



TRANSMITTAL LETTER

The University of North Carolina
General Administration

Transmittal Number 111
May 10, 2017

THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

[300.2.18\[R\]](#) *Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty)*

These regulations were adopted and approved by President Spellings on May 8, 2017.

[1000.1.7\[R\]](#) *Regulations on the Fixed Tuition Benefit*

These regulations were adopted and approved by President Spellings on May 8, 2017.

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

Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty)

I. Purpose. Regular performance appraisals provide an opportunity for employees to understand how their responsibilities and performance expectations align with the goals and priorities of their work unit, with their institution's strategic initiatives, and with the University's strategic plan. It also provides a defined cycle of review for managers and employees to assess employee success toward meeting these operational needs and also professional development goals. As such, this regulation describes the expectation that UNC General Administration and all constituent institutions shall provide an annual performance appraisal to employees covered by this regulation.

II. Requirement for an Annual Performance Appraisal

A. It is a requirement of the University of North Carolina that UNC General Administration ("UNC-GA") and all of its constituent institutions shall provide an annual performance appraisal to permanent EHRA non-faculty employees (except those excluded in section III.B., below) on no less than an annual basis.

B. Interim or mid-year performance appraisals may be accomplished when deemed appropriate but are not required.

III. Applicability and Exclusions

A. Unless otherwise exempted in subsections B., and C., below, this requirement shall apply to all EHRA non-faculty employees ("covered employees") as defined by Sections 300.1.1 and 300.2.1 of the UNC Policy Manual.

B. Constituent institutions may establish alternative performance appraisal procedures for the following position types. If no alternative procedure is established, then employees in these positions shall be subject to the requirements of this regulation.

1. EHRA non-faculty employees of UNC General Administration at the level of president, senior vice president, vice president, and chief of staff subject to Section 300.1.1.I.A., of the UNC Policy Manual;
2. EHRA non-faculty employees of the constituent institutions at the level of chancellor, provost, vice chancellor, dean, or substantially similar titles, and any other individuals subject to Section 300.1.1.I.A., of the UNC Policy Manual;
3. EHRA employees who concurrently hold tenured faculty appointments;
4. Athletic directors, head coaches, and associate and assistant coaches; and
5. Post-doctoral scholars.

C. This requirement shall not apply to temporary and other non-benefit eligible EHRA employees.

IV. Format

A. The Office of Human Resources at UNC-GA shall publish a standard performance appraisal instrument (instrument) for use annually by the constituent institutions and UNC-GA. Use of this instrument shall be mandatory unless a constituent institution implements an alternate procedure and/or instrument in accordance with subsection B., below.

B. At its option, a constituent institution may develop and implement one or more alternate performance appraisal procedure(s) and instrument(s) for covered employees or subsections of covered employees. In the event alternative procedures and/or instruments are established, the following elements must be included:

1. A statement that identifies the major strategic priorities of the University of North Carolina in accordance with the most current institutional and system-wide strategic plans;
2. A description of goals and objectives for the employee for the cycle;
3. A description of any job-related personal or professional development activities for the employee for the cycle;
4. A summary of the employee's observed performance during the cycle, including outcomes related to assigned goals and objectives; and
5. An annual performance rating ("overall rating") that represents the supervisor's assessment of the covered employee's total performance during the cycle and conforms to the rating methodology described in section V., below.

C. Performance Cycle

1. Each constituent institution may determine its annual cycle for conducting performance appraisals for covered employees provided that the cycle shall begin no earlier than April 1 and no later than July 1 of each year.
2. Each constituent institution shall provide to the UNC-GA Human Resources the overall rating for each covered employee in a prescribed digital format no later than August 31 of each year.

D. A constituent institution choosing to implement alternate procedures and/or instruments must ensure the current instrument is available on the institution's website or otherwise available upon request by UNC-GA Human Resources.

V. Rating Methodology

A. Constituent institutions have the flexibility to use the rating scale on the standard performance appraisal provided by UNC-GA Human Resources or to establish their own rating scale(s) as part of an alternate appraisal procedure.

B. Regardless of the rating system employed within an institution, the overall rating reported to UNC-GA Human Resources (section IV.C.2., above) must convert to the following three-point scale for UNC-GA Human Resources reporting purposes:

1. Employees rated as "Not Meeting Expectations" often perform below an acceptable level of performance of their assigned duties or have demonstrated substantial performance deficiencies in certain assigned duties.
2. Employees rated as "Meeting Expectations" generally perform at, and on occasions may exceed, a successful level of performance of their assigned duties.
3. Employees rated as "Exceeding Expectations" routinely perform above expected performance of their assigned duties and are generally considered among the highest performing employees within the work unit.

C. Prior to any performance ratings being shared with covered employees, each defined organizational unit shall facilitate a process that ensures consistent application of ratings across similar positions.

VI. Communication with Supervisors and Employees

A. Each constituent institution and UNC-GA shall deliver either face-to-face and/or on-line training materials for both supervisors and employees that describe the performance appraisal process and the roles and responsibilities for each party in this process. UNC-GA Human Resources will publish a standard template for this training, although the constituent institutions may develop alternate customized training content, if desired.

B. Each covered employee shall receive no less than one face-to-face meeting (or telephone or video conference meeting in the instance of a remote or teleworking employees) in which the supervisor reviews the employee's annual performance, the overall rating, and the specific expectations for goals, objectives, and professional development activities for the upcoming cycle.

C. Supervisors should provide employees regular feedback throughout the cycle on their performance.

D. Employees shall be provided an electronic or written copy of their completed performance appraisal, and shall be required to acknowledge receipt of their appraisal either through signature or electronic confirmation.

