or incorrect/misleading information in his or her personnel file. This process includes a hearing conducted by an Administrative Law Judge of the Office of Administrative Hearings, who makes a recommendation to the Commission, and provides both parties the opportunity to appear before the Commission.</p> <p>The University offers an alternate dispute resolution process. This provides a less formal mechanism in which a mediator works with the employee and the supervisor attempting to identify mutually acceptable ways to resolve the issue.</p> <p>*The University allows employees without Career Status to appeal all issues covered in their internal University grievance procedure.</p>	

	SPA Employee	Senior Academic and Administrative Officer
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• <i>Performance Management System:</i> Each permanent SPA employee's work performance is evaluated by his or her supervisor through the Performance Management Process.</li> <li>• <i>Tuition Waiver:</i> Permanent SPA employees who work 30 or more hours per week are eligible to have tuition charges waived for one course per fall and one course per spring semester of the regular academic year at any of the 16 constituent institutions of The University of North Carolina.</li> <li>* <i>Educational Assistance Program:</i> This program supports educational activities that develop the employee's skills related to his or her current classification and are deemed beneficial to both employee and the University. It is available to permanent full-time and part-time SPA employees who work 20 hours or more per week.</li> <li>• <i>Service Appreciation Program:</i> This program recognizes permanent SPA employees who work 20 or more hours per week for their long-term service.</li> </ul>	<ul style="list-style-type: none"> <li>* • <i>Performance Review:</i> Work performance review for an EPA employee may vary from campus to campus.</li> <li>• <i>Tuition Waiver:</i> Same as for SPA employees.</li> <li>* • <i>Service Appreciation Program:</i> Program may vary from campus to campus.</li> </ul>
<b>*Policy Reference</b>	<ul style="list-style-type: none"> <li>• North Carolina State Personnel Manual</li> <li>• University SPA Personnel Policies and Procedures Manual (if applicable)</li> <li>• University Disciplinary Policy</li> <li>• University Grievance Policy</li> <li>• "Your Retirement Benefits" Handbook</li> </ul>	<ul style="list-style-type: none"> <li>• "Senior Academic and Administrative Officer" policy</li> <li>• "Your Retirement Benefits" Handbook</li> <li>• "Choosing a Retirement Program"</li> </ul>

February 2000

Adopted 11/14/86  
 Amended 10/12/90  
 Amended 02/18/94  
 Amended 04/21/95  
 Amended 11/08/96  
 Amended 07/11/97  
 Amended 11/13/98  
 Amended 09/10/99

## **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)].<sup>1</sup>

### **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

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<sup>1</sup> 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.

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 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.



No chancellor and no senior academic and administrative officer may be paid, in addition to his or her salary as established pursuant to the foregoing requirements, for any services rendered to any institution-related foundation, endowment, or other University-related enterprise.

**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.<sup>2</sup> 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 N.C.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.

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<sup>2</sup> 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.

**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 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 N.C.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 N.C.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 compensation<sup>3</sup>;
  - (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

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<sup>3</sup> Subject to any compensation policies adopted by the Board of Governors or the Board of Trustees.

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 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 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.<sup>4</sup> 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 N.C.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<sup>5</sup>**

###### **(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 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

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<sup>4</sup> 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.

<sup>5</sup> Applies to appointments made after November 13, 1998.

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 N.C.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 N.C.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 OFFICERS<sup>1</sup>

## 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

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<sup>1</sup> Subject to Section III of these regulations.