

EPA PERSONNEL APPOINTMENTS AND POSITION ESTABLISHMENT

PART I: EPA Personnel

Approval Authority for Personnel Appointments, Promotions, and Compensation Actions Involving UNC Positions Exempt from the State Personnel Act (EPA)

ACTION	Position Type					
	Faculty	EPA Non-Faculty (Including EPA Instructional, Research, and Public Service)	SAAO I ¹			SAAO II ² (Assoc. & Asst. Vice Chancellor, Assoc. & Asst. Dean, etc.)
			Chancellor	Vice Chancellors, Provosts	Dean & SAAO I positions for which the BOG does not establish salary ranges	
Appointment Institutions without Management Flexibility	Board of Trustees ³	Board of Trustees	Board of Governors	President	President	Board of Trustees
	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees*	Board of Trustees	Board of Trustees
Institutions with Management Flexibility	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees*	Board of Trustees	Board of Trustees
Temporary appointment	Board of Trustees	Board of Trustees	President	Board of Trustees	Board of Trustees	Board of Trustees
Promotion (Position or Faculty Rank Change) Institutions without Management Flexibility	Board of Trustees	Board of Trustees	Board of Governors	President	President	Board of Trustees
	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees*	Board of Trustees	Board of Trustees
Institutions with Management Flexibility	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees*	Board of Trustees	Board of Trustees
Tenure Institutions without Management Flexibility	President	N/A	N/A	N/A	N/A	N/A
	Board of Trustees*	N/A	N/A	N/A	N/A	N/A
Other Compensation Actions ⁴ Salary increase < 10% for 2013-2015 fiscal biennium • Adjustment for Institutions without Management Flexibility	Board of Trustees	Board of Trustees	Board of Governors	President	President	Board of Trustees
	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees* ⁵	Board of Trustees	Board of Trustees
• Institutions with Management Flexibility	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees* ⁵	Board of Trustees	Board of Trustees
Salary increase ≥ 10% over previous 6/30 salary for 2013-2015 fiscal biennium	Board of Governors	Board of Governors	Board of Governors	Board of Governors	Board of Governors	Board of Governors
Temporary supplement/stipend	Board of Trustees	Board of Trustees	Board of Governors	Board of Trustees* ⁵	Board of Trustees	Board of Trustees
Retreat rights ⁶ (conversion from administrator to faculty or other appointment)	N/A	Board of Trustees	Board of Governors	Board of Trustees	Board of Trustees	Board of Trustees

* **Boards of Trustees may not delegate the authority for these actions.**

¹ Senior Academic and Administrative Officers (“SAAO”) Tier I, as defined by UNC Policy 300.1.1, Section I.A.

² Senior Academic and Administrative Officers (“SAAO”) Tier II, as defined by UNC Policy 300.1.1, Section I.B.

³ Appointment of a distinguished professor to an endowed chair funded by the BOG Distinguished Professors Endowed Trust Fund requires approval by the Board of Governors.

⁴ Approval authority is the same regardless of source of funding (i.e. state and non-state funds).

⁵ Increases that cause salaries to exceed the salary ranges established by the Board of Governors require prior approval by the Board of Governors.

⁶ Campuses are required to have a policy on retreat and separation consistent with BOG Policy 300.1.6[R].

PART II: EPA Positions

Authority and Submission Process to Establish and Designate EPA Positions

Position Category	Approval Authority to Establish Positions	Submission Process to Establish Positions
I. Faculty	Board of Governors	BOG delegates authority to Chancellors to establish positions with academic rank. ⁷
II. Instructional and research staff of the University of North Carolina [N.C.G.S. 126-5(c1)(8)]	Cooperative Agreement between OSHR and UNC dated 8/22/97, and amended on 12/27/12.	Submit other instructional, research, and public service (“IRPS”) positions using an EPA Designation Request . Exceptions currently exist as determined by campus management flexibility agreements.
III. Physicians and dentists of the University of North Carolina [N.C.G.S. 126-5(c1)(8)]	Office of State Human Resources	Approval not required for physician and dentist positions requiring professional licensure, as established by the UNC-OSHR agreement dated 8/22/1997.
IV. 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)]	See below	See below
A. President, senior vice president, vice presidents and professional members of the president’s staff [N.C.G.S. 116-14(b)] (SAAO-I)	Board of Governors	Submit to General Administration using EPA Designation Request .
B. Chancellors [N.C.G.S. 116-11(4)] (SAAO-I)	Board of Governors	Initiated by Board of Governors
C. Tenure or tenure-track positions [N.C.G.S. 116-11(5)]	Board of Governors/ Institutional Boards of Trustees	Chancellors have authority to establish positions with academic rank.
D. Senior academic and administrative officers [N.C.G.S. 116-11(5)]	See below	See below
1. Provosts, vice chancellors, and deans [UNC Policy 300.1.1-I.A] (SAAO-I)	Board of Governors	Submit to General Administration using EPA Designation Request .
2. Directors of major administrative, educational, research and public service activities [UNC Policy 300.1.1-I.A] (SAAO-I)	Board of Governors	Submit to General Administration using EPA Designation Request .
3. Assistant and associate vice chancellors, assistant and associate provosts, and assistant and associate deans, etc. [UNC Policy 300.1.1-I.B] (SAAO-II)	Delegated by BOG to UNC President	Submit to General Administration using EPA Designation Request .

⁷ Approval from the President is required to establish an endowed chair position funded by the BOG Distinguished Professors Endowment Trust Fund

Position Category	Approval Authority to Establish Positions	Submission Process to Establish Positions
4. Specific other officers of the University having significant administrative responsibilities and duties, as may be designated by the President ⁸ [UNC Policy 300.1.1-I.B] (SAAO-II)	See below	See below
a. Members of chancellor’s professional staff [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Submit to General Administration using EPA Designation Request .
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]	Delegated by BOG to UNC President	Approval is not required to establish positions that match the descriptions of those on the list of approved generic SAAO positions. Those positions not on the list are submitted to General Administration using EPA Designation Request .
c. Positions whose primary responsibility is to attract external funds for and/or market the University [UNC Policy 300.1.1-I.B]	Delegated by BOG to UNC President	Submit to General Administration using EPA Designation Request .
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]	Delegated by BOG to UNC President	Submit to General Administration using EPA Designation Request .

⁸ 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. Persons 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]