



HRAB Submission Training Compensation Network

Revised July 2013

University of North Carolina Positions Exempt from the State Personnel Act

- Senior Academic and Administrative Officers (SAAO)
- Instructional, Research, and Public Service (IRPS)

University of North Carolina

Positions Exempt from the State Personnel Act

- I. Instructional and research staff of the University of North Carolina [N.C.G.S. 126-5(c1)(8)]

- II. Physicians and dentists of the University of North Carolina [N.C.G.S. 126-5(c1)(8)]

- III. Employees whose salaries are fixed under the authority vested in the Board of Governors of the University of North Carolina by the provisions of G.S. 116-11(4), 116-11(5), and 116-14 [N.C.G.S. 126-5(c1)(9)]



University of North Carolina

Positions Exempt from the State Personnel Act

- A. The president, senior vice president, vice presidents and professional members of the president's staff [N.C.G.S. 116-14(b)]

- B. Chancellors [N.C.G.S. 116-11(4)]

- C. Vice chancellors [N.C.G.S. 116-11(5)]

- D. Persons having permanent tenure [N.C.G.S. 116-11(5)]

University of North Carolina

Positions Exempt from the State Personnel Act

E. Senior academic and administrative officers [N.C.G.S. 116-11(5)]

1. Vice chancellors, provosts, deans [UNC Policy 300.1.1-I.A]

2. Directors of major administrative, educational, research and public service activities [UNC Policy 300.1.1-I.A]

3. Associate and assistant vice chancellors and associate and assistant deans [UNC Policy 300.1.1-I.B]

University of North Carolina

Positions Exempt from the State Personnel Act

- c. Positions whose primary responsibility is to attract external funds for and/or market the University [UNC Policy 300.1.1-I.B]

- d. Other officers holding positions characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercise of substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources. [UNC Policy 300.1.1-I.B]

University of North Carolina

Positions Exempt from the State Personnel Act

4. Specific other officers of the University having significant administrative responsibilities and duties, as may be designated by the President [UNC Policy 300.1.1-I.B]
 - a. Members of chancellor's professional staff [UNC Policy 300.1.1-I.B]
 - b. Positions responsible for administrative direction of separately designated divisions or departments commonly associated with institutions of higher education [UNC Policy 300.1.1-I.B]

University of North Carolina

Positions Exempt from the State Personnel Act

- [1] In most cases, persons occupying such positions will function as the director of a specific division or department of institutional activity, reporting at the level of a vice chancellor or dean. However, **where circumstances warrant (e.g. in the case of a large and complex department or division)**, persons functioning as an associate or assistant director may be found to have “significant administrative responsibilities and duties” as defined by the characteristics listed above. In such cases, **the position must have substantial responsibility for assisting the primary officer (e.g. director) in formulating, interpreting, and implementing policy and must function in a confidential and direct support relationship to primary officer or have direct responsibility for a specific sphere of operations within the unit.** Person nominated to fill such positions normally must have an advanced educational degree and extensive relevant experience and be recruited in a national search process. [UNC Policy 300.1.2]



University of North Carolina
Positions Exempt from the State
Personnel Act

Senior Academic and Administrative
Officers (SAAO)

Human Resources Advisory Board for EPA Employees

William Fleming	UNC-GA
Pam Bowling	OSP
Matt Brody	UNC-CH
Ramah Carle	UNCC
Barbara Carroll	NCSU
Cory Causby	WCU
Gayle Davis	UNC-GA
Linda McAbee	NC A&T
Patrick McCoy	ASU
JoAnn McDowell	UNCW

Human Resources Advisory Board for EPA Employees

- Meets the third Tuesday of every month to review submissions
- Factors taken into consideration:
 - Definitions in policy
 - Primary purpose of the position
 - Place in organizational structure
 - Educational/experience requirements
 - Policy-making authority
 - Independence of action
 - Scope of responsibility

Senior Academic and Administrative Officers

Assistant / Associate Director of Development:

The primary purpose of an SAAO assistant/associate director of development **is to solicit funds on behalf of the university, or a specific school or program within the university.** “Primary purpose” is defined as the reason the position is being created, not as an incidental aspect of another position. This position typically does not requires an advanced educational degree or post baccalaureate.

