

4. GA SAAO Position Actions:..... Matthew Brody

Situation: Request to establish an Assistant Vice President for Academic and University Programs and an Associate General Manager & General Counsel position at UNC-TV.

Background: Assistant Vice President for Academic and University Programs: An existing position is redefined as Assistant Vice President for Academic & University Programs to provide leadership across a range of functions and responsibilities including assistance with planning and implementation of the newly adopted UNC Board of Governors’ recommendations on Teacher and School Leader Quality, as well as work with the 15 UNC schools of education, inter-institutional program related to K-16 education, the NC Department of Public Instruction, the State Board of Education, Local Education Agencies, and other programs and organizations supporting public schools.

UNC-TV Associate General Manager & General Counsel: This position is being transferred from UNC GA Legal Affairs from an Associate Vice President for Legal Affairs to the UNC-TV Executive Suite as an Associate General Manager and General Counsel to support the UNC-TV reorganization and strategic plan. Position is needed to fill a vital support and advisory role to the General Manager as well as manage the operations and legal affairs of UNC-TV.

Assessment: Request title and role change of an existing EPA position.

Current Title	Requested Title
Assistant Regional Director	Assistant Vice President for Academic & University Programs
Associate Vice President for Legal Affairs	Associate General Manager and General Counsel

Action: A vote is required to approve these title changes.

Justification to Establish New Assistant Vice President for Academic and University Programs Position

The Assistant Vice President for Academic and University Programs will be affiliated with the Academic and University Programs unit within the Division of Academic Affairs, working closely with all other units at UNC General Administration, as well as with UNC constituent campuses. The position will provide leadership across a range of functions and responsibilities, including assistance with planning and implementation of the newly adopted UNC Board of Governors' recommendations on Teacher and School Leader Quality, as well as work with the 15 UNC schools of education, inter-institutional program related to K-16 education, the NC Department of Public Instruction, the State Board of Education, Local Education Agencies, and other programs and organizations supporting public schools. The position will assist in developing and/or refining policies and guidelines that relate to K-16 education, coordinate with the UNC Council of Education Deans, work with the UNC Teacher Quality Research team, and facilitate work with programs associated with the UNC Center for School Leadership Development.

Position Description

Title: **Assistant Vice President for Academic and University Programs – EPA Position**
Division of Academic Affairs, Academic and University Programs
UNC General Administration

Primary Purpose of the Organizational Unit

The University of North Carolina is the oldest public university in the United States. For over two hundred years, it has played a vital role in the State of North Carolina and the lives of its people by providing opportunities, knowledge, and solutions to vexing problems. Today, the University remains committed to its public heritage and its vital role in the future of the State. Throughout its history, the University has enjoyed generous and sustained support from the state legislature and citizenry.

The University of North Carolina is comprised of 17 constituent degree-granting public institutions and a number of entities that offer social and economic benefits to the entire state. Because of the exceptional quality of its campuses and programs, it is recognized as one of the premier universities in America. For more general information, please consult the web site at www.northcarolina.edu.

In accordance with UNC Board of Governors policies, the University of North Carolina, Division of Academic Affairs coordinates the University's core academic mission. Academic Affairs is comprised of Research and Graduate Education; Academic Policy Planning and Analysis; Academic and Student Success; Academic and University Programs, Institutional Research; and International, Community and Economic Engagement. The NC State Education Assistance Authority reports within the Academic Affairs Division but has its own Board of Directors.

Primary Purpose of the Position

The Assistant Vice President for Academic and University Programs will be affiliated with the Academic and University Programs unit within the Division of Academic Affairs, working closely with all other units at UNC General Administration, as well as with UNC constituent campuses. The position will provide leadership across a range of functions and responsibilities, including assistance with planning and implementation of the newly adopted UNC Board of Governors' recommendations on Teacher and School Leader Quality, as well as work with the 15 UNC schools of education, inter-institutional program related to K-16 education, the NC Department of Public Instruction, the State Board of Education, Local Education Agencies, and other programs and organizations supporting public schools. The position will assist in developing and/or refining policies and guidelines that relate to K-16 education, coordinate with the UNC Council of Education Deans, work with the UNC Teacher Quality Research team, and facilitate work with programs associated with the UNC Center for School Leadership Development.

