



APR 10 2008

April 4, 2008

Dr. Harold L. Martin
Senior Vice President for Academic Affairs
UNC General Administration
PO box 2688
Chapel Hill, NC 27515-2688

Dear Dr. Martin:

On behalf of incoming Chancellor James A. Anderson, I am submitting this request to establish a new position of Vice Chancellor and Chief of Staff with a designation of Senior Academic and Administrative Officer, Tier I.

The Vice Chancellor and Chief of Staff (VCCS) will interface directly with the Chancellor and the university's senior staff to coordinate an integrated approach to achieving the priorities and goals of Fayetteville State University (FSU). The primary responsibility of the VCCS is to ensure that the university's planning efforts, the Chancellor's priorities and the strategic management initiatives are communicated, well-coordinated, and implemented. The VCCS will also serve as the administrative liaison between FSU and the University of North Carolina General Administration.

A detailed position description, an organizational chart, and *the EPA Designation Request Form* are enclosed. Please contact me if additional information is needed.

Sincerely,

Lloyd V. Hackley
Chancellor

Enclosures

cc: Dr. James A. Anderson
Mr. Benson Otovo
Mrs. Angela Revels

FAYETTEVILLE STATE UNIVERSITY

Vice Chancellor and Chief of Staff

General Description of the Organizational Unit: The Vice Chancellor and Chief of Staff (VCCS) will report directly to the Chancellor at Fayetteville State University (FSU).

General Duties: The Vice Chancellor and Chief of Staff will interface directly with the vice chancellors, executive assistant, deans, and others to coordinate an integrated approach in achieving the priorities and goals of the university. The primary responsibility of the VCCS is to ensure that the university's planning efforts, the Chancellor's priorities and the strategic management initiatives are communicated, well-coordinated, and implemented. The VCCS will also serve as the administrative liaison between FSU and the University of North Carolina General Administration.

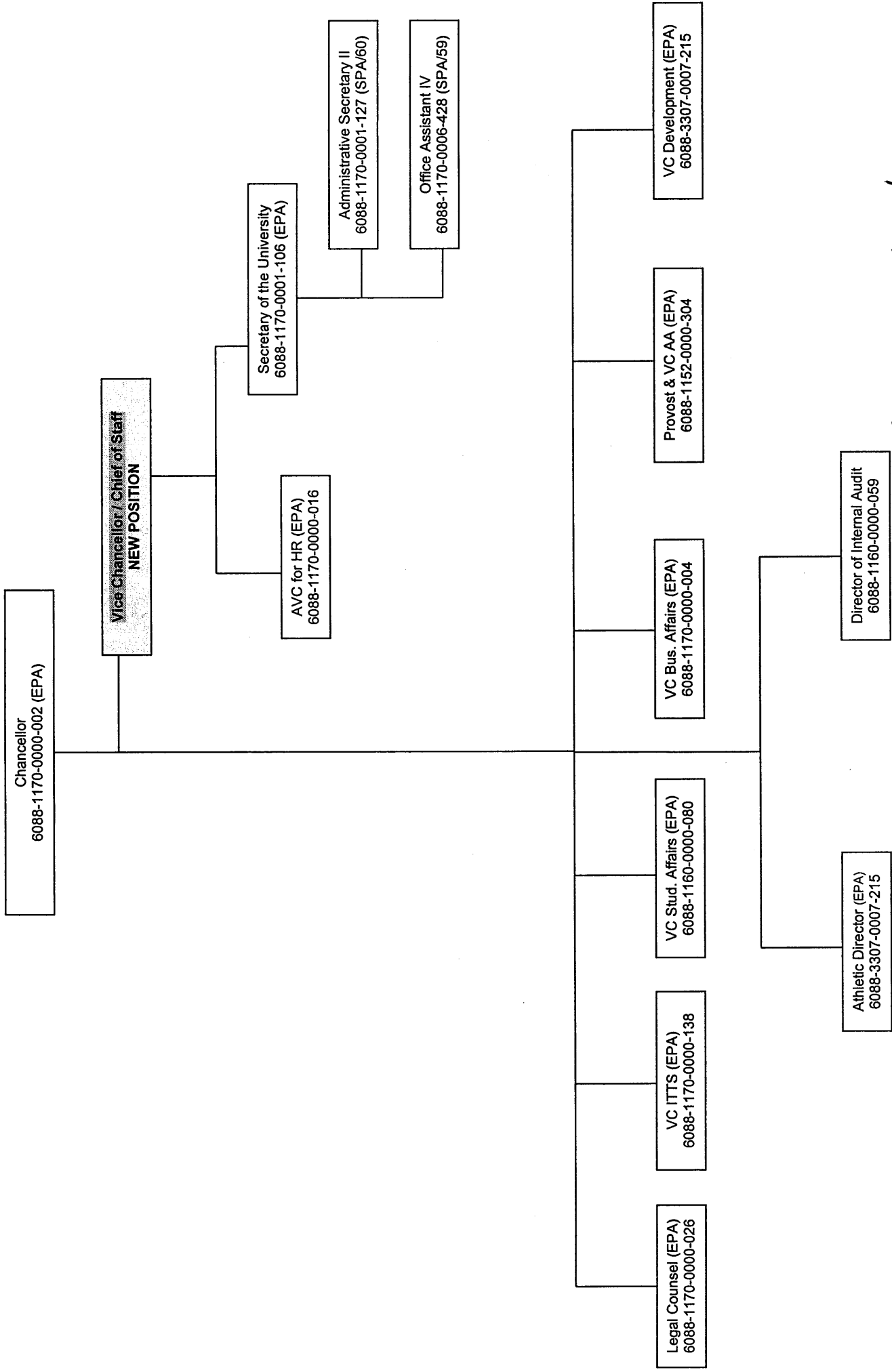
Other Duties and Responsibilities:

