

COMMITTEE ON PERSONNEL AND TENURE

May 13, 2004

TENTATIVE AGENDA

1. Minutes of the March 18, 2004 meeting.
2. *Recommendations for Administrative Appointments
3. *Recommendations for Conferral of Tenure
4. *Salary Increases
5. Approval of Administrative Salary Ranges - Salary Range Models for Positions Exempt from the State Personnel Act
6. Resolution to Honor Retiring Faculty
7. Resolution for Delegation of Authority to Committee
8. Discussion of Chancellor Compensation
9. Other Business

*The Committee will discuss these items in Closed Session.

COMMITTEE ON PERSONNEL AND TENURE

March 18, 2004, at 3:00 p.m. in Conference Room A, General Administration Building,
910 Raleigh Road, Chapel Hill, NC

Minutes of Meeting March 18, 2004

Committee members present at the meeting included: Mr. John W. Davis III, Mr. James G. Babb, Mr. Brent D. Barringer, Mr. Dudley E. Flood, Mr. Peter Keber, and Mrs. Patsy B. Perry. Board of Governors members included: Mrs. Cary C. Owen, Mr. J. Craig Souza and Dr. Priscilla Taylor. Office of the President staff attending were: President Molly Corbett Broad, Dr. Gretchen M. Bataille, Dr. Cynthia Bonner, Dr. Betsy Brown, Mr. Charles Waldrup, Ms. Joni Worthington, and Ms. Lisa Adamson. Chancellor Patricia Sullivan of The University of North Carolina - Greensboro also attended a portion of the meeting.

The minutes of the February 12, 2004 meeting were approved as distributed.

Mr. Davis asked for a motion to go into Closed Session "to establish or instruct the staff or agent concerning the negotiation of the amount of compensation or other terms of an employment contract; to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee; to hear or investigate a complaint, charge, or grievance by or against a public officer or employee." [N.C.G.S. §143.318.11(a)(5)&(6)]

*The meeting was **moved into closed session.***

(The complete minutes of the Closed Session are recorded in Appendix A.

The Committee returned to open session.

Dr. Betsy Brown discussed the process for the Board of Governors Excellence in Teaching Awards, scheduled to take place immediately after the May 14, 2004 Board of Governors meeting.

Dr. Gretchen Bataille provided the Committee members with the *Chancellor Compensation Study Materials*. The Committee members agreed to review the materials and discuss this matter at their May 2004 meeting.

As there were no further items for discussion, the meeting was adjourned.

Mr. John F.A.V. Cecil, Secretary

Salary Range Models for Positions Exempt from the State Personnel Act

Background and Guiding Principles 2004-2005

The compensation philosophy of the University is established in the Board of Governors' decision to compensate professional level employees at a target salary around the 80th percentile for peer institutions. Recent salary studies have demonstrated that UNC salaries for all employee groups fall below the goal of the 80th percentile. The salary range is a major factor in determining how the compensation philosophy is actualized in the day-to-day operations of the University.

The process of creating a range is not an exact science. Rather, it is an attempt to create a human resource practice that will attract and retain the best intellectual capital needed to accomplish the missions of our institutions. In establishing salary ranges for the University of North Carolina, certain guiding principles have been historically accepted by the Board of Governors and the constituent universities. The guiding principles or practices that should be maintained and fostered by the salary range structure include the following:

Inter-Campus Equity

The Board of Governors has historically maintained salary range equity among UNC campuses within the system. The Board has accomplished this by establishing identical salary ranges for all institutions within the same classification approved by the Board of Governors. For 2004-2005, UNC-Asheville and the North Carolina School of the Arts were added as a separate group to reflect the liberal arts and performing arts missions.

Peer Institutions

The Phase I Report on Faculty Salaries and Compensation established the peer institutions for each campus. The Board of Governors continues to assert the importance of benchmarking UNC salary practices against the peer institutions established in that report. Consistent with that previously expressed desire, the data used to calculate the salary at the 80th percentile includes information from the relevant set of peer institutions.

