



TRANSMITTAL LETTER

The University of North Carolina *General Administration*

Transmittal Number 108
August 5, 2016

THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

- [100.2](#) *Adoption of the Policy Manual, Rescission of Prior Policies, and Promulgation of Policies*
* This policy was amended and approved by the Board of Governors at its meeting on July 29, 2016
- [200.6](#) *Delegation of Authority to the President*
* This policy was amended and approved by the Board of Governors at its meeting on July 29, 2016
- [400.3.4\[R\]](#) *Regulations Related to Monitoring Faculty Teaching Workloads*
* These regulations were amended by UNC General Administration and approved by the President.
- [600.3.4](#) *Granting of Management Flexibility to Appoint and Fix Compensation*
* This policy was amended and approved by the Board of Governors at its meeting on July 29, 2016
- [700.1.1](#) *Minimum Requirements for First-time Undergraduate Admissions Minimum Course Requirements*
* This policy was amended and approved by the Board of Governors at its meeting on July 29, 2016
- [The Code, Chapter V](#) Chapter V – Officers of the University. (Sections 500 and 502.)
* *The Code* Sections 500 and 502 changes were approved by the Board of Governors at its meeting on July 29, 2016

*A redline version reflecting changes to the document is attached herein.

The *UNC Policy Manual* can be accessed online at:
<http://www.northcarolina.edu/apps/policy/index.php>

Adoption of the Policy Manual, Rescission of Prior Policies, and Promulgation of Policies

The Board of Governors adopts The University of North Carolina Policy Manual as the official document articulating Board of Governors' policies and the administrative regulations and guidelines of the president. Policies existing prior to the adoption of this policy and not included in the Policy Manual are rescinded and are no longer in effect.

I. Definitions

A. **Policies.** Policies direct the University of North Carolina, its constituent institutions and affiliated entities according to the board's mission and philosophies. Policies should articulate in a concise manner the official statement of the board on issues it deems important to the governance of the University. The Board of Governors is the only entity that may establish a policy of the University.

B. **Regulations.** Regulations are those rules or requirements of the president that the General Administration, the constituent institutions, and the designated affiliated entities are required to follow.

C. **Guidelines.** Guidelines are interpretations of policies or other requirements that are issued for the assistance of the General Administration, the constituent institutions, and the University's affiliated entities in conducting the affairs of the University.

D. **Transmittal Letters.** Transmittal letters will be used to transmit new or amended policies, regulations, or guidelines to the campuses. They will not contain information with long-term significance and will not be included in the Policy Manual. Transmittal letters will be sequentially numbered.

II. Procedures for Adoption or Amendment of Policies, Regulations, and Guidelines

A. Before the board may adopt, amend, or repeal a policy, a standing or special committee of the board must give notice of its proposed action concerning the policy by making a public announcement at a prior meeting of the board or by notice given to members of the board at least 28 days prior to the meeting at which action on the policy is proposed. At the meeting of the board at which the board is to take action, the committee's proposal may be adopted, adopted with amendments, or rejected.

B. Regulations and guidelines pertaining to board policies, or other matters not addressed by a policy, will be promulgated only by the president. The terms "policy," "policies," or "procedures" will not be used to designate regulations or guidelines. Regulations or guidelines may be issued by the president on the president's initiative or on the recommendation of a vice president after senior officers and staff designated by the president have had an opportunity to review and comment on the proposal. All regulations and guidelines issued by the president will be signed and dated by the president.

III. Maintaining the Policy Manual; Technical Corrections

A. The senior vice president and general counsel will assign each policy, regulation, and guideline a number and the secretary of the University will incorporate it in the Policy Manual. The first page of every policy, regulation or guideline shall note its promulgation date and dates of amendment. Policies, regulations, guidelines, and amendments thereto, shall state an effective date if that date is different from the date of adoption.

B. The secretary of the University will maintain a permanent record of each policy, regulation, and guideline adopted or amended by the Board of Governors or the president and will prepare a transmittal letter to transmit each to the senior officers, chancellors, and others, as designated by the president. The secretary of the University will control the numbering of

transmittal letters and will keep a permanent record of each transmittal letter and the accompanying policy, regulation or guideline.

C. The Policy Manual will be maintained in hard copy form and in a format accessible on the University's website and will be updated regularly to include new or amended policies, regulations, and guidelines.

D. The secretary of the University, in consultation with the senior vice president and general counsel, is authorized to make technical changes to the Policy Manual as defined below:

1. Correct typographical errors;
2. Make conforming changes to names, titles, statutory and regulatory references, and other designations;
3. Correct inconsistencies among policies that may result due to a more recent policy adoption, amendment, or rescission;
4. Assure that board delegations and resolutions are accurately reflected throughout *The Code* and Policy Manual; and
5. Annotate policies, regulations, and guidelines to cross-reference other provisions of the Policy Manual.

Any corrections or changes that are made pursuant to this policy shall be summarized and reported in writing to the chair of the Board of Governors and the Committee on University Governance.

Adoption of the Policy Manual, Rescission of Prior Policies, and Promulgation of Policies

The Board of Governors adopts The University of North Carolina Policy Manual as the official document articulating Board of Governors' policies and the administrative regulations and guidelines of the president. Policies existing prior to the adoption of this policy and not included in the Policy Manual are rescinded and are no longer in effect.

~~I.~~ I. Definitions

~~A.a.~~ **A.a.** Policies. Policies direct the University of North Carolina, its constituent institutions and affiliated entities according to the board's mission and philosophies. Policies should articulate in a concise manner the official statement of the board on issues it deems important to the governance of the University. The Board of Governors is the only entity that may establish a policy of the University.

~~B.b.~~ **B.b.** Regulations. Regulations are those rules or requirements of the ~~P~~president that the General Administration, the constituent institutions, and the designated affiliated entities are required to follow.

~~C.c.~~ **C.c.** Guidelines. Guidelines are interpretations of policies or other requirements that are issued for the assistance of the General Administration, the constituent institutions, and the University's affiliated entities in conducting the affairs of the University.

~~D.d.~~ **D.d.** Transmittal ~~L~~letters. Transmittal letters will be used to transmit new or amended policies, regulations, or guidelines to the campuses. They will not contain information with long-term significance and will not be included in the *Policy Manual*. Transmittal letters will be sequentially numbered.

~~II.~~ II. Procedures for ~~a~~Adoption or ~~a~~Amendment of ~~p~~Policies, Regulations and Guidelines

~~A.~~ **A.** ~~aA.~~ **aA.**—Before the board may adopt, amend, or repeal a policy, a standing or special committee of the board must give notice of its proposed action concerning the policy by making a public announcement at a prior meeting of the board or by notice given to members of the board at least 28 days prior to the meeting at which action on the policy is proposed. At the meeting of the board at which the board is to take action, the committee's proposal may be adopted, adopted with amendments, or rejected.

~~B.~~ **B.** ~~bB.~~ **bB.**—~~Once a board policy is adopted, the senior Vice Ppresident and Ggeneral Ccounsel will assign it an outline number and the Ssecretary of the University will incorporate it in the Policy Manual, denoting it in the contents with capital letters. The first page of every policy shall note its promulgation date and dates of amendment. Policies and amendments shall state an effective date if that date is different from the date of adoption.~~

~~eC.~~ **eC.**—~~The sSecretary of the University will maintain a permanent record of each policy adopted or amended by the Board of Governors and will prepare a transmittal letter to transmit each to the vice presidents, chancellors, and others, as designated by the Ppresident.~~

~~III.~~ III. Procedures for ~~a~~Adoption of ~~R~~Regulations and ~~G~~Guidelines

~~aA.~~ **aA.**—Regulations and guidelines pertaining to board policies, or other matters not addressed by a policy, will be promulgated only by the president ~~and distributed to the campuses~~. The terms "policy," "policies," or "procedures" will not be used to designate regulations or guidelines.

~~bB.~~—Regulations or guidelines may be issued by the ~~P~~resident on the ~~P~~resident's initiative or on the recommendation of a vice president after senior officers and staff designated by the ~~P~~resident's cabinet have had an opportunity to review and comment on the proposal. All regulations and guidelines issued by the ~~P~~resident will be signed and dated by the ~~p~~President.

~~e.~~—The ~~senior Vice P~~resident and ~~G~~eneral ~~C~~ounsel will assign an outline number for use when the regulation or guidelines are incorporated into the Policy Manual.

~~d.~~—The ~~P~~resident or the vice president responsible for proposing a new or amended regulation or guidelines shall, after it is signed by the ~~P~~resident, prepare an appropriate transmittal letter, obtain a number for the transmittal letter from the ~~S~~ecretary of the University, and shall transmit it to the vice presidents, chancellors, ~~S~~ecretary of the University, and others, as designated by the ~~P~~resident.

~~e.~~—The ~~S~~ecretary of the University will control the numbering of transmittal letters and will keep a permanent record of each transmittal letter and the accompanying regulation or guideline.

III.4. Maintaining the Policy Manual: Technical Corrections

A.—The senior vice president and general counsel will assign each policy, regulation, and guideline a number and the secretary of the University will incorporate it in the Policy Manual. The first page of every policy, regulation or guideline shall note its promulgation date and dates of amendment. Policies, regulations, guidelines, and amendments thereto, shall state an effective date if that date is different from the date of adoption.

B.—The secretary of the University will maintain a permanent record of each policy, regulation, and guideline adopted or amended by the Board of Governors or the president and will prepare a transmittal letter to transmit each to the senior officers, chancellors, and others, as designated by the president. The secretary of the University will control the numbering of transmittal letters and will keep a permanent record of each transmittal letter and the accompanying policy, regulation or guideline.