Major Responsibilities and Duties

- Facilitate Planning and Implementation of Newly Adopted UNC Board of Governors' Recommendations on Teacher and School Leader Quality

In consultation with the Vice President for Academic and University Programs and UNC constituent institutions, identify next steps and facilitate implementation of the recently adopted UNC Board of Governors' recommendations on Teacher and School Leader Quality; develop / launch the UNC Educator Quality Dashboard, accelerate collaboration between UNC Education and Arts & Sciences programs, strengthen partnerships between UNC Schools of

Education and PK-12 schools, strengthen UNC teacher education programs through expanded clinical practice and utilization of research and data to inform practice, improve UNC programs for school leadership preparation, develop stronger recruitment and selection processes for prospective teachers, and expand support for early career teachers through the NC New Teacher Support Program.

- **Strategic Planning, Outreach, and Engagement**

Provide leadership in advancing the goals of the University of North Carolina as identified in the University's Strategic Directions relating to K16 education. This will involve support in managing the system's strategic accountability plans for enrollment growth and teacher recruitment as linked to supply and demand needs in the state. Strategic planning and implementation will be responsive to the UNC Board of Governors' recommendations on Teacher and School Leader Quality.

Explore and create new venues for K16 education outreach and engagement within the state, nationally, and globally. Develop advantageous partnerships among UNC constituent campuses, external organizations, businesses and other education sectors both in and outside of the State. Assist in supporting and developing the K12 public service outreach of UNC's 15 teacher education programs, as well as, programs associated with the UNC Center for School Leadership Development. This work will also involve close coordination with the NC Department of Public Instruction, State Board of Education, and other key constituencies.

- **Coordinate K16 Education Related Initiatives with the UNC Council of Education Deans**

