



**RESOLUTION TO AMEND AND RESTATE DELEGATED AUTHORITY
FROM THE BOARD OF TRUSTEES OF WINSTON-SALEM STATE UNIVERSITY**

WHEREAS, the Board of Trustees of Winston-Salem State University (“Board of Trustees”) has a duty to promote the sound development of Winston-Salem State University within the functions prescribed for it, helping it to serve the people of the state in a way that will complement the activities of the other institutions and aiding it to perform at a high level of excellence in every endeavor;

WHEREAS, the Board of Trustees serves as an advisor to the Board of Governors on matters pertaining to Winston-Salem State University and serves as an advisor to the chancellor concerning the management and development of Winston-Salem State University;

WHEREAS, the Board of Trustees’ powers and duties are defined by the Board of Governors through the Board of Governors delegating certain authorities and responsibilities to the Board of Trustees;

WHEREAS, the Board of Governors’ approval of the “Resolution to Amend and Restate Constituent Institution Board of Trustees Delegations” on July 22, 2021, directs each board of trustees of the constituent institutions to identify and restate in one binding resolution all instances in which the board of trustees of the constituent institution has delegated all or some of its delegated authority from whatever source to any committee, person, agency, or entity;

NOW THEREFORE, the Board of Trustees restates the following delegations of authority:

1. Delegations of Authority to Chancellor

In addition to the duties, responsibilities, and authorities assigned to the Chancellor by the Board of Governors through Section 502 of The Code of The University of North Carolina, the Board of Trustees hereby delegates to the Chancellor full authority, or affirms the Chancellor’s inherent authority:

- a. To sign and execute, or to designate WSSU employees to sign and execute, agreements, contracts, leases, and other official documents with institutions, agencies, corporations, partnerships, individuals, and other legal entities, including all such agreements not required by law or administrative regulation to be otherwise executed; provided, however, that such agreements shall comply with the law of North Carolina, especially North Carolina General Statutes Chapters 143 and 146, when applicable, and with The Code of The University of North Carolina, and policies determined by the Board of Governors or the Board of Trustees. Campus officials designated by the Chancellor to sign official documents on behalf of WSSU are identified in [WSSU Policy 900.13](#) (Contract Review and Authority to Sign) and related [Delegation of Signature Authority Chart](#) (attached hereto as Exhibit A).

- b. To approve the discontinuation of institutional centers and institutes as identified in UNC Regulation 400.5[R] Regulation on Planning, Establishing, and Reviewing Centers and Institutes in the University of North Carolina
- c. To authorize acquisition or disposition by the institution of the following interests in real property without obtaining approval of the Board of Governors:
 - a) Any interest in real property, other than a leasehold, with a value less than \$500,000; and
 - b) A leasehold interest in real property with annual value less than \$500,000 and a term of not more than 10 years

As identified in UNC Policy Manual 600.1.3(II)(B) and (C) Policy on Authority for Real Property Transactions;

- d. To execute the following personnel actions for faculty 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; and (3) permanent and temporary salary increases or stipends. The Board of Trustees delegates these aforementioned authorities to the chancellor as identified in UNC Policy Manual 600.3.4 (Granting of Management Flexibility to Appoint and Fix Compensation) (attached hereto as Exhibit B Personnel Management Flexibility documents);
- e. To exercise all delegated authority that has been granted pursuant to the April 7th, 2020 Winston-Salem State University Board of Trustees Resolution to Delegate Authority During the Covid-19 Pandemic, the Board of Trustees has delegated to the Chancellor, in consultation with the Board Chair, the ability to implement policies related to COVID-19 (attached hereto as Exhibit C).
- f. To exercise any authority or carry out any responsibilities specifically listing the Chancellor under the “Delegation” or “Sub-Delegation” headings of the Board of Trustees Delegated Authority Table attached hereto as Exhibit D;

2. Delegations of Authority to Standing Committees of the Board of Trustees

Pursuant to its Bylaws, the Board of Trustees may delegate to such committees as it has created or may create such of its powers as it deems appropriate. Authority and responsibilities delegated or assigned by the Board of Trustees to its standing committees are listed below. Special committees may be created by the Board or the Chair of the Board to perform specific functions not requiring the continuous existence of a committee.

- a) Executive Committee
The Executive Committee is:
 - (i) Delegated full authority to act on behalf of the full Board between regular Board meetings when immediate action of the Board is required and a quorum of the full Board cannot be obtained. Executive Committee actions shall be reported to the full Board at the next regular meeting.
- b) Grievance Appeal Committee:
 - (i) The Grievance Appeal Committee delegated full authority to act on behalf of the full Board to decide cases and appeals over which the Board has

jurisdiction as determined by the policies of the UNC Board of Governors or the Board. The Grievance Appeal Committee may also approve guidelines and procedures for the processing of those cases and appeals.

Without limitation, all delegations of authority from the Board of Trustees (including authority to further delegate such authority) expressly indicated in Exhibit B (Personnel Management Flexibility documents), and Exhibit C (Delegated Authority Table), and Exhibit E (Board of Trustees Bylaws) to this Resolution are hereby incorporated by reference as though fully set forth. In the event of a conflict between any exhibit and the text of this Resolution, the Resolution shall control.

Notwithstanding any other provision authorized by the Board of Trustees, all authority that has been delegated to the Board of Trustees and has not been expressly identified and further delegated in this resolution is hereby vested in the authority of the Board of Trustees.

This Resolution shall be effective upon its adoption.

This the 4th day of November 2021.



Kelvin Farmer
Board Chair
Winston-Salem State University Board of Trustees



Coretta Bigelow
Board Secretary
Winston-Salem State University Board of Trustees

EXHIBIT A
CAMPUS OFFICIALS AUTHORIZED TO SIGN CONTRACTS AND OTHER
OFFICAL DOCUMENTS ON BEHALF OF THE UNIVERSITY



Delegation of Signature Authority

Delegator	Deegee	Fiscal Year 2015 2016	Scope of Authority
Randy Mills	Frank Lord		Purchases, obligations and other instruments whose values does not exceed \$30,000.00 per instance
Brenda Allen	Letitia Wall		Processing of purchase requisition, check requests, grants, timesheets, personnel budget action forms, and contractual instruments.
Randy Mills	Constance Mallette		Purchases, obligations and other instruments whose values does not exceed \$50,000.00 per instance
2016 2017			
Randy Mills	Frank Lord		Purchases, obligations and other instruments whose values does not exceed \$30,000.00 per instance
Randy Mills	Constance Mallette		Purchases, obligations and other instruments whose values does not exceed \$50,000.00 per instance
Brenda Allen	Letitia Wall		Processing of purchase requisition, check requests, grants, timesheets, personnel budget action forms, and contractual instruments.
Trae Cotton	A. Jamar Banks		Student Affairs Matters
2017 2018			
Randy Mills	Constance Mallette		Purchases, obligations and other instruments whose values does not exceed \$200,000.00 per instance.
Randy Mills	Frank Lord		Purchases, obligations and other instruments whose values does not exceed \$30,000.00 per instance
Peggy Valentine	Kevin Byers		SOHS matters
Constance Mallette	Wilbourne Rusere		Finance & Administration matters
A. Jamar Banks	Deona Cureton		Student Title IX hearing matters
2018 2019			
Anthony Graham	Joel Lee		Enrollment Management matters
2019 2020			
Elwood Robinson	Jaime Hunt		Marketing and Strategic communications; including but not limited to: location agreements, advertising agreements, logo/trademark usage and photo/video releases.
Anthony Graham	Erin Lynch		Grant Agreements
Celia Hooper	Kevin Byers		SOHS matters
Etienne Thomas	George Knox		Athletics matters
2020 2021			
Constance Mallette	Leslie Gaynor		Contracts whose value does not exceed \$50,000 per instance
	Wilbourne Rusere		Contracts whose value does not exceed \$50,000 per instance
Anthony Graham	Erin Lynch		Grant Agreements
Raisha Cobb	Darryl Jones		Information Technology Matters
Ivey Brown	Tiffany Turner Lynch		Contracts whose value does not exceed \$25,000 per instance and is on an approved University template
2021 2022			
Constance Mallette	Wilbourne Rusere		Contracts whose value does not exceed \$50,000 per instance
Jason Stogner	Sarah Isom		Emergency Management matters
Amir Henry	Kelly White		Processing of purchase requisitions, check requests, timesheets, personnel budget action forms and HR personnel matters for Campus Police & Public Safety
Elwood Robinson	Etienne Thomas		all athletics donation and sponsorship agreements
Constance Mallettee	Etienne Thomas		CIAA conference and home non conference athletics game contracts, hotel contracts, and purchases under \$1,500
Raisha Cobb	Matthew Kaczmariski		Computing endpoint resource purchases

EXHIBIT B
PERSONNEL MANAGEMENT FLEXIBILITY DOCUMENTS



**RESOLUTION TO DELEGATE EXPANDED AUTHORITY TO THE CHANCELLOR
FOR CERTAIN SALARY ACTIONS FOR EMPLOYEES EXEMPT FROM THE STATE
HUMAN RESOURCES ACT**

WHEREAS, pursuant to N.C.G.S. 116-11(2), the UNC Board of Governors is responsible for the general determination, control, supervision, management and governance of all affairs of the constituent institutions; and

WHEREAS, the UNC Board of Governors has adopted policies relevant to salary actions for employees exempt from the State Human Resources Act ("EHRA employees") that delegate certain actions to the president and/or boards of trustees, and on July 29, 2016, approved changes to Sections 200.6 and 600.3.4 of the UNC Policy Manual that raised the thresholds at which proposed salary increases for EHRA employees may be approved by the president and authorized the president to delegate all or a portion of such authorities to the boards of trustees consistent with its authority under N.C.G.S. 116-11(13), as necessary or prudent to enable the institution to function in a proper and expeditious manner ; and

WHEREAS, consistent with the UNC Board of Governors' authorization, the president has determined that it is necessary and prudent to delegate to the boards of trustees of the constituent institutions the authority to approve individual EHRA employee salary adjustments within the following limits:

- a) A temporary salary stipend or supplement with a specified end date that does not exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary, up to 12-months in duration; and
- b) A temporary salary stipend or supplement without a specified end date that does not exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary; and
- c) A permanent base salary adjustment that does not exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary; and

WHEREAS, the president has authorized the board of trustees, at its option, to further delegate any or all of the above authorities to approve salary adjustments, with the exception of adjustments for Tier I Senior Academic and Administrative Officers, to the chancellor and the chancellor's permitted designees identified in the paragraph below, as deemed necessary for the proper and expeditious operation of the institution;

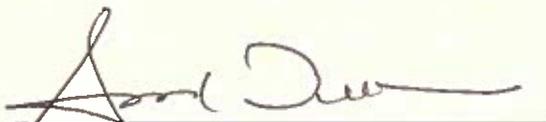
NOW, THEREFORE, BE IT RESOLVED, that the Winston-Salem State University Board of Trustees hereby further delegates to the Chancellor and the Chancellor's designees the authority to approve EHRA salary adjustments up to the aforementioned limits. This delegation shall remain in effect until modified or rescinded by the Board of Governors, President, or Board of Trustees.

BE IT FURTHER RESOLVED that the Board of Trustees or its designated committee shall receive an informational report quarterly of all EHRA employee salary adjustments approved by the Chancellor and/or the Chancellor's permitted designees under this delegation.

Adopted this 17th day of March, 2017.



William U Harris
Chairman, Board of Trustees
Winston-Salem State University



Scott F. Wierman
Secretary, Board of Trustees
Winston-Salem State University



Prospective Students

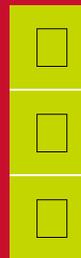
Alumni & Friends

Current Students

Parents & Family

Faculty & Staff

Winston-Salem State University



SEARCH

[Home](#) > [About WSSU](#) > [Offices and Departments](#) > [Legal Affairs](#) > [Policies and Procedures](#)

> [Chapter 100 - Personnel Policies](#) > [102 EHRA Employees](#) > [102.1 - Policy for EHRA Non-Faculty Employees](#)

102.1 - Policy for EHRA Non-Faculty Employees

University Group Policy #102.1

I. Policy Statement

This policy establishes the guidelines for EHRA employees.

II. Definitions

An EHRA Non-Faculty position is any position of employment not subject to the State Human Resources Act; institutional tenure regulations; positions available to students incident to their status as students; positions within administrative categories of employment subject to G.S. 116-11(4), G.S. 116-11(5), or G.S. 116-14; or

positions within the "physicians or dentists" category under G.S. 126-5.