Performance Based Compensation

A salary range must be constructed so as to continue to foster an emphasis on an employee's professional growth and to recognize meritorious performance. In the market, this is accomplished by adjusting the width of the salary ranges to allow for paced growth. Consequentially, positions with short learning curves tend to have shorter ranges and employees reach the range

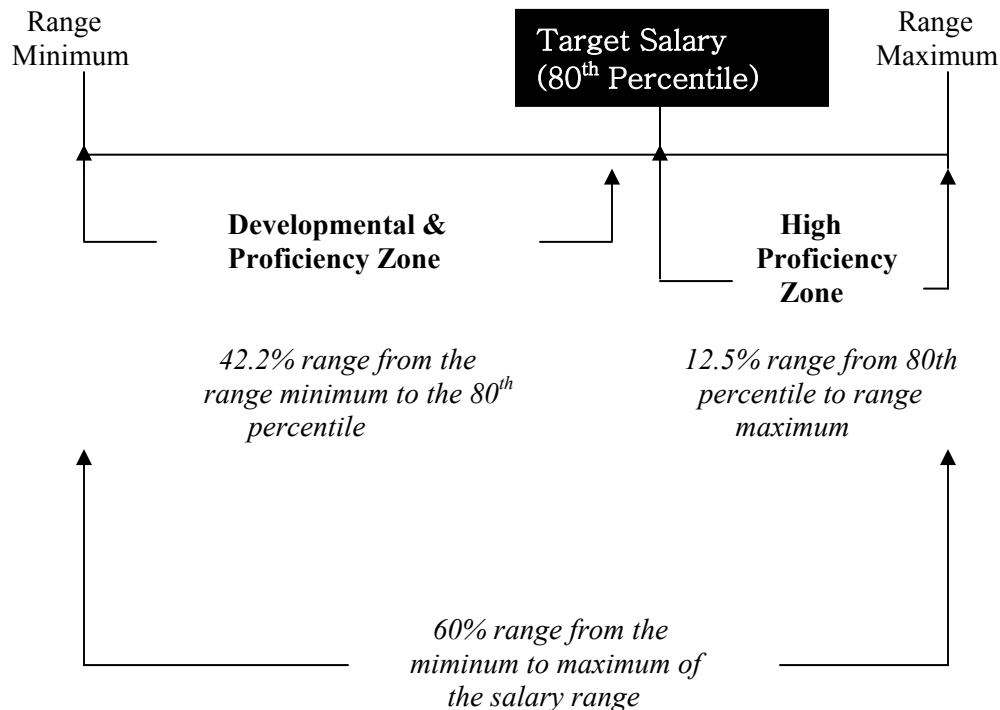
maximum faster. Higher-level positions, with longer periods for learning the duties, tend to have wider salary ranges. The pace by which an employee reaches the range maximum is defined by the employee's professional growth.

Flexibility

Positions with similar titles may differ in responsibility from campus to campus. This results from the administrative structure of the campus, the skills possessed by an incumbent and the historic responsibilities of the position. Differences in responsibilities from campus to campus may also result in divergent salaries for positions within the same category. These differences dictate the creation of a broad, flexible salary range structure in order to accommodate this variety in positions.

The salary ranges established by the Board of Governors have been constructed according to the model below. This model establishes the 80th percentile as the target salary. However, the target salary is well into the range. This proposed model positions the target salary 42% above the minimum of the salary range. This structure encourages professional growth and establishes the 80th percentile as a realistic target salary.