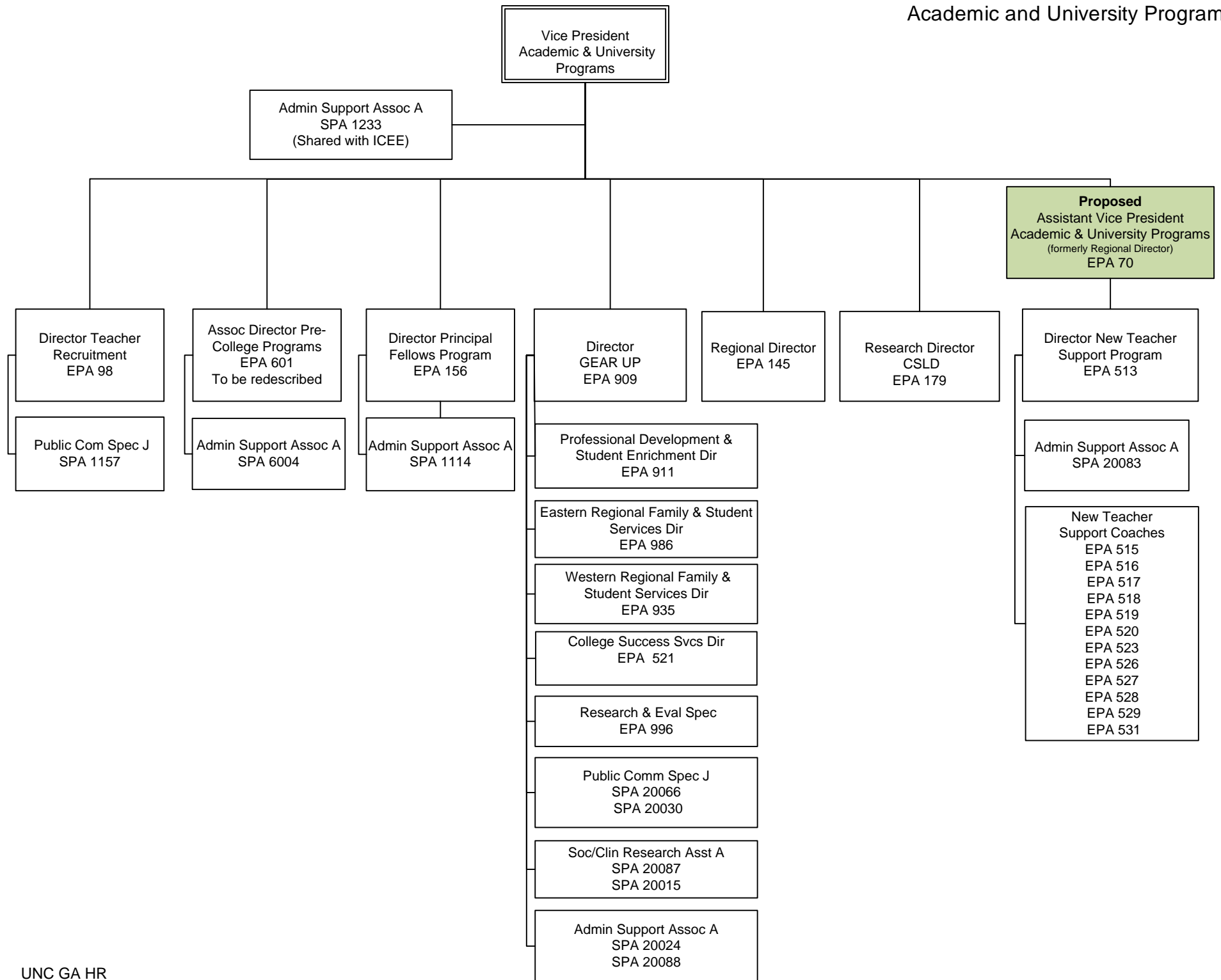
Provide leadership and expertise across a range of K16 education issues pertaining to UNC's teacher quality research, supply and demand, policies and/or legislation that relate to K-16 education, university-school partnerships, teacher / principal licensure, and support for beginning teachers.

Qualifications

- Progressive leadership experience in K16 education and / or higher education environments.
- Experience with policy development and customer / constituent relations.
- Ability to collaborate with school district leadership and campus leadership on a variety of programs and services for teachers and school leaders.
- Knowledge of and experience with strategic planning; needs assessment; and program development, delivery, and implementation.
- Excellent verbal, written, and interpersonal communication skills, including presentation and facilitation skills.
- Effective management and team-building skills, including the ability to facilitate the work of consultants, researchers, designers, developers, and academic program coordinators.
- Ability to adapt and handle ambiguity, strategic thinking, and problem-solving in a variety of environments, as well as to manage projects with short deadlines.
- Excellent organizational and leadership skills.

Education and Training:

- Advanced degree with a minimum of 7 to 10 years of experience in education administration or a related field required.



Request to Establish an Associate General Manager & General Counsel Position for UNC-TV

Justification

Position is needed to fill a vital support and advisory role to the General Manager, as well as, manage the operations and legal affairs of UNC-TV. This position is being transferred from UNC GA Legal Affairs as an Associate Vice President for Legal Affairs to the UNC-TV Executive Suite as an Associate General Manager and General Counsel.

Title: Associate General Manager and General Counsel
SAAO Tier I

Division: UNC General Administration
Chief of Staff
UNC-TV
Executive Suite

Salary Range Minimum: \$115,000

Salary Range Maximum: \$180,000

Primary Purpose of the Organizational Unit: The UNC Center for Public Television functions to provide research, development, and production of noncommercial educational television programming and program materials and to provide distribution of noncommercial television programming through the broadcast facilities licensed to the University of North Carolina; and otherwise to enhance the uses of television for public purposes.