III. Guidelines

A. Appointments to Covered Positions

1. Every appointment to a covered position within Winston-Salem State University shall be made by or on behalf of the Chancellor by means of a letter of appointment that fulfills the requirements of this Section.
2. Every letter of appointment to a covered position shall include:
 - a. the title of the position;
 - b. the initial salary;
 - c. provisions for periodic review of compensation;
 - d. provisions consistent with Sections A.3. and A.4. below, if contingencies based on availability of funding are applicable;
 - e. the annual leave entitlement of the employee;
 - f. notice that the employment conferred is either for a stated definite term or is an "employment at will," subject to continuation or discontinuance at the discretion of the Chancellor
 - g. notice that the employment is subject to these policies, as originally adopted and as may be periodically revised; and
 - h. an attached copy of these Policies.
3. When a covered position is funded, in whole or substantial part, from sources other than continuing State budget funds or permanent trust accounts, the letter of appointment shall state that continuation of the employee's service in that position is contingent upon the continuing availability of funds from such other sources to support that position, and that the effect of such contingency may apply without the additional notice otherwise required by Sections B. 1, B. 2, and B. 3; provided that the affected employee shall be informed at the earliest practicable date of the occurrence of such a funding contingency.
4. When an employee is to serve simultaneously in both a covered position and a position of University employment not covered by these Policies, with the result that two different prescriptions may appear to apply with respect to a particular condition of employment or a right or responsibility of the employee, one position shall be designated the base position to determine the conditions of employment and the rights and responsibilities of the employee. If appointment to a covered position occurs subsequent to appointment to a position not covered by these Policies, the letter of appointment to the covered position shall embody the required designation of base employment; conversely, if appointment to a covered position precedes appointment to the other category of University employment, the letter of appointment or contract establishing the second employment shall embody the required designation of base employment. In either case, the designation of base employment shall specifically describe the different rights, duties, and compensation for each position and the relationship, if any, between the two positions.
5. Any employee serving in a covered position and holding a concurrent tenured faculty appointment may

be subject to the Winston-Salem State University Administrative Separation or Retreat to a Faculty Position Policy as it is now constituted or may be modified hereafter.

6. Any funding contingency of the type referred to in Section A.3 shall be set forth separately for the covered position and for the other position, since the operation of any such contingencies may be independent.
7. When an appointment to a covered position is to be accompanied by appointment to a faculty position that is intended to be nominal or honorary, or to create a faculty affiliation not entailing significant duties or compensation, the term "Special Lecturer" shall be used to identify the faculty appointment.

B. Discontinuance of Employment in Covered Position

1. Expiration of Term Appointment

Employment within a covered position that is established by the letter of appointment to be for a stated definite term expires automatically at the conclusion of the stated term. Such an appointment may be renewed or extended at the option of the employer, by written notice satisfying the requirements of Section I. If the employer intends not to renew or extend the term contract with respect to a term of: (1) one year or less, no notice of intent not to renew shall be required; (2) more than one year but less than four years, notice of intent not to renew shall be transmitted in writing at least sixty (60) days prior to the expiration date of the term; (3) four years or more, notice of intent not to renew shall be transmitted in writing at least ninety (90) days prior to the expiration date of the term. Failure to provide written notice as required in subsections (2) and (3) shall result in the automatic extension of employment for a period, respectively, of either sixty (60) or ninety (90) days beyond the scheduled expiration date of the term. Termination of Employment because of Financial Exigency or Program Curtailment or Elimination Employment within a covered position that is established by the letter of appointment to be for a stated definite term may be terminated prior to expiration of the stated term because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a program. "Financial exigency" is defined to mean a significant decline in financial resources of the university that compels a reduction in its budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or an elimination of a program shall be made by the Chancellor, with advance notice and approval by [the president and the Board of Governors.] If the financial exigency, curtailment, or elimination of a program is such that the contractual obligation to an employee within a covered position cannot be met, the employment of the individual may be terminated subject to the following notice requirements: (1) during the first year of service, not less than thirty (30) days notice prior to termination; (2) during the second and third years of employment, not less than sixty (60) days notice prior to termination; and (3) during the fourth and all subsequent years of service, not less than ninety (90) days notice prior to termination.

2. Discharge for Cause

Any employee occupying a covered position may be discharged for stated cause. Discharge for Cause is to be distinguished from Discontinuance with Notice (Section B.1.), Automatic Expiration of Term (Section B.2.), and Termination (Section B.3.). Stated causes for discharge shall include but are not limited to: incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her

employment. Discharge for cause is to be preceded by written notice of intent to discharge and is subject to invocation by the affected employee of the review procedures of Section C of these Policies. When an employee occupying a covered position has been notified of the intention to discharge him or her for cause, the Chancellor may suspend his or her employment with full pay at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein. If the final decision is to discharge the employee, then the employee may be discharged without further pay without regard to whether there is an appeal to the Board of Trustees or the Board of Governors in accordance with Section 611 of The Code. No provision of this policy or Policy 300.1.1 or 300.2.1 of The Code shall be interpreted to extend an employee's right to pay beyond the expiration of the employee's term of appointment while an appeal is pending under this Policy.

3. Discontinuance of Appointment, with Notice or Severance Pay

Employment within a covered position that is established by the letter of appointment to be an employment-at-will is subject to discontinuance at any time, at the discretion of the Chancellor or the Provost (as the Chancellor's designee); provided that such a discontinuance (as distinguished from Discharge for Cause, Section B.4.) shall be subject to advance timely notice of discontinuance, as follows: (1) During the first year of service, not less than thirty (30) days notice prior to discontinuance of employment or the payment of severance pay for thirty (30) days; (2) during the second and third years of service, not less than sixty (60) days notice prior to discontinuance of employment or payment of severance pay for sixty (60) days; and (3) during the fourth and all subsequent years of continuous service, not less than ninety (90) days notice prior to discontinuance for employment or payment of severance pay for ninety (90) days. The determination of whether the employee shall receive notice of discontinuance of appointment or severance pay shall be in the sole discretion of the Chancellor or the Provost as the Chancellor's designee.

Employment within a covered position that is established by the letter of appointment to be an employment-at-will is subject to discontinuance at any time, at the discretion of the Chancellor or the Provost (as the Chancellor's designee); provided that such a discontinuance (as distinguished from Discharge for Cause, Section B.4.) shall be subject to advance timely notice of discontinuance, as follows: (1) During the first year of service, not less than thirty (30) days notice prior to discontinuance of employment or the payment of severance pay for thirty (30) days; (2) during the second and third years of service, not less than sixty (60) days notice prior to discontinuance of employment or payment of severance pay for sixty (60) days; and (3) during the fourth and all subsequent years of continuous service, not less than ninety (90) days notice prior to discontinuance for employment or payment of severance pay for ninety (90) days. The determination of whether the employee shall receive notice of discontinuance of appointment or severance pay shall be in the sole discretion of the Chancellor or the Provost as the Chancellor's designee.

C. Review of Employment Decision and Grievances

Employees in covered positions may secure review of decisions concerning discharge for cause or other disciplinary action, and review concerning the interpretation and application of any provision of these Policies; provided, however, that reviews concerning discontinuances, expiration of term appointments or terminations of employment with notice or severance pay, pursuant to Sections B.1., B.2., or B.3., may be brought only upon allegations of violations of applicable notice or severance pay requirements or violations of any provision of Section D. or Section E. of these Policies. Decisions reached pursuant to such review procedures

concerning discontinuation, expiration of term appointment, termination or discharge for cause may be appealed in accordance with the provisions of 611 of The Code of the Board of Governors as revised.

D. Equal Employment Opportunity

It is the policy of Winston-Salem State University that there be equal employment opportunity and freedom from unlawful discrimination in all employment within the University. Discrimination will not be practiced or condoned in covered positions on the basis of race, creed, color, national origin, sex, religion, disability, age, or veteran status except for bona fide occupation qualifications or other exceptions provided by state or federal law, as set out in Section 103 of The Code, as it may be amended from time to time. Employment in covered positions shall be conducted in accordance with all provisions of state or federal law or regulation prohibiting any such discrimination, and in accordance with applicable affirmative action guidelines.

E. Protected Activity

Employment in covered positions shall not be adversely affected by the exercise of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution: provided that employees in covered positions shall be subject to any limitations on political activity established by Article 5 of N.C.G.S. Chapter 126. The Board of Governors' Policies concerning political activity, Policy §300.5.1., et seq. as they may be amended from time to time, shall apply to positions covered by those policies.

F. EHRA Non-Faculty Grievance Procedure

1. ALLOWABLE GRIEVANCES

Employees in covered positions may seek review, after receiving notice of personnel actions covered by this section in the event that the employee is discontinued, terminated, or discharged from employment, suffers other adverse personnel action, or is not appointed following the end of a term appointment. If the covered person does not timely file a written request for review as prescribed herein, then the personnel action is final without recourse to any institutional review, appeal or grievance procedure. Review of matters arising out of the discontinuation, expiration of term appointments or terminations of employment with notice may be brought only upon allegations of violations of applicable notice or severance pay requirements. Violations of the provisions of the Equal Employment Opportunity section or Protected Activity section of this Policy shall also be subject to review under these procedures. Grievances pursuant to Sections B.1., B.2., or B.3., shall be directed to the EHRA Non-Faculty Grievance Committee in accordance with Step 3 of Appointment of EHRA Non-Faculty Grievance Committee.

2. APPOINTMENT OF EHRA NON-FACULTY GRIEVANCE COMMITTEE

The Chancellor shall annually appoint members to the EHRA Non-Faculty Grievance Committee according to the provisions of the University Committee Handbook. All committee members shall be appointed from the ranks of employees in covered positions. The committee shall consist of five persons including a chairman that is selected by the committee.

Step 1. Departmental and Divisional Review

An employee in a covered position shall, orally or in writing, present any allowable concern regarding terms and conditions of employment sequentially as follows:

- a. To the employee's immediate supervisor,
- b. To the Department Head
- c. To the appropriate Vice Chancellor.

The employee shall request a meeting with each individual in the chain of authority as needed. If the response of any person in the chain of authority fails to resolve the matter or if any person fails to respond within the time allowed, the employee may schedule a conference with the next person in the chain of authority.

Each individual in the chain of authority shall investigate the matter(s) presented and shall respond to the employee, in writing, within twenty (20) business days of a meeting with the employee, or if a response cannot be provided within the time allowed, shall advise the employee of the circumstances preventing a response and when a response can be expected.

Step 2. Mediation of Grievance

At any step in the chain of authority, the person in authority may offer the employee the opportunity to mediate the grievance. The employee may accept or reject mediation without affecting the right to proceed with the grievance. If the employee agrees to mediate and the matter is resolved at mediation, no further action will be taken. If the matter is not resolved at mediation, the employee may continue the grievance process.

Step 3. Appeal to the EHRA Non-Faculty Grievance Committee

If the decision reached in Step 1 or Step 2 does not resolve the matters presented, the employee may request a hearing before the EHRA Non-Faculty Grievance Committee. The request must be in writing and submitted on a form available from the Division Vice Chancellor, the Associate Provost for Administration, Human Resources, or Office of Legal Affairs. Any request for review under Section B, step 1 above shall be submitted within twenty (20) business days after receipt of the decision of the Division Vice Chancellor. Copies of the request for hearing shall be provided by the employee to all other parties in the chain of authority. The Grievance Committee shall schedule a hearing within twenty (20) business days of receipt of a request for hearing. The Grievance Committee shall be governed by guidelines adopted by the committee and approved by the Office of Legal Affairs.

3. RIGHT TO USE GRIEVANCE PROCEDURE

Employees in covered positions have the right to use these grievance procedures free from threats or acts of retaliation, interference, coercion, restraint, discrimination, or reprisal. Employees may not be retaliated against for participating in a grievance as a grievant, a witness, a support person, if any, or as a Grievance Committee member. A support person is someone who accompanies the grievant to hearings or interviews and/or assists the grievant in preparing for meetings, keeping track of documents, and

similar matters.

G. Holiday and Leave Entitlement

1. HOLIDAYS

Employees in covered positions shall be subject to the same State prescribed holidays given employees subject to the State Human Resources Act.

2. ANNUAL LEAVE

a. Basic Leave Policy

The amount of annual leave a permanent full-time employee in a covered position shall be entitled to accrue is twenty-four (24) business days per year. Annual leave is accrued at a monthly rate and is adjusted proportionately for permanent part-time employees who work halftime or more. The monthly earnings amount is equal to one-twelfth of the annual rate for each month the employee works or is on approved leave with pay. Monthly leave is earned when an employee works or is on approved leave with pay at least half the business days of a month. The scheduling of an employee's annual leave shall be subject to the approval of the employee's supervisor. With respect to an incumbent employee who is earning more than twenty-four (24) business days per year as of the date this policy becomes effective, such employee shall be entitled to continue to earn leave at the current rate. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be thirty (30) business days. Annual leave in excess of thirty (30) business days will be automatically converted to sick leave at the end of the year. An employee in a covered position who has accrued such unused annual leave as of the date of discontinuance of employment or change in employment status such that employee is no longer covered by this policy shall be paid for such unused annual leave, subject to the prescribed maximum of thirty (30) business days. The amount paid to an employee who has been employed an aggregate of 24 months or less by one or more State or local governmental agencies is equal to one day for each month worked less the number of days of annual leave taken during the employment period. An employee who has been employed for more than 24 months shall be paid subject to a maximum of 30 such days.

b. Exceptions to Basic Leave Policy

This policy does not apply to bonus leave granted by the 2003 and 2005 Legislature of North Carolina. Said bonus leave is governed by the terms of the creative legislation.