C.—The Policy Manual will be maintained in hard copy form and in a format accessible ~~via the world-wide web~~ on the University's website and will be updated regularly to include new or amended policies, regulations, and guidelines.-

D.—The ~~s~~ecretary of the University, in consultation with the ~~s~~enior ~~v~~ice ~~P~~resident and ~~G~~eneral ~~C~~ounsel, will be responsible for updating the electronic version of the *Policy Manual* regularly and the hard copy version of it biennially by including new or amended policies, regulations, and guidelines. Hard copies will be distributed to the members of the Board of Governors, the President, the vice presidents, chancellors, and others, as designated by the President.is authorized to make technical changes to the Policy Manual as defined below:

1.—~~m~~ake technical changes to the Policy Manual as needed to correct typographical errors;

2.—~~M~~ake conforming changes to names, titles, statutory and regulatory references, and other designations;

3.—Correct inconsistencies among policies that may result due to a more recent policy adoption, amendment, or rescission;

4.—Assure that board delegations and resolutions are accurately reflected throughout The Code and Policy Manual; and

5. ~~5. Annotate policies, regulations, and guidelines to cross-reference other provisions of the *Policy Manual*.~~

~~Any technical corrections or changes that are made pursuant to this policy shall be summarized and reported in writing to the Chair of the Board of Governors and the Committee on University Governance.~~

Delegation of Authority to the President

I. Pursuant to N.C.G.S. §116-11(13) and other North Carolina law as referenced herein, and notwithstanding *The Code* or any other Board of Governors policy,¹ the Board of Governors delegates the following authorities to the president of the University:

A. Human Resources

1. Authority to establish and administer a human resources program for employees exempt from the State Human Resources Act (N.C.G.S. Chapter 126).

a. “Human resources program” shall include such personnel actions related to the establishment of positions and the administration of salary ranges; recruitment, appointments, salaries, and salary adjustments; promotion and tenure; leave programs; performance management; non-faculty discontinuation, discipline, and discharge; and non-faculty grievance and appeals processes (§300.1.1, §300.1.2, and §300.2.1).

b. The president may approve management flexibility plans for Special Responsibility Constituent Institutions and may delegate limited authority for human resources actions to constituent institutions that are not authorized as Special Responsibility Constituent Institutions (§600.3.4).

c. Notwithstanding the above provisions, unless otherwise delegated:

(1) The Board of Governors shall retain authority over the appointments and compensation for the president, for the chancellors of the constituent institutions, for the chief executive officer of the UNC Health Care System, and for the UNC-TV executive director and general manager. (§300.1.1, *The Code* §500, N.C.G.S. §116-37(c), *The Code* §900, N.C.G.S. §116-37.1(c), and §1200.1).

(2) The Board of Governors shall retain authority over certain contract terms for athletic directors and head coaches of the constituent institutions (§1100.3).

(3) The president shall consult with the Board’s Committee on Personnel and Tenure on appointments and compensation for the senior officers of the UNC General Administration who report directly to the president.

¹ The Secretary of the University is authorized to annotate the referenced policies and regulations to cross-reference these delegations.

(4) The Board of Governors shall retain authority over adjustments to base salary for permanent faculty and for employees exempt from the State Human Resources Act when the proposed amount (1) exceeds the established salary range or (2) exceeds twenty-five percent (25%) and twenty-five thousand dollars (\$25,000) of the compensation in effect at the end of the last fiscal year.²

2. Authority to approve all actions relating to the administration of the Optional Retirement Program (N.C.G.S. §135-5.1) and the Phased Retirement Program (§300.7.2).

3. The president shall report in writing on actions taken under the authority of these delegations to the appropriate committee of the Board of Governors no less than annually, or as otherwise requested by the chair of the Board of Governors or the chair of the Committee on Personnel and Tenure.

B. Governance

1. The authority to approve the initiation of a lawsuit in the name of the University if the action is for monetary relief and the amount in controversy is less than \$250,000. (§200.5)

2. The authority to settle a lawsuit that has been filed by or against a constituent institution or the University of North Carolina, if the settlement is solely for monetary relief and the amount the University is to pay pursuant to the settlement is less than \$250,000 or, if the University is to receive a payment, the amount the University claimed is less than \$250,000. (§200.5)

3. Authority to approve the political activities of employees of the University who are candidates for or serving in public office (§300.5.1).

C. Reports

The authority to approve and submit any report the University or the Board of Governors is required to submit to the General Assembly, the State Board of Education or any other State or federal agency or officer.

D. Real Property

1. Except as authorized by b. below, authority to approve leases with at least \$50,000³ but less than \$350,000 annual rental for a term of up to five years, subject to approval by the Department of Administration and the Governor and Council of State (§§600.1.3 and 600.1.4[R]).

2. Authority to approve the acquisition or disposition of real property by lease without the approval of the Department of Administration, the Governor and Council of State if the lease is for a term of not more than 10 years. The president's authority may be

² The Board approved further authority delineations at the April 2015 meeting, *see* "Resolution to Delegate Limited Authority for Approval of Salary Adjustments to the President," and reaffirmed in March 2016 "Resolution of the Board of Governors Review and Approval of Proposed Salary Adjustments."

³ Note that leases with annual rent less than \$50,000 may be approved by the boards of trustees or the chancellors without further approval by the Board of Governors or the president. *See* Regulation §600.1.4[R].

exercised in the president's discretion on behalf of General Administration, University affiliates or the constituent institutions. (N.C.G.S. §116-31.12, and §600.1.3.1 and 600.1.3.1[R]).

3. Authority to approve acquisition or disposition of an interest in real property, other than a lease, for an amount of at least \$50,000 but less than \$500,000 (§600.1.3 and §600.1.4[R]).

4. Authority to approve capital improvement projects that are projected to cost \$500,000 or less. The president must provide notice of projects the president intends to approve under this provision to the Committee on Budget and Finance at least one week prior to authorizing the project. (§600.1.1).

E. Institutional Trust Funds

Authority to delegate to the chancellors management of institutional trust funds (§600.2.4 and §600.2.4.1).

II. The president will report all actions taken under the authority of the delegations in sections I.B. through I.E. to the appropriate committee of the Board of Governors either in writing before the next regular meeting of the Board of Governors or at the next regular meeting of the Board of Governors.

III. These delegations will remain in effect unless and until the Board of Governors rescinds them in whole or in part.

Delegation of Authority to the President

I. Pursuant to N.C.G.S. §116-11(13) and other North Carolina law as referenced herein, and notwithstanding *The Code* or any other Board of Governors policy,¹ the Board of Governors delegates the following authorities to the president of the University:

A. Human Resources

1. Personnel

~~a. Authority to appoint^{establish} and set the salaries of Senior Academic and Administrative Officers (§300.1.1 and §600.3.4) and other administer a human resources program for employees exempt from the State Personnel Human Resources Act (§300.2.1) serving within the UNC General Administration. (N.C.G.S. Chapter 126).~~

~~b. Authority to set salary ranges for Senior Academic and Administrative Officers of the constituent institutions of University (§600.3.4).~~

~~c. Authority to approve conferrals of tenure and to set salaries of faculty, Senior Academic and Administrative Officers, except the chancellors, and other employees exempt from the State Personnel Act at campuses that do not have Management Flexibility to Appoint and Fix Compensation as long as those salaries are within the established salary ranges and are not raises in excess of 15 percent and \$10,000 higher than the salary in effect at the end of the last fiscal year. (Sections 300.1.1 and 600.3.4; *The Code* §602).~~

~~d~~

~~a. “Human resources program” shall include such personnel actions related to the establishment of positions and the administration of salary ranges; recruitment, appointments, salaries, and salary adjustments; promotion and tenure; leave programs; performance management; non-faculty discontinuation, discipline, and discharge; and non-faculty grievance and appeals processes (§300.1.1, §300.1.2, and §300.2.1).~~

~~b. The president may approve management flexibility plans for Special Responsibility Constituent Institutions and may delegate limited authority for human resources actions to constituent institutions that are not authorized as Special Responsibility Constituent Institutions (§600.3.4).~~

~~c. Notwithstanding the above provisions, unless otherwise delegated:~~

~~(1) The Board of Governors shall retain authority over the appointments and compensation for the president, for the chancellors of the constituent institutions, for the chief executive officer of the UNC Health Care System, and for the UNC-TV executive director and general manager. (§300.1.1, *The Code* §500, N.C.G.S. §116-37(c), *The Code* §900, N.C.G.S. §116-37.1(c), and §1200.1).~~

¹ The Secretary of the University is authorized to annotate the referenced policies and regulations to cross-reference these delegations.

(2) The Board of Governors shall retain authority over certain contract terms for athletic directors and head coaches of the constituent institutions (§1100.3).

(3) The president shall consult with the Board's Committee on Personnel and Tenure on appointments and compensation for the senior officers of the UNC General Administration who report directly to the president.

(4) The Board of Governors shall retain authority over adjustments to base salary for permanent faculty and for employees exempt from the State Human Resources Act when the proposed amount (1) exceeds the established salary range or (2) exceeds twenty-five percent (25%) and twenty-five thousand dollars (\$25,000) of the compensation in effect at the end of the last fiscal year.²

2. Authority to approve all actions relating to the administration of the Optional Retirement Program (N.C.G.S. §135-5.1) and the Phased Retirement Program (§300.7.2).

~~e. Authority to approve salary increases in excess of \$10,000 and 15% for faculty members who are receiving salary increases funded through the Faculty Recruitment and Retention Fund.~~

~~2~~

3. The president shall report in writing on actions taken under the authority of these delegations to the appropriate committee of the Board of Governors no less than annually, or as otherwise requested by the chair of the Board of Governors or the chair of the Committee on Personnel and Tenure.

B. Governance

1. The authority to approve the initiation of a lawsuit in the name of the University if the action is for monetary relief and the amount in controversy is less than \$250,000. (§200.5)

2. The authority to settle a lawsuit that has been filed by or against a constituent institution or the University of North Carolina, if the settlement is solely for monetary relief and the amount the University is to pay pursuant to the settlement is less than \$250,000 or, if the University is to receive a payment, the amount the University claimed is less than \$250,000. (§200.5)

3. Authority to approve the political activities of employees of the University who are candidates for or serving in public office (§300.5.1).

C. Reports

² The Board approved further authority delineations at the April 2015 meeting, see "Resolution to Delegate Limited Authority for Approval of Salary Adjustments to the President," and reaffirmed in March 2016 "Resolution of the Board of Governors Review and Approval of Proposed Salary Adjustments."

The authority to approve and submit any report the University or the Board of Governors is required to submit to the General Assembly, the State Board of Education or any other State or federal agency or officer.

D. Real Property

1. Except as authorized by b. below, authority to approve leases with at least \$50,000³ but less than \$350,000 annual rental for a term of up to five years, subject to approval by the Department of Administration and the Governor and Council of State (§§600.1.3 and 600.1.4[R]).

2. Authority to approve the acquisition or disposition of real property by lease without the approval of the Department of Administration, the Governor and Council of State if the lease is for a term of not more than 10 years. The president's authority may be exercised in the president's discretion on behalf of General Administration, University affiliates or the constituent institutions. (N.C.G.S. §116-31.12, and §600.1.3.1 and 600.1.3.1[R]).

3. Authority to approve acquisition or disposition of an interest in real property, other than a lease, for an amount of at least \$50,000 but less than \$500,000 (§600.1.3 and §600.1.4[R]).

4. Authority to approve capital improvement projects that are projected to cost \$500,000 or less. The president must provide notice of projects the president intends to approve under this provision to the Committee on Budget and Finance at least one week prior to authorizing the project. (§600.1.1).

E. Institutional Trust Funds

Authority to delegate to the chancellors management of institutional trust funds (§600.2.4 and §600.2.4.1).

II. The president will report all actions taken under the authority of ~~these~~the delegations in sections I.B. through I.E. to the appropriate committee of the Board of Governors either in writing before the next regular meeting of the Board of Governors or at the next regular meeting of the Board of Governors.