Primary Purpose of Position: Reporting directly to the UNC-TV General Manager with a dotted line reporting relationship to UNC General Administration's General Counsel, the Associate General Manager and General Counsel for UNC-TV is responsible for managing the Technology (Engineering and Information Technology), Finance, Administration and Facilities Departments. The Associate General Manager also serves as the principal UNC-TV executive that provides coordination and on-site oversight of assigned staff from the UNC General Administration Human Resources Division. This position also oversees all day-to-day legal services including new initiatives, negotiation, assessment and compliance, internal working corporate documents, contractual relationships, and compliance with state, federal, and university regulations. This position works closely with UNC General Administration leadership to ensure UNC-TV's legal and business needs are met.

Major Responsibilities:

- Legal Services - Provide hands on proactive, energetic, and knowledgeable leadership, guidance, and support to help ensure that all UNC-TV original productions are developed, produced, broadcast, and distributed in full compliance with all applicable UNC-TV, University of North Carolina, state of North Carolina, and public television industry policies, guidelines, and standards, as well as, all applicable state of North Carolina and federal laws. Work with assigned UNC General Administration Human Resources staff to resolve complex human resources issues, including but not limited to work place harassment, equal opportunity, grievances, safety concerns, and workers' compensation. Work with Director of Development on planned giving vehicles, major gift agreements, and vendor contracts. Work with other senior leaders to bring all contracts with outside underwriting partners into compliance with UNC-TV, University of North Carolina, and state of North Carolina regulations. Also working with Technology, Finance and Administration, Information and Facilities to negotiate contracts, leases, licensing and purchasing agreements; and assist with issues of software and intellectual property.

- Support the General Manager in setting policy and strategic direction for UNC-TV. Direct the development of regulatory compliance, safety protocols, and help guide the organization through the new strategic plan and reorganization. Work with the Senior Director of Strategic Alliances, Human Resources, Legal Affairs, Administration and others to ensure that new projects are developed and executed in accordance with all regulatory and compliance requirements and consistent with UNC-TV's strategic mission. As assigned, work with senior leadership to assess content and operational needs and areas of opportunity in support of UNC system objectives and priorities. Represent the General Manager in his/her absence internally and externally. Handle occasional special projects under the direction of the General Manager. Assume other UNC-TV management activities as assigned.
- Oversee the day-to-day business, technology, administration, facilities, and human resources operations of UNC-TV. Oversee the management of the Director of Technology, the Director of Human Resources, and the Senior Director of Finance and Administration, providing direction and coaching as needed. Serve as liaison to UNC General Administration senior leaders with finance, human resources, and technology.

Education and Training: A management degree or equivalent experience; ten to twelve years of increasing management responsibilities. A law degree from an ABA accredited law school, member of the NC bar or eligible for comity admission and contingent upon filing a comity application within six months; seven to ten years of related law experience.

Qualifications:

- Superior management skills, knowledge of professional best practices, and deep understanding of business operations required.
- Ability to lead thoughtfully, manage, and think critically and strategically at all levels of a public media organization.
- Ability to build productive working relationships internally and externally while advising other senior leaders and the General Manager.
- Ability to represent UNC-TV at the highest levels and stand in for the General Manager as needed.
- Considerable knowledge and experience in communications and media law.
- Knowledge of NC public records law and familiarity with copyright and other Intellectual Property law.
- Knowledge of the University of North Carolina and the NC Office of State Human Resources regulations, policies, procedures, public broadcasting and entertainment law are all essential.
- Expert knowledge of and experience in intellectual property, contracting and procurement, and personnel law and employment issues are essential.

**UNC-TV Executive Suite
Organizational Chart (Titles Only)
Rev. 3-30-15**

