

**UNIVERSITY OF NORTH CAROLINA**  
**POSITIONS EXEMPT FROM THE STATE PERSONNEL ACT:**  
**APPROVAL AUTHORITY AND SUBMISSION PROCESS TO ESTABLISH AND DESIGNATE EPA POSITIONS**

<b>Position Category</b>	<b>Approval Authority to Establish Positions</b>	<b>Submission Process to Establish Positions</b>
I. Instructional and research staff of the University of North Carolina [N.C.G.S. 126-5(c1)(8)]	Office of State Personnel	Approval is automatic and submission is not required for positions having academic rank. <sup>1</sup> Other instructional and research positions are submitted using an EPA Designation Request, Form 01, and evaluated according to definitions in the OSP-UNC Agreement. (Exceptions currently exist for NCSU, UNC-CH, and UNCG)
II. Physicians and dentists of the University of North Carolina [N.C.G.S. 126-5(c1)(8)]	Office of State Personnel	Approval not required for physician and dentist positions requiring professional licensure.
III. Employees whose salaries are fixed under the authority vested in the Board of Governors of the University of North Carolina by the provisions of G.S. 116-11(4), 116-11(5), and 116-14 [N.C.G.S. 126-5(c1)(9)]		
A. The president, senior vice president, vice presidents and professional members of the president's staff [N.C.G.S. 116-14(b)]	Board of Governors	Request for EPA Action, Form 102, is used to establish new EPA positions in the Office of the President and General Administration.
B. Chancellors [N.C.G.S. 116-11(4)]	Board of Governors	Initiated by Board of Governors
C. Vice chancellors [N.C.G.S. 116-11(5)]	Board of Governors	Requests to establish new vice chancellor positions are submitted to the senior vice president for approval by the President.

<sup>1</sup> Approval from the President is required to establish an endowed chair position funded by the BOG Distinguished Professors Endowment Trust Fund

Position Category	Approval Authority to Establish Positions	Submission Process to Establish Positions
D. Persons having permanent tenure [N.C.G.S. 116-11(5)]	<b>Conferral of tenure:</b> Board of Governors/ Institutional Boards of Trustees	Approval not required to establish a tenure-track faculty position within the institution's budgeted complement of faculty positions. <b>Requests to confer tenure:</b> Institutions without management flexibility submit tenure recommendations on a Personnel Action Form to the senior vice president for BOG approval. Institutions with management flexibility submit tenure recommendations to the respective BOT.
E. Senior academic and administrative officers [N.C.G.S. 116-11(5)]	Defined by the BOG in policy, as indicated in E.1. - E.4. below	
1. Vice chancellors provosts, deans [UNC Policy 300.1.1-I.A]	Board of Governors	Requests to establish new positions are submitted to the senior vice president for approval by the President.
2. Directors of major administrative, educational, research and public service activities [UNC Policy 300.1.1-I.A]	Delegated by BOG to UNC President	Requests to establish new positions are submitted using an EPA Designation Request, Form 01, and are evaluated by the HRAB-EPA, which makes a recommendation to the President.
3. Associate and assistant vice chancellors and associate and assistant deans [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Approval not required to establish new positions.
4. Specific other officers of the University having significant administrative responsibilities and duties, as may be designated by the President <sup>2</sup> [UNC Policy 300.1.1-I.B]	Clarified by the BOG in policy as indicated in 4.a. - 4.d. below	

<sup>2</sup> In most cases, persons occupying such positions will function as the director of a specific division or department of institutional activity, reporting at the level of a vice chancellor or dean. However, where circumstances warrant (e.g. in the case of a large and complex department or division), persons functioning as an associate or assistant director may be found to have “significant

Position Category	Approval Authority to Establish Positions	Submission Process to Establish Positions
a. Members of chancellor’s professional staff [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Requests to establish new positions are submitted using an EPA Designation Request, Form 01, and are evaluated by the HRAB-EPA, which makes a recommendation to the President.
b. Positions responsible for administrative direction of separately designated divisions or departments commonly associated with institutions of higher education [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Approval not required to establish positions that match the descriptions of those on the list of approved generic SAAO positions. Those positions not on the list are submitted using an EPA Designation Request, Form 01, and are evaluated by the HRAB-EPA, which makes a recommendation to the President.
c. Positions whose primary responsibility is to attract external funds for and/or market the University [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Requests to establish new positions are submitted using an EPA Designation Request, Form 01, and are evaluated by the HRAB-EPA, which makes a recommendation to the President.
d. Other officers holding positions characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy <b>and</b> exercise of substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources. [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Requests to establish new positions are submitted using an EPA Designation Request, Form 01, and are evaluated by the HRAB-EPA, which makes a recommendation to the President.

---

administrative responsibilities and duties” as defined by the characteristics listed above. In such cases, the position must have substantial responsibility for assisting the primary officer (e.g. director) in formulating, interpreting, and implementing policy **and** must function in a confidential and direct support relationship to primary officer **or** have direct responsibility for a specific sphere of operations within the unit. Persons nominated to fill such positions normally must have an advanced educational degree and extensive relevant experience and be recruited in a national search process. [UNC Policy 300.1.2]