Senior Academic and Administrative Officers

- **Generic Positions:** Positions which a campus may choose to make SAAO without submitting the position to HRAB for prior approval. Except as noted, only one of each position may exist on a campus. If a campus chooses to designate a position as generic, HRAB shall be notified in writing, including a copy of the position showing that it matches the position requirements as described.

Senior Academic and Administrative Officers

Generic Positions

- Admissions Officer
- Director of Alumni Relations
- Director of Athletics
- Director of Auxiliary Services
- Director of the Bookstore
- Director of Budget
- Director of Career Services
- Director of Continuing Education
- Director of Contracts and Grants
- Director of Counseling and Psychological Services
- Development Officer
- Director of Environmental Health & Safety
- Facilities (up to 3 positions)
 - Director of Design and Construction
 - Director for Facilities Management and Planning
 - Director of Physical Plant
- Director of Financial Aid
- Director of Housing & Residence Life
- Director of Human Resources

Senior Academic and Administrative Officers

- Information Technology (up to 3 positions)
 - Chief Information Technology Officer (CIO)
 - Information Technology Security Officer
 - Systems Operations
 - Business & Technology Services
- Institutional Research and Planning Officer
- Director of Internal Audit
- Director of Marketing (University-wide or School/Program)
- Director, Payroll Services
- Director of Public Affairs/Information
- Public Safety Officer
- Purchasing Officer
- Secretary of the University
- Director of Sponsored Research
- Director of Student Health Services
- Director of Systems and Procedures
- University Counsel
- University Registrar



University of North Carolina
Positions Exempt from the State
Personnel Act

Instructional, Research and Public
Service (IRPS)

EPA IRPS

EPA non-faculty IRPS positions deliver the core-mission activities of the University: creating and disseminating knowledge through direct instruction, research, and public service; or performing professional-level duties that are integral to and uniquely supportive of that work.

EPA IRPS

EPA non-faculty IRPS positions generally require post-baccalaureate credentials (e.g., Master's degree or higher), although a bachelor's degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree.

EPA IRPS Designation Process

Guidelines on Interpreting General Statute 126-5(c1) [State Personnel Act] provides the following employees are exempt from the provisions of this statute:

- Instructional and research staff, physicians, and dentists of the University of North Carolina.

EPA IRPS Designation Process

- Per agreement with the Office of State Personnel dated August 20, 2003, UNC General Administration and OSP jointly review requests for IRPS designation.
- Authority can be delegated to a campus if a campus has conducted no less than \$12 million in sponsored research the prior fiscal year.

EPA IRPS Designation Process

- In order to be considered for IRPS status the primary function and duties must
 - be instructional or supportive of academic and educational experiences, and
 - constitute at least 50% of the position

EPA IRPS Designation Process

- Positions qualifying for designation as IRPS are characterized by the following:
 - Engage in or be uniquely supportive of instruction, student success, and/or the direction or coordination of education or academic-supportive activities; AND/OR
 - Engage in or be uniquely supportive of original scholarship, creativity, or scientific research efforts, and the dissemination of such research/scholarship results (including dissemination through extension/public service). The ongoing job responsibilities must be involved with independent research design, implementation of research procedures, analysis of data, interpretation of research results, and/or dissemination of results through publication or public service; AND/OR
 - Serve as a staff physician or staff veterinarian (without faculty rank), providing clinical healthcare services to human or animal populations.

EPA IRPS SUB-CATEGORIES

Academic Advising: Positions whose primary purpose is to advise students on academic matters such as selection of a major area of study, course selection, and academic performance. Such positions may include individuals who provide student testing and assessment as part of the academic advising process.