(a) Salary Range Model



(b) Range Construction Formulas

Range Minimum	Target Salary	Range Maximum
Minimum = A dollar amount below the target salary that is 60% away from the salary range maximum	Salary at the 80 th percentile of the survey of peer institutions	Maximum = A dollar amount above the target salary that is 12.5% above the target salary
Example (if 80 th percentile is \$100,000)		
Range Minimum	80 th Percentile	Range Maximum
\$70,312.00	\$100,000.00	\$112,500.00

(c) Compensation Philosophy

Salary ranges form a key part of the foundation for any organization's compensation plan. The target salary, range minimum and range maximum salaries are reference points that aid in making both internal equity and market equity comparisons. The width of a salary range or the percentage difference between the minimum salary and maximum salary is typically between 40% and 50% for high level professional, administrative and middle management positions. Range widths tend to increase to between 50% and 75% for higher-level management and executive positions¹. Ranges that are narrow in width (40% to 50% above the range minimum) are more suitable for hierarchical organizations. In these systems there is an emphasis on promotion as the primary means of career advancement. As a result, ranges can be narrow because employees are expected to grow and be promoted through the organization. The administrative structures of our campuses tend to value competencies and the growth of an employee in terms of knowledge, skills, and abilities.

For campus administrative structures, a range must be designed to recognize employees that demonstrate increased proficiency and new competencies. The proposed model anticipates that employees will possess a wide variety of skill levels. By widening the salary ranges, campuses can move employees through salary ranges in order to recognize individual growth and performance. Some employees will fully function in their positions at a higher level of proficiency than incumbents of similar positions at peer institutions. The proposed model permits the salary range to exceed the target salary by 12.5%. In essence, an employee may potentially earn 112.5% of the salary at the 80th percentile. This allows each campus to compete for the best intellectual capital among peer institutions. The recommended range for this model is approximately 60% wide.

¹ Most of the positions covered by this compensation philosophy would be professional, administrative and middle management positions or higher-level management and executive positions.

The proposed range allows an employee's salary to grow 42.2% from the minimum of the range to the target salary. In total, an employee's salary can grow 60% from the minimum to the maximum of the salary range. This change allows room for an employee's salary to increase in recognition of professional growth. This model also assumes that most employees will be hired below the target salary to allow for growth and subsequent salary increases.

Merely because positions have the same title does not mean that they have the exact same responsibilities. Some positions require the incumbent to exercise a higher level of competencies than others. The wider range gives a campus the flexibility to recognize those additional responsibilities within the same range as a position that requires a lower level of competencies and a correspondingly lower salary.

May 14, 2004

RESOLUTION FOR DELEGATION OF AUTHORITY

The Board of Governors delegates to the Committee on Personnel and Tenure the authority to approve appointments and set the compensation of EPA non-faculty and faculty whose appointments are to take effect before the next scheduled meeting of the Board of Governors. These appointments may be approved at a special meeting of the Personnel and Tenure Committee.

DRAFT – PENDING LEGISLATIVE ACTION

RESOLUTION ON FACULTY AND NON-FACULTY EPA SALARY INCREASES 2004-2005

I. General Policy

Actions by the 2004 Session of the North Carolina General Assembly included appropriations available to the Board of Governors for 2004-2005 for salary increases for faculty and other employees who are exempt from the State Personnel Act.

In addition to those funds provided by the General Assembly, the Board of Governors has determined that any institutional funds for salary increases shall be used as determined by each chancellor, subject to the limitations and conditions set out below, to award increases to faculty and non-faculty EPA employees based on consideration of performance, to recognize merit, and to address salary inequities that may have arisen during a period of scarce resources for academic salaries.

Campus-initiated tuition increases provide funds to enhance academic quality and may be used for salary increases that are consistent with the Board of Governors' mandate regarding the use of these funds.

II. Policies For Salary Increases, 2004-2005

A. Limitations and Conditions for Salary Adjustments

All funds available to the institution for salary increases (which may include funds available from vacant lines, endowment funds, campus-initiated tuition increases, or grant funds) are subject to the limitations and conditions set out below.

