



NORTH CAROLINA AGRICULTURAL AND TECHNICAL
STATE UNIVERSITY

Office of the Chancellor

February 5, 2007

Dr. Harold L. Martin, Sr.
Senior Vice President for Academic Affairs
General Administration
University of North Carolina

Dear Dr. Martin:

This communication requests your assistance with our effort to elevate the Directorship of Human Resources to that of Vice Chancellor for Human Resources. This request was arrived at after our careful assessment of the duties and responsibilities currently assigned to that office and our intention to combine all personnel activities within the proposed office, including the EPA functions now based in the office of the provost.

We have looked carefully at the scope of all personnel functions at a university the size and complexity of North Carolina A&T State University and are convinced that the qualifications and experience of the individual we must attract to fill the position will necessitate this change to a vice chancellor level reporting directly to the chancellor.

This change is also consistent with changes increasingly being effected in corporate America where leadership of Human Resources Departments elevated from Directorships to Vice Presidencies reporting directly to the CEO.

Please let me know if you have any questions.

Sincerely,

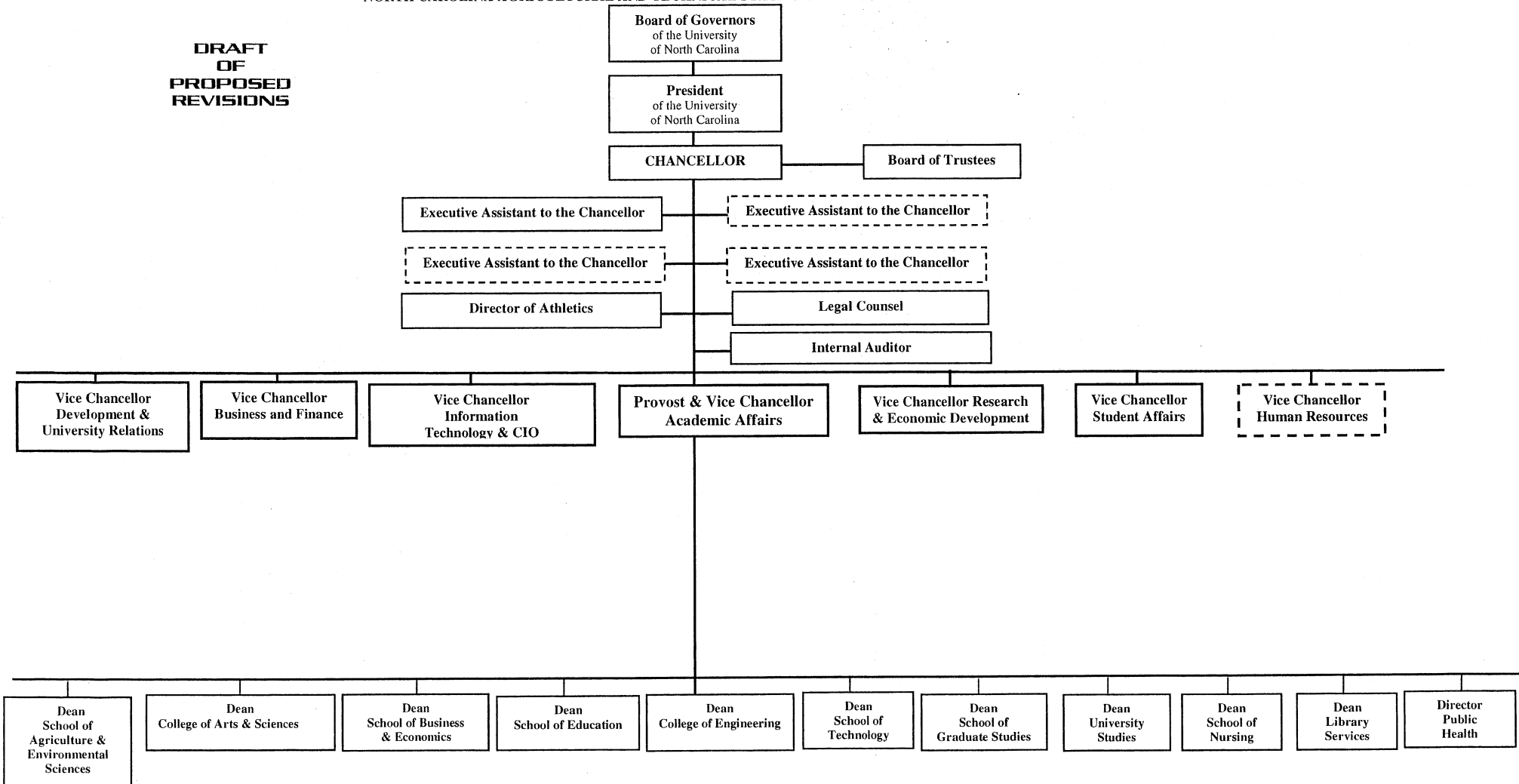
-S-

Lloyd V. Hackley
Chancellor

APPENDIX P

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY ORGANIZATIONAL CHART

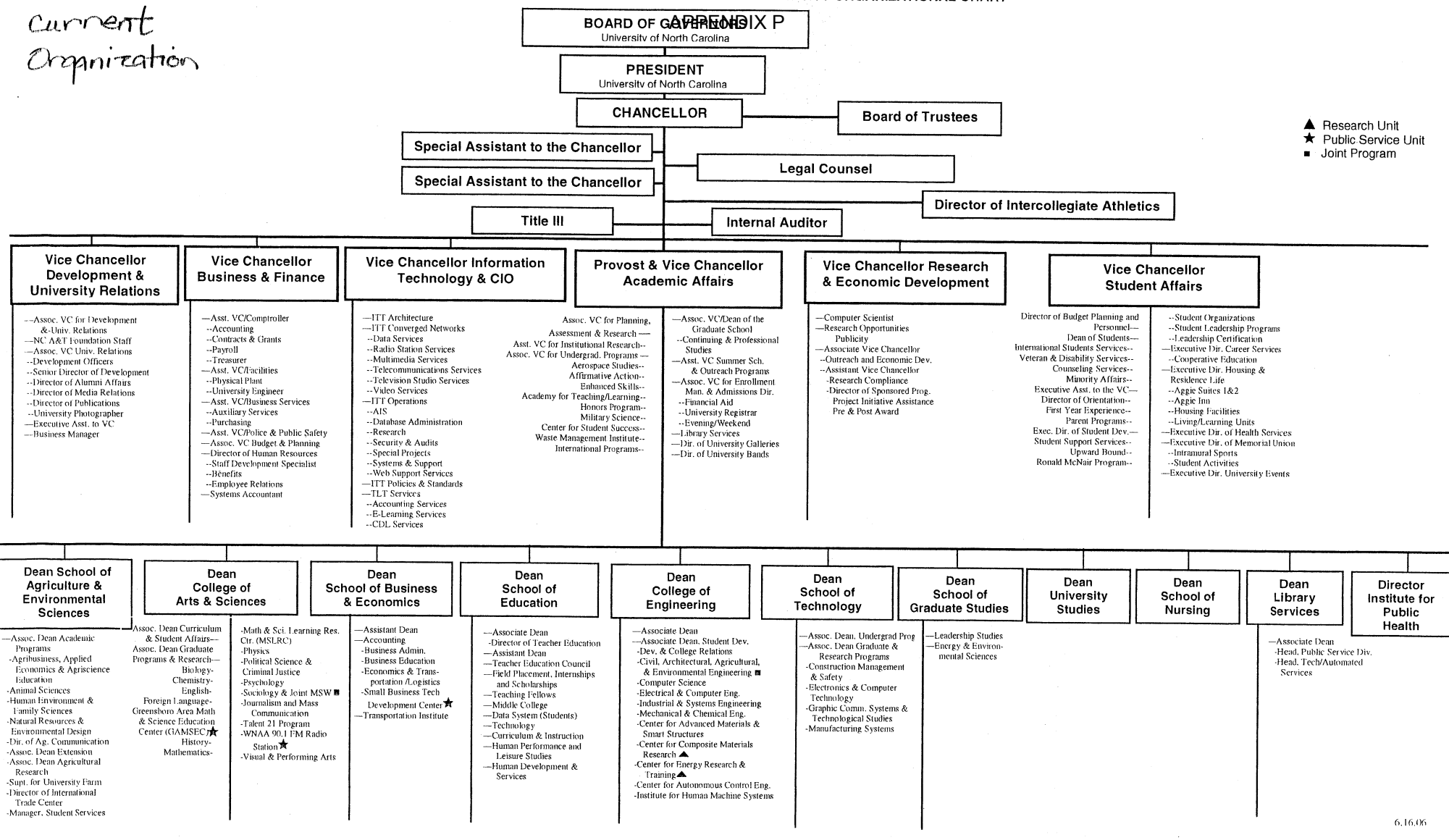
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REVISIONS**



--- PROPOSED REVISIONS

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY ORGANIZATIONAL CHART

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Organization



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

RECEIVED
 FEB - 2 2007

Institution: North Carolina Agricultural and Technical State University

Division/School/Department: Business and Finance/Human Resources

BY:

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 Human Resources

Proposed Working Title (if different): _____

Proposed Position Number (if applicable): 00015

Current Position Information (if applicable)

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

Current Title: Director of Human Resources

Current Position Number: 00015

Name of employee in position: Vanessa S. Lawson (Interim)

Name and title of supervisor: Mr. Willie T. Ellis, Vice Chancellor for Business and Finance

Institutional Authorization:

Print Name: Lloyd V. Hackley Title: Chancellor

Signature: Lloyd V. Hackley Date: 1/26/07

Mailing Address 1601 E. Market Street, Greensboro, North Carolina 27411

Telephone: (336) 334-7940 Fax: (336) 334-7082 E-mail: hlloydv@aol.com

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.

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

DEPARTMENT OF HUMAN RESOURCES

QUESTIONNAIRE FOR EPA STATUS ASSESSMENT**I. General Information:**

Satellite Location

University Campus: North Carolina A&T SU Building: 1020 E. Wendover Ave. Room No.: _____

Position Title Vice Chancellor for Human Resources Position No.: 0015

Department: Human Resources Section/Unit: Chancellor/Human Resources

Name of Immediate Supervisor: Lloyd V. Hackley Title: Chancellor

Employee's Name: Vacant Faculty Rank (If any) _____

Position: _____ New ☒ Established ☒ Currently EPA _____ Currently SPA _____

=====

I. Basis For EPA Status:

We wish to upgrade the Directorship to a Vice Chancellorship to make this a Cabinet-level position, which is a direct report to the Chancellor as well as to enhance the responsibilities of the position in scope and structure. In addition, the EPA classification will remain the same.

II. Position Responsibilities and Duties:**A. Primary Purpose of Position:**

The Vice Chancellor for Human Resources reports to the Chancellor and serves as a senior-level administrator constituting the Chancellor's Cabinet as well as provides oversight for the Human Resource Department.

B. Instructional Responsibilities and Duties:

None

QUESTIONNAIRE FOR EPA STATUS ASSESSEMENT (CONTINUED)

C. Research Responsibilities and Duties:

None

D. Administrative/Programmatic Responsibilities and Duties:

The Vice Chancellor for Human Resources will be responsible for all aspects of human resources administration and daily operations including recruitment, compensation, employee relations, benefits, workers' compensation, professional development and training, performance management, staff communications, employee orientation, and recognition programs. While the Office of the Provost has sole responsibility for the appointment, promotion, and tenure of the faculty, all other human resources functions related to employees are supported by this position. The Vice Chancellor for Human Resources translate institutional priorities into a vision for human resource programs that are responsive to the University's needs.

III. Minimum Qualifications Required:

The Vice Chancellor for Human Resources will have an earned master's degree or higher in Human Resources, Business Administration, Public Administration, or a related field with a ten-year history of progressively responsible human resource experience. SHRM Certification as a Professional or Senior Professional in Human Resources is preferred. He/She must have a working knowledge of all programs and services encompassing employment as they relate to federal and state regulations. Strong communication, interpersonal, team building, and demonstrated leadership skills needed to enhance human resource programs and policies, and an entrepreneurial approach to problem solving and program development are essential. He/She must also demonstrate commitment to a strong customer-service orientation, and a working knowledge of technology and the human resources component of Banner.

IV. **Certification:** This is to certify that the information provided is complete, current and accurate concerning the responsibilities and duties of this position.

Immediate Supervisor

Date

Department Chairperson or Director

Date



Chancellor or Authorized Representative



Date