- Ensuring a more integrated approach to administrative and academic activities that entail cooperative efforts with vice chancellors, deans, multiple divisions and/or schools/college.
- Ensuring that the Office of the Chancellor is adequately staffed and that the duties and responsibilities are properly aligned with the strategic and management initiatives as defined by the Chancellor.
- Having direct oversight of the Office of Human Resources.
- Assisting in the development of agendas for standing meetings including, but not limited to meetings with the Chancellor, Provost, other senior officers, and the Board of Trustees.
- Overseeing the development of special reports and presentations by the senior officers.
- Identifying, developing and recommending changes to policies and procedures in response to changes in the internal and external environments including the legislature, the community, and the University of North Carolina General Administration.
- Providing ongoing analyses of institutional planning efforts and conducting or overseeing special studies as needed to ensure that the Chancellor's initiatives and the university priorities are being administered at the highest level.
- Representing the Chancellor and serving as a liaison, internal spokesperson and primary contact for the Chancellor with all areas of the university, including high-level university leadership teams and committees, external groups and professional organizations.
- Maintaining regular communications with the faculty senate to assure that the Chancellor stays abreast of their needs, issues, and agenda.
- Serving as the liaison with the university's Office of Public Relations and other communication channels to coordinate press releases and announcements.

Minimum Qualifications:

- Graduate of an accredited university/college with a minimum of a master's degree (a terminal degree is desirable) and an educational background in higher education.
- At least seven years of progressively responsible administrative and/or professional management experience within higher education. Experiences associated with business, the military, or entrepreneurship management may be considered. Broad understanding of and experience with issues and policies in higher education required.
- Possess superior written and oral communication skills, strong interpersonal skills, and the demonstrated ability to build a team while working effectively with the chancellor, vice chancellors, deans, and other university personnel.
- Demonstrated research, analytical, computing skills, and an effective use of technology required. Evidence of skills necessary in negotiating and resolving complex issues is also required.

FAYETTEVILLE STATE UNIVERSITY
CHANCELLOR'S OFFICE



Theresa C. Hickey
Chancellor's signature / Date

The University of North Carolina Office of the President and General Administration
EPA Designation Request Form

Institution: Fayetteville State University

Division/School/Department: Chancellors' Division

EPA Designation Requested:

- ☒ Senior Academic and Administrative Officer, I.A.* (SAAO, Tier I)
☐ Senior Academic and Administrative Officer, I.B.* (SAAO, Tier II)
☐ Instructional
☐ Research

Proposed Position Information:

Proposed Title: Chief of Staff / Vice Chancellor

Proposed Working Title (if different): _____

Proposed Position Number (if applicable): 6088-1170-0000-107

Current Position Information (if applicable)

Current Status: ☐ SPA (Salary Grade) ☒ EPA ☒ New Position

Current Title: _____

Current Position Number: NEW

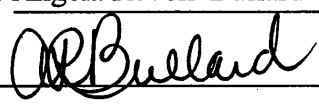
Name of employee in position: _____

Name and title of supervisor: _____

Institutional Authorization:

Print Name: Angela Revels-Bullard

Title: Assoc. VC for Human Resources

Signature: 

Date: April, 2008

Mailing Address 1200 Murchison Road

Fayetteville, North Carolina 28301

Telephone: 910-672-1856

Fax: 910-672-2012

E-mail: arevelsb@uncfsu.edu

Submit completed form with the following required documentation:

- A written justification for requested action that includes specific reference to relevant elements in SAAO definition or Instructional/Research definitions
- A detailed position description
- An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names

Submit to:

Associate Vice President for Human Resources

UNC General Administration, P.O. Box 2688, Chapel Hill, NC 27515-2688

Fax: 919-843-8327 Phone: 919-962-4555 Email: awlemmon@northcarolina.edu

Web: http://www.northcarolina.edu/hr/epa_rec/request_form.cfm

*As defined by SAAO Policy, paragraph I.A. or I.B.