SICK LEAVE, MATERNITY LEAVE, FAMILY AND MEDICAL LEAVE, FAMILY ILLNESS LEAVE, CIVIL LEAVE, MILITARY LEAVE, CHILD INVOLVEMENT LEAVE, COMMUNITY SERVICE LEAVE, AND SPECIAL BONUS LEAVE

Employees in covered positions shall be subject to the same provisions concerning sick leave, family and medical leave, family illness leave, civil leave, military leave, child involvement leave, community service leave, and special leave bonus as are applicable to employees subject to the State Human Resources Act. With respect to sick leave, subject to approval by the employee's supervisor, an

employee may be advanced the amount of sick leave that can be accrued during the remainder of the year or during a twelve month period.

3. LEAVE OF ABSENCE WITHOUT PAY

Employees in covered positions may request leave of absence without pay, subject to approval of such leave by the Chancellor.

4. EDUCATIONAL ENTITLEMENT

Employees in covered positions are entitled to utilize the benefit of tuition waiver as conferred by UNC Policy 1000.2.2.

5. VOLUNTARY SHARED LEAVE

Employees in covered positions shall be subject to the provisions concerning shared leave as are applicable to employees subject to the State Human Resources Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.

6. ADVERSE WEATHER

This policy can be found on the WSSU Department of Human Resources webpage.

H. Statutory and Other Rules of Employment

Except as otherwise noted herein, employees in covered positions are subject to the same terms and conditions of employment as are other University personnel, including privacy of personnel records, and employment of related persons.

I. Implementation

Any proposed amendment to these Policies must be submitted for review and approved by the President prior to its adoption by the Board of Trustees.

Please see *Related Resources* for WSSU PROCEDURE FOR HEARINGS IN NON-FACULTY GRIEVANCE CASES (TERMINATION AT WILL).

IV. Roles and Responsibilities

Position Responsible: Chancellor/Provost

V. Applicability

These Policies apply to all permanent covered positions.

Responsible Division: Vice Chancellor and Chief of Staff

Authority: Board of Trustees

History:

- Adopted: September 1, 1981
- Revised: December 1994
- Revised: June 20, 2008
- Revised: June 19, 2009

Related Resources:

- [EHRA Non-Faculty Grievance Procedures](#)
- [EHRA Non-Faculty Review Process](#)
- [Board of Trustees EHRA Grievance Review & Notice of Appeal Form](#)
- [EHRA Non-Faculty Grievance Process Workflow](#)
- [EHRA Non-Faculty Grievance Hearing Process Workflow](#)



Prospective Students

Alumni & Friends

Current Students

Parents & Family

Faculty & Staff

Winston-Salem State University



SEARCH



*Home > About WSSU > Offices and Departments > Legal Affairs > Policies and Procedures
> Chapter 100 - Personnel Policies > 102 EHRA Employees
> 102.7 - Recruitment and Selection of EHRA Non-Faculty Employees*

102.7 - Recruitment and Selection of EHRA Non-Faculty Employees

University Group Policy #102.7

I. Executive Summary

This policy address position creation, posting requirements, search committee responsibilities, and final candidate selection.

II. Policy Statement

The purpose of this policy is to provide guiding principles for the recruitment and selection of all permanent EHRA non-faculty staff positions at Winston-Salem State University (WSSU). The policy is applicable to both full-time and part-time permanent positions that are exempt from the State Personnel Act and involve “at will” appointments.

III. Definitions

EHRA Senior Academic or Administrative Officers (SAAO) Tier I or II 1.

1. SAAO (Tier I)

The appointments of these senior officers are subject to the approval of the Board of Governors or a Board of Trustees delegated such authority by the Board of Governors. Such officers do not have tenure in their administrative positions. Individuals in these positions serve at the discretion of the Chancellor and are not appointed to serve for specified periods of time. They are eligible for retirement and medical benefits and accrue leave. Positions classified as SAAO Tier I at WSSU include Vice Chancellors, General Counsel, Deans and the Director of Library Services.

2. SAAO (Tier II)

The authority to make appointments and determine salaries for positions within this category has been delegated by the Board of Governors to the Chancellor and the Board of Trustees of the constituent institutions. The WSSU Board of Trustees has delegated to the Chancellor the authority to make appointments and determine salaries for this category of employees. Such officers do not have tenure in their administrative positions.

Individuals in these positions serve at the discretion of the Chancellor and are not appointed to serve for specified periods of time. They are eligible for retirement and medical benefits and accrue leave. Positions classified as SAAO Tier II at WSSU include Associate and Assistant Vice Chancellors; Associate and Assistant Deans; and other administrative positions within the University.

EHRA Instructional (non-teaching)

The authority to make appointments and determine salaries for positions within this category has been delegated to the Chancellor or Chancellor's designee. Individuals in these positions serve at the discretion of the Chancellor and are not appointed to serve for specified periods of time. The duties must be associated with the regular academic and educational experiences provided by the University, or be uniquely supportive of those academic and educational experiences, and must involve significant and independent interaction with participants in the University's instructional and educational program. Positions classified as EHRA Instructional (non-teaching) at WSSU include those involved with academic advising, academic preparation and enhancement, co-operative education, laboratory management, instructional technology, continuing education, coaching, academic standards, student support services, professional librarians and clinical and developmental counseling or psychological services.

EHRA Research

The authority to make appointments and determine salaries for positions within this category has been delegated to the Chancellor or Chancellor's designee. Individuals in these positions serve at the discretion of the Chancellor and are not appointed to serve for specified periods of time. Positions classified as research at WSSU require the following: (a) substantial independence in creative or research efforts and in the interpretation and dissemination of research results; (b) duties that are an integral part of the University's instructional or research activities and represent an extension of the regular academic and education experience provided by them University; (c) a substantial portion of the total work commitment be devoted to the research activities; and (d) possession of post-baccalaureate credentials or a comparable record of independent research productivity. Positions classified as EHRA Research at WSSU include those involved with academic research, research administration, institutional research, academic computing, community service and technology transfer.

IV. Guidelines

Establishment of a New Position

1. Request to Establish an SAAO Position

Units desiring to establish an SAAO position must complete an *Authorization to Establish or Review a Position form* and submit it through their Vice Chancellor to Human Resources (HR) for determination that the request meets the requirements of being classified as SAAO. A detailed description of the position's duties and responsibilities and a current organizational chart must accompany the request. If the position title is not on the current General Administration (GA) approved list, HR will analyze the position's duties against the EHRA guidelines established by GA and communicate with the requesting department as necessary. If the position is not on the approved GA list, HR will forward it to GA for consideration for SAAO status at the next Human Resource Advisory Board (HRAB-EHRA) meeting. The Chancellor will be notified of the action taken by the President.

2. Request to Establish a Non-Faculty EHRA Instructional or Research Position

Units desiring to establish a non-faculty EHRA instructional or research position must complete an *Authorization to Establish or Review a Position form* and submit it through their respective vice

Chancellor to HR. A detailed description of the position's duties and responsibilities and a current organizational chart must accompany the request. The primary function and duties should be instructional or supportive of academic and educational experiences, and constitute at least 50% of the position in order to be considered for EHRA status. Using the guidelines established by GA, HR will review the request to determine whether or not the position may be classified as instructional or research and communicate with the requesting department accordingly. If the position title and responsibilities have not been approved previously by GA, HR will forward it to GA for consideration for exempt status at the next HRAB-EHRA meeting. The Chancellor will be notified of the action taken by the President.

Review of an Existing Position

When a vacancy occurs in an existing EHRA staff position, the head of the unit shall review the position description to ensure that the description aligns with the duties and responsibilities associated with the position. Assistance with this review may be obtained from HR.

Recruitment Procedure

Once authorization to establish a new position or to review an existing position has been approved, the head of the unit shall begin the recruitment process as outlined below.

1. Advertising

Human Resources shall be responsible for ensuring that the advertising of the vacant position is in accordance with this policy

a. Advertising Media

Positions may be advertised in electronic or print media which have a national, state or local audience. A search that is national is generally advertised in *The Chronicle of Higher Education* and journals or newsletters (online or print). All positions shall be advertised on the University's website.

b. Duration of Advertisement

Positions shall be advertised for a minimum of seven (7) business days for internal or external searches.

c. Non-Discrimination Statement

All advertisements should include the following non-discrimination statement: Winston-Salem State University is dedicated to providing equal opportunity in admissions and employment based on merit, and without discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or political affiliation according to state and federal laws.

d. Content

At a minimum, all advertisements must include the title of the position, name of the recruiting unit,

position description, educational requirements (minimum and preferred), qualifications (minimum and preferred) application deadline (if any), affirmative action statement, employment background check statement, instructions for applying (to include application materials that must be submitted) and the names/addresses/telephone numbers of at least three (3) individuals who are familiar with the applicant's employment history.

e. Background check

All advertisements for EHRA positions shall include the following statement: *This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable).*

f. Advertising Cost

The cost of the advertisement(s) shall be paid from the hiring department's budget

2. Search Committee

a. Search Committee Chair

The head of the hiring unit shall appoint a chair of the search committee and designate persons to serve on the search committee. The chair of the search committee, with the assistance of the appointed support staff, is responsible for overseeing the search process, corresponding with applicants and maintaining search committee records.

b. Search Committee Duties and Responsibilities

The Search Committee is responsible for conducting an active search for qualified applicants, receiving, reviewing, and evaluating the applications of the candidates, conducting interviews of the top candidates for the position and recommending the final candidate(s) to the head of the unit.

c. Interviews

After screening the application files, the Search Committee shall produce a short-list of the top candidates (usually from 5-10) to interview initially by telephone. Once telephone interviews are complete, the Search Committee should invite the top 3-5 candidates to campus or teleconference for interviews.

Interview questions should be planned in advance in order to demonstrate that all candidates are being evaluated consistently. The same questions should be asked of every applicant allowing for individualized follow-up questions to be asked as needed. At the time of the interview, an employment authorization form that authorizes the University to conduct a criminal background check and/or a credit history check as part of pre-employment background investigation.

d. Finalists

Normally, at least two (2) finalists shall be recommended to the head of the unit for consideration. The head of the unit shall consult with the Search Committee prior to making a decision on the final

candidate. The method of consultation shall be determined by the head of the unit.

3. Selection of the Final Candidate

a. Background and Reference Checks

Prior to selecting the final candidate, the head of the unit shall ensure compliance with the University's *Background and Reference Check* policy which requires an employment background check. An employment background check shall include one or more of the following: verification of academic credentials; verification of prior employment including position, salary, and job performance; license verification; criminal background check; and credit history check.

b. Final Candidate Employed at Another UNC Institution

If the final candidate is currently employed at a UNC campus or entity, the hiring campus will proceed in accordance with *Regulations on Recruitment of Employees from Other Campuses within the University of North Carolina* [UNC Policy #300.2.7[R]].

Request for a Waiver of Recruitment

Permission to hire permanent employees under this section is granted solely at the discretion of the EEO/AA Officer and the Chancellor. No written or verbal offer of employment may be made until final approval is received from the EEO/AA Office.

The request for waiver of the advertising and search requirements and the recommendation to appoint must be forwarded to the EEO/AA Officer. A full explanation of the reasons for requesting the waiver and recommending the appointment should be included along with the waiver request form.

V. Roles and Responsibilities

Hiring Manager

- Identifies hiring needs.
- Develops the position description.
- May serve as Search Committee Chair and identifies Search Committee members.
- Development and Review of Applicant Evaluation Questionnaires.

Human Resources

- Works with the hiring Manager to prepare the job description and ensures proper procedures.
- Posts recruitment on selected job boards.
- Monitors staff recruitment activity and ensures accurate and complete recruitment and selection

guidelines and procedures are being followed within the organization.

- Processes final offer and extend offer.
- Notifies interviewees not selected.
- Ensures accurate and complete recruitment and selection guidelines and procedures.
- Extend offer of employment and complete offer letter.
- Conduct new hire orientation.