- Example: Academic Advisor, Academic Affairs. This position will guide advisees in course selection by assisting in planning their academic degree programs and providing information on university policies, procedures, programs and resources. Will also identify possible weaknesses and problems in areas of study habits, time management and personal responsibility and will monitor their academic progress. Position will also make appropriate referral to counseling services if necessary.

EPA IRPS SUB-CATEGORIES

Academic Preparation And Enhancement: Positions whose primary purpose is to improve student academic preparation through such means as tutoring and supplemental instruction, or to direct programs designed that enhance the educational experience of enrolled university students or targeted secondary school students to help prepare them for post-secondary education. This includes positions focused on enhancing the academic preparation of “at risk” student populations.

- Example: Coordinator, Appalachian Transition to Teaching Program. Position evaluates academic backgrounds of ATTP candidates, helps design individual learning plans, then mentor students. MS in education and five years of teaching and/or administrative work in public schools.

EPA IRPS SUB-CATEGORIES

Academic Standards: Positions whose primary purpose is to develop and/or administer academic standards, curricula, and degree requirements for degree-granting programs.

- Example: Clinical Research Program Coordinator. Plans, implements and evaluates overall clinical research program and reports for the School of Nursing; new Bachelor of Science degree in nursing. Assigns faculty to individual courses and oversees student-learning activities.

EPA IRPS SUB-CATEGORIES

Academic / Research IT Management: Positions whose primary purpose is to direct staff in providing information technology services that directly support the institution's academic or research missions; these are typically individuals at the Director-level within a school-wide, college-wide, or campus-wide role, as well as positions in large, specialized research or clinical centers.

Note: This category is not intended for individuals who direct staff members who provide generalized or administrative information technology support that is not directly tied to an academic or research activity of the campus.

- Example: Director of Architectural Computing. DAC is responsible for planning, design, installation and management of all computing equipment and software for computers installed in the College or supporting College-based teaching, research, interdisciplinary collaborations, and administrative operations. This encompasses close coordination between educational needs and professional innovations in classrooms/studios, laboratories, workshops, specialized computer instructional spaces, and production facilities

EPA IRPS SUB-CATEGORIES

Athletics Coaching and Athletics Management: Positions whose primary purpose is to coach student athletes for teams sponsored by the institution, to serve as trainers to student athletes, as well as senior-level professionals with institutional responsibility for in student-athlete programs in areas of compliance, and major sports operations.

Note: Would not include equipment & facilities managers, or positions ancillary to an athletics program.

Education and Experience: Minimum of a bachelor's degree required with experience in relevant independent instructional or educational activities; specific minimum experience is at the discretion of the Director of Athletics.

- Example: Assistant Women's Soccer Coach. Assist head coach in all phases of soccer program, recruit and evaluate student athletes and related travel. Working knowledge of NCAA rules.

EPA IRPS SUB-CATEGORIES

Clinical Academic Department Administrator (CADA) and Research & Academic Department Administrator (RADA):

CADA and RADA positions are intended for administrators of high-complexity, academic health centers or research-focused academic departments and centers within the University system that are engaged in a substantial amount of externally funded research and feature complex, cross-disciplinary research collaborations and partnerships. Departments supervised by CADA/RADA positions would include Human Resources management; Finance and budget; and Sponsored research administration and compliance.

Notes: Positions require individual HRAB review and approval regardless of campus delegated authority for EPA classifications.

Continued...

EPA IRPS SUB-CATEGORIES

Continued: CADA and RADA

Education and Experience: Minimum qualifications of an advanced degree (masters or higher) and no less than 5 to 7 years of management-level experience in the full range of administrative and financial functions of an academic department or research center in a higher education, research, or health care setting. Candidates with 7 to 10 years of directly comparable experience may substitute for the required advanced.