1. Salary increase funds shall be used only to address merit, market and equity issues.
1. Senior administrative officers' salaries must be set within ranges established by the Board of Governors (Section II.B. below). Requests for exceptions must be forwarded with recommendations from the Chancellor, the President, and the Committee on Personnel and Tenure to the Board of Governors.
2. Faculty salaries in Health Affairs are subject to the ceilings established by the Board of Governors (Section II.C. below). UNC-CH and ECU are each allowed five exceptions to the ceilings. A separate memo must document the exceptions.
3. Salaries for tenured and tenure-track faculty members should be consistent with peer salaries and disciplinary comparisons. The peers for each campus are those identified in the 1999 University Faculty Salary Study.
4. Funds from foundations, trust funds, grants, or other non-state sources may be used to provide salary increases within limits set by the President.
5. For those qualifying persons paid partially or entirely from medical faculty practice plans, the compensation bonuses will be paid from the plans in proportion to the distribution of their salaries between the plan and the state sources. The remaining salary increase for these

DRAFT – PENDING LEGISLATIVE ACTION

persons may be paid from the medical faculty practice plans according to the availability of such funds without regard to the proportionate conditions from state sources.

B. Salary Ranges for Selected Senior Academic and Administrative Officers

The following salary ranges for selected senior academic and administrative officers have been established for the year 2004–2005. Salary ranges for deans are not included. Each institution should have defensible salaries for deans based on discipline and national peer data. Salaries for deans and configurations of colleges and schools vary too much to set system-wide salary ranges. The administrative salary ranges were approved by the Board of Governors on July 8, 2004 and are based on CUPA data of peer institutions.

Chancellors	<u>2003-2004</u>	<u>2004-2005</u>
North Carolina State University	\$257,134-411,429	\$295,704-473,143
UNC-Chapel Hill	257,134-411,429	295,704-473,143
East Carolina University	197,237-315,591	205,674-329,090
UNC-Charlotte	197,237-315,591	205,674-329,090
UNC-Greensboro	197,237-315,591	205,674-329,090
Appalachian State University	148,483-237,582	156,362-250,189
North Carolina A&T State University	148,483-237,582	156,362-250,189
North Carolina Central University	148,483-237,582	156,362-250,189
UNC-Wilmington	148,483-237,582	156,362-250,189
Fayetteville State University	141,846-226,962	144,573-231,325
UNC-Pembroke	141,846-226,962	144,573-231,325
Western Carolina University	141,846-226,962	144,573-231,325
Elizabeth City State University	134,208-214,741	134,208-214,741
Winston-Salem State University	134,208-214,741	134,208-214,741
UNC-Asheville	134,208-214,741	167,486-267,987
North Carolina School of the Arts	134,208-214,741	167,486-267,987
Chief Academic Officers/Provosts	<u>2003-2004</u>	<u>2004-2005</u>
North Carolina State University	\$208,114-332,994	\$220,470-352,765
UNC-Chapel Hill	208,114-332,994	220,470-352,765
East Carolina University	159,948-255,926	161,352-258,172
UNC-Charlotte	159,948-255,926	161,352-258,172
UNC-Greensboro	159,948-255,926	161,352-258,172
Appalachian State University	113,318-181,315	113,318-181,315

DRAFT – PENDING LEGISLATIVE ACTION

North Carolina A & T State University	113,318-181,315	113,318-181,315
North Carolina Central University	113,318-181,315	113,318-181,315
UNC-Wilmington	113,318-181,315	113,318-181,315
Fayetteville State University	103,388-165,427	104,807-167,697
UNC-Pembroke	103,388-165,427	104,807-167,697
Western Carolina University	103,388-165,427	104,807-167,697
Elizabeth City State University	96,105-153,773	97,984-156,781
Winston-Salem State University	96,105-153,773	97,984-156,781
UNC-Asheville	96,105-153,773	109,523-175,243
North Carolina School of the Arts	96,105-153,773	109,523-175,243