Search Committee Chair

- Ensuring search committee members understand their roles and the charge.
- Ensuring fair hiring practices are followed.
- Documenting process and providing documentation to the hiring manager at the end of the process.
- Obtaining advice/problem resolution assistance from the appropriate offices when necessary.
- Ensuring that search committee members maintain confidentiality.
- Recommends finalist applicants to Vice Chancellor/Dean.
- Reference checks, background checks, and hiring documents to Hiring manager.

Search Committee

- Screening applications.
- Interviewing applicants.
- Recommending and presenting a ranked list of top candidates.
- Analysis of strengths and weaknesses of top candidates.
- Recommending a top choice.
- Ensuring that diverse applicants are given a fair evaluation.

The official personnel files of *successful applicants* are maintained in the Division of Academic Affairs. The files of *unsuccessful applicants* are stored in the department which conducted the search until the files are scheduled to be destroyed.

VI. Applicability

This policy applies to all University positions covered by the EHRA Non-Faculty policy.

VII. Compliance

The University is required to keep the files of all applicants for EHRA staff positions for three (3) years after the date of receipt, if no charge of discrimination has been filed. If a charge has been filed, the file should be kept for one (1) year after the resolution of the charge.

Responsible Division: Vice Chancellor and Chief of Staff

Authority: Board of Trustees

History:

- Adopted: March 17, 2017



EXHIBIT C
RESOLUTION TO DELEGATE AUTHORITY DURING COVID-19 PANDEMIC

**WINSTON-SALEM STATE UNIVERSITY
BOARD OF TRUSTEES**

RESOLUTION TO DELEGATE AUTHORITY DURING COVID-19 PANDEMIC

WHEREAS, Governor Roy Cooper issued a State of Emergency declaration for the North Carolina on March 10, 2020, in order to coordinate the State's response and protective actions to prevent the spread of COVID-19; and

WHEREAS, Winston-Salem State University ("WSSU") is a constituent institution of The University of North Carolina System; and

WHEREAS, Pursuant to authority vested in it by the General Statutes, and consistent with the provisions of *The Code of the University of North Carolina*, the Board of Trustees have certain delegated authority, duties, and powers from the Board of Governors duties and powers, specifically related to (1) academic programs, (2) academic degrees and grading, (3) budget administration, (4) admissions, (5) tuition, fees, and deposits, (6) student financial aid, and (7) student services; and

WHEREAS, due to the sudden onset, rapid transmission, and other unknowns about COVID-19, the UNC System is issuing directives and guidance that impact campus operations and requires Winston-Salem State University to make immediate decisions regarding the ongoing operations of the institution; and

WHEREAS, Winston-Salem State University continues to work diligently to protect the health and safety of our campus communities during this unprecedented health emergency while significantly reducing operations through the end of the academic year; and

WHEREAS, Winston-Salem State University must be able to quickly identify and implement solutions regarding grading, course completions, award of course credits, fall 2020 admissions and enrollment, student financial aid, refunds to students for dining and housing, and other matters as required by the UNC System; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the institution for the Chancellor, in consultation with the Board Chair, to be able to implement policies related to COVID-19, in the most efficient manner possible to best serve the campus community.

NOW THEREFORE, in consideration of the premises above, the sufficiency and adequacy of which is hereby acknowledged,

BE IT RESOLVED, that the Board of Trustees of Winston-Salem State University hereby delegates to the Chancellor of Winston-Salem State University or his Designee, in consultation with the Board Chair, the authority to adopt institutional policies related to: (1) academic programs, (2) academic degrees and grading, (3) budget administration, (4) admissions, (5) tuition,

fees, and deposits, (6) student financial aid, and (7) student services and to take such or other action as may be necessary to carry out the intent of this Resolution.

BE IT FURTHER RESOLVED, that Chancellor Robinson shall provide an update of any policies adopted under this delegation to the Winston-Salem State University Board of Trustees at its next regularly scheduled meeting.

This Resolution shall be effective upon its adoption and shall expire on September 18, 2020.

This the 7th day of April 2020.



Kelvin Farmer
Board Chair
Winston-Salem State University Board of Trustees



Coretta Bigelow
Board Secretary
Winston-Salem State University Board of Trustees

EXHIBIT D
DELEGATION OF AUTHORITY TABLE

EXHIBIT D: DELEGATED AUTHORITY TABLE

Source	Authority	Delegation	Source	Sub-Delegation	Source
Powers Delegated by the General Assembly					
N.C.G.S. § 116-11(4)	Recommend Chancellor Nomination: The President shall make his nomination [for chancellor of a constituent institution] from a list of not fewer than two names recommended by the institutional Board of Trustees.				
N.C.G.S § 116-30.8	Audit (for Special Responsibility Constituent Institutions only): Each special responsibility constituent institution shall be audited annually by the State Auditor. The audit shall be provided to the Chancellor and Board of Trustees of the special responsibility institution, and the Board of Governors of The University of North Carolina	Audit Committee	Bylaws Art. 3 § 5(f)		
N.C.G.S § 116-31.12	Acquisition and Disposition of Real Property: The Board of Governors shall establish a policy for acquiring and disposing of an interest in real property for the use of The University of North Carolina and its constituent institutions by lease. This policy may delegate authorization of the acquisition or disposition of real property by lease to the Boards of Trustees of the constituent institutions or to the President of The University of North Carolina.				
N.C.G.S. § 116-33.1	Board of Trustees to Permit Recruiter Access: If the Board of Trustees provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the Board of Trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.				
N.C. Gen. Stat. § 116-36(a)	Endowment Fund: The Board of Trustees of each constituent institution shall establish and maintain, pursuant to such terms and conditions, uniformly				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	applicable to all constituent institutions, as the Board of Governors of the University of North Carolina may from time to time prescribe, an endowment fund for the constituent institution.				
N.C. Gen. Stat. § 116-36(c)	Endowment Fund: Pursuant to the foregoing subsections and consistent with the powers and duties prescribed in this section, each Board of Trustees shall appoint an investment board to be known as “The Board of Trustees of the Endowment Fund of _____” (here shall be inserted the name of the constituent institution).				
N.C.G.S. § 116-40.5	Campus Law Enforcement Agencies: The Board of Trustees may establish a campus law enforcement agency, employ campus police officers, and enter joint agreements with any municipality, county, or other constituent institution to extend law enforcement jurisdiction under specified circumstances.				
N.C.G.S. § 116-40.22(b)	Management Flexibility: The Board of Trustees of an institution shall, on recommendation of the Chancellor, appoint and fix the compensation of all vice-chancellors, senior academic and administrative officers, and any person having permanent tenure at that institution.				
N.C.G.S. § 116-40.22(c)	Management Flexibility: The Board of Trustees of the institution may recommend to the Board of Governors tuition and fees for program-specific and institution-specific needs at that institution without regard to whether an emergency situation exists and not inconsistent with the actions of the General Assembly.	Personnel and Tenure Committee	Bylaws Art. 3 § 5(g)		
N.C.G.S. § 116-40.22(d)	Management Flexibility: The Board of Trustees of an institution shall establish policies and rules governing the planning, acquisition, implementation, and delivery of information technology and telecommunications at the institution.				
N.C.G.S. § 116-40.23	Management Flexibility: The Board of Trustees shall report to the Board of Governors and to the Joint Legislative Education Oversight Committee any policies, procedures,				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	and rules adopted pursuant to G.S. 116-40.22, as well as any subsequent changes thereto, prior to implementation.				
N.C.G.S. § 116-41.15(c)	Distinguished Professors Endowment Trust Fund: Each participating Board of Trustees shall establish its own Distinguished Professors Endowment Trust Fund, and shall maintain it pursuant to the provision of G.S. 116-36 to function as a depository for private contributions and for the State matching funds for the challenge grants.				
N.C.G.S. § 116-41.17; 18	Distinguished Professors Endowment Trust Fund: The Board of Trustees may recommend to the Board [of Governors], for its approval, the establishment of an endowed chair or chairs and develop procedures and rules for the designation and selection of Distinguished Professors.				
N.C.G.S. § 116-44.4	Traffic and Parking: The Board of Trustees may by ordinance prohibit, regulate, divert, control, and limit pedestrian or vehicular traffic and the parking of motor vehicles and other modes of conveyance on the campus; provide for the registration of motor vehicles maintained or operated on the campus; fix fees for such registration; set aside parking lots and other parking facilities on the campus; issue permits to park in these lots and garages and may charge a fee therefor; make it unlawful for any person to park a motor vehicle in any lot or other parking facility without procuring the requisite permit and displaying it on the vehicle; set aside spaces in designated parking areas or facilities in which motor vehicles may be parked for specified periods of time; install a system of parking meters and make it unlawful for any person to park a motor vehicle in a metered space without activating the meter; install automatic gates, employ attendants, and use any other device or procedure to control access to and collect the fees for using its parking areas and facilities; provide for the issuance of stickers, decals, permits, or other indicia representing the registration status of				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	vehicles; establish procedures for the collection of penalties; provide for appropriate administrative sanctions; cause to be posted appropriate notice to the public of applicable traffic and parking restrictions; and provide for printing and distributing copies of its traffic and parking ordinances.				
N.C.G.S. § 116-44.5	Special Provisions Applicable to Identified Constituent Institutions of the University of North Carolina (related to Traffic and Parking): UNC CH, Appalachian State, UNC Charlotte, UNC Wilmington, UNC Greensboro, and NC A&T				
N.C.G.S. § 116-143(b)	State Supported Institutions of Higher Education Required to Charge Tuition and Fees: The Board of Trustees is authorized and empowered, in its discretion, to accept the obligation of the student or students together with such collateral or security as it may deem necessary and proper, if the student is unable to pay the cost of tuition and fees				
N.C.G.S. § 116-143.6(a)	Full Scholarship Students Attending Constituent Institutions: The Board of Trustees may consider as residents of North Carolina all persons who receive full scholarships, unless the scholarships is for athletics, to the institution from entities recognized by the institution and attend the institution as undergraduate students.				
N.C.G.S. § 116-143.10	Cap on Student Fees: The Board of Trustees at each constituent institution may increase the cumulative total of all undergraduate student fees approved by either the Board of Governors or the Board of Trustees by no more than three percent (3%) per academic year.				
Powers Delegated by the Board of Governors or President					
The Code Section 402C	Reports on the Activities of the Board of Trustees. The secretary of each Board of Trustees shall keep the Board of Governors, through the secretary of the University, fully and promptly informed concerning activities of the Board of Trustees, including notice of any changes in the				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	membership of the Board or in its committee structure or bylaws, and notices of meetings.				
The Code Section 403	Advisory: The Board of Trustees of each constituent institution shall advise the Board of Governors on matters related to the institution and shall advise the chancellor on management and development of the institution.				
The Code Section 502C	Operation Reports: The chancellor shall submit reports to the Board of Trustees on the operation of the institution and its needs, as the chancellor may deem wise or the Board may require.				
The Code Section 502D	Student Affairs: Where, in a student conduct case, the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees. No appeal to the president or Board of Governors is permitted.				
The Code Section 602	Academic Tenure: The Board of Trustees of each constituent institution shall adopt policies and regulations governing academic tenure.				
The Code Section 603 (see also UNC Policy 101.3.1.1[R])	Appeals of Decisions Imposing Discharge or Serious Sanction: If the chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the chancellor's decision to the Board of Trustees. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting an initial review to a standing or ad hoc committee of at least three members. The decision of the Board of Trustees is final with no further appeal.	Grievance Appeal Committee	Bylaws Art. 3 § 5(h)		
The Code Section 604C (2) (see also UNC Policy 101.3.1.2[R])	Review of Nonreappointment Decisions: If the chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the	Grievance Appeal Committee	Bylaws Art. 3 § 5(h)		

Source	Authority	Delegation	Source	Sub-Delegation	Source
	chancellor's decision by filing a written notice of appeal with the Board of Trustees.				
The Code Section 605C (6)	Review of Termination: A faculty member whose employment is terminated pursuant to this Section 605 may appeal the reconsideration decision to the Board of Trustees of the constituent institution.	Grievance Appeal Committee	Bylaws Art. 3 § 5(h)		
The Code Section 607(6) (see also UNC Policy 101.3.2)	Faculty Grievance Committee For Constituent Institutions: If neither the relevant administrative official nor the chancellor makes an adjustment that is advised by the faculty grievance committee in favor of the aggrieved faculty member, then the faculty member may appeal to the Board of Trustees of the constituent institution. The decision of the Board of Trustees is final.	Grievance Appeal Committee	Bylaws Art. 3 § 5(h)		
The Code Section 611(2)	Review Of Personnel Actions Affecting Specified Employees Exempt From The State Human Resources Act (EHRA): If the chancellor either declines to accept a committee recommendation that is favorable to the employee or concurs in a committee recommendation that is unfavorable to the employee, the employee may appeal within 14 calendar days after receiving the chancellor's written decision, by filing with the chancellor for transmission to the Board of Trustees a written notice of appeal.... The decision of the Board of Trustees is final with no further appeal.				
The Code Appendix 1, Section I(A)(1)	Academic And Administrative Personnel: Upon recommendation of the chancellor, the Board of Trustees of a special responsibility constituent institution with management flexibility for personnel appointments shall, for all positions exempt from the State Human Resources Act except the position of the chancellor, appoint, promote, and set the compensation for such employees consistent with the policies and salary ranges set by the Board of Governors and the regulations and guidelines established by the Office of the President.				