- Example: The Director of Departmental Finance and Administration This position is responsible for managing the department's overall budget, planning and reporting on financial issues. The position is responsible for ensuring compliance with relevant external and University policies related to business practices, research practices and human resources. The position is responsible for oversight of departmental administrative staff and services including IT and space management. The position reports to the department Chair, but serves the needs of department faculty in support of our research, academic and service missions. Efficient, timely and responsive management of business systems and administrative services are vital to the success of the research mission of the department in particular. The position also serves as a liaison with School and University business units and must work closely with the Associate Dean for Business and Administration and her staff on multiple matters. The Director reports directly to the Department Chair and has direct or indirect supervisory responsibility for 15 permanent staff.

EPA IRPS SUB-CATEGORIES

Continuing Education: Positions whose primary purpose is to design and deliver courses, seminars, etc., that extend the institution's regular academic and research activities to non-degree-seeking participants through targeted programs and short courses. This classification is used for instructors of non-credit courses only.

- Example: Director of Military Programs. The Director of Military Programs provides direction and support to the entire university dealing with all issues associated with outreach to NC military bases and the NC National Guard. This position manages university course offerings for areas such as homeland security, performance and improvement, and others requested by military bases. The director supervises the heads of each ECU ROTC program, and also represents the university in developing special military programs and hosting military visitors. Five years military education and a master's degree are required; doctorate preferred.

EPA IRPS SUB-CATEGORIES

Cooperative Education: Positions whose primary purpose is to develop cooperative or internship education experiences for students with employers, monitoring student progress and learning, and evaluating student performance. Such positions either have direct impact on grade assignment or are featured as an integral component of institution's student career services activities.

Note: Students are placed in the internships and in co-operative education programs

- Example: Clinical Dietician Instructor. Directs and evaluates educational experiences for dietetic interns and students in rural health settings, collaborates to provide medical nutrition therapy for patients at nutritional risk, fosters continuity of care. Evaluates courses and manages delivery of nutrition care serves. Masters in nutrition or closely related area, experience in clinical, community dietetics or teaching.

EPA IRPS SUB-CATEGORIES

Counselors: Positions requiring credentialed professionals whose primary purpose is to provide clinical and developmental counseling or psychological services to students to enhance their psychological growth, emotional well-being, and learning potential.

Education and Experience: Relevant professional degree and licensure in the appropriate clinical field of psychology, social work, or mental health.

- **Example:** Substance Abuse Education Consultant. Provide clinical treatment and educational prevention programming related to alcohol and other psychoactive substance abuse disorders. Train interns and students, coordinated mandated referrals, coordinate campus research in alcohol and drug use, abuse and addiction. Masters degree and licensed as a counselor, psychologist, social worker, marriage and family therapist, or psychiatric nurse.

EPA IRPS SUB-CATEGORIES

Institutional Research & Assessment Management: Positions whose primary purpose is to direct and manage institution-wide data, metrics and management information about the institution's students, faculty and staff, enrollment and academic programs, facilities, and related items as required for federal, state, and UNC system reporting. Directly supports the institution's planning and assessment processes. This category may be used for Campus-wide roles or those who direct institutional research and assessment within a large School or College.

Note: This is not intended for analysts or other institutional research roles that do not have Director-level responsibility.

- Example: Director for Institutional Research and Testing, Institutional Planning, Research and Effectiveness. This position is responsible for maintaining and reporting institutional data related to student enrollments; human, physical and financial resources; and degree programs. Also responsible for overseeing the development and integration of the faculty report process and updating and maintaining the academic publication database. Position will be responsible for reporting institutional data to the UNC General Administration and other external.

EPA IRPS SUB-CATEGORIES

Instruction: Positions whose primary purpose is to determine course content, teach and evaluate enrolled students in courses for academic credit.

- Example: Director, Freshman Seminar, Academic Affairs

Position exercises administrative oversight of the Freshman Seminar Program, required to teach a minimum of six credit hours per semester, maintaining a familiarity with current research in the field of first-year student development and formal teaching/training off all prospective instructors in the program prior to their assuming their instructional role within it. Requires an earned doctorate and significant experience in programs related to the academic development of first-year college students.