III. These delegations will remain in effect unless and until the Board of Governors rescinds them in whole or in part.

³ Note that leases with annual rent less than \$50,000 may be approved by the boards of trustees or the chancellors without further approval by the Board of Governors or the president. See Regulation §600.1.4[R].

Regulations Related to Monitoring Faculty Teaching Workloads

I. Purpose

In order to monitor constituent institutions' faculty teaching workloads in a consistent manner across the University, it is necessary to define the means and standards by which faculty teaching workload data shall be reported.

II. Procedures for Collecting Data

A. **Data Collection Format.** The University of North Carolina campuses will use the National Study of Instructional Costs and Productivity (Delaware Study) Data Collection Form for reporting.

B. Data Consistency

1. All UNC institutions of higher education, except for UNC School of the Arts, will follow the Delaware Study data definitions to complete the Data Collection Form.

2. To further ensure consistency, the following University of North Carolina defined Instructional Formats will be reported to the Delaware Study as an "Organized Class:"

a. **Lab.** A course requiring scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 designated spaces.

b. **Studio.** A course requiring visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.

c. **Lecture.** A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.

d. **Seminar.** A course requiring students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

e. **Lecture and lab.** A course that requires the combined attributes of a lecture course and a lab course.

f. **Recitation.** A course requiring the extended expression of thought supported by generally accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course.

Regulations Related to Monitoring Faculty Teaching Workloads

I. Purpose

In order to monitor constituent institutions' faculty teaching workloads in a consistent manner across the University, it is necessary to define the means and standards by which faculty teaching workload data shall be reported.

II. Procedures for Collecting Data

A. Data Collection Format. The University of North Carolina campuses will use the National Study of Instructional Costs and Productivity (Delaware Study) Data Collection Form for reporting.

B. Data Consistency

1. All UNC campuses/institutions of higher education, except for UNC School of the Arts, will follow the Delaware Study data definitions to complete the Data Collection Form.

2. To further ensure consistency, the following University of North Carolina defined Instructional Formats will be reported to the Delaware Study as an "Organized Class":

a. Lab. A course requiring scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in 210 designated spaces.

b. Studio. A course requiring visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.

c. Lecture. A course requiring the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.

d. Seminar. A course requiring students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

e. Lecture and lab. A course that requires the combined attributes of a lecture course and a lab course.

f. Recitation. A course requiring the extended expression of thought supported by generally -accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course.

C. Reporting Timeline

UNC campuses will submit annually the preceding fall Instructional Courseload (Part A) data of the Delaware Study at the same time, usually at the end of January, the Instructional Courseload (Part A) and Cost Data (Part B) is submitted for the preceding fiscal year.

Granting of Management Flexibility to Appoint and Fix Compensation

I. Purpose

A. Pursuant to N.C.G.S. § 116-11(13), and other North Carolina law as referenced herein, and in an effort to enhance the administrative efficiency of the University, the Board of Governors has delegated to the president the authority to establish a human resources program and to approve management flexibility plans at constituent institutions for faculty and EHRA non-faculty (those employees exempt from Chapter §126 of the North Carolina General Statutes). (Section 200.6 of the UNC Policy Manual.)

B. In accordance with this authority, the president may further delegate authority for approving human resources matters within the UNC General Administration.

C. Also in accordance with this authority, the president hereby further delegates the authority to administer certain human resources actions as described in Section II of this policy to the boards of trustees for all constituent institutions.

D. Also in accordance with this authority, the president hereby further delegates additional authority to administer certain human resources actions as described in Section III of this policy to the boards of trustees for institutions with management flexibility (Special Responsibility Constituent Institutions).

E. The authority granted by the Board of Governors through the president is subject to the *Code* of the University of North Carolina, policies of the Board of Governors, and all applicable federal and state laws, policies, regulations, and rules. Along with any other rules and regulations the Board of Governors and/or the president adopt, this policy requires each constituent institution to comply with all rules and regulations concerning equal employment opportunity; to act in recognition of funding availability and constraints within each institution's budget; and to take into account the actions of the Governor, the Office of State Budget and Management, and the General Assembly.

II. Authority Delegated to All Constituent Institutions

A. The president delegates to the board of trustees for each constituent institution the authority to execute the following personnel actions for faculty, EHRA non-faculty Tier 2 Senior Academic and Administrative Officers (SAAO Tier 2), and EHRA non-faculty instructional, research, and public service (IRPS) employees:

1. Permanent and temporary appointments and salaries
2. Promotion, including faculty rank changes but excluding tenure
3. Permanent and temporary salary increases or stipends

B. The president further authorizes the boards of trustees for the constituent institutions to delegate any of these actions to their chancellors, or to specific designees of the chancellor by title, as they deem appropriate.

C. Notwithstanding the delegations above, the president may establish regulations and guidelines that limit delegation for certain actions (for example, salary adjustments) within these categories.

III. Delegation of Authority to Boards of Trustees of Institutions with Management Flexibility

A. Simultaneous with the president's authorization of an institution's management flexibility plan, the board of trustees of that institution is delegated the authority to execute the following personnel actions, which it shall not delegate further unless the president or the Board of Governors shall allow:¹

1. Upon recommendation of the chancellor, appoint² and fix the salary and non-salary compensation³ for all vice chancellors and other Tier 1 senior academic and administrative officers (as defined in Section I.A., of Policy 300.1.1) with the exclusion of the chancellor.
2. Approve appointments and salary changes for SAAO Tier 1 appointments, with the exclusion of the chancellor.
3. Upon recommendation of the chancellor, establish salary ranges for SAAO Tier 2 positions, consistent with both the salary ranges and the policies established by the Board of Governors and the regulations and guidelines established by the president. The institution may otherwise elect to adopt salary ranges established by the UNC General Administration for these positions.
4. Upon recommendation of the chancellor, and consistent with the approved tenure policies and regulations of each institution, confer permanent tenure.

B. Simultaneous with the president's authorization of an institution's management flexibility plan, the board of trustees of that institution is also delegated the authority for the following personnel actions, which it may further delegate to the chancellor and may authorize the chancellor to further delegate on a limited basis.⁴

1. Establish faculty salary ranges within different academic disciplines, based on relevant data.
2. Appoint and fix the compensation for faculty awarded the designation of Distinguished Professors.

¹ The delegation authorized by this policy is in addition to the delegation by the Board of Governors to the boards of trustees contained in the Appendix to *The Code of the University of North Carolina*.

² For the purpose of this policy, the term "appoint" means the initial appointment, reappointment, or an appointment that constitutes a promotion or a significant change in position responsibilities.

³ Throughout this policy, all actions of a board of trustees of a Special Responsibility Constituent Institution to "fix the compensation" of employees are subject to the limitations contained in Sections II and III of this policy; the policies of the Board of Governors; guidelines and regulations established by the president; and institutional plans, policies, and procedures.

⁴ The chancellor may delegate authority only to the executive vice chancellor, provost, chief financial officer/chief business officer, and/or chief human resources officer, or any other director-level or senior officer with responsibility for campus-wide EHRA human resources actions.

3. Establish SAAO Tier 2 positions and IRPS positions and salary ranges.

C. Salaries and salary ranges shall be consistent with salary ranges established or authorized by the UNC General Administration and consistent with guidelines established by the president. Notwithstanding the delegations above and the provisions of any existing approved management flexibility plan, the Board of Governors and/or the president may establish policies, regulations, or guidelines that limit delegation for certain actions (such as establishing mandatory salary ranges or salary adjustments) within the delegations listed in III.A., and III.B.

D. The chancellor, or chancellor's designee, on behalf of each board of trustees of each institution with management flexibility:

1. Shall submit to the president or president's designee new or revised salary ranges for positions covered by this delegation on a schedule determined by the president or president's designee.

2. Shall submit to the president or president's designee an annual summary of personnel actions covered by this delegation. The president shall determine the content of the annual summary as deemed appropriate and necessary to monitor delegations.

IV. Responsibility of the Board of Governors and the President

A. The Board of Governors shall:

1. Issue a resolution each year that (a) interprets legislative action regarding salaries and (b) sets annually the salary range for the president and, in consultation with the president, the salary ranges for the chancellors. These ranges will be based upon relevant available data.

2. Authorize the president's salary and, based on recommendations from the president, the chancellors' salaries.

3. Authorize appointments and employment contracts for the chancellors, the president, the general manager of UNC-TV, and the chief executive officer of the UNC Health Care System as well as authorize certain contract terms and conditions for athletic directors and head coaches at constituent institutions as defined in §1100.3.

B. The president shall:

1. Establish SAAO Tier 1 positions and their salary ranges, with the exclusion of those defined in IV.A., above. In addition, the president will consult with the Board's Committee on Personnel and Tenure for appointments and compensation for senior officers who report directly to the president.

2. The president may authorize any significant changes in the organizational structure of a constituent institution, such as re-organization resulting in the creation of a new vice chancellor, dean, or equivalent administrative position.

3. Review annually the salaries set by the medical schools at the University of North Carolina at Chapel Hill and East Carolina University to ensure that the salaries are coordinated and are consistent with relevant data in a national medical labor market.

4. Provide at least annually to the constituent institutions guidelines regarding EHRA appointments and salary actions.

5. Provide periodic faculty salary studies based on peer data.

6. Withdraw or further limit the delegation of management flexibility from any institution that does not adhere to the policies and procedures set forth in this policy. The president will notify the institution of the discrepancies, and if these are not adequately addressed in the judgment of the president, then the president shall withdraw the delegation. The president may reinstate delegation or remove restrictions to a constituent institution upon further review and following the requirements established in section V of this policy.

C. The Board of Governors and/or the president shall:

1. Conduct performance audits on policies, practices, and other matters related to delegation of management flexibility.

2. For institutions with management flexibility, the president and the Board of Governors shall have the same responsibilities and authority as set forth in the policy on Selection Criteria and Operating Guidelines for Special Responsibility Constituent Institutions.⁵

V. Submitting Institutional Plans for Management Flexibility for Personnel Appointments

The president has the authority to approve institutional management flexibility plans for personnel appointments. Upon approval, the board of trustees of a Special Responsibility Constituent Institution⁶ shall have the authority delegated by this policy. An institutional plan shall include the following:

A. Policies and procedures for promotion and tenure of faculty.

1. An institutional policy for promotion and tenure⁷ that complies with *The Code* of the University of North Carolina, complies with current federal and state law, and provides clear requirements for promotion and the conferral of permanent tenure.

2. A schedule and process for periodic review of promotion and tenure policies, including a process for amending promotion and tenure policies subject to review by the president or president's designee.

⁵ See Section 600.3.1 of the UNC Policy Manual and in particular Section 600.3.1.A.2.