Source	Authority	Delegation	Source	Sub-Delegation	Source
The Code Appendix 1, Section I(A)(2)	Academic And Administrative Personnel: A Board of Trustees may promote in rank a faculty member with permanent tenure, upon the recommendation of the chancellor, and without approval by the Board of Governors.				
The Code Appendix 1, Section I (C)	Academic And Administrative Personnel: The Board of Trustees may adopt personnel policies not otherwise prescribed by state law, the University Code, or policies of the Board of Governors, for personnel in all categories of university employment.				
The Code Appendix 1, Section I(D)	Academic And Administrative Personnel: In the event of a vacancy in the chancellorship, the Board of Trustees shall establish, in consultation with the president, a search committee composed of representatives of the Board of Trustees, the faculty, the student body, staff, the alumni, the local community, and other campus constituencies as may be appropriate.				
The Code Appendix 1, Section I(D)	Academic And Administrative Personnel: The Board of Trustees, following receipt of the report of the search committee, shall, subject to the direction of the president, recommend an unranked slate of no fewer than two candidates for consideration by the president in designating a nominee for the chancellorship for approval by the Board of Governors.				
The Code Appendix 1, Section II	Academic Program: The Board of Trustees shall be responsible for ensuring the institution's compliance with the educational, research, and public service roles assigned to it by the Board of Governors, either by express directive or by promulgated long-range plans of the Board of Governors.				
The Code Appendix 1, Section III	Academic Degrees and Grading: Subject to authorization by the Board of Governors of the nature and general content of specific degree programs which may be offered by an institution, each institution shall determine whether an individual student shall be entitled to receipt of a				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	particular degree. Each institution also shall determine what grade a student will be assigned in a particular course.				
The Code Appendix 1, Section IV	Honorary Degrees, Awards And Distinctions: The Board of Trustees shall be responsible for approving the names of all individuals on whom it is proposed that an honorary degree or other honorary or memorial distinction be conferred by the institution, subject to such policies as may be established by the Board of Governors.				
The Code Appendix 1, Section V	Budget Administration: The Board of Trustees shall advise the chancellor with respect to the development of budget estimates for the institution and with respect to the execution and administration of the budget of the constituent institution, as approved by the General Assembly and the Board of Governors.				
The Code Appendix 1, Section VI	Property And Buildings: The Board of Trustees of a constituent institution shall be responsible, subject to policies of the Board of Governors and all legal requirements relative to the construction of state-owned buildings, for the following matters concerning campus capital construction projects which have been approved by the Board of Governors and authorized by the state of North Carolina: (1) the selection of architects or engineers for buildings and improvements requiring such professional services; (2) the approval of building sites; (3) the approval of plans and specifications; and (4) the final acceptance of all completed buildings and projects.				
The Code Appendix 1, Section VI	Property And Buildings: The Board of Trustees shall be responsible to the Board of Governors for preparing and maintaining a master plan for the physical development of the institution, consistent with the total academic and service mission of the institution as defined and approved by the Board of Governors.				

Source	Authority	Delegation	Source	Sub-Delegation	Source
The Code Appendix 1, Section VI	Property And Buildings: If a proposal involves acquisition or disposition of any interest in real property other than a leasehold, the Board of Trustees may authorize such a transaction with a value less than \$500,000. If a proposal involves acquisition or disposition of a leasehold interest in real property, the Board of Trustees may authorize such a transaction with an annual value less than \$500,000 and a term of not more than 10 years.	Chancellor	Delegation of Authority Resolution 09.17.2021		
The Code Appendix 1, Section VII	Endowments And Trust Funds: Subject to applicable provisions of state law and to such terms and conditions as may be prescribed from time to time by the Board of Governors, each Board of Trustees shall be responsible for the preservation, maintenance, and management of all properties, both real and personal, funds and other things of value which, either separately or in combination, constitute all or any part of the authorized endowment or trust funds, either currently in existence or to be established in the future, for the benefit of the individual constituent institution. [See G.S. 116-11(2); 116-12; 116-36; 116-36.1; 116-36.2]				
The Code Appendix 1, Section VIII	Admissions: Subject to such enrollment levels and minimum general criteria for admission as may be established for a constituent institution by the Board of Governors, each constituent institution of the University of North Carolina shall establish admissions policies and resolve individual admission questions for all schools and divisions within the institution. No appeal concerning an individual admission case shall lie beyond the institutional Board of Trustees.				
The Code Appendix 1, Section IX	Tuition, Fees, And Deposits: The Boards of Trustees of the constituent institutions other than the board of the North Carolina School of Science and Mathematics shall cause to be collected from each student, at the beginning of each semester, quarter, or term, such tuition, fees, and other amounts necessary to pay other expenses for the term, as				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	have been approved by the Board of Governors. [See G.S. 116-143]				
The Code Appendix 1, Section IX	Tuition, Fees, And Deposits: Each Board of Trustees shall require the payment of such advance deposits, at such times and under such conditions as it determines are appropriate or as may be required by state law or by the Board of Governors. [See G.S. 116-143]				
The Code Appendix 1, Section IX	Tuition, Fees, And Deposits: Each Board of Trustees shall require the payment of such nonrefundable application fees, in connection with each application for admission, as may be required by state law or by the Board of Governors. [See G.S. 116-143].				
The Code Appendix 1, Section IX	Tuition, Fees, And Deposits: Subject to policies prescribed by the Board of Governors, the Boards of Trustees shall establish regulations concerning the acceptance of obligations of students, together with such collateral or security as may be deemed necessary or proper, in lieu of cash, in payment of tuition and fees. [See G.S. 116-143]				
The Code Appendix 1, Section IX	Tuition, Fees, And Deposits: Subject to policies prescribed by the Board of Governors, each Board of Trustees, in consultation with the chancellor, shall recommend to the president the amounts to be charged at the constituent institution for application, athletics, health services, student activities, educational and technology, retirement of debt incurred for capital improvements projects authorized by the General Assembly, course, and special fees.				
The Code Appendix 1, Section X	Student Financial Aid: All scholarships and other forms of financial aid to students which are limited in their application to or are supported from sources generated by an individual campus shall be administered by the constituent institution pursuant to such regulations as may be prescribed by the Board of Trustees and subject to the terms of any applicable laws and to policies of the Board of Governors.				

Source	Authority	Delegation	Source	Sub-Delegation	Source
The Code Appendix 1, Section XI	Student Services: Each Board of Trustees, upon recommendation of the chancellor, shall determine the type, level, and extent of student services (such as health care, athletic programs, and counseling) to be maintained for the benefit of students at the institution, subject to general provisions concerning types and levels of student services as may be prescribed by the Board of Governors.				
The Code Appendix 1, Section XII	Student Activities And Government: Under such policies as may be prescribed by the Board of Governors and the Board of Trustees, the chancellor shall be responsible for the regulation and approval of organized, institutionally recognized student activities, the definition of roles and functions of any institutionally recognized system of student self-government and student participation in the governance of any aspect of the institutional programs and services.				
The Code Appendix 1, Section XIII	Intercollegiate Athletics: Subject to such policies as may be prescribed by the Board of Governors and the Board of Trustees, the chancellor shall be responsible for the establishment and supervision of the institution's program of intercollegiate athletics.	The Academic Affairs Committee provides policy advice and reports to the Board on academic, strategic, and operational matters related to athletics,	Bylaws Art. 3 § 5(b)		

Source	Authority	Delegation	Source	Sub-Delegation	Source
The Code Appendix 1, Section XV	Campus Security: Subject to applicable provisions of state law and such policies as may be adopted by the Board of Governors or the Board of Trustees, the chancellor shall be responsible for the maintenance of campus security.				
The Code Appendix 1, Section XVI	Auxiliary Enterprises, Utilities, And Miscellaneous Facilities: Pursuant to applicable provisions of state law and policies of the Board of Governors, the Boards of Trustees of affected constituent institutions shall have authority and responsibility for the adoption of policies applicable to and the control and supervision of campus electric power plants and water and sewer systems, other utilities and facilities [G.S. 116-35], and child development centers [G.S. 116-38].				
UNC Policy 200.1(5)(c)(iv)(5)	Dual Members and Conflicts of Interest: The restrictions on entering into a contract in paragraph c.iii., do not apply if the person with the substantial interest does not participate in making or administering the contract and the committee of the Board of Governors or of the relevant Board of Trustees designated pursuant to paragraph d.i., below, finds that the contract is in the best interest of the University.				
UNC Policy 100.3(II)	Waiver from University Policies, Regulations, and Guidelines: The chancellor of a constituent institution may, after consulting the Board of Trustees, submit to the president a request for waiver from the requirements of a University policy, regulation, or guideline. . . . Each request shall include, at a minimum, the following: . . . A declaration that the constituent institution’s chancellor and Board of Trustees support the waiver request.				
UNC Policy 200.1.(5)(d)(i)	Conflicts of Interest: Each chair of a Board of Trustees shall designate a standing committee to determine whether a potential conflict is a permissible or impermissible activity and to make recommended findings as to whether this policy has been violated.	Audit Committee	Bylaws Art. 3 § 5(f)		