EPA IRPS SUB-CATEGORIES

Instructional Consulting and Technology: Positions whose primary purpose is to assist, advise, and critique faculty and other instructional staff on instructional matters such as course content, curriculum structure, and instructional technique, or whose primary purpose is to plan, design, or implement information technology and/or multimedia approaches that directly support instructional delivery. This includes positions involved in transitioning coursework from traditional “face-to-face” delivery to on-line “distance learning” formats. This category is not to be used for individuals who provide routine information technology support within the instructional enterprise.

- Example: Academic Program Consultant. Position will design educational and mentoring programs independently as well as through consultation with academic department heads, associate and assistant deans for student affairs, student development and medical school curriculum committees. Will support educational experiences and determine the nature and content of instructional programs for faculty and medical students.

EPA IRPS SUB-CATEGORIES

Laboratory Management: Positions whose primary purpose is to manage research and experiential laboratories and participate in design and selection of experiments, protocols, and procedures that best support the instructional or research goals and in evaluating progress towards goals.

- Example: Director, College of A&S Microscope Facility. Manages operation of College of Arts and Sciences Electron Microscopy Facility, instruct in interdisciplinary courses in techniques of electron microscopy, teach the lab portion of the intermediate EM Course. Direct and participate in research projects, administrator of the EM facility.

EPA IRPS SUB-CATEGORIES

Professional Librarians: Positions whose primary purpose is to support the institution's instructional and research activities by advising students and faculty on the selection and effective use of library resource materials and by working with faculty on instructional and research matters such as collection development. Used for professional librarians without faculty rank.

Education and Experience: Requires the Masters in Library Science (MLS) degree. In specialized libraries, may substitute an advanced degree in the field of specialization (e.g., legal degree for a law library, or a history degree for a special historical collection within the library setting).

Notes: These positions are relatively straightforward to designate if they require a Master of Library Science degree and are considered professional librarians.

EPA IRPS SUB-CATEGORIES

Public Service & Extension : Positions whose primary purpose is to provide the direct delivery of scholarship and research to public audiences and clients and/or to direct staff or programs in the development and administration of such programs, which focus or extend the academic resources and/or research products of the institution on addressing community and regional issues and incorporate community needs in the institution's academic and research programs, including agricultural extension and industrial extension.

Notes: These positions may be direct supervisors or responsible for providing technical direction (i.e., not direct supervisors on the organizational chart) of others in support of programs.

- Example: Extension Agent: Community & Rural Development. The CRD Extension Agent is responsible for planning, executing, and evaluating effective CRD programs that will meet the needs of the county population. Major responsibilities include marketing CRD programs to the community using various media; recruit, train, and supervise volunteers to assist with the implementation and maintenance of CRD programs; and to promote community development with the tourism, economic, and real estate agencies within the county. Candidate must have a Bachelor's degree in agribusiness, rural sociology, community development, rural development, or closely related field. Master's degree is preferred.

EPA IRPS SUB-CATEGORIES

Research Administration & Compliance: Positions whose primary purpose is to direct and administer the programs and staff of major externally-funded research projects; serve as the chief administrative manager and compliance officer for a large academic department or research center with substantial administrative and financial complexity and which derives a significant portion of its operating budget from sponsored research funding sources; or positions that provide executive leadership of sponsored research activities either campus-wide or within a School/College dean's office. The latter includes individuals who manage project proposals in compliance with the institution's academic and research policy, provide substantive professional advice on the development of project proposals, and negotiate with sponsoring agencies with regard to the terms and conditions that govern the conduct of sponsor research.

Notes: These positions do not include first-level contract and grants developers, grant writers, or administrative support.