⁶ In order for an institution to have management flexibility for personnel appointments, the institution must be designated and maintain the status of a Special Responsibility Constituent Institution.

⁷ As applied to the North Carolina School of the Arts and the North Carolina School of Science and Mathematics, the terms "tenure policy" or "policy for promotion and tenure," as used herein, refer to the institution's policy governing the appointment of faculty.

B. Policies and procedures for senior academic and administrative officers (SAAO) and EHRA non-faculty.

1. Policies and procedures for establishing salary ranges for SAAO Tier 2 and for instructional, research, and public service (IRPS) EHRA non-faculty positions, consistent with the salary ranges and the policies established by the Board of Governors and the regulations and guidelines established by the president. The institution may otherwise elect to adopt salary ranges established by the UNC General Administration for these positions.

2. Policies and procedures for the recruitment and selection of senior academic and administrative officers and other EHRA non-faculty positions.

C. Policies and procedures for compensation policies for faculty and EHRA non-faculty.

1. An institutional policy on non-salary compensation of faculty and EHRA non-faculty, and on compensation from non-state sources such as grants, endowment funds, practice plan funds, etc.

2. Documentation of comprehensive salary studies that establish salary ranges for tenured faculty within different disciplines based on relevant data and for EHRA non-faculty, including methodology and relevant data.⁸

3. Documentation of EHRA salary-setting guidelines provided to institutional management.

D. Policies and procedures for audits and accountability.

1. Documentation that the institution has not had audit findings related to personnel practices, salary, or payroll for the previous three years or, if there have been audit findings in this period, documentation supporting that any findings have been remedied.

2. Documentation of appropriate accountability procedures in the event that the board of trustees delegates the authority granted pursuant to this policy to the chancellor.

VI. Implementation of the Delegated Authority under Management Flexibility

A. The president shall determine the effective date of the delegation authorized by this policy upon approval of the institution's management flexibility plan.

B. The president shall report to the Board of Governors those institutions approved for management flexibility prior to the effective date of the delegation.

⁸ When used in this policy, the phrase "relevant data" indicates that the institution shall draw comparisons to peer institutions as approved by the Board of Governors. Data from peer institutions will be used when available except in instances in which a campus can demonstrate legitimate labor market differences that justify the use of a supplemental or alternative set of peer institutions.

Granting of Management Flexibility to Appoint and Fix Compensation

I. Purpose

~~A. Pursuant to the provisions of Chapter N.C.G.S. § 116 of the General Statutes of 11(13), and other North Carolina law as referenced herein, and in an effort to enhance the administrative efficiency of the University, the Board of Governors has delegated to the president the authority to establish a human resources program and to approve management flexibility plans at constituent institutions for faculty and EHRA non-faculty (those employees exempt from Chapter §126 of the North Carolina General Statutes). (Section 200.6 of the UNC Policy Manual.)~~

~~B. In accordance with this authority, the president may further delegate authority for approving human resources matters within the UNC General Administration.~~

~~C. Also in accordance with this authority, the president hereby further delegates the authority to administer certain human resources actions as described in Section II of this policy to the boards of trustees for all constituent institutions designated.~~

~~D. Also in accordance with this authority, the president hereby further delegates additional authority to administer certain human resources actions as described in Section III of this policy to the boards of trustees for institutions with management flexibility (Special Responsibility Constituent Institutions with management flexibility the authority to administer personnel actions as described in this policy.)~~

~~E. The authority granted by the Board of Governors through the president is subject to the Code of the University of North Carolina, policies of the Board of Governors, and all applicable federal and state laws, policies, regulations, and rules. This provision Along with any other rules and regulations the Board of Governors and/or the president adopt, this policy requires each Special Responsibility constituent institution to comply with, along with other rules, all rules and regulations concerning equal employment opportunity; to act in recognition of funding availability and constraints within each institution's budget; and to take into account the actions of the Governor, the Office of State Budget and Management, and the General Assembly.~~

~~B. Institutional Plans for Management Flexibility for Personnel Appointments~~

~~The Board of Governors shall review and approve plans for management flexibility for personnel appointments. Upon approval the board of trustees of a Special Responsibility Constituent Institution shall have the authority delegated by this policy. An institutional plan shall include the following:~~

~~1. Policies and procedures for the recruitment and selection of senior academic and administrative officers. A campus policy for promotion and tenure that complies with The Code of the University of North Carolina and current federal law, provides for periodic pre-tenure, tenure and promotion review at multiple levels, and provides clear requirements for promotion and the conferral of permanent tenure.~~

~~2. A schedule and process for periodic review of promotion and tenure policies and a process for amending promotion and tenure policies that includes a review by~~

¹ In order for an institution to have management flexibility for personnel appointments, the institution must be designated and maintain the status of a Special Responsibility Constituent Institution.

² As applied to the North Carolina School of the Arts and the North Carolina School of Science and Mathematics, the terms "tenure policy" or "policy for promotion and tenure," as used herein, refer to the institution's policy governing the appointment of faculty.

II. Authority Delegated to All Constituent Institutions

A. The president delegates to the board of trustees for each constituent institution the authority to execute the following personnel actions for faculty, EHRA non-faculty Tier 2 Senior Academic and Administrative Officers (SAAO Tier 2), and EHRA non-faculty instructional, research, and public service (IRPS) employees:

1. Permanent and temporary appointments and salaries
2. Promotion, including faculty rank changes but excluding tenure
3. Permanent and temporary salary increases or stipends

B. The president further authorizes the boards of trustees for the constituent institutions to delegate any of these actions to their chancellors, or to specific designees of the chancellor by title, as they deem appropriate.

C. Notwithstanding the ~~Office of delegations above,~~ the president-

~~3~~ Salary ranges, based on relevant data, for vice chancellors, provosts, deans, and other similarly situated administrators ~~3~~ that are not included in the annual Board of Governors' study establishing salary ranges-

~~4~~ Evidence of comprehensive ~~may establish regulations and guidelines that limit delegation for certain actions (for example, salary studies that establish salary ranges for tenured faculty adjustments) within different disciplines based on relevant data.~~~~4~~these categories.

~~5~~ Policies governing the compensation of faculty and non faculty EPA (exempt from the State Personnel Act) from non state sources such as grants, endowment funds, practice plan funds, etc.

~~6~~ Policies governing any non salary compensation of faculty and non faculty EPA.

~~7~~ Documentation that the campus has not had audit findings related to personnel practices, salary or payroll for the previous three years or evidence that any findings have been remedied.

~~8~~ Evidence of appropriate accountability procedures in the event that the Board of Trustees delegates the authority granted pursuant to this policy to the chancellor.

C

III. Delegation of Authority to Boards of Trustees of Institutions with Management Flexibility

‡

A. Simultaneous with ~~approval by the Board of Governors~~president's authorization of an institution's ~~plan for management flexibility in personnel plan,~~ the board of trustees of ~~an~~that institution ~~with management flexibility~~ is delegated the authority to execute the following

~~3~~This would include directors of major administrative, educational, research, and public service activities.

~~4~~When used in this policy, the phrase "relevant data" indicates that the institution shall draw comparisons to peer institutions as approved by the Board of Governors. Data from peer institutions will be used when available except in instances in which a campus can demonstrate legitimate labor market differences that justify the use of a supplemental or alternative set of peer institutions.

personnel actions, which it ~~may~~shall not delegate ~~until further action by~~unless the president or the Board of Governors,~~to shall allow~~.⁵

a

1. Upon recommendation of the chancellor, appoint⁶ and fix the salary and non-salary compensation⁷ for all vice chancellors and other Tier 1 senior academic and administrative officers (as defined in Section I.A. of Policy 300.1.1 ~~—titled “Senior Academic and Administrative Officers”~~) ~~for which the Board of Governors establishes salary ranges. Any salary set by the Board of Trustees shall be established consistent~~ with the ~~salary ranges and the policies of the Board of Governors and the regulations and guidelines established by the Office of the President. Once appointed, all vice chancellors and senior academic and administrative officers will be responsible to the chancellor or the chancellor’s designee and will serve at the pleasure~~exclusion of the chancellor.

2. Approve appointments and salary changes for SAAO Tier 1 appointments, with the exclusion of the chancellor.

3. Upon recommendation of the chancellor, establish salary ranges for ~~deans and other similarly situated administrators that are not included in the annual~~SAAO Tier 2 positions, consistent with both the salary ranges and the policies established by the Board of ~~Governors’ study establishing salary ranges. These~~Governors and the regulations and guidelines established by the president. The institution may otherwise elect to adopt salary ranges ~~must be based upon available relevant data. established by the UNC General Administration for these positions.~~

e. ——— [Deleted]

d

4. Upon recommendation of the chancellor, and consistent with the approved tenure policies and regulations of each institution, confer permanent tenure.

e

B. Simultaneous with ~~approval by the Board of Governors~~president’s authorization of an institution’s ~~plan for management flexibility in personnel, upon recommendation~~plan, the board of trustees of ~~the chancellor and consistent with the approved tenure policies and regulations of each that~~ institution, ~~the Board of Trustees is also delegated the authority set forth below. Any~~ ~~offer for the authority set forth below~~following personnel actions, which it may be delegated ~~delegate~~ to the chancellor, ~~and may authorize the chancellor to further delegate on a limited basis.~~⁸

a

1. Establish faculty salary ranges within different academic disciplines, based on relevant data, ~~and fix the compensation for faculty with permanent tenure;~~

⁵The delegation authorized by this policy is in addition to the delegation by the Board of Governors to the boards of trustees contained in the Appendix to *The Code of the University of North Carolina*.

⁶ For the purpose of this policy, the term “appoint” means the initial appointment, reappointment, or an appointment that constitutes a promotion or a significant change in position responsibilities.

⁷ Throughout this policy, all actions of a board of trustees of a Special Responsibility Constituent Institution to “fix the compensation” of employees are subject to the limitations contained in ~~Section D~~Sections II and III of this policy; the policies of the Board of Governors; guidelines and regulations established by the ~~Office of the President;~~president; and institutional plans, policies, and procedures.

⁸ The chancellor may delegate authority only to the executive vice chancellor, provost, chief financial officer/chief business officer, and/or chief human resources officer, or any other director-level or senior officer with responsibility for campus-wide EHRA human resources actions.

b

2. Appoint and fix the compensation for faculty awarded the designation of Distinguished Professors.

~~3. e. Appoint Establish SAAO Tier 2 positions and fix salary of deans IRPS positions and other similarly situated administrators that are not included in the annual Board of Governors' study establishing salary ranges. These~~

~~C. Salaries and salary ranges must be based upon available relevant data. The compensation shall be consistent with salary ranges established ranges, equity studies, and relevant policies, regulations, or authorized by the UNC General Administration and guidelines consistent with guidelines established by the president. Notwithstanding the delegations above and the provisions of any existing approved management flexibility plan, the Board of Governors and/or the president may establish policies, regulations, or guidelines that limit delegation for certain actions (such as establishing mandatory salary ranges or salary adjustments) within the delegations listed in III.A., and III.B.~~

~~d. Award compensation from non-state sources consistent with policies established by the Board of Governors.~~

~~3. The~~

~~D. The chancellor, or chancellor's designee, on behalf of each board of trustees of each institution with management flexibility:~~

~~a. Shall, prior to the effective date of implementation, file with the Office of the President the salary ranges and relevant documentation for the administrators for whom the campus has authority for setting ranges or salaries. Such documentation shall be based on relevant data.⁹~~

b

~~1. Shall submit to the president or president's designee new or revised salary ranges for positions covered by this delegation on a schedule determined by the president or president's designee.~~

~~2. Shall providesubmit to the president or president's designee an annual summary to the Board of Governors onof personnel actions covered by this delegation. That annual report shall include information regarding:~~

~~i. The EPA appointments of all:~~

~~a. vice chancellorsThe president shall determine the content of the annual summary as deemed appropriate and provosts~~

~~b. senior academic and administrative officers for which the Board of Governors establishes salary ranges~~

~~e. deans, and other similarly situated administrators~~

~~ii. The conferral of tenure;~~

~~iii. The salary and non salary compensation for all positions listed in subpart C.(3)(b)(i) above;~~

⁹ See Footnote 4.

~~iv. The most recent analysis of equity issues relevant to the employment of faculty and administrators;~~

~~v. Audit findings related necessary to weaknesses in the internal control structure, deficiencies in the accounting records, and noncompliance with rules and regulations or any other instances where significant findings are identified. The report should specifically detail any findings regarding personnel practices, salary or payroll for the previous year and remedial action taken in response to audit findings. monitor delegations.~~

~~e. Shall submit to the Board of Governors for review, at least 30 days prior to a regularly scheduled meeting, all new or modified compensation policies and salary ranges established for faculty with permanent tenure and senior academic and administrative officer positions.~~

~~ⓓ~~

IV. Responsibility of the Board of Governors and the President

~~1. In consultation with the President,~~

~~A. The Board of Governors shall:~~

~~a~~

~~1. Issue a resolution each year interpreting that (a) interprets legislative action regarding salaries. Annually set and (b) sets annually the salary range for the president and, in consultation with the president, the salary ranges for the chancellors, vice chancellors, and members of the Office of the President senior staff. 10. These ranges will be based upon relevant available data.~~

~~b. Establish~~

~~2. Authorize the president's salary range of any new vice and, based on recommendations from the president, the chancellors' salaries.~~

~~3. Authorize appointments and employment contracts for the chancellors, the president, the general manager of UNC-TV, and the chief executive officer of the UNC Health Care System as well as authorize certain contract terms and conditions for athletic directors and head coaches at constituent institutions as defined in §1100.3.~~

~~B. The president shall:~~

~~1. Establish SAAO Tier 1 positions and their salary ranges, with the exclusion of those defined in IV.A., above. In addition, the president will consult with the Board's Committee on Personnel and Tenure for appointments and compensation for senior officers who report directly to the president.~~

~~2. The president may authorize any significant changes in the organizational structure of a constituent institution, such as re-organization resulting in the creation of a new vice -chancellor, dean, or equivalent administrative position, shall be approved by the President.~~

~~e. Annually review~~

¹⁰Pursuant to NCGS §116-11(13), and notwithstanding *The Code* or any other Board of Governors policy, the Board of Governors has delegated certain authorities to the President of the University. See Policy 200.6, *Delegation Authority to the President of the University*, adopted 11/13/06.

3. Review annually the salaries set by the medical schools at the University of North Carolina at Chapel Hill and East Carolina University to ensure that the salaries are coordinated and are consistent with relevant data in a national medical labor market.

~~d. Review and approve proposed salary increases in instances in which the salary of any employee exempt from the State Personnel Act or faculty member (1) exceeds the established salary range or (2) exceeds, the salary in effect at the end of the last fiscal year both by ten thousand dollars or more and by fifteen percent or more.¹¹~~

~~e. Establish chancellors' salaries and salaries of the President's senior staff based on recommendations from the President.¹²~~

f

4. Provide at least annually to the constituent institutions guidelines regarding EHRA appointments and salary actions.

5. Provide periodic faculty salary studies based on peer data.

~~g. Approve contracts for the chancellors and the President.~~

~~h. Consistent with~~

6. Withdraw or further limit the delegation of management flexibility from any institution that does not adhere to the policies and procedures set forth in this policy. The president will notify the institution of the discrepancies, and if these are not adequately addressed in the judgment of the president, then the president shall withdraw the delegation. The president may reinstate delegation or remove restrictions to a constituent institution upon further review and following the requirements established in section V of this policy.

C. The Board of ~~Governor's responsibility for ensuring accountability, Governors and/or the president shall:~~

1. Conduct performance audits on policies, practices, and other matters related to Management Flexibility implementation and operation at constituent institutions to which this flexibility has been granted.~~delegation of~~

~~2. For institutions designated as institutions with management flexibility.~~

2. For institutions with management flexibility, the president and the Board of Governors shall have the same responsibilities and authority as set forth in the policy on Selection Criteria and Operating Guidelines for Special Responsibility Constituent Institutions.¹³

V. Submitting Institutional Plans for Management Flexibility for Personnel Appointments

The president has the authority to approve institutional management flexibility plans for personnel appointments. Upon approval, the board of trustees of a Special Responsibility Constituent

¹¹ Except to current employees appointed to a new position after a competitive process or to current employees promoted to higher rank consistent with campus policies or conversion from nine (9) months to a longer annual term.

¹² See Footnote 9 above.

⁵ See §Section 600.3.1 of the University of North Carolina UNC Policy Manual and in particular §Section 600.3.1.A.2.

Institution¹⁴ shall have the authority delegated by this policy. An institutional plan shall include the following:

~~3. The Personnel and Tenure Committee of the Board of Governors reserves the right to withdraw the granting of management flexibility to any institution that does not adhere to the policies and procedures set forth in this policy. Should this occur, the Board of Governors will notify the institution of the discrepancies, and if they are not adequately addressed, in the judgment of the Board of Governors, then the management flexibility shall be withdrawn. This will mean another review process will have to be conducted and flexibility reinstated under the original procedure.~~

~~E~~

~~A. Policies and procedures for promotion and tenure of faculty.~~

~~1. An institutional policy for promotion and tenure¹⁵ that complies with *The Code of the University of North Carolina*, complies with current federal and state law, and provides clear requirements for promotion and the conferral of permanent tenure.~~

~~2. A schedule and process for periodic review of promotion and tenure policies, including a process for amending promotion and tenure policies subject to review by the president or president's designee.~~

~~B. Policies and procedures for senior academic and administrative officers (SAAO) and EHRA non-faculty.~~

~~1. Policies and procedures for establishing salary ranges for SAAO Tier 2 and for instructional, research, and public service (IRPS) EHRA non-faculty positions, consistent with the salary ranges and the policies established by the Board of Governors and the regulations and guidelines established by the president. The institution may otherwise elect to adopt salary ranges established by the UNC General Administration for these positions.~~

~~2. Policies and procedures for the recruitment and selection of senior academic and administrative officers and other EHRA non-faculty positions.~~

~~C. Policies and procedures for compensation policies for faculty and EHRA non-faculty.~~

~~1. An institutional policy on non-salary compensation of faculty and EHRA non-faculty, and on compensation from non-state sources such as grants, endowment funds, practice plan funds, etc.~~

~~2. Documentation of comprehensive salary studies that establish salary ranges for tenured faculty within different disciplines based on relevant data and for EHRA non-faculty, including methodology and relevant data.¹⁶~~

⁶ In order for an institution to have management flexibility for personnel appointments, the institution must be designated and maintain the status of a Special Responsibility Constituent Institution.

⁷ As applied to the North Carolina School of the Arts and the North Carolina School of Science and Mathematics, the terms "tenure policy" or "policy for promotion and tenure," as used herein, refer to the institution's policy governing the appointment of faculty.

3. Documentation of EHRA salary-setting guidelines provided to institutional management.

D. Policies and procedures for audits and accountability.

1. Documentation that the institution has not had audit findings related to personnel practices, salary, or payroll for the previous three years or, if there have been audit findings in this period, documentation supporting that any findings have been remedied.

2. Documentation of appropriate accountability procedures in the event that the board of trustees delegates the authority granted pursuant to this policy to the chancellor.

VI. Implementation of the Delegated Authority under Management Flexibility

~~1. Special Responsibility Constituent Institutions seeking to obtain management flexibility may submit a plan to the Senior Vice President for Academic Affairs for review and approval by the Board of Governors or the Personnel and Tenure Committee of the Board on any~~

~~A. The president shall determine the effective date after March 1, 2002, of the delegation authorized by this policy is not effective until the date set upon the approval of the institution's plan for management flexibility for personnel appointments. plan.~~

~~3. The Personnel and Tenure Committee of the Board of Governors is hereby authorized to approve plans submitted by a Special Responsibility Constituent institution and to grant management flexibility for personnel appointments. The committee~~

~~B. The president shall report to the Board of Governors, prior to the effective date of the delegation, those institutions approved for management flexibility for personnel appointments by the Committee prior to the effective date of the delegation.~~

⁸ When used in this policy, the phrase "relevant data" indicates that the institution shall draw comparisons to peer institutions as approved by the Board of Governors. Data from peer institutions will be used when available except in instances in which a campus can demonstrate legitimate labor market differences that justify the use of a supplemental or alternative set of peer institutions.

Minimum Requirements for First-time Undergraduate Admissions Minimum Course Requirements

In addition to the requirement that students should hold a high school diploma or its equivalent, the University of North Carolina Board of Governors has, since 1988, established minimum course requirements for undergraduate admission, including a fourth unit of mathematics. These requirements are summarized below.

Six course units in language, including:

- four units in English emphasizing grammar, composition, and literature, and
- two units of a language other than English.

Four course units of mathematics, in any of the following combinations:

- common core I, II, III
- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or
- integrated math I, II, and III, and one unit beyond integrated math III.

(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in science, including:

- at least one unit in a life or biological science (for example, biology),
- at least one unit in physical science (for example, physical science, chemistry, physics), and
- at least one laboratory course.

Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

I. Articulation with Graduation Requirements in the North Carolina Public High Schools

Following the board's change in minimum course requirements, the North Carolina State Board of Education revised the requirements for high school graduation by offering four courses of study: (1) career, (2) college tech prep, (3) college prep, and (4) occupational. These requirements are summarized below. Option 3 tracks the UNC minimum course requirements closely.

NC Course of Study Graduation Requirements				
Content Area	CAREER Course of Study Requirements	COLLEGE TECH PREP Course of Study Requirements	COLLEGE PREP Course of Study (UNC 4-yr. College) Requirements	OCCUPATIONAL Course of Study
English I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	This course of study shall be made available for certain students with disabilities who have an IEP, beginning with first time ninth graders in 2000-2001. Curriculum content requirements will be presented to the State Board of Education by May 2000.
Mathematics	3 credits Including Algebra I	3 credits Alg. I, Geometry, Alg. II or Alg. I, Technical Math I & II or Integrated Mathematics I, II & III	3 credits Alg. I, Alg. II, Geometry (or higher level math course for which Alg. II is prerequisite) (Recommended one course unit in 12 th grade Integrated Mathematics I, II & III	
Science	3 credits a physical science course Biology earth/env. science	3 credits a physical science course related to career pathway (CP) Biology earth/env. science	3 credits a physical science course a life or biological course (Biology) earth/env. science	

Social Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies (UNC admission policy requires 2 courses to meet minimum admission requirements US History and 1 elective)	
Second Language	Not Required	Not Required	Not Required Recommended at least 2 course units in one second language with one course unit taken in 12 th grade	
Computer Skills	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	
Health & Physical Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	
Career/Technical	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	Not required	
Arts Ed. (Visual Arts, Dance, Music, Theatre Arts)	Not required (local decision)	Not required (local decision)	Not required (local decision)	

Electives or other requirements	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	6 Elective Credits and other credits designated by the LEA Proficiency on exit exam	
Total	Depends on local requirements	Depends on local requirements	Depends on local requirements	

II. Minimum Admissions Requirements (MAR)

All applicants for first-time admission must meet minimum high school GPA and SAT/ACT scores. The minimum SAT (mathematics and critical reading) required for admissions is 800 on tests administered prior to March 2016 and the corresponding concordance score, as determined by the College Board, for versions administered March 2016 and beyond, or a composite ACT score of 17. The minimum high school GPA for first-time undergraduates is 2.5 (weighted).

III. Chancellor's Exceptions

The maximum number of chancellor's exceptions is limited to one percent (1%) of the total number of applicants accepted as first-time undergraduates each year. A chancellor's exception may be applied to the SAT/ACT minimum requirement and/or the HSGPA minimum requirement.

IV. Graduates of Cooperative Innovative High Schools (Early College)

Beginning with the 2016-2017 admissions application cycle for enrollment in the 2017-2018 academic year, each UNC constituent institution must offer to any student who graduated from a cooperative innovative high school program with an associate degree and who applies for admission to a constituent institution the option of being considered for admission as a freshman or as a transfer student.

The constituent institution shall also provide written information to the student regarding the consequences that accompany each option and any other relevant information that may be helpful to the student when considering which option to select.

Beginning March 1, 2017, the Board of Governors shall report annually regarding the number of students who graduated from a cooperative innovative high school program with an associate degree and which option was chosen by those students when applying for admission to a constituent institution.

V. Other Admissions Requirements

All applicants for admission to any campus, except those exempted by current campus and/or UNC policies and regulations, must submit a standardized test score. For additional information on admissions see 700.1.1.1 [R], 700.1.1.2 [R], and 700.7.1 [R].

VI. Notification of Stakeholders and Educational Policymakers

The president is directed to develop plans and further recommendations to inform key stakeholders and education policymakers of the changes in requirements. The president may establish regulations to implement this policy.

Minimum Requirements for First-time Undergraduate Admissions Minimum Course Requirements

In addition to the requirement that students should hold a high school diploma or its equivalent, the University of North Carolina Board of Governors has, since 1988, established minimum course requirements for undergraduate admission, including a fourth unit of mathematics. These requirements are summarized below.

Six course units in language, including:

- four units in English emphasizing grammar, composition, and literature, and
- two units of a language other than English.

Four course units of mathematics, in any of the following combinations:

- common core I, II, III
- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or
- integrated math I, II, and III, and one unit beyond integrated math III.

(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in science, including:

- at least one unit in a life or biological science (for example, biology),
- at least one unit in physical science (for example, physical science, chemistry, physics), and
- at least one laboratory course.

Two course units in social studies, including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

I. Articulation with Graduation Requirements in the North Carolina Public High Schools

Following the board's change in minimum course requirements, the North Carolina State Board of Education revised the requirements for high school graduation by offering four courses of study: (1) career, (2) college tech prep, (3) college prep, and (4) occupational. These requirements are summarized below. Option 3 tracks the UNC minimum course requirements closely.

NC Course of Study Graduation Requirements				
Content Area	CAREER Course of Study Requirements	COLLEGE TECH PREP Course of Study Requirements	COLLEGE PREP Course of Study (UNC 4-yr. College) Requirements	OCCUPATIONAL Course of Study
English I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	4 credits I, II, III, IV	This course of study shall be made available for certain students with disabilities who have an IEP, beginning with first time ninth graders in 2000-2001. Curriculum content requirements will be presented to the State Board of Education by May 2000.
Mathematics	3 credits Including Algebra I	3 credits Alg. I, Geometry, Alg. II or Alg. I, Technical Math I & II or Integrated Mathematics I, II & III	3 credits Alg. I, Alg. II, Geometry (or higher level math course for which Alg. II is prerequisite) (Recommended one course unit in 12 th grade Integrated Mathematics I, II & III	
Science	3 credits a physical science course Biology earth/env. science	3 credits a physical science course related to career pathway (CP) Biology earth/env. science	3 credits a physical science course a life or biological course (Biology) earth/env. science	

Social Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies	3 credits Govt./Econ. (ELPS) US History World Studies (UNC admission policy requires 2 courses to meet minimum admission requirements US History and 1 elective)	
Second Language	Not Required	Not Required	Not Required Recommended at least 2 course units in one second language with one course unit taken in 12 th grade	
Computer Skills	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	
Health & Physical Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	1 credit Health/Phys. Ed.	
Career/Technical	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	4 units of credits Select courses appropriate for career pathway to include a second level (advanced) course	Not required	
Arts Ed. (Visual Arts, Dance, Music, Theatre Arts)	Not required (local decision)	Not required (local decision)	Not required (local decision)	

Electives or other requirements	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	6 Elective Credits and other credits designated by the LEA Proficiency on exit exam	
Total	Depends on local requirements	Depends on local requirements	Depends on local requirements	

II. Minimum Admissions Requirements (MAR)

All applicants for first-time admission must meet minimum high school GPA and SAT/ACT scores. The minimum SAT (mathematics and critical reading) required for admissions is 800 on tests administered prior to March 2016 and the corresponding concordance score, as determined by the College Board, for versions administered March 2016 and beyond, or a composite ACT score of 17. The minimum high school GPA for first-time undergraduates is 2.5 (weighted).

III. Chancellor’s Exceptions

The maximum number of chancellor’s exceptions is limited to one percent (1%) of the total number of applicants accepted as first-time undergraduates each year. A chancellor’s exception may be applied to the SAT/ACT minimum requirement and/or the HSGPA minimum requirement.

IV. Graduates of Cooperative Innovative High Schools (Early College)

Beginning with the 2016-2017 admissions application cycle for enrollment in the 2017-2018 academic year, each UNC constituent institution must offer to any student who graduated from a cooperative innovative high school program with an associate degree and who applies for admission to a constituent institution the option of being considered for admission as a freshman or as a transfer student.

The constituent institution shall also provide written information to the student regarding the consequences that accompany each option and any other relevant information that may be helpful to the student when considering which option to select.

Beginning March 1, 2017, the Board of Governors shall report annually regarding the number of students who graduated from a cooperative innovative high school program with an associate degree and which option was chosen by those students when applying for admission to a constituent institution.

V. Other Admissions Requirements

All applicants for admission to any campus, except those exempted by current campus and/or UNC policies and regulations, must submit a standardized test score. For additional information on admissions see 700.1.1.1 [R], 700.1.1.2 [R], and 700.7.1 [R].

VI. Notification of Stakeholders and Educational Policymakers

The president is directed to develop plans and further recommendations to inform key stakeholders and education policymakers of the changes in requirements. The president may establish regulations to implement this policy.

CHAPTER V - OFFICERS OF THE UNIVERSITY

SECTION 500. ELECTION OF OFFICERS.

500 A. President and Staff.

(1) The Board of Governors shall elect a president of the University of North Carolina [See G.S. 116-14(a)], whose compensation shall be fixed by the Board of Governors.

(2) The Board of Governors, on nomination of the president, shall elect and fix the compensation of such professional members of the presidential staff as may be deemed necessary to administer the affairs and execute the policies of the University of North Carolina, unless the Board has otherwise delegated this authority to the president. These staff members shall include such senior vice presidents and other vice presidents and officers as may be deemed desirable. [See G.S. 116-14(b)]

(3) In addition, the president shall employ such other personnel, subject to the provisions of Chapter 126 of the North Carolina General Statutes ("State Human Resources Act"), as may be deemed necessary to assist the officers of the University in administering the affairs and executing the policies of the University of North Carolina. [See G. S. 116-14(b)]

(4) The professional staff complement shall be established by the board on recommendation of the president to ensure that there are persons on the staff who have the professional competence and experience to carry out the duties assigned and to ensure that there are persons on the staff who are familiar with the problems and capabilities of all of the principal types of institutions represented in the University of North Carolina. Provision shall be made for persons of high competence and strong professional experience in such areas as academic affairs, public-service programs, business and financial affairs, institutional studies and long-range planning, student affairs, research, legal affairs, health affairs and institutional development, and for state and federal programs administered by the board. [See G.S. 116-14(b)]

500 B. Chancellors and Staffs.⁷

(1) The Board of Governors shall elect, on nomination of the president, the chancellor of each of the constituent institutions and fix the chancellor's compensation. The president shall make a nomination from a list of not fewer than two names recommended by the institutional board of trustees. [See G. S. 116-11(4)]

(2) Unless the Board of Governors has delegated this authority to the president or to an institutional board of trustees, the Board of Governors shall, on recommendation of the president and of the appropriate institutional chancellor, appoint and fix the

⁷ The merger of an institution into the University of North Carolina under Chapter 1244 of the 1971 Session Laws or the establishment of the North Carolina School of Science and Mathematics as a constituent institution under S.L. 2006-66 shall not impair any term of office, appointment, or employment of any administrative, instructional, or other personnel of the institution. Effective July 1, 1972, the title president and vice president of each constituent institution shall be changed to chancellor and vice chancellor, and the tenures of persons occupying these positions shall continue subject to the other provisions of this Code. [See Sec. 18, Ch. 1244, 1971 Session Laws]

compensation of all vice chancellors, senior academic and administrative officers, and persons having permanent tenure. [See G.S. 116-11(5) and 116-40.22(b)]

SECTION 501. PRESIDENT OF THE UNIVERSITY.

501 A. General Authority.

The president of the University of North Carolina shall be the chief administrative and executive officer of the University. [See G.S. 116-14(a)] The president shall have complete authority to manage the affairs and execute the policies of the University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors and the provisions of this Code. The president shall personally represent before the state, the region and the nation the ideals and the spirit of the University of North Carolina. As the chief executive, the president shall be the official administrative spokesperson for and the interpreter of the University to the alumni and alumnae as a whole, the news media, the educational world, and the general public. The president shall be responsible for the presentation and interpretation of all University policies, recommendations, and requests to the General Assembly, the governor, state officers and commissions, and the federal government.

501 B. Relation of the President to the Board of Governors.

(1) The president, as the chief executive officer of the University, shall perform all duties prescribed by the Board of Governors. The president shall be responsible to the Board of Governors for the prompt and effective execution of all laws relating to the University of North Carolina and of all resolutions, policies, rules, and regulations adopted by the board for the operation of the University of North Carolina and for the government of any and all of its constituent institutions, and the president's discretionary powers shall be broad enough to meet the extensive responsibilities of the presidency.

(2) The president shall make recommendations to the Board of Governors with respect to the adoption, modification, revision or reversal of policies, rules, and regulations applicable to the University of North Carolina and any or all of its constituent institutions. To this end, the president shall establish and maintain agencies of inquiry and administrative lines of communication, which include the constituent institutions, to ensure prompt perception of needs for problem identification and analysis, decision, and policy formulation.

(3) The president shall prepare and submit to the Board of Governors such reports and recommendations concerning the University of North Carolina and its constituent institutions as the president may deem wise or as the board may require.

(4) The president shall attend and may participate in, without the privilege of voting, the meetings of the Board of Governors and its various committees, and the president may attend the meetings of all the boards of trustees.

(5) The president shall be the official administrative medium of communication between the Board of Governors and all individuals, officials, agencies, and organizations, both within and without the University and its constituent institutions.

(6) The president, consistent with the provisions of Section 500 B(2), shall make nominations for all appointments that are to be acted upon by the Board of Governors and shall make recommendations for all promotions, salaries, transfers, suspensions, and dismissals that are to be acted upon by the board. The board reserves the right, in all instances, to act on its own initiative.

(7) The president shall assume, and retain at all times, control over the budget of the University of North Carolina, subject to the direction and control of the Board of Governors. The president shall prepare the proposed budget of the University of North Carolina and shall submit such proposed budget to the Board of Governors for approval;

administrative procedures uniformly applicable to all institutions shall be established by the president to ensure that each institution has full opportunity to provide information and advice concerning the formulation of such proposed budget. The president shall be responsible for the presentation and explanation of budget requests approved by the Board of Governors to the director of the budget and the Advisory Budget Commission, the General Assembly and its committees, officers, and members. The president shall be responsible for the execution of the budget of the University of North Carolina as approved by the General Assembly. All revisions of the budget which require approval of the Advisory Budget Commission shall be acted upon by the Board of Governors on recommendation of the president.

(8) The president, with the approval of the Board of Governors, shall appoint an advisory committee composed of representative presidents of the private colleges and universities of the state. [See G.S. 116-14(c)]

501 C. Relation of the President to the University.

(1) The president shall be the leader of the University of North Carolina and its constituent institutions and shall coordinate the activities of all constituent institutions in accordance with the principle of allocated functions prescribed by the Board of Governors. The president shall promote the general welfare and development of the University in its several parts and as a whole.

(2) The president shall be a member of, and shall have the privilege of attending meetings of, all faculties of the constituent institutions of the University of North Carolina.

(3) In the absence of policies prescribed by the Board of Governors, the president shall resolve all issues of jurisdiction and dispute among the constituent institutions of the University.

(4) Repealed.

(5) The president may refer for investigation, report, and advice any question of University concern to any council, faculty, or scientific, extension, or administrative staff.

(6) The medium for official communications between the president and the constituent institutions of the University shall be the respective chancellors.

(7) The president shall establish administrative organizations to carry out the policies of the University and shall interpret these organizations to the Board of Governors and to the officers and faculties of the University. The president shall ensure that the University and its constituent institutions are properly staffed with personnel competent to discharge their responsibilities effectively. In carrying out the president's duties and responsibilities, the president shall be assisted by staff officers and by the chancellors of the constituent institutions. The president shall prescribe the duties and assignments of the staff officers reporting to the president. The president may establish and define the duties of all-University councils and committees to advise and assist the president in the execution of the president's duties. The president may delegate to other officers portions of the president's duties and responsibilities, with the required authority for their fulfillment. However, such delegation shall not reduce the president's overall responsibility for those portions of duties which the president may choose to delegate.

SECTION 502. CHANCELLORS OF CONSTITUENT INSTITUTIONS.

502 A. General Authority.

The administrative and executive head of each constituent institution shall be the chancellor, who shall exercise complete executive authority therein, subject to the direction of the president. The

chancellor shall be responsible for carrying out policies of the Board of Governors and of the board of trustees. [See G.S. 116-34(a)]

502 B. Relation of the Chancellor to the Board of Governors and the President.

(1) It shall be the duty of the chancellor to keep the president, and through the president the Board of Governors, fully informed concerning the operations and needs of the institution. Upon request, the chancellor shall be available to confer with the president or with the Board of Governors concerning matters that pertain to the institution. [See G.S. 116-34(c)] As of June 30 of each year, the chancellor shall prepare for the Board of Governors a detailed report on the operation of the institution for the preceding year. [See G.S. 116-34(a)] The chancellor shall make such additional reports to the president or the Board of Governors as the president or the Board of Governors may require.

(2) The chancellor shall make recommendations for development of the educational programs of the institution [See G.S. 116-34(d)] and shall serve as general adviser to the president, and through the president the Board of Governors, with respect to all programs and activities of the institution.

(3) The chancellor shall be responsible to the president for the administration of the institution, including the enforcement of the decisions, actions, policies, and regulations of the Board of Governors applicable to the institution.

(4) Subject to policies prescribed by the Board of Governors and by the institutional board of trustees, the chancellor shall make recommendations for the appointment of personnel within the institution. [See G.S. 116-34(d)] With respect to all personnel matters, including appointments, promotions, removals, and compensation for the institution's academic, administrative, and other staffs, which are required to be acted upon by the Board of Governors, the chancellor shall make recommendations to the president.

(5) The chancellor shall present to the president all matters concerning the institution which are to be considered by the Board of Governors or any of its committees. In accordance with prescribed administrative procedures uniformly applicable to all institutions, the chancellor shall participate in the development of the proposed budget of the University of North Carolina.

(6) The chancellor shall be the official medium of communication between the president and all deans, heads or chairs of departments, directors, and all other administrative officers, faculty members, students, and employees.

502 C. Relation of the Chancellor to the Board of Trustees.

(1) It shall be the duty of the chancellor to attend all meetings of the board of trustees and to be responsible for keeping the board of trustees fully informed on the operation of the institution and its needs. [See G.S. 116-34(b)]

(2) As of June 30 of each year, the chancellor shall prepare for the board of trustees a detailed report on the operation of the institution for the preceding year. [G.S. 116-34(a)] The chancellor shall also submit such additional reports to the board of trustees as the chancellor may deem wise or as the board may require. The chancellor shall seek the counsel of the board of trustees concerning the affairs of the institution.

(3) The chancellor shall be responsible to the board of trustees for enforcing all policies, rules, and regulations of the board of trustees.

(4) The chancellor shall be the official medium of communication between the board of trustees and all individuals, officials, agencies, and organizations, both within and

without the institution.

502 D. Relation of the Chancellor to the Constituent Institution.

(1) Subject to policies established by the Board of Governors, the institutional board of trustees, or the president, the chancellor shall be the leader of and the official spokesperson for the institution; shall promote the educational excellence and general development and welfare of the institution; shall define the scope of authority of faculties, councils, committees, and officers of the institution; and all projects, programs, and institutional reports to be undertaken on behalf of the institution shall be subject to the chancellor's authorization and approval.

(2) The chancellor shall be a member of all faculties and other academic bodies of the institution and shall have the right to preside over the deliberations of any legislative bodies of the faculties of the institution.

The chancellor shall be responsible for ensuring that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty. The general faculty, however, which shall include at least all full-time faculty and appropriate administrators, may function as the council or senate. The faculty shall be served by a chair elected either by the general faculty or by the council or senate. However, the chancellor may attend and preside over all meetings of the council or senate. The council or senate may advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty.

In addition to ensuring the establishment of a council or senate, the chancellor shall ensure the establishment of appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria. The procedures for giving advice may be through the council or senate, standing or special committees or other consultative means.

(3) Subject to any policies or regulations of the Board of Governors or of the board of trustees, it shall be the duty of the chancellor to exercise full authority in the regulation of student affairs and student conduct and discipline. In the discharge of this duty, delegation of such authority may be made by the chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the chancellor be deemed necessary and expedient. In the discharge of the chancellor's duty with respect to matters of student discipline, it shall be the duty of the chancellor to secure to every student the right to due process. Appeals from these disciplinary decisions are allowable only on the following grounds:

- 1) A violation of due process; or
- 2) A material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

Where the sanction is suspension or expulsion, an appeal may be made to the board of trustees. No appeal to the president is permitted. When the sanction is expulsion, the final campus decision is appealable to the Board of Governors.

CHAPTER V - OFFICERS OF THE UNIVERSITY

SECTION 500. ELECTION OF OFFICERS.

500 A. President and Staff.

(1) The Board of Governors shall elect a president of the University of North Carolina [See G.S. 116-14(a)], whose compensation shall be fixed by the Board of Governors.

(2) The Board of Governors, on nomination of the president, shall elect and fix the compensation of such professional members of the presidential staff as may be deemed necessary to administer the affairs and execute the policies of the University of North Carolina, unless the Board has otherwise delegated this authority to the president. These staff members shall include such a senior vice presidents and ~~such~~ other vice presidents and officers as may be deemed desirable. [See G.S. 116-14(b)]

(3) In addition, the president shall employ such other personnel, subject to the provisions of Chapter 126 of the North Carolina General Statutes ("~~State Personnel Human Resources System Act~~"), as may be deemed necessary to assist the officers of the University in administering the affairs and executing the policies of the University of North Carolina. [See G. S. 116-14(b)]

(4) The professional staff complement shall be established by the board on recommendation of the president to ensure that there are persons on the staff who have the professional competence and experience to carry out the duties assigned and to ensure that there are persons on the staff who are familiar with the problems and capabilities of all of the principal types of institutions represented in the University of North Carolina. Provision shall be made for persons of high competence and strong professional experience in such areas as academic affairs, public-service programs, business and financial affairs, institutional studies and long-range planning, student affairs, research, legal affairs, health affairs and institutional development, and for state and federal programs administered by the board. [See G.S. 116-14(b)]

500 B. Chancellors and Staffs.⁷

(1) The Board of Governors shall elect, on nomination of the president, the chancellor of each of the constituent institutions and fix the chancellor's compensation. The president shall make a nomination from a list of not fewer than two names recommended by the institutional board of trustees. [See G. S. 116-11(4)]

(2) Unless the Board of Governors has delegated this authority to the president or to an institutional board of trustees, the Board of Governors shall, on recommendation of

⁷ The merger of an institution into the University of North Carolina under Chapter 1244 of the 1971 Session Laws or the establishment of the North Carolina School of Science and Mathematics as a constituent institution under S.L. 2006-66 shall not impair any term of office, appointment, or employment of any administrative, instructional, or other personnel of the institution. Effective July 1, 1972, the title president and vice president of each constituent institution shall be changed to chancellor and vice chancellor, and the tenures of persons occupying these positions shall continue subject to the other provisions of this Code. [See Sec. 18, Ch. 1244, 1971 Session Laws]

the president and of the appropriate institutional chancellor, appoint and fix the compensation of all vice chancellors, senior academic and administrative officers, and persons having permanent tenure. [See G.S. 116-11(5) and 116-40.22(b)]

SECTION 501. PRESIDENT OF THE UNIVERSITY.

501 A. General Authority.

The president of the University of North Carolina shall be the chief administrative and executive officer of the University. [See G.S. 116-14(a)] The president shall have complete authority to manage the affairs and execute the policies of the University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors and the provisions of this Code. The president shall personally represent before the state, the region and the nation the ideals and the spirit of the University of North Carolina. As the chief executive, the president shall be the official administrative spokesperson for and the interpreter of the University to the alumni and alumnae as a whole, the news media, the educational world, and the general public. The president shall be responsible for the presentation and interpretation of all University policies, recommendations, and requests to the General Assembly, the governor, state officers and commissions, and the federal government.

501 B. Relation of the President to the Board of Governors.

(1) The president, as the chief executive officer of the University, shall perform all duties prescribed by the Board of Governors. The president shall be responsible to the Board of Governors for the prompt and effective execution of all laws relating to the University of North Carolina and of all resolutions, policies, rules, and regulations adopted by the board for the operation of the University of North Carolina and for the government of any and all of its constituent institutions, and the president's discretionary powers shall be broad enough to meet the extensive responsibilities of the presidency.

(2) The president shall make recommendations to the Board of Governors with respect to the adoption, modification, revision or reversal of policies, rules, and regulations applicable to the University of North Carolina and any or all of its constituent institutions. To this end, the president shall establish and maintain agencies of inquiry and administrative lines of communication, which include the constituent institutions, to ensure prompt perception of needs for problem identification and analysis, decision, and policy formulation.

(3) The president shall prepare and submit to the Board of Governors such reports and recommendations concerning the University of North Carolina and its constituent institutions as the president may deem wise or as the board may require.

(4) The president shall attend and may participate in, without the privilege of voting, the meetings of the Board of Governors and its various committees, and the president may attend the meetings of all the boards of trustees.

(5) The president shall be the official administrative medium of communication between the Board of Governors and all individuals, officials, agencies, and organizations, both within and without the University and its constituent institutions.

(6) The president, consistent with the provisions of Section 500 B(2), shall make nominations for all appointments that are to be acted upon by the Board of Governors and shall make recommendations for all promotions, salaries, transfers, suspensions, and dismissals that are to be acted upon by the board. The board reserves the right, in all instances, to act on its own initiative.

(7) The president shall assume, and retain at all times, control over the budget of the University of North Carolina, subject to the direction and control of the Board of Governors. The president shall prepare the proposed budget of the University of North Carolina and shall submit such proposed budget to the Board of Governors for approval; administrative procedures uniformly applicable to all institutions shall be established by the president to ensure that each institution has full opportunity to provide information and advice concerning the formulation of such proposed budget. The president shall be responsible for the presentation and explanation of budget requests approved by the Board of Governors to the director of the budget and the Advisory Budget Commission, the General Assembly and its committees, officers, and members. The president shall be responsible for the execution of the budget of the University of North Carolina as approved by the General Assembly. All revisions of the budget which require approval of the Advisory Budget Commission shall be acted upon by the Board of Governors on recommendation of the president.

(8) The president, with the approval of the Board of Governors, shall appoint an advisory committee composed of representative presidents of the private colleges and universities of the state. [See G.S. 116-14(c)]

501 C. Relation of the President to the University.

(1) The president shall be the leader of the University of North Carolina and its constituent institutions and shall coordinate the activities of all constituent institutions in accordance with the principle of allocated functions prescribed by the Board of Governors. The president shall promote the general welfare and development of the University in its several parts and as a whole.

(2) The president shall be a member of, and shall have the privilege of attending meetings of, all faculties of the constituent institutions of the University of North Carolina.

(3) In the absence of policies prescribed by the Board of Governors, the president shall resolve all issues of jurisdiction and dispute among the constituent institutions of the University.

(4) Repealed.

(5) The president may refer for investigation, report, and advice any question of University concern to any council, faculty, or scientific, extension, or administrative staff.

(6) The medium for official communications between the president and the constituent institutions of the University shall be the respective chancellors.

(7) The president shall establish administrative organizations to carry out the policies of the University and shall interpret these organizations to the Board of Governors and to the officers and faculties of the University. The president shall ensure that the University and its constituent institutions are properly staffed with personnel competent to discharge their responsibilities effectively. In carrying out the president's duties and responsibilities, the president shall be assisted by staff officers and by the chancellors of the constituent institutions. The president shall prescribe the duties and assignments of the staff officers reporting to the president. The president may establish and define the duties of all-University councils and committees to advise and assist the president in the execution of the president's duties. The president may delegate to other officers portions of the president's duties and responsibilities, with the required authority for their fulfillment. However, such delegation shall not reduce the president's overall

responsibility for those portions of duties which the president may choose to delegate.

SECTION 502. CHANCELLORS OF CONSTITUENT INSTITUTIONS.

502 A. General Authority.

The administrative and executive head of each constituent institution shall be the chancellor, who shall exercise complete executive authority therein, subject to the direction of the president. The chancellor shall be responsible for carrying out policies of the Board of Governors and of the board of trustees. [See G.S. 116-34(a)]

502 B. Relation of the Chancellor to the Board of Governors and the President.

(1) It shall be the duty of the chancellor to keep the president, and through the president the Board of Governors, fully informed concerning the operations and needs of the institution. Upon request, the chancellor shall be available to confer with the president or with the Board of Governors concerning matters that pertain to the institution. [See G.S. 116-34(c)] As of June 30 of each year, the chancellor shall prepare for the Board of Governors a detailed report on the operation of the institution for the preceding year. [See G.S. 116-34(a)] The chancellor shall make such additional reports to the president or the Board of Governors as the president or the Board of Governors may require.

(2) The chancellor shall make recommendations for development of the educational programs of the institution [See G.S. 116-34(d)] and shall serve as general adviser to the president, and through the president the Board of Governors, with respect to all programs and activities of the institution.

(3) The chancellor shall be responsible to the president for the administration of the institution, including the enforcement of the decisions, actions, policies, and regulations of the Board of Governors applicable to the institution.

(4) Subject to policies prescribed by the Board of Governors and by the institutional board of trustees, the chancellor shall make recommendations for the appointment of personnel within the institution. [See G.S. 116-34(d)] With respect to all personnel matters, including appointments, promotions, removals, and compensation for the institution's academic, administrative, and other staffs, which are required to be acted upon by the Board of Governors, the chancellor shall make recommendations to the president.

(5) The chancellor shall present to the president all matters concerning the institution which are to be considered by the Board of Governors or any of its committees. In accordance with prescribed administrative procedures uniformly applicable to all institutions, the chancellor shall participate in the development of the proposed budget of the University of North Carolina.

(6) The chancellor shall be the official medium of communication between the president and all deans, heads or chairs of departments, directors, and all other administrative officers, faculty members, students, and employees.

502 C. Relation of the Chancellor to the Board of Trustees.

(1) It shall be the duty of the chancellor to attend all meetings of the board of trustees and to be responsible for keeping the board of trustees fully informed on the operation of the institution and its needs. [See G.S. 116-34(b)]

(2) As of June 30 of each year, the chancellor shall prepare for the board of trustees a detailed report on the operation of the institution for the preceding year. [G.S. 116-34(a)] The chancellor shall also submit such additional reports to the board of trustees as the chancellor may deem wise or as the board may require. The chancellor shall seek the counsel of the board of trustees concerning the affairs of the institution.

(3) The chancellor shall be responsible to the board of trustees for enforcing all policies, rules, and regulations of the board of trustees.

(4) The chancellor shall be the official medium of communication between the board of trustees and all individuals, officials, agencies, and organizations, both within and without the institution.

502 D. Relation of the Chancellor to the Constituent Institution.

(1) Subject to policies established by the Board of Governors, the institutional board of trustees, or the president, the chancellor; shall be the leader of and the official spokesperson for the institution; shall promote the educational excellence and general development and welfare of the institution; shall define the scope of authority of faculties, councils, committees, and officers of the institution; and all projects, programs, and institutional reports to be undertaken on behalf of the institution shall be subject to the chancellor's authorization and approval.

(2) The chancellor shall be a member of all faculties and other academic bodies of the institution and shall have the right to preside over the deliberations of any legislative bodies of the faculties of the institution.

The chancellor shall be responsible for ensuring that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty. The general faculty, however, which shall include at least all full-time faculty and appropriate administrators, may function as the council or senate. The faculty shall be served by a chair elected either by the general faculty or by the council or senate. However, the chancellor may attend and preside over all meetings of the council or senate. The council or senate may advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty.

In addition to ensuring the establishment of a council or senate, the chancellor shall ensure the establishment of appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria. The procedures for giving advice may be through the council or senate, standing or special committees or other consultative means.

(3) Subject to any policies or regulations of the Board of Governors or of the board of trustees, it shall be the duty of the chancellor to exercise full authority in the regulation of student affairs and student conduct and discipline. In the discharge of this duty, delegation of such authority may be made by the chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the chancellor be deemed necessary and expedient. In the discharge of the chancellor's duty with respect to matters of student discipline, it shall be the duty of the chancellor to secure to every student the right to due process. Appeals from these disciplinary decisions are allowable only on the following grounds:

- 1) ~~A~~ violation of due process; or
- 2) ~~a~~ material deviation from Substantive and Procedural Standards adopted by the Board of Governors.

Where the sanction is suspension or expulsion, an appeal may be made to the board of trustees. No appeal to the president is permitted. When the sanction is expulsion, the final campus decision is appealable to the Board of Governors.