Source	Authority	Delegation	Source	Sub-Delegation	Source
UNC Policy 200.4(II)	Assessment Process for the Board of Trustees: The Board of Trustees of each constituent institution will conduct a self-assessment every four years at a time determined by the Chairperson of the Board of Trustees after consultation with the chancellor and the President. The chancellor and Board Chairperson shall submit a summary report to the President and the Board of Governors at the conclusion of the assessment.				
UNC Policy 200.4(IV)	Assessment Process for the Chancellor: (2) In the second spring after the appointment of the chancellor, and every four years thereafter, the Board of Trustees will review the performance of the chancellor. An assessment committee of the Board of Trustees will ask each trustee to fill out a questionnaire developed by the President’s office. The results will be shared with the President and reviewed in a meeting of the chancellor, the chair of the Board of Trustees and the President. (3) In the fourth spring after the chancellor’s appointment, and every four years thereafter, the President and the Board of Trustees will conduct a comprehensive review of the chancellor’s performance that will include major campus constituencies such as faculty, students, and staff. The chairperson of the Board of Trustees will appoint an assessment committee. For chancellors appointed prior to 2001 who have had a review by the Board of Trustees under the previous assessment policy, the reviews designated in paragraphs 2 and 3 above will be conducted in the spring of years in accordance with the existing biennial and quadrennial schedule.				
UNC Policy 200.4.2(G)	Guidance for Fourth Year Comprehensive Performance Review of the Chancellor: The chair of the Board of Trustees appoints an assessment committee comprised of selected trustees or the full Board. . . . The chancellor provides a self-assessment of goals and accomplishments				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	to the Board of Trustees and the President. . . . The chair of the Board of Trustees then presents the report to the full Board of Trustees in closed session at the next meeting.				
UNC Policy 200.7(IV)	Policy on Duties, Responsibilities, and Expectations of Board Members: Any sanction [against a Board member] shall require an affirmative vote of two-thirds (2/3) of the voting membership of the Board of Governors or Board of Trustees then in office.				
UNC Policy 200.7(IV)(D)	Policy on Duties, Responsibilities, and Expectations of Board Members: Receive complaint against a Board member from the BOG Committee on University Governance and follow directions for appropriate action.				
UNC Policy 200.8	Policy on Chancellor Searches and Elections: As further described in this policy, members of the Boards of Trustees shall serve as members of the search committee, shall consider candidates proposed by the search committee as potential finalists, and shall refer a final slate of candidates to the president for additional vetting and consideration. . . . The Board of Trustees, following receipt of the report of the search committee shall, subject to the direction of the president, recommend an unranked slate of no fewer than two (2) candidates for consideration by the president in designating a nominee for the chancellorship.				
UNC Policy 300.1.1(II)(A)	Policy on Senior Academic and Administrative Officers: The appointments of these Tier I SAAOs are subject to the approval of the Board of Governors or a Board of Trustees delegated such authority by the Board of Governors.				
UNC Policy 300.1.1(II)(B)	Policy on Senior Academic and Administrative Officers: The compensation of Tier I SAAOs shall be set by the Board of Governors or a Board of Trustees delegated such authority by the Board of Governors.				
UNC Policy 300.1.1(III)	Policy on Senior Academic and Administrative Officers: The authority to make appointments and determine salaries for positions within Section I.B(1) is exercised by the Board of Governors, on recommendation of the				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	president, or a Board of Trustees delegated such authority by the Board of Governors; for positions within Section I.B(2), such authority is delegated by the Board of Governors to the chancellors and the respective Boards of Trustees of the constituent institutions.				
UNC Policy 300.1.2	Evaluation of Positions for Designation as Senior Academic and Administrative Officer: The Board of Governors shall appoint and fix the compensation of all persons nominated to fill the presidency, vice presidencies, presidential staff positions, chancellorships, vice chancellorships, and deanships. With respect to other positions designated by the Board as senior academic and administrative officers, the authority to make appointments and determine salaries shall be delegated to the chancellors and the Boards of Trustees of the constituent institutions.				
UNC Policy 300.1.6	Policy on Administrative Separation and/or Retreat to a Faculty Position: Every Board of Trustees and the Board of Governors must establish a policy governing separation and/or retreat of administrators.				
UNC Policy 300.1.6[R]	Regulation on Administrative Separation (for individuals who began service in a covered position on or after May 2, 2010): Any exception to these (Administrative Separation and Return to a Tenured Faculty Position) provisions must be approved by the Board of Trustees and by the President.				
UNC Policy 300.1.6[R]	Regulation on Administrative Separation (for individuals who began service in a covered position on or after May 2, 2010): Any exception (regarding Reappointment of an Administrator without Faculty Return Rights) must be approved by the Board of Trustees and by the President.				
UNC Policy 300.1.6[R]	Regulation on Administrative Separation (for individuals who began service in a covered position on or after May 2, 2010): Any agreement that results in a longer period of compensation (more than 90 days) must be approved by				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	the Board of Trustees or the Board of Governors for employees of UNC General Administration.				
UNC Policy 300.1.6[R]	Regulation on Administrative Separation and/or Retreat to a Faculty Position (for individuals who began service in a covered position prior to May 2, 2010): If the chancellor proposes to pay the administrator full or partial administrative pay after the termination of the administrator’s administrative duties for longer than one year, the agreement must be approved by the Board of Trustees of the constituent institution.				
UNC Policy 300.1.6[R]	Regulation on Administrative Separation and/or Retreat to a Faculty Position (for individuals who began service in a covered position prior to May 2, 2010): If a chancellor or the president proposes to pay the administrator his or her full administrative 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 Trustees of the constituent institution or by the Board of Governors for employees of the Office of the President or the General Administration.				
UNC Policy 300.1.6[R]	Regulation on Administrative Separation and/or Retreat to a Faculty Position (for individuals who began service in a covered position prior to May 2, 2010): Any agreement that results in a longer period of compensation (more than 90 days) must be approved by the Board of Trustees or the Board of Governors for employees of UNC General Administration.				
UNC Policy 300.1.6.2	Administrative Separation of the President and the Chancellor: At the conclusion of the research leave, the former chancellor shall submit a summary report to the president, the Board of Governors, and the applicable Board of Trustees.				
UNC Policy 300.2.1	Exempt Employees: The Board of Trustees of each constituent institution shall adopt for the institution				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	personnel policies for covered positions within the institution that are consistent with all provisions of these policies. Any proposed provision in an institutional policy statement that in any manner adds to or modifies the provisions of these policies must be submitted for review and approved by the President prior to its adoption and implementation.				
UNC Policy 300.2.14	Non-Salary and Deferred Compensation: The policy shall either provide specified non-salary compensation to a defined category of employees uniformly or shall require approval by the Board of Trustees or Board of Governors upon recommendation by the chancellor or president, respectively, regarding non-salary compensation granted to an individual employee before non-salary compensation is provided.				
UNC Policy 300.2.14	Non-Salary and Deferred Compensation: An exception permitting non-salary compensation to be funded from State funds may be approved by a Board of Trustees or the Board of Governors only when permitted by the Office of State Budget and Management.				
UNC Policy 300.2.14[R]	Regulation for Deferred Compensation for Chancellors: Any campus that seeks to make contributions on behalf of its chancellor shall deliver a written request through the Board of Trustees to the president that describes its proposal for funding the contributions. . . . Contributions to a qualified retirement plan as chancellor deferred compensation may be suspended or discontinued at the discretion of the Board of Governors or the Board of Trustees.				
UNC Policy 300.4.2 and 300.4.2.1[G]	Anti-Nepotism Reports: The chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.				

Source	Authority	Delegation	Source	Sub-Delegation	Source
UNC Policy 300.5.1	Political Activities of Employees: The Board of Trustees of each constituent institution shall adopt policies governing political activities of employees. Policies adopted or substantively amended by a Board of Trustees regarding political activities of employees shall be effective upon approval by the president.				
UNC Policy 300.5.2(III)(B)	Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office): If the petition [concerning candidacy for or service in the General Assembly] pertains to a chancellor, it shall be accompanied by a recommendation of the Board of Trustees.				
UNC Policy 300.5.2(III)(B)	Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office): Petitions by University employees other than senior academic and administrative officers, with the exception of petitions concerning candidacy for the General Assembly, shall be addressed to and resolved by the appropriate Board of Trustees and shall be transmitted through the chancellor.				
UNC Policy 300.5.2(V)(C)	Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office): The Board of Trustees of each constituent institution shall adopt policies governing public officeholding by employees. Policies adopted or substantively amended by a Board of Trustees regarding public officeholding by employees shall be effective upon approval by the president.				
UNC Policy 300.8.3[R]	Regulation on Institutional Occupational Safety and Health Programs: The institutional safety and health director is responsible for preparing a campus safety and health plan, in accordance with standards and requirements of the NC DOL, G.S. 143-582, and the OSHR Workplace Requirements for Safety and Health. This plan shall be shared at least annually with the institution's Board of Trustees.				
UNC Policy 300.8.3[R]	Regulation on Institutional Occupational Safety and Health Programs: The institutional safety and health				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	director shall make a written report at least annually to the institution's chancellor, Board of Trustees, and UNC System Office associate vice president of safety and emergency operations on the major activities and programs conducted as part of the institution's safety and health function.				
UNC Policy 300.8.5 and 300.8.5[R](IX)	Policy on Diversity and Inclusion Within the University of North Carolina: Each constituent institution, through its chancellor, D&I Officer, or other chancellor designee, shall provide a report at least annually to the Board of Trustees on D&I-related information as identified by the president or president's designee.				
UNC Policy 400.1.5[R]	Regulation Related to Fostering Undergraduate Student Success: An institution with compelling reasons as to why a program's requirements must exceed 120 semester credit hours may petition to have an exception approved by its Board of Trustees. Compelling reasons include, but are not limited to: programmatic accreditation standards; licensure requirements; and other state, federal, or professional regulations.				
UNC Regulation 400.5[R]	Regulation on Planning, Establishing, and Reviewing Centers and Institutes in the University of North Carolina: The Board of Trustees of each administrative campus has the authority to approve campus level policies on centers and institutes and to authorize establishment and discontinuation of institutional centers and institutes consistent with these regulations and the directions of the president or the Board of Governors. The Board of Trustees may delegate to the chancellor the authority to approve the discontinuation of institutional centers and institutes. Administrative campuses must have policies that address the following aspects of the establishment of institutional centers and institutes... Clear process for granting and notification of the establishment of a center or institute, which includes approval by the chancellor and Board of Trustees and notification to the Office of Research and				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	Graduate Education at UNC General Administration prior to establishment.				
UNC Regulation 400.5[R]	Regulation on Planning, Establishing, and Reviewing Centers and Institutes in the University of North Carolina: The Board of Trustees of each administrative campus has the authority to approve campus level policies on centers and institutes and to authorize establishment and discontinuation of institutional centers and institutes consistent with these regulations and the directions of the president or the Board of Governors. The Board of Trustees may delegate to the chancellor the authority to approve the discontinuation of institutional centers and institutes.	Chancellor	Delegation of Authority Resolution 09.17.2021		
UNC Regulation 400.6.1[R]	Regulation for the Establishment of an Early College High School on UNC Campuses: An agreement may be made between a local school district's Board of Education and a constituent institution and must be approved by the appropriate entities and signed by the chair of the Board of Education; superintendent of the collaborating school district; chair of the campus Board of Trustees; and the chancellor of the institution.				
UNC Policy 500.2	Patent and Copyright Policies: With this limitation, the exact proportion shall be determined in accordance with the institution's patent procedures as approved by the institution's Board of Trustees and the President.				
UNC Policy 500.2	Patent and Copyright Policies: The Board of Trustees of each constituent institution shall adopt patent procedures that are consistent with and implement these policies, taking into account the nature and scope of the institution's programs.				
UNC Policy 600.1.1(II)(A)(1)	Policy on Design, Construction, and Financing of Capital Improvement Projects: The Board of Governors delegates to the president and the Boards of Trustees the power to approve capital improvement projects that are funded entirely with non-General Fund money that are projected to cost less than \$750,000.				

Source	Authority	Delegation	Source	Sub-Delegation	Source
UNC Policy 600.1.1(II)(A)(2)	Policy on Design, Construction, and Financing of Capital Improvement Projects: The Board of Governors delegates to the president and the Boards of Trustees authority to approve advance planning of capital improvement projects, where the advance planning effort is to be funded entirely with non-General Fund money. (fn2 Unless otherwise indicated by the Board of Governors, this delegation of authority to Boards of Trustees to approve advance planning efforts shall not be further delegated.)				
UNC Policy 600.1.1(II)(B)(2)	Policy on Design, Construction, and Financing of Capital Improvement Projects: Upon request by the Board of Trustees of a constituent institution or affiliated entity and with the recommendation of the president, the Board of Governors may delegate to the Board of Trustees of a constituent institution or affiliated entity additional authority to approve capital improvement projects funded entirely with non-General Fund money that are projected to cost less than \$1,000,000.				
UNC Policy 600.1.1.1[G]	Guideline on the Delegation of Authority to Execute Construction Contracts: As of December 18, 1972, the President has delegated to each chancellor the authority and responsibility for execution of construction contracts, in conjunction with the performance by the Board of Trustees of its enumerated responsibilities.				
UNC Policy 600.1.3(II)(B) and (C)	Policy on Authority for Real Property Transactions: The Board of Governors delegates to the Boards of Trustees of the constituent institutions the power to authorize acquisition or disposition by the institutions of the following interests in real property without obtaining approval of the Board of Governors: <ul style="list-style-type: none"> • Any interest in real property, other than a leasehold, with a value less than \$500,000; and • A leasehold interest in real property with annual value less than \$500,000 and a term of not more than 10 years 	Chancellor (To acquire and dispose of an interest in real property valued at less than fifty thousand dollars	Delegation of Authority Resolution 09.17.2021		

Source	Authority	Delegation	Source	Sub-Delegation	Source
	The Boards of Trustees of the constituent institutions are authorized to delegate to the chancellors of their respective institutions the power to authorize for their institutions acquisition or disposition of an interest in real property valued at less than \$50,000	(\$50,000), or as may be otherwise set forth in Policy 600.1.3 of The University of North Carolina Board of Governors. The value of an interest in real property shall, with respect to a leasehold or rental interest, be deemed the annual rental value thereof.)			
UNC Policy 600.1.3(III)(B)	Policy on Authority for Real Property Transactions: Upon request by the Board of Trustees of a constituent institution and with the recommendation of the president, the Board of Governors may delegate to the Board of Trustees of a constituent institution additional authority to acquire and dispose of an interest in real property other than a lease if valued at less than \$1,000,000, and/or, consistent with G.S. 116-31.12, to acquire and dispose of real property by lease if the lease is valued annually at less than \$750,000 and has a term of not more than 10 years.				
UNC Regulation 600.1.3[R](III)	Required Authorizations for Real Property Transactions:				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	An instrument involving acquisition or disposition of real property by lease using additional delegated authority authorized by a constituent institution's Board of Trustees shall be executed by the chancellor or designee.				
UNC Regulation 600.1.3[R](IV)	<p>Requirements for Lease Transactions Using Additional Delegated Authority: The requirements in this section IV apply to acquisitions and dispositions of real property by lease by constituent institutions that have been granted additional delegated authority for lease transactions by the Board of Governors.</p> <p>Acquisition by Lease Process. If the lease cost and term are not within the delegation set by the Board of Trustees of the constituent institution, the campus property office shall seek approval of the proposed lease by the Board of Trustees via a request by the vice chancellor for business affairs.</p> <p>Disposition by Lease Process. The proposed disposition of real property by lease must be endorsed by the chancellor or designee and the Board of Trustees of the constituent institution.</p>				
UNC Policy 600.2.1 and 600.2.1.2[G]	Endowment Funds: The Board of Trustees of each constituent institution shall establish and maintain an endowment fund for the constituent institution.				
UNC Policy 600.2.1	Endowment Funds: Pursuant to these regulations each Board of Trustees shall appoint an investment board to be known as "The Board of Trustees of the Endowment Fund of _____" (here shall be inserted the name of the constituent institution).				
UNC Policy 600.2.1	Endowment Funds: The trustees of the endowment fund shall have the power to buy, sell, lend, exchange, lease, transfer, or otherwise dispose of or to acquire any property . . . provided further that, any gratuitous transfer of property or funds from the endowment fund shall be only upon direction of the Board of Trustees of the institution upon recommendation of the chancellor.				