- Example: University Veterinarian, Office of Research, UNC Charlotte. This position will make routine visits to facilities and laboratories at which time facility operations and health status of every animal are assessed. Position will work closely with staff to ensure the prevention, control, diagnosis and treatment of diseases and injuries in laboratory animals and will provide guidance to principal investigators and others involved in the care and use of animals regarding handling, immobilization, anesthesia, analgesia, tranquilization and euthanasia. Will also conduct training workshops on a regular basis and observe surgical procedures to ensure faculty are properly trained. Position will also review the University's operating procedures to ensure conformity with all applicable state and federal regulations for the humane care and use of laboratory animals as well as established veterinary medical and nursing practices.

EPA IRPS SUB-CATEGORIES

Research and Clinical Professionals: Positions whose primary purpose is to serve as non-faculty principal investigators, research project managers, research scholars, research scientists, or research assistants/associates for primary or secondary research projects that may advance or enhance a field of academic learning; as well as licensed clinicians who deliver research demonstration outcomes or who provide direct clinical services to clients in an academic healthcare environment.

These positions function with substantial independence and expertise in original scholarship, research design, research engineering, implementation of research procedures, data analysis and interpretation of results. Research computing professionals whose principal duties involve the exercise of substantial research independence and creativity in discovering new or emerging technologies may also be considered for this category as distinguished from individuals who are operating or supporting existing, well established information technologies. Note: These positions do not include operational or support related positions.

Education and Experience: Relevant post-Baccalaureate degree required; for candidates demonstrating comparable independent research productivity, will accept a relevant undergraduate degree and 3 or more years of relevant experience in substitution. May require terminal degree and licensure.

- Example: Research Associate, Health Sciences/Microbiology and Immunology. Position will lead a scientific research laboratory and be responsible for planning, prioritizing, scheduling, designing research protocols, conducting and analyzing various experiments for a wide variety of funded research projects. Will compile and evaluate data and prepare extramural grant applications and research reports (written and oral). Supervises research activities and trains undergraduate, graduate and medical students and research technicians as well as collaborating students and scientists from other laboratories.

EPA IRPS SUB-CATEGORIES

Student Support Services: Positions whose primary purpose is to develop, direct and administer services for students and/or faculty that have a direct impact on the students' educational experiences and/or campus life (e.g., student career services; student life / student housing; student honors programs; student diversity support programs; student conduct; student registration and records). This category also includes student admissions and financial aid positions that exercise decision making authority on behalf of the institution (e.g., admissions officers, financial aid officers) and professional staff who design and deliver programs and instruction that involve direct interaction with students and enhance their academic and learning experiences outside the classroom setting. *Notes: These positions do not include operational or facility maintenance functions.*

- Example: Assistant Director for University Center Programs, Student Affairs. This position will be responsible for providing education, guidance and service to students and organizations at the University which includes: advising Last Minute Productions, the student programming board and Lectures, Concerts and Exhibitions. Position will also coordinate Up All Night programs, Summer Concert Series, Cyber Café programs and Reel Diversity Film series. Master's degree in a related field such as student development, student personnel, higher education or counseling and two years experience in student programs, knowledge of student development theory and experience relating effectively to diverse populations.

EPA IRPS SUB-CATEGORIES

Technology Transfer: Positions whose primary purpose is to manage the flow of research and technology innovation, disclosures, patents, trademarks, copyrights and other aspects of technology transfer. These positions include professional staff members who assess disclosures for technical and commercialization merits; develop relationships with industry or government clients; negotiate business transactions for the exchange of intellectual property rights; collaborate with regional and state economic development agencies; and/or engage in other aspects of technology transfer such as negotiating licensing or equity agreements. These positions also provide outreach services such as training and education to university faculty and students in related activities.