VII. Effective Date. The requirements of this regulation shall be effective on the date adopted by the president.

Regulations on the Fixed Tuition Benefit

I. Purpose. Pursuant to N.C.G.S. § 116-143.9 and UNC Policy 1000.1.7, Policy for the Tuition Guarantee Program, the constituent institutions must provide a fixed tuition benefit to certain qualifying students. This regulation is intended to provide guidance to the constituent institutions regarding the implementation of this fixed tuition benefit.

II. Definitions

A. Fixed Tuition Time Period. The period during which a student's tuition remains fixed, based on program length and student classification. The calculation of the fixed tuition period is described further below.

B. Continuously Enrolled. For the purposes of the fixed tuition benefit, a student is continuously enrolled at an institution if the student is enrolled for consecutive semesters (not including summer semesters) in courses creditable toward a baccalaureate degree.

C. Resident for Tuition Purposes. A student who has been determined to meet the criteria under N.C.G.S. § 116-143.1(b) and is therefore qualified to receive the in-state rate of tuition by virtue of having established appropriate residency in North Carolina. Students who are eligible to receive the in-state rate of tuition under an exception, without having established residency in North Carolina (e.g., military exception, university employees domiciled out of state, etc.), are not considered residents for tuition purposes. Recipients of full scholarships under N.C.G.S. § 116-143.6 are considered residents of North Carolina for all purposes, and therefore are eligible for the fixed tuition benefit.

D. Date of Census. The conclusion of the tenth (10th) class day of the fall and spring semesters as per 400.1.8[R] of the UNC Policy Manual.

E. Transfer Hours. Any transferable undergraduate credits from one or more regionally accredited, post-secondary institutions as described in 700.1.1.2[R] of the UNC Policy Manual and any other awarded academic credit (i.e., AP, IB, credits by exam) accepted by the constituent institution. The following scale will be used to determine semester-equivalents for transferable undergraduate credits:

- 1 to 15 transferable undergraduate credits shall count as one semester
- 16 to 30 transferable undergraduate credits shall count as two semesters
- 31 to 45 transferable undergraduate credits shall count as three semesters
- 46-60 transferable undergraduate credits shall count as four semesters
- 61 to 75 transferable undergraduate credits shall count as five semesters
- 76 to 90 transferable undergraduate credits shall count as six semesters
- 91 to 105 transferable undergraduate credits shall count as seven semesters
- 106 to 120 transferable undergraduate credits shall count as eight semesters
- 121 to 135 transferable undergraduate credits shall count as nine semesters
- 136 to 150 transferable undergraduate credits shall count as ten semesters

III. Fixed Tuition Benefit Applicability. The fixed tuition benefit applies to tuition charges only. All other fees and charges are not fixed, and may increase during the student's fixed tuition time period.

IV. Calculating the Fixed Tuition Time Period

A. First-Time Students. For first-time students at constituent institutions, the fixed tuition time period shall be for a maximum of eight (8) consecutive semesters for a four-year program and ten (10) consecutive semesters for a five-year program, regardless of the number of credits earned, not including summer semesters. Students must be continuously enrolled in order to maintain eligibility.

B. **Currently Enrolled Students.** Students who are currently enrolled at a constituent institution on the effective date of the fixed tuition policy (fall 2016 term) shall receive fixed tuition for a prorated time period based on the maximum length of their program, as described in subsection A., above, less the number of semesters they have already accrued at their current institution, and less the number of semester-equivalent transfer hours they have had accepted by their current institutions, if any.

C. **Transfer Students.** Transfer students shall receive fixed tuition for a prorated time based on the maximum length of their program, as described in subsection A., above, less the number of semester-equivalent transfer credit hours the receiving institution accepts.

D. **Students Reclassified as a Resident for Tuition Purposes.** Out-of-state students who are reclassified as “resident for tuition purposes” after their initial enrollment, will be eligible for the fixed tuition benefit starting the term in which the residency reclassification takes effect. Such students will have the balance of their fixed tuition time period prorated based on subsection B., above.

E. **Students who Withdraw from Classes.**

1. If a student withdraws from all classes before the date of census, that student will be deemed to have broken continuous enrollment.

2. Students who break continuous enrollment and then re-enroll at the same institution will be granted fixed tuition based on the current tuition rate, for a prorated fixed tuition time period calculated pursuant to subsection B., above.

3. If a student withdraws from all classes after the date of census, and then re-enrolls the following semester (not including summer semesters), the student will not be deemed to have broken continuous enrollment, and may re-enroll at the same fixed tuition rate. The semester during which the student withdrew will be counted against the student’s fixed tuition time period unless a waiver is granted.

V. **Early College High School Students.** Early College High School students are not eligible for fixed tuition benefits unless and until they enroll at a constituent institution after high school completion as degree-seeking college students. Semesters attended at the Early College High School shall not count in the calculation of the fixed tuition period.

VI. **Study Abroad Students.** Semesters spent in a study abroad program while continuously enrolled will count against a student’s remaining tuition periods as would any other semester.

VII. **Waivers.** Students who have a break in enrollment and re-enroll at their original constituent institution may seek a waiver to allow them to retain their original fixed tuition rate. Additionally, students who withdraw from all classes after the date of census and subsequently re-enroll may seek a waiver to prevent the semester during which they withdrew from counting against their fixed tuition time period.

A. **Grounds for Granting a Waiver.** The grounds for granting a waiver are identical to the grounds for waiver from the tuition surcharge, as described in Section 1000.1.5[R] of the UNC Policy Manual: (1) military service obligation, (2) serious medical debilitation, (3) short-term or long-term disability, or (4) other extraordinary hardship.

B. **Policies and Procedures.** The constituent institutions shall implement policies and procedures for considering waiver requests modeled on the tuition surcharge waiver process outlined in Appendix A, Section 1000.1.5[R] of the UNC Policy Manual.