Source	Authority	Delegation	Source	Sub-Delegation	Source
UNC Policy 600.2.1	Endowment Funds: The board of trustees of the endowment fund may transfer interest or principal of the endowment fund to the useful possession of the constituent institution . . . provided further that, such transfer be executed only by direction of the Board of Trustees of the institution and for the purpose identified by the Board of Trustees of the institution, upon recommendation of the chancellor.				
UNC Policy 600.2.3	Distinguished Professors Endowment Trust Fund: An institutional Board of Trustees, to be eligible for an allocation from the President under the schedule set forth herein, shall establish a Distinguished Professors Endowment Fund (hereafter “Endowment Fund”) to be administered in accordance with N.C.G.S. §116- 36 and private contributions received for this purpose shall be deposited to that Endowment Fund, together with the challenge grant from the Trust Fund. Federal grant funds do not meet the definition of “private gift” or “private contribution.”				
UNC Policy 600.2.3	Distinguished Professors Endowment Trust Fund: The Board of Trustees may name the endowed chair or chairs in honor of a donor, benefactor, or other person or organization and shall consult with the chancellor regarding an endowed chair position vacancy.				
UNC Policy 600.2.3	Distinguished Professors Endowment Trust Fund: The Board of Governors delegates the authority to designate a Distinguished Professorship, including Distinguished Scholar, and Distinguished Fellow, as time limited to the Boards of Trustees of those constituent institutions designated as Special Responsibility Constituent Institutions with Management Flexibility to Appoint and Fix Compensation.				
UNC Policy 600.2.5;	Audit Reports: The Board of Trustees shall receive annual independent financial audit reports from each of the	Audit Committee	Bylaws Art. 3 § 5(f)		

Source	Authority	Delegation	Source	Sub-Delegation	Source
600.2.5.1[G] ; 600.5.2.5[R]	private foundations, associations, or clubs whose primary purpose is to provide financial support to the institution.				
UNC Policy 600.2.5.2[R]	Regulation on Required Elements of University-Associated Entity Relationship: An Associated Entity (including any subsidiary or affiliate of an existing Associated Entity), seeking to be associated with a constituent institution must be approved in writing by the chancellor and the Board of Trustees of the constituent institution.				
UNC Policy 600.2.5.2[R]	Regulation on Required Elements of University-Associated Entity Relationship: The head of the Approving Institution may neither remove the approved status of an Associated Entity of that Approving Institution, nor decline to extend such approved status beyond the expiration of the Associated Entity’s then-current term, without advance written approval of the Board of Governors and the president, or Board of Trustees of the Approving Institution and the president, depending on whether the Approving Institution is the UNC System Office or a constituent institution.				
UNC Policy 600.3.4	Granting of Management Flexibility to Appoint and Fix Compensation: The president delegates to the Board of Trustees for each constituent institution the authority to execute the following personnel actions for faculty and EHRA non-faculty instructional, research, and public service (IRPS) employees: <ol style="list-style-type: none"> 1. Permanent and temporary appointments and salaries. 2. Promotion, including faculty rank changes but excluding tenure. 3. Permanent and temporary salary increases or stipends. 	Chancellor	Resolution of the Board of Trustees 03.17.2017 (to approve EHRA salary adjustments up to the limits set forth in the		

Source	Authority	Delegation	Source	Sub-Delegation	Source
			Resolution)		
UNC Policy 600.3.4	Granting of Management Flexibility to Appoint and Fix Compensation: 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.				
UNC Policy 600.3.4	Granting of Management Flexibility to Appoint and Fix Compensation: The Board of Trustees 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. Upon recommendation of the chancellor, appoint and fix the salary and non-salary compensation for all vice chancellors and other Tier 1 senior academic and administrative officers 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.				
UNC Policy 600.3.4	Granting of Management Flexibility to Appoint and Fix Compensation: The Board of Trustees 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:				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	<ol style="list-style-type: none"> 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. 3. Establish IRPS positions and salary ranges. 				
UNC Policy 600.5.4	<u>Consulting Contracts Report: The Board of Trustees shall receive annual reports regarding contracts for consulting services.</u>				
UNC Policy 700.1.1.1[R]	Regulation on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System: Each campus shall establish policies describing the admission of students requiring special consideration with regard to Minimum Course Requirements (MCR) or students for whom chancellor’s exceptions are made to Minimum Admission Requirements (MAR).... Policies must include faculty participation in the decision-making process and must be approved by the campus Board of Trustees.				
UNC Policy 700.1.1.1[R]	Regulation on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System: Any campus may set admissions requirements that exceed minimums established by the Board of Governors upon the approval of their campus Board of Trustees.				
UNC Policy 700.1.1.1[R]	Special Consideration Admissions Report: A report of the admission of students requiring special consideration to the Minimum Course Requirements (MCR) and chancellor’s exceptions to the Minimum Admission Requirements (MAR) must be made annually to the Board of Trustees at each respective campus.				
UNC Policy 700.1.1.2[R]	Regulation on Transfer Student Admission: Each campus shall establish policies describing the admission of transfer students for whom exceptions are made to MCR and/or MAR. Criteria pertaining to admissions exceptions shall be				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	developed with faculty participation and approved by the campus Board of Trustees.				
UNC Policy 700.10.1	Policy on Awarding Undergraduate Credit on the Basis of Advanced Course Examination Scores: UNC System constituent institutions shall award appropriate credit to undergraduates who have earned a Qualified Advanced Course Examination Score, as defined in the Regulation on Awarding Undergraduate Credit on the Basis of Advanced Course Examination Scores, Section 700.10.1[R] of the UNC Policy Manual. Any exceptions to this policy must be approved by the institution’s Board of Trustees in accordance with the guidance described in Section 700.10.1[R] of the UNC Policy Manual. . . . An institution must report any exceptions granted by its Board of Trustees, and the reasons and evidence for those exceptions, to the president annually no later than July 1.				
UNC Policy 700.10.1[R]	Regulation on Awarding Undergraduate Credit on the Basis of Advanced Course Examination Scores: UNC System constituent institutions shall award Appropriate Credit to undergraduates who have earned a Qualified Advanced Course Examination Score. An institution with Compelling Reasons as to why a score higher than three must be required for a student to receive Appropriate Credit may petition to have an exception approved by its Board of Trustees. Compelling Reasons must be based on analyses of Academic Outcomes.				
UNC Policy 700.10.1[R]	Regulation on Awarding Undergraduate Credit on the Basis of Advanced Course Examination Scores: If an institution elects to discontinue the awarding of credit for an AP Exam for which credit is awarded during the 2018-19 academic year, however, approval must first be provided by the institution’s Board of Trustees.				
UNC Policy 700.10.1[R]	Regulation on Awarding Undergraduate Credit on the Basis of Advanced Course Examination Scores: Any institutional policy or practice of awarding credit on the				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	basis of scores for any Advanced Course Examination in place prior to the implementation of the policy (during the 2018-19 academic year) shall not be discontinued thereafter without approval of the institution's Board of Trustees.				
UNC Policy 900.1[G]	Guideline on the Residence Status of Students Receiving Full Scholarships: Constituent institutions may consider as resident students, for tuition and all other purposes, nonresident students who receive a full scholarship from entities recognized by the institution. Participation by constituent institutions is optional. Constituent institutions participating must do so based on a resolution by its Board of Trustees. The resolution of the Board of Trustees can be approved at any time.				
UNC Policy 1000.1.1	Establishing Tuition and Fees: The chancellor shall review the recommendations of the Committee [that reviewed student fees] and present recommendations to the Board of Trustees for review and approval. Before a chancellor makes recommendations to the Board of Trustees, the recommendations of the fee review committee will be shared with student government leaders so that students may inform the chancellor of their perspectives on the proposed changes. The recommendations of the Board of Trustees will be forwarded to the President for review.				
UNC Policy 1000.2.2.1[R]	Regulation on the Waiver of Tuition and Fees for Faculty and Staff: The waiver of tuition for an employee shall be limited to three courses per academic year. The waiver of fees for an employee may be limited according to institutional policy determined by the Board of Trustees of each employing institution.				
UNC Policy 1100.1	Athletics Report: The chancellors shall submit an annual report to the Board of Trustees of the constituent institutions with a copy to the President, who will report to				

Source	Authority	Delegation	Source	Sub-Delegation	Source
	the Board of Governors. The annual report shall be designed according to criteria and format defined by the Office of the President and shall include specified elements.				
UNC Policy 1100.1	Athletics Admissions Exceptions Report: The chancellors shall report to the Board of Trustees the student-athlete exceptions to the institution’s undergraduate admissions criteria.				
UNC Regulation 1100.1.1[R]	Athletics Financial Reports: The Board of Trustees of each institution, through the chancellor, must annually receive and review the financial indicators contained in the NCAA Dashboard “Presidential View” for the institution as described in Section II.A.2., above. This “Presidential View” data should be reported on an annual basis and shall include the most recent year’s data as well as five-year trend data. The Board of Trustees shall also receive and review the annual institutional budget for intercollegiate athletics, including major sources of revenue and expenses. This budget report shall include specified elements.				
UNC Policy 1100.3	Head Coaches’ and Athletic Directors’ Contracts: No contract of employment between an institution and a head athletic coach or an athletic director which is for a term longer than one year shall be valid unless and until all terms and conditions of the contracts have been approved by the Board of Trustees. The Board of Trustees must approve specific terms of coach or athletic director contracts (deferred compensation, buyout clause, damage mitigation waiver, loss of outside income), subject to approval by the President and Board of Governors.				
UNC Policy 1300.1	Policy on Illegal Drugs: Each Board of Trustees shall adopt a policy on illegal drugs applicable to all students, faculty and staff.				
UNC Policy 1300.7	University Enterprise Risk Management and Compliance: Each constituent institution shall establish an enterprise	Audit Committee	Bylaws Art. 3 § 5(f)		

Source	Authority	Delegation	Source	Sub-Delegation	Source
	risk management process that aligns with the institution’s programs, activities, and management systems and that supports the institution’s strategic and other goals. The enterprise risk management processes established at each constituent institution shall include components and appropriate procedures for: . . . Providing periodic updates to the chancellor and the Board of Trustees.				
UNC Policy 1300.9	Policy on Providing Safety and Security Presentations to University Boards: The chancellor of each constituent institution or the chancellor’s designee shall provide an annual presentation to the constituent institution’s Board of Trustees with relevant data and information concerning campus security, the safety of students and others, sexual assault, alcohol and drug use, risk management, and associated institutional policies.				
UNC Policy 1400.1	Information Technology Governance: The Board of Governors and the Board of Trustees of each constituent institution shall assign responsibility for oversight of IT governance to a standing committee of the Board with audit responsibility.				
UNC Policy 1400.2	Information Security: The Board of Governors and the Board of Trustees of each constituent institution shall assign responsibility for oversight of the institution’s information security program to a standing committee of the appropriate Board with audit responsibility.				

EXHIBIT E
WSSU BOARD OF TRUSTEES BYLAWS

**BYLAWS OF
THE BOARD OF TRUSTEES
OF
WINSTON-SALEM STATE UNIVERSITY**

**ARTICLE I
Name**

This board shall be known as *The Board of Trustees of Winston-Salem State University* (hereafter “Board”).

**ARTICLE II
Purpose**

The purpose of the Board is to perform the duties and exercise the powers prescribed by the applicable provisions of Chapter 116 of the North Carolina General Statutes and by The Code of the Board of Governors of The University of North Carolina.