- Example: Technology Development Associate, Office of Technology Transfer. This position will be primarily responsible for: assisting faculty and students with new invention disclosure generation and their technical merit, commercial viability and prior art conflicts, interacting with legal counsel on patent and copyright filings, monitoring deadlines for patent prosecution and maintenance, marketing inventions for potential licensing, managing Confidential Disclosure Agreement and Material Transfer Process, monitoring licensee progress and compliance, reviewing and negotiating all IP terms as related to industry, foundation and government sponsored research. Baccalaureate degree in Life or Physical sciences, advanced degree in Science, Law and/or Business and 1-2 years work experience in an academic, hospital or research institution.

EPA IRPS SUB-CATEGORIES

Physicians and Dentists: While defined separately under NC General Statute 126-5(c1)(8), positions whose required qualifications meeting the licensing standards for Physicians and Dentists in the State of North Carolina will be classified as IRPS.

University of North Carolina
Positions Exempt from the State
Personnel Act

***EPA Designation Request
Process: Step by Step***

EPA Subcommittee Web Site

- [EPA Subcommittee of the HR Council Meeting Materials](#)
Link to the monthly EPA Subcommittee of HR Council meeting materials.

- [EPA Subcommittee of the HR Council](#)
Summaries of past meetings and schedule of upcoming events.

- [EPA Resource Information](#)
Link to documents that provide comparisons of employment policies, descriptions of generic SAAO positions, and information on the approval authority required to establish EPA positions and to implement EPA appointments, promotions, and compensation actions.

- hrab@northcarolina.edu
Email inbox for HRAB submissions.

The University of North Carolina General Administration EPA Designation Request Form

Institution: _____

Division/School/Department: _____

EPA Designation Requested:

- Senior Academic and Administrative Officer, I.A.* (SAAO, Tier I)
- Senior Academic and Administrative Officer, I.B.* (SAAO, Tier II)
- Instructional, Research, or Public Service (IRPS)
- Research and Academic Department Administrator (RADA/CADA)

***As defined by SAAO Policy, Paragraph I.A. or I.B.**

The University of North Carolina General Administration EPA Designation Request Form

Proposed Position Information:

Proposed Title:

Proposed Working Title (if different):

Proposed Position Number: _____ Proposed JCAT Code: _____

Current Status: SPA EPA New Position

Current Position Information (if applicable)

Current Title:

Name of employee in position:

Name and title of supervisor:

The University of North Carolina General Administration

EPA Designation Request Form

Electronically submit completed form with the following required documentation:

- A written justification for requested action to include specific reference to relevant elements in SAAO definition or Instructional/Research definitions.
- A detailed position description.
- An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names; please include levels at, above, and below the level of the proposed position.

Authorized Campus Designee should Submit via email to: hrab@northcarolina.edu

http://www.northcarolina.edu/hr/hr_council/EPA_Res_Info.htm

*As defined by SAAO Policy, paragraph I.A or I.B Revised 11/2010

What makes a good submission?

Written Justification

- State the *primary* purpose of the position
- Provide specific reference to what criteria make it EPA
- If IRPS, how the position is specific to the University (not found at State agencies)

Job Descriptions

- Need a detailed job description that describes all functions of the job
- Provide the education/experience levels, required and preferred

What makes a good submission?

■ **Titles**

- Real title
- Working Title
- If currently SPA, need classification

■ **Organization Charts**

- Submitted job outlined, highlighted, circled, etc.
- EPA and SPA positions indicated
- Multiple levels shown (i.e., where it reports, what reports to it)

What makes a good submission?

■ **Content**

- Admissions: does it commit the University to accepting students?
- Communications/Marketing: does it develop the overall strategy, not just produce materials?
- Development: is the primary purpose to ask for money?
- Financial Aid: does it commit the resources of the University?

Reasons requests are rejected

■ **Job Content**

- Primary purpose operational or support
 - Lack of policy-making authority

■ **Position Submission**

- Unclear job description
 - No clear primary purpose for position
 - Too short job description
- Unclear organization chart
 - Difficult to read chart: which job is it?
 - Chart doesn't show positions above, below, and lateral to position



University of North Carolina

Positions Exempt from the State Personnel Act

Questions?