



The University of North Carolina

GENERAL ADMINISTRATION

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JEFFREY R. DAVIES, *Chief of Staff*

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Appalachian State
University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
School of
the Arts

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

Western Carolina
University


Winston-Salem
State University

An Equal Opportunity/
Affirmative Action
Employer

October 31, 2007

MEMORANDUM

TO: Senior Vice President Martin

FROM: Jeff Davies 

SUBJECT: Vice President for Human Resources

In 2000, the Board of Governors approved the position of Vice President for Human Resources and the President recruited for and filled the position. The individual filling the position later chose to leave General Administration and the President asked our Vice President for Legal Affairs to assume the human resource responsibilities, first on an interim basis and later on a permanent basis. Vice President Winner was able to assume the additional responsibilities because of her unique understanding of the both State and University personnel policies and procedures. As Vice President Winner leaves the University and we rethink her current roles and responsibilities, we believe that it will be important to attract the best legal person to replace her and that the best legal person may not possess the same knowledge of human resources that she possesses. Therefore, we are requesting the authority to reestablish the position of Vice President for Human Resources within General Administration.

Thank you for your support.

POSITION DESCRIPTION

TITLE: Vice President for Human Resources
University of North Carolina General Administration

DUTIES AND RESPONSIBILITIES:

The University of North Carolina comprises 16 public constituent institutions and is one of the leading university systems in the nation. The Vice President for Human Resources reports to the Chief of Staff of the University of North Carolina and is a member of the President's General Administrative Council. This position is charged with leading the development and implementation of a university-wide plan for managing and developing faculty and staff resources within the University.

The Vice President for Human Resources has primary responsibility for implementing the delegation of authority for state-classified positions from the North Carolina Office of State Personnel to the President of the University of North Carolina. This position interfaces with the UNC Board of Governors and represents the University of North Carolina on issues of human resource management with appropriate external bodies, such as the Office of State Personnel and the General Assembly. The Vice President for Human Resources provides system-level leadership for the recruitment and selection of key executive administrators and creates and implements organizational and leadership development initiatives to promote a culture of professional excellence and accountability. He/she facilitates the development of programs and policies designed to recruit and retain outstanding faculty and administrators and collaborates with the Academic Affairs Division to enhance faculty welfare initiatives and advance faculty development.

This vice president will oversee system-wide human resource responsibilities including the convening of Human Resource Advisory Boards, advising the President on human resource issues, serving as a resource on staff diversity initiatives, and developing and reporting on appropriate accountability measures. He/she will coordinate the development of appropriate data collection and reporting procedures to ensure adequate information is available for human resources planning. In addition, this position develops processes for sharing knowledge and skills in human resource management between and among institutions and works to strengthen all human resource functions at the constituent institutions.

University of North Carolina

General Administration

1/30/06

