

# ADMINISTRATIVE MEMORANDUM

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**SUBJECT** Expedited implementation of Board of  
Governors guidelines for offering Optional  
Retirement Program enrollment to Senior  
Academic and Administrative Officers of  
the University

**NUMBER** 395

**DATE** March 23, 1999

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The Board of Governors on November 13, 1998, determined that the occupants of administrative positions are entitled to elect enrollment in the Optional Retirement Program (ORP) only if those positions qualify as Senior Academic and Administrative Offices (SAAO) (see Administrative Memoranda 387 and 391). Previous actions of the board permit ready identification of a broad array of administrative positions that do qualify as SAAO's under board definitions (e.g., associate and assistant vice chancellors, associate and assistant deans). However, other components of the board definitions (e.g., "directors of major administrative, educational, research and public service activities") require a case-by-case analysis to determine whether the particular position qualifies as an SAAO and thus makes its occupant eligible for enrollment in ORP. Concern has been expressed about whether the procedures for accomplishing such case-by-case evaluations (normally requiring approximately 90 days) will work fast enough to accommodate situations in which a campus has an urgent need to fill a new or vacant administrative position that has not yet been evaluated for possible inclusion in the SAAO cohort; and until such an evaluation has been accomplished, there may be a serious disadvantage in the recruitment effort if a campus is not able to assure candidates of their right to enroll in the ORP.

To address that concern, we will provide an opportunity for expedited evaluation of a new or vacant administrative position not previously determined to be SAAO if the following conditions pertain:

- (1) The position is believed to meet the requirements of the board's SAAO definitions (policy adopted November 13, 1998, Administrative Memorandum 387);
- (2) The position has been fully approved for filling;
- (3) The position urgently needs to be filled; and
- (4) The request for expedited consideration has been submitted at least 45 calendar days in advance of the date established for beginning recruitment of applicants. [\*Such expedited treatment will not be available with respect to any period including the month of either August or December when the Board of Governors does not meet.]

In any case in which you choose to invoke this expedited procedure, the request should be addressed to Vice President Roy Carroll with all pertinent information upon which a sound evaluation could be based, including a detailed position description and an organizational chart that displays the relationship of the position to other officers and employees of the campus, up to and including the chancellor. Following administrative review, the question will be submitted to the Board of Governors at its next meeting. We will make every effort to insure that this process provides you with a prompt response.

Please note that other established procedures may serve to shorten, lengthen, or avoid altogether the waiting period entailed in determining whether the occupant of a position is eligible for ORP enrollment:

- (1) With respect to previously recognized SAAO positions at a campus (e.g., vice chancellors, associate and assistant vice chancellors, deans, associate and assistant deans, as well as "other" generic or campus-specific positions that previously have been determined to meet the SAAO definitions), no submission or evaluation designed to establish ORP eligibility is required; occupants of such positions qualify automatically.

- (2) With respect to a proposed new vice chancellorship, establishment of the new position first must be approved by the Board of Governors (and once approved, ORP eligibility accrues automatically).
- (3) With respect to a proposed new associate or assistant vice chancellorship, establishment of the new position first must be approved by the president (and once approved, ORP eligibility accrues automatically).
- (4) With respect to "other" administrative positions (not generic in nature) that previously have not been approved as SAAO's, it is necessary to follow prescribed procedures to obtain an SAAO evaluation and ruling from the Board of Governors; if there is an emergency need for such a ruling, the expedited procedures described herein may be invoked.

If you have any questions, please address them to Vice President Roy Carroll.



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Molly Corbett Broad

cc: Chief Financial Officers  
Senior Human Resource Administrators  
UNC Benefit Representatives