Chief Finance Officers	<u>2003-2004</u>	<u>2004-2005</u>
North Carolina State University	\$172,339-275,752	\$172,339-275,752
UNC-Chapel Hill	172,339-275,752	172,339-275,752
East Carolina University	130,295-208,479	130,978-209,573
UNC-Charlotte	130,295-208,479	130,978-209,573
UNC-Greensboro	130,295-208,479	130,978-209,573
Appalachian State University	103,425-165,486	105,935-169,501
North Carolina A & T State University	103,425-165,486	105,935-169,501
North Carolina Central University	103,425-165,486	105,935-169,501
UNC-Wilmington	103,425-165,486	105,935-169,501
Fayetteville State University	92,778-148,451	93,797-150,081
UNC-Pembroke	92,778-148,451	93,797-150,081
Western Carolina University	92,778-148,451	93,797-150,081
Elizabeth City State University	87,646-140,238	87,646-140,238
Winston-Salem State University	87,646-140,238	87,646-140,238
UNC-Asheville	87,646-140,238	107,987-172,785
North Carolina School of the Arts	87,646-140,238	107,987-172,785

Chief Student Affairs Officers	<u>2003-2004</u>	<u>2004-2005</u>
North Carolina State University	\$132,602-212,170	\$132,602-212,170
UNC-Chapel Hill	132,602-212,170	132,602-212,170
East Carolina University	110,305-176,494	112,250-179,607
UNC-Charlotte	110,305-176,494	112,250-179,607
UNC-Greensboro	110,305-176,494	112,250-179,607

DRAFT – PENDING LEGISLATIVE ACTION

Appalachian State University	93,053-148,891	97,991-156,791
North Carolina A & T State University	93,053-148,891	97,991-156,791
North Carolina Central University	93,053-148,891	97,991-156,791
UNC-Wilmington	93,053-148,891	97,991-156,791
Fayetteville State University	88,726-141,967	90,316-144,510
UNC-Pembroke	88,726-141,967	90,316-144,510
Western Carolina University	88,726-141,967	90,316-144,510
Elizabeth City State University	79,359-126,979	79,359-126,979
Winston-Salem State University	79,359-126,979	79,359-126,979
NC-Asheville	79,359-126,979	87,530-140,053
North Carolina School of the Arts	79,359-126,979	87,530-140,053

Chief Development Officers	<u>2003-2004</u>	<u>2004-2005</u>
North Carolina State University	\$172,898-276,647	\$172,898-276,647
UNC-Chapel Hill	172,898-276,647	172,898-276,647
East Carolina University	117,610-188,183	125,633-201,020
UNC-Charlotte	117,610-188,183	125,633-201,020
UNC-Greensboro	117,610-188,183	125,633-201,020
Appalachian State University	98,448-157,522	103,061-164,903
North Carolina A & T State University	98,448-157,522	103,061-164,903
North Carolina Central University	98,448-157,522	103,061-164,903
UNC-Wilmington	98,448-157,522	103,061-164,903
Fayetteville State University	87,732-140,377	87,732-140,377
UNC-Pembroke	87,732-140,377	87,732-140,377
Western Carolina University	87,732-140,377	87,732-140,377
Elizabeth City State University	83,935-134,301	83,935-134,301
Winston-Salem State University	83,935-134,301	83,935-134,301
UNC-Asheville	83,935-134,301	103,597-165,761
North Carolina School of the Arts	83,935-134,301	103,597-165,761

Chief Information Officers	<u>2003-2004</u>	<u>2004-2005</u>
UNC-Chapel Hill		
Vice Chancellor-Information Tech.	\$166,021-265,643	\$166,021-265,643
UNC-Greensboro		
Vice Chancellor-Information Technology and Planning	\$116,733-186,779	\$119,696-191,520

DRAFT – PENDING LEGISLATIVE ACTION

North Carolina A & T State University Vice Chancellor - Information Technology & Chief Information Officer	\$85,915-137,469	\$90,884-145,420
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UNC-Wilmington Vice Chancellor-Information Technology Systems & Associate Provost	\$85,915-137,469	\$90,884-145,420
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Chief Research/Graduate Officers	<u>2003-2004</u>	<u>2004-2005</u>
North Carolina State University Vice Chancellor-Research & Graduate Studies	\$183,140-293,034	\$186,363-298,191
UNC-Chapel Hill Vice Chancellor-Grad. Studies & Res.	\$183,140-293,034	\$186,363-298,191
East Carolina University Vice Chancellor for Research, Economic Development and Community Engagement	\$130,691-209,114	\$139,251-222,809
North Carolina A & T State University Vice Chancellor-Research	\$123,576-197,728	\$142,112-227,388

