

CLASSIFICATION AND APPOINTMENT AUTHORIZATION REQUIREMENTS FOR EMPLOYEES EXEMPT FROM THE STATE HUMAN RESOURCES ACT

	Position Type	Authority Retained by Board of Governors	Authority Delegated to the President	Authority Delegated only to BOTs with Management Flexibility	Authority Delegated to All BOTs (may delegate to Chancellor)
SAAO TIER 1	<ul style="list-style-type: none"> Chancellors CEO, UNC Health Care UNC TV General Manager 	<ul style="list-style-type: none"> Establish/modify salary ranges Appointment/Initial salary Appointment changes 			
	<ul style="list-style-type: none"> Athletic Directors Head Coaches 	<ul style="list-style-type: none"> Certain contracts * 			
	<ul style="list-style-type: none"> Provosts Vice Chancellors Deans Other SAAO Tier 1 		<u>For All Institutions</u> <ul style="list-style-type: none"> Establish/modify positions Establish/modify salary ranges Approve salary range exceptions <u>For Institutions without Flex</u> <ul style="list-style-type: none"> Appointment/Initial salary Appointment changes 	<ul style="list-style-type: none"> Appointment/Initial salary Appointment changes 	
SAAO TIER 2	<ul style="list-style-type: none"> Associate/Assistant Provosts Associate/Assistant Vice Chancellors Vice Deans Associate/Assistant Deans Other SAAO Tier 2 		<u>For All Institutions</u> <ul style="list-style-type: none"> Establish/modify positions *** Approve salary range methodologies <u>For Institutions without Flex</u> <ul style="list-style-type: none"> Establish/modify salary ranges 	<ul style="list-style-type: none"> Establish/modify salary ranges 	<ul style="list-style-type: none"> Appointment/Initial salary Appointment changes
IRPS	<ul style="list-style-type: none"> Instructional Research Public Service 		<u>For Institutions without Flex</u> <ul style="list-style-type: none"> Establish/modify positions in coordination with UNC-GA HR/OSHR Establish/modify salary ranges 	<u>For institutions with Delegated IRPS Authority: ****</u> <ul style="list-style-type: none"> Establish/modify positions** Establish/modify salary ranges ** 	<ul style="list-style-type: none"> Appointment/Initial salary Appointment changes
FACULTY			<u>For Institutions without Flex</u> <ul style="list-style-type: none"> Establish/modify salary ranges Confer Tenure Confer distinguished professorships 	<ul style="list-style-type: none"> Confer tenure Establish/modify salary ranges ** Confer distinguished professorships ** 	<ul style="list-style-type: none"> Establish/modify positions Appointment/Initial salary Appointment changes

* **ADs/Head Coaches:** The Board of Governors approves contracts for athletic directors and head coaches only if certain terms and conditions are included in the contract (Section 1100.3 of the UNC Policy Manual).

** **BOT Authorities Which May be Delegated:** The indicated actions may be delegated by formal resolution from the BOT to the Chancellor and the Chancellor's authorized designees.

*** **SAAO Tier 2 Positions:** Per agreement with the Office of State Human Resources (OSHR), SAAO Tier 2 positions are established by UNC-GA HR.

**** **IRPS Authority:** The ability to establish or modify IRPS positions and salary ranges is a special delegated right given by the President. Campuses with this special delegation must report on IRPS positions on an annual basis. Campuses with management flexibility but without IRPS authority are treated the same, in this instance, as campuses without management flexibility.

SALARY PRE-AUTHORIZATION REQUIREMENTS FOR EMPLOYEES EXEMPT FROM THE STATE HUMAN RESOURCES ACT

Salary Increase/Adjustment Type		Board of Trustee's or Chancellor's Authority (or Chancellor's Designee*)	President's (or Designee's) Authority	BOG Committee on Personnel & Tenure
PERMANENT BASE SALARY ACTIONS	Base Pay Increase Due to Promotion			
	<ul style="list-style-type: none"> Internally-posted competitive event Waiver of recruitment 	<ul style="list-style-type: none"> Not to exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> Not to exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> All Other
	<ul style="list-style-type: none"> Externally-posted competitive event Change in faculty rank 	<ul style="list-style-type: none"> Not to exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> All Other 	<ul style="list-style-type: none"> n/a
	Base Pay Increase Due to Retention			
	<ul style="list-style-type: none"> Employee actively under recruitment or in receipt of an offer. 	<ul style="list-style-type: none"> Not to exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> Not to exceed 30% of cumulative salary adjustments fiscal year to-date All retention increases formally approved under the Faculty Recruitment & Retention Fund. 	<ul style="list-style-type: none"> All Other
SUPPLEMENT/TEMPORARY SALARY ACTIONS***	Other Base Pay Increases **			
	<ul style="list-style-type: none"> Reclassification, equity, labor market, permanent additional duties, etc. 	<ul style="list-style-type: none"> Not to exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> Not to exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> All Other
	Salary Supplement with no specific end date for a special appointment or title			
	<ul style="list-style-type: none"> Department chair appointment Faculty center director appointment Faculty administrative rank Named or distinguished professorship 	<ul style="list-style-type: none"> Not to exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> Not to exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date 	<ul style="list-style-type: none"> All Other
	Salary Supplement with specific end date			
	<ul style="list-style-type: none"> Interim/acting appointment, temporary additional duties, etc. 	<ul style="list-style-type: none"> Not to exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date up to 12 months in duration 	<ul style="list-style-type: none"> Not to exceed 30% of cumulative salary adjustments fiscal year to-date and 13 months in duration 	<ul style="list-style-type: none"> All Other

Footnotes:

- * BOT may delegate all or a part of this authority to the Chancellor; the Chancellor in turn may authorize the executive vice chancellor, provost, chief financial officer/chief business officer, chief and deputy chief human resources officer, or other senior officer with responsibility for campus-wide faculty human resources actions.
- ** Federally-mandated prevailing wage decisions are excluded from the BOG salary increase process; campuses are delegated full authority to respond to such situations.
- *** For specific information on the calculation of supplements and interim/temporary pay, please consult the Salary Pre-Approval Process Notes, posted on UNC-GA's website. (http://old.northcarolina.edu/hr/hr_council/UNCGA_Salary_Pre-Approval_Process_FY_16-17.pdf)

Additional Notes:

- 1) The "June 30 salary" must include any **across-the-board** legislative salary increase (LSI) that was effective for the following fiscal year.
- 2) Boards of Trustees may not further delegate pre-approval of salary actions for Tier I SAAO employees such as the Provost, Vice Chancellors, and Deans.
- 3) For campuses without management flexibility, all Tier I SAAO salary actions require the endorsement of the Board of Trustees and pre-approval by the President.