**ARTICLE III
Organization, Meetings, and Powers**

Section 1. Appointment and Term of Office

- a) The Board shall consist of thirteen (13) persons chosen as follows:
 - 1. Eight (8) elected by the Board of Governors of the University of North Carolina.
 - 2. Four (4) appointed by the General Assembly; and
 - 3. The President of the Student Government Association of the University, ex officio. [See G.S. §116-31(d)]

- b) In every odd numbered year, the Board of Governors shall elect four (4) persons to the Board and the General Assembly shall appoint one (1) person upon the recommendation of the President Pro Tempore of the Senate and one (1) person upon the recommendation of the Speaker of the House of Representatives to the Board; and the term of office of all such elected or appointed trustees (excluding ex-officio trustees) shall be four (4) years, commencing July 1 of such odd numbered year. [See G.S. §116-31(e) and (f)]

- c) Whenever any vacancy shall occur in the membership of the Board among those appointed by the General Assembly, it shall be the duty of the Assistant Secretary of the Board to inform the General Assembly of the existence of the vacancy, and the vacancy shall be filled as provided in N.C. Gen. Stat. § 120-122. Whenever any vacancy shall occur among those elected by the Board of Governors, it shall be the duty of the Secretary of the Board to inform the Board

of Governors of the existence of the vacancy, and the Board of Governors shall elect a person to fill the unexpired term. Whenever a member shall fail, for any reason other than ill health or service in the interest of the State or nation, to be present for three (3) successive regular meetings of the Board, his or her place as a member shall be deemed vacant. [See G.S. §116-31(j)]

d) Any person who has served two (2) full terms for four (4) years in succession as a member of the Board shall, for a period of one (1) year, be ineligible for election or appointment to the Board. [See G.S. §116-31(g)]

e) No member of the General Assembly or officer or employee of the State, The University of North Carolina, or any constituent institution, shall be eligible for election or appointment as a trustee. No spouse of a member of the General Assembly, or of an officer or employee of a constituent institution may be a trustee of that constituent institution. Any trustee who is elected or appointed to the General Assembly or who becomes an officer or employee of the State, The University of North Carolina, or any constituent institution or whose spouse is elected or appointed to the General Assembly or becomes an officer or employee shall be deemed thereupon to resign from his or her membership on the Board. [See G.S. §116-31(h)]

f) No person may serve simultaneously as a member of the Board and as a member of the Board of Governors. Any trustee who is elected to the Board of Governors shall be deemed to have resigned as a trustee effective as of the date that his or her term commences as a member of the Board of Governors. [See G.S. §116-31(i)]

g) The Board may recommend to the appointing authority that a member be removed for cause.

Section 2. Meetings

a) The Board shall hold not fewer than three (3) regular meetings a year and may hold such additional meetings as may be deemed desirable [See G.S. §116-32]. The Board, at these meetings, shall consider recommendations of the Chancellor and such other matters as may properly come before it. Meetings may be held in person, by conference telephone, or by electronic means that allows for real-time voice communication. All meetings of the Board shall be open to the public unless, consistent with the requirements of State law, a meeting is closed to the public by a motion duly made and adopted by the Board in an open meeting.

b) A calendar of regular meeting dates for the Board and Board committees will be established and publicized in accordance with State law. [See G.S. § 143-318.12(a)(1)] After the schedule of regular meetings is established for the coming year, a copy of that schedule, showing the time and place of regular meetings, shall be kept on file with the Secretary of State and posted on the WSSU website. If the date of a regular meeting is changed, the Assistant Secretary shall change

the posting and notify the Secretary of State, the Board, and public at least seven (7) calendar days in advance of the new meeting date. [See G.S. § 143-318.12] Whenever the Chairperson deems the business of the Board not to require a regular meeting, the Chairperson may cancel such meeting with five (5) days' written notice provided that no two (2) consecutive regular meetings shall be so canceled. In the event of unforeseen circumstances, the Chairperson may cancel a meeting with 24-hour notice to members.

c) A special meeting may be called by the Chairperson of the Board. A notice specifying the time and place of a special meeting of the Board shall be mailed or otherwise delivered by the Secretary or the Assistant Secretary to each member of the Board at least forty-eight (48) hours before the meeting. A notice and posting specifying the time and place of a special meeting of the Board shall be provided in accordance with state law. [See GS § 143-318.12(b)(2)] Additionally, a special meeting of the Board may be requested upon the written request of not fewer than six (6) members of the Board directed to the attention of the Assistant Secretary. A special meeting requested by members to be called by the Assistant Secretary shall be held within fourteen (14) days of receipt by the Assistant Secretary of the sixth written request for such special meeting. Any matter of business may be considered at a special meeting of the Board.

d) Emergency meetings of the Board may be called by the Chairperson when generally unexpected circumstances require immediate consideration by the Board. A notice specifying the time and place of an emergency meeting of the Board may be given by telephone, electronic means, or other method in sufficient time for a majority of the Board to reasonably be expected to be able to attend the meeting. Only business connected with the emergency may be considered at an emergency meeting [See GS § 143-318.12(b)(3)].

e) Agenda

1. A copy of the agenda for each regular meeting of the Board, including notice of all expiring terms on or vacancies in membership of Board committees and, insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be mailed or otherwise delivered by the Secretary or Assistant Secretary to each member of the Board at least seven (7) days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the Board, with reports and other materials to be presented, shall be mailed or otherwise delivered to each member of the Board at least four (4) days in advance of the special meeting; however, if such delivery is not practicable, the agenda for a special or an emergency meeting may be presented to the Board as the first order of business at the meeting.
2. The agenda for meetings of the Board shall be prepared by the Chancellor with the approval of the Chairperson. All requests for inclusion of a given

item on the agenda of a particular meeting shall be filed, with supporting documents if any, with the Assistant Secretary. Any such requests from faculty, students, or staff members must be in writing and must be filed in sufficient time to be included on the agenda of the regular or special meeting in question.

3. Any trustee may present any item not on the agenda at any regular or special meeting. However, such an item shall not be so considered without unanimous approval of the voting members of the Board present at such meeting.

f) A quorum of the Board is required for conducting business. A quorum shall consist of a majority of the members of the Board currently in office.

g) The Chairperson shall preside at all regular and special meetings of the Board. In the absence of the Chairperson, the Vice Chairperson shall preside and in the absence of both, the Secretary shall preside. In the absence of an elected officer, a presiding officer shall be elected by and from the voting membership of the Board.

h) All members of the Board may vote on all matters coming before the Board for consideration, but no member may vote by proxy. Any voting member of the Board who attends a meeting by telephone, video conference, or other electronic means that allows for two-way voice interaction may cast the member's vote by that means. No vote concerning any matter under consideration by the Board or by a committee of the Board may be cast in absentia, by mail, email fax, or telegraph.

i) Except as modified by specific rules and regulations of the Board and State law, *Roberts Rules of Order* (latest edition) shall constitute the rules of parliamentary procedures applicable to the meetings of the Board and its committees.

j) The Assistant Secretary shall take minutes of all meetings of the Board; shall file, index, and preserve all minutes, papers, and documents pertaining to the business and proceedings of the Board; and shall be custodian of all records of the Board. The Secretary or Assistant Secretary shall keep the Board of Governors, through the Secretary of the University of North Carolina, fully and promptly informed concerning activities of the Board, including notice of any changes in the membership of the Board or in its bylaws or committee structure, and notice of meetings [See The UNC Code 402C].

Section 3. Officers and Committees

a) At the first meeting after June 30 of each year, the Board shall elect from its membership a Chairperson, a Vice Chairperson and a Secretary [See G.S. § 116-32], each of whom shall serve for a term of one (1) year and until a successor is

elected If the position of Chair becomes vacant, then the Vice Chair shall become the Interim Chair until the Chair's successor is elected. In all other circumstances, if a vacancy occurs in any of these offices, the Board shall elect a person to serve for the remainder of the unexpired term.

b) The Board may also elect an Assistant Secretary of the Board from among the members of the Chancellor's staff. Copies of the minutes, papers and documents of the Board may be certified by the Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the Board.

c) The Chairperson shall be Chair of the Executive Committee and an ex-officio member of each committee.

d) The duty of each committee shall be to consider and to make recommendations to the Board upon matters referred to it. The respective committees shall report their recommendations for the consideration of the Board, but committee action or approval is not required prior to approval or action by the Board.

e) Special committees may be created by the Board or the Chairperson of the Board to perform specific functions not requiring the continuous existence of a committee. The size, function, and procedures of special committees shall be determined either by majority vote of the Board or by the Chairperson of the Board. The Chairperson and members of a special committee shall be appointed by the Chairperson of the Board from the membership of the Board unless the Board otherwise provides. Special committees shall cease to exist when their functions have been discharged; however, every special committee shall cease to exist one (1) year after the date of its creation, unless continued by affirmative action of the Board or the Chairperson of the Board.

f) The Chairperson shall appoint all committees with the exception of the Nominating Committee; the Nominating Committee shall be elected by the Board.

g) The Board may, at its discretion, authorize any of its committees to act in its stead in any and all matters which the Board may direct, except those powers expressly delegated to the Board by the Board of Governors without the power to sub-delegate.

Section 4. Powers and Duties of the Board

a) The Board shall promote the sound development of the University within the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions, and aiding it to perform at a high level of excellence in every area of endeavor. The Board shall serve as advisor to the Board of Governors on matters pertaining to its University and shall also serve as advisor to the Chancellor concerning the management and

development of the University. [See G.S. 116-33]

b) The Board shall have such other powers and duties, not inconsistent with provisions of *The Code of the Board of Governors of the University of North Carolina* or with applicable provisions of State law, as are specified in said *Code* or as shall be defined and delegated by the Board of Governors. [See Chapter IV and Appendix 1 of *The UNC Code*]

c) The authority of the Board is conferred upon the Board; Trustees bind the Board and the University only by acting together as a Board. No individual Trustee shall commit the Board to any policy, declaration, or action without prior approval of the Board.

Section 5. Powers and Duties of the Standing Committees

The identification and general powers of the standing committees of the Board follow. Such powers may be modified or clarified by committee charters as the Board deems appropriate.

a) **Executive Committee:** The Executive Committee, consisting of all officers and Chairs of the Audit, Advancement, Finance and Administration, Student Affairs and Academic Affairs Committees, is authorized to act on behalf of the full Board between regular Board meetings when immediate action of the Board is required and a quorum of the full Board cannot be obtained. Executive Committee actions shall be reported to the full Board at the next regular meeting.

b) **Academic Affairs Committee:** The Academic Affairs Committee provides policy advice and reports to the Board on academic, strategic, and operational matters related to athletics, information technology, and the Division of Academic Affairs.

c) **Student Affairs Committee:** The Student Affairs Committee provides policy advice and reports to the Board on matters with respect to student development, campus life, the Student Government Association, and the Division of Student Affairs.

d) **Advancement Committee:** The Advancement Committee provides policy advice and reports to the Board on matters involving University Advancement initiatives as well as marketing and communications programs.

e) **Finance and Administration:** The Finance and Administration Committee provides policy advice and report to the Board on matters involving the Division of Finance Administration, Campus Police, and other administrative matters under the Board's authority not specifically delegated to another committee.

f) **Audit Committee:** The Audit Committee provides policy advice and reports to the Board on pending litigation, audits, investigations, and matters involving the Offices of Audit, Risk, and Compliance and Legal Affairs.

g) Personnel and Tenure Committee: The Personnel and Tenure Committee reports to the Board on matters involving 1) faculty tenure and promotion, 2) the granting of honorary degrees, and 3) the appointment of Senior Administrative and Academic Officers as delegated to the Board under the Institutional Plan of Management Flexibility to Appoint and Fix Compensation

h) Grievance Appeal Committee: The Grievance Appeal Committee is authorized to act on behalf of the full Board to decide cases and appeals over which the Board has jurisdiction as determined by the policies of the UNC Board of Governors or the Board. The Grievance Appeal Committee may also approve guidelines and procedures for the processing of those cases and appeals.

i) Governance, Advocacy, Trusteeship, and Ethics (GATE) Committee: The GATE Committee makes recommendations to promote efficient, effective, and ethical Board operations. The GATE Committee also reports to the Board on ways in which the Board may aid in fulfilling the University's strategic, community, and governmental objectives through advocacy.

j) Nominating Committee: The Nominating Committee shall present a slate of nominees to fill the offices of Chairperson, Vice Chairperson and Secretary with office terms beginning the first Board meeting after June 30. The Nominating Committee shall consist of three (3) Trustees elected by the Board, but the Board Chairperson shall not serve as a member of the Nominating Committee in any capacity.

ARTICLE IV Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Board by the affirmative vote of two-thirds, provided that the substance of the proposed amendment is filed with the Assistant Secretary and a copy is mailed or otherwise delivered to each member not less than seven (7) days prior to the meeting at which the amendment is to be voted upon.

ARTICLE V Subordination to University Code

To the extent that any of these bylaws may be inconsistent with *The Code of the Board of Governors of the University of North Carolina*, as the same may be amended from time to time, said *Code* shall control.

Adopted: June 5, 1974
Amended: March 8, 1978
March 15, 1979
September 3, 1987
September 6, 1990
September 18, 1998
June 18, 1999

June 28, 2000
March 28, 2008
September 16, 2016
December 10, 2020