Varied Vice Chancellor Titles	<u>2003-2004</u>	<u>2004-2005</u>
East Carolina University Vice Chancellor-Health Sciences & Dean of the Medical School	\$245,767-393,240	\$249,581-399,343
North Carolina State University Vice Chancellor for University Extension & Engagement	\$129,303-206,893	\$135,989-217,590
North Carolina State University Vice Chancellor and General Counsel	\$141,759-226,823	\$148,148-237,045
UNC-Chapel Hill Vice Chancellor and General Counsel	\$141,759-226,823	\$148,148-237,045
UNC-Chapel Hill Vice Chancellor & Dean-Medical Affairs	\$305,073-488,135	\$350,834-561,355
UNC-Pembroke		

DRAFT – PENDING LEGISLATIVE ACTION

Vice Chancellor for Enrollment Management	\$ 80,200-128,324	\$80,200-128,324
UNC-Pembroke		
Vice Chancellor for University and Community Relations	\$ 57,340-91,748	\$ 57,389-91,826
UNC-Wilmington		
Vice Chancellor-Public Service & Ext. Ed. & Associate Provost	\$ 80,699-129,122	\$ 80,699-129,122

Office Of The President	<u>2003-2004</u>	<u>2004-2005</u>
President	\$303,418-485,486	\$348,931-558,309
Senior Vice President for Academic Affairs	245,574-392,933	260,155-416,262
Senior Vice President for University Affairs	204,020-326,443	204,020-326,443
Vice President-Finance	203,360-325,387	203,360-325,387
Vice President for Information Resources	195,905-313,459	195,905-313,459
Vice President for Academic Planning	148,271-237,242	157,592-252,157
Vice President for Research and Sponsored Programs	216,105-345,780	219,908-351,865
Vice President-University/School Programs	148,271-237,242	157,592-252,157
Vice President and General Counsel	167,276-267,651	174,814-279,713
Secretary of the University	88,343-141,354	90,110-144,181

C. Salary Ceilings for Certain Faculty Groups in Health Affairs

The ceilings listed below are established for faculty in the Schools of Medicine at East Carolina University and at UNC-Chapel Hill according to the indicated clusters and are based on the *Report on Medical School Faculty Salaries* published by the Association of American Medical Colleges (AAMC). Salary ceilings include funds paid from all sources. Salary ceiling information was submitted jointly by The Brody School of Medicine at East Carolina University and the University of North Carolina at Chapel Hill School of Medicine.

Departments of Anesthesiology, Emergency Medicine, Obstetrics-Gynecology, Ophthalmology, Otolaryngology, Orthopedics, Clinical Pathology, Radiology, Radiation Oncology, Pediatric Cardiology and Neonatology, Internal Medicine

DRAFT – PENDING LEGISLATIVE ACTION

Cardiology, Gastroenterology, and Oncology and Surgical Subspecialties (except Cardiothoracic Surgery)

	<u>2003-2004</u>	<u>2004-2005</u>
Professor and Chair, Division Chief or Center Dir. Chief (<i>new for 2004-2005</i>)	\$750,000 n/a	\$1,110,000 514,000
Professor	437,000	451,000
Associate Professor	392,000	401,000
Assistant Professor	330,000	345,000
Instructor	240,000	327,000
Cardiothoracic Surgery		
Division Chief	\$842,000	\$962,000
Chief (<i>new for 2004-2005</i>)	n/a	781,000
Professor	515,000	511,000
Associate Professor	430,000	422,000
Assistant Professor	315,000	320,000
Instructor	238,000	250,000
All Other Departments		
Professor and Chair, Division Chief or Center Director Chief (<i>new for 2004-2005</i>)	\$414,000 n/a	\$416,000 315,000
Professor	263,000	271,000
Associate Professor	254,000	274,000
Assistant Professor	214,000	223,000
Instructor	203,000	203,000
Department of Allied Health Sciences		
Professor & Chair (Dean equivalent)	n/a	\$195,266
Chief (Chair equivalent)	n/a	156,997
Professor	n/a	155,286
Associate Professor	n/a	118,971
Assistant Professor	n/a	94,336
Instructor	n/a	73,692

The ceilings listed below are established for faculty in the Schools of Dentistry and Public Health at UNC-Chapel Hill. These ceilings include salaries paid from all sources.

