



James E. Shepard, Founder

Office of the Chancellor

October 27, 2008

Dr. Harold Martin  
Vice President for Academic Affairs  
UNC General Administration

Dear Dr. Martin:

I am writing to formally request approval for the establishment of a Vice Chancellor for Graduate Education and Research position at North Carolina Central University. I am sure you are aware, the creation of this position was discussed with your predecessor Dr. Gretchen Bataille and NCCU received approval to proceed with recruitment (see attached email). Apparently, the completed forms were never forwarded to General Administration.

The proposed Vice Chancellor for Graduate Education and Research reports directly to the Chancellor and serves as a member of the Senior Administrative Cabinet. The position is responsible for leadership and administration of graduate education, research and technology development. The position provides leadership for infrastructure and incentives that will enable faculty to achieve distinction in conducting their research and reaching their scholarly goals. The Vice Chancellor oversees Graduate Studies, the Office of Sponsored Research and Programs, the Julius L. Chambers Biomedical Biotechnology Research Institute (BBRI), the Biomanufacturing Research Institute and Technology Enterprise (BRITE), and the Office of Grants and Contracts. The Vice Chancellor is also responsible for maintaining compliance with Federal regulations, as well as strengthening the University's external network for obtaining contracts and grants.

This position is critical to NCCU's research development for the future. Therefore, I request approval of this Vice Chancellor (Senior Academic and Administrative Officer Tier I) position.

Thank you for your assistance in this matter.

Sincerely,

Charlie Nelms  
Chancellor

Attachments

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

Institution: North Carolina Central University

Division/School/Department: Research and Graduate Studies

**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: Vice Chancellor for Graduate Education and Research

Proposed Working Title (if different): \_\_\_\_\_

Proposed Position Number (if applicable): \_\_\_\_\_

**Current Position Information (if applicable)**

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

Current Title: \_\_\_\_\_

Current Position Number: \_\_\_\_\_

Name of employee in position: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

**Institutional Authorization:**

Print Name: Dr. Charlie Nelms Title: Chancellor

Signature: Charlie Nelms Date: 10/28/08

Mailing Address North Carolina Central University, Hoey Admin. Bldg., Suite #113,

1801 Fayetteville Street, Durham, NC 27707

Telephone: (919) 530-6104 Fax: (919) 530-5014 E-mail: cnelms@nccu.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](http://www.northcarolina.edu/hr/epa_rec/request_form.cfm)

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

# NORTH CAROLINA CENTRAL UNIVERSITY OFFICE OF THE CHANCELLOR

2008

