

Policy on Administrative Separation

This policy applies to all staff in the Office of the President whose positions are covered by *Policy 300.1.1* of the Policy Manual of the Board of Governors, and is consistent with *Policy 300.1.6*. This policy applies to both voluntary and involuntary relinquishment of administrative positions.

1. **Retreat to a faculty position.** An administrator, who holds a faculty appointment at a University of North Carolina campus, may assume or return to that appointment with all the rights and responsibilities of faculty in the home department, unless a proceeding is initiated to discharge or demote the administrator from the faculty position. Conditions of the retreat to such a position will be governed by the policy in place on the campus.
2. **Reappointment of an administrator to a different position.** An administrator leaving a position that is categorized as “at will” has no claim to that position; however, there may be circumstances in which assignment to another administrative position or appointment to less than a full-time position would be beneficial for both the institution and the employee. In these cases, the new salary should be appropriate to the assignment. If the President proposes to pay the administrator his or her full current salary after moving the administrator to a position that would normally be lower paying, or if paid leave is to be granted, the agreement with the administrator must be approved by the Board of Governors. This Policy does not supersede any notice or severance pay required by Board of Governors’ policy.
3. **Separation from the University.** In some cases, it may be in the best interests to negotiate a severance agreement with an administrator. UNC policy addresses timely notice for termination of Senior Administrative and Academic Officers hired pursuant to *Policy 300.1.1, I.B*. In accordance with the University of North Carolina *Policy 300.1.1, III.B*, in certain circumstances these employees are entitled to notice of the discontinuation of their employment with full pay up to 90 days or severance pay, depending on their length of service. The President may, at his or her discretion, determine that the circumstances justify continuing full pay for employees subject to *Policy 300.1.1.I.A* for up to 90 days. Any agreement that results in a longer period of compensation must be approved by the Board of Governors.
4. **Retirement.** Nothing in this Policy shall prevent an administrator from retiring or an administrator who holds a faculty appointment from participating in phased retirement consistent with existing University of North Carolina policies.
5. **Agreements.** All agreements made pursuant to this policy must be in writing and signed by both the employee and the President.
6. **Effective Date.** The effective date of this policy is February 13, 2004.