	<u>2003-2004</u>	<u>2004-2005</u>
School of Dentistry		
Professor and Chair	\$410,800	\$425,000

DRAFT – PENDING LEGISLATIVE ACTION

Professor	387,400	410,000
Associate Professor	353,400	385,000
Assistant Professor	306,000	325,000
Instructor	197,000	205,000

School of Public Health

Professor and Chair	\$344,000	\$361,000
Professor	329,000	345,000
Associate Professor	218,000	229,000
Assistant Professor	172,000	181,000
Instructor	122,000	128,000

D. Salary Reductions for Certain Faculty Members in Clinical Departments of the Schools of Medicine

Since it is commonplace that substantial components of salaries of full-time faculty members in clinical departments of schools of medicine derive from receipts for patient care by approved institutional clinical practice plans, it is acknowledged that total salaries of faculty members for full-time service in these disciplines should reflect their levels of clinical activity. Thus, it is consistent that the salary of a faculty member in a clinical department be subject to a negative adjustment if there is a substantial reduction in the individual's level of participation in the practice plan.

- E. The cover memo to this document provides advice to each campus to determine appropriate salary ranges for faculty based on peer data (you are reminded that the peers for each campus are those identified in the 1999 University Faculty Salary Study) and disciplinary comparisons.

III. Procedures For Review And Approval

1. Consistent with the foregoing requirements, the Chancellors shall present their salary increase recommendations to the President in the form and manner prescribed by the President. (*See Attachment A*)
2. Recommended salary increases for designated senior academic and administrative officers, and for all other EPA personnel in the Office of the President and in the UNC Center for Public Television, shall be submitted by the President to the Committee on Personnel and Tenure, and the Committee shall then make its recommendations to the Board of Governors. These designated "senior academic and administrative officers" include the chancellors, vice chancellors and provosts, deans, and directors of major educational or public service activities who have a rank equivalent to dean, head librarians, or legal assistants to the chancellors (*see Attachment C.*) The Chancellors' recommendations for salary increases for senior academic and administrative officers must be received by the President by **July 23, 2004** to insure time for review by the President, the Committee on Personnel and Tenure, and final action by the Board of Governors on **August 13, 2004**. Please use the attached form, "*Recommended Salary Increases for Senior Academic and Administrative Officers – 2004-2005*," for this purpose (*Attachment A.*) **Campuses with Management Flexibility to Appoint and Fix Compensation do not need to provide this information for approval and should submit the attached form,**

DRAFT – PENDING LEGISLATIVE ACTION

“Recommended Salary Increases for Senior Academic and Administrative Officers – 2004-2005” (Attachment A) for information purposes only.

3. Final approval of all salary increases other than those in II.B. is delegated to the President for all campuses without Management Flexibility to Appoint and Fix Compensation, except that the concurrence of the Committee on Personnel and Tenure shall be required for any increase of 15% or more over the 2003-2004 salary. Please use the attached form #PA 100, “*Personnel Action Requiring Approval of the Board of Governors*,” for this purpose (*Attachment B.*) Recommendations must be received by the President by **July 23, 2004**.
4. For faculty members in clinical departments of the schools of medicine, authority is delegated to the chancellor at those campuses with Management Flexibility to Appoint and Fix Compensation to approve guidelines and procedures as developed by the institutions, and to have final approval of all salary *decreases* recommended by the chancellor for faculty members in those departments. The approved guidelines and an annual summary of salary reductions under this resolution shall be reported to the Committee. Submit this report by the **July 23, 2004** deadline.
5. The President is authorized to delegate to the Chancellors approval of all increases below 15% for persons not included on the BD-119 and who are paid entirely from grants or contracts, or other non-appropriated funds.
6. Salary increases for 2004-2005 shall not be reflected in any payrolls until the institution has been authorized to do so by the President.
7. Salaries for any individual that lead to a salary level of 15% or more over the approved salary for 2003-2004 shall continue to require prior approval by the President and the Committee on Personnel and Tenure, except as outlined below. Such increases should be requested only in exceptional circumstances.

No reporting or other action shall be necessary for:

- a. An increase resulting from a change in contract period, (*e.g.*, 9 months service to 12 months service according to institutional policies so long as the monthly increase is not 15% or more); or
- b. A temporary administrative supplement (such as for advisers, department chairs, assistant department chairs, etc.) *that does not change the annual base salary rate*. It is anticipated that such increases will be associated with persons given new or additional assignments or changes of duty; or
- c. An increase in an EPA salary, less than 15%, paid entirely from grants or contracts or other non-appropriated funds, such as an increase associated with an anniversary date of employment or of the contract(s) and grant(s) from which the salary is funded.

IV. Term of Resolution

DRAFT – PENDING LEGISLATIVE ACTION

This Resolution rescinds earlier salary resolutions and will remain in effect until the Board of Governors adopts a salary resolution for 2005-2006, or otherwise modifies or rescinds this Resolution.

RECOMMENDED SALARY INCREASES FOR SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS - 2004 - 2005

Institution: _____

<u>Title</u>	<u>Name</u>	<u>Current Salary</u>	<u>Amount of Increase</u>	<u>Proposed Salary 7/1/04</u>	<u>% Increase</u>
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**Wherever non-state funds are included,
please indicate amount and source*

Chancellor

Date

Attachment B

PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF GOVERNORS

*This form is designed for submitting all personnel requests that require BOG approval. This form can be found at:
<http://www.northcarolina.edu/content.php/hr/uniform.htm>*

Name of Institution: _____

Name of Appointee: _____

Department: _____ **College:** _____

Current UNC Rank or Title: *(if applicable)* _____ **Proposed Rank or Title:** _____

Indicate Type of Action: *(select all that apply)*

Administrative Appointment: ☐

Reappointment: ☐

New Faculty Appointment: ☐

Conferral of Tenure: ☐

Promotion: ☐

***Salary Increase of 15% or more:** ☐

Other:

(describe) _____

Distinguished Professorship: *(provide name of professorship)* _____

Effective Date of Action: _____

Contract Period: **Administrative Appointment:** 9 mo. ☐ 12 mo. ☐
 Faculty Appointment: 9 mo. ☐ 12 mo. ☐

Salary: \$ _____ **Source(s): State Funds:** \$ _____ ***Non-State Funds:** \$ _____

**Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):*

Justification for Salary increase of 15% or more:

Salary as of **Current** **Proposed** **Percentage**
June 30, 2004: \$ _____ **Salary:** \$ _____ **Salary:** \$ _____ **of Increase:** _____ %

Source(s): State Funds: \$ _____ ***Non-State Funds:** \$ _____

**Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):*

Salary Range *(where applicable):* \$ _____ **to** \$ _____

For ALL other actions, please complete items 1-7

1. Education Background: (indicate degree, date earned and institution, note additional study & training)

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)

3. Scholarly & Creative Activities:

<u>Type</u>	<u>Number</u>
Book	_____
Edited Book	_____
Chapter	_____
Refereed Journal Article	_____
Other Journal Article	_____
Juried Performance/Show	_____
Non-Juried Performance/Show	_____
Other	_____

4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

<u>Source</u>	<u>Recommended</u>	<u>Not Recommended</u>
Chair/Head	<input type="checkbox"/>	<input type="checkbox"/>
Dean/Director	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>

5. Membership in professional organizations:

6. Professional service on campus:

7. Professional service off campus: