

UNC General Administration Classification Guide for Positions Exempt from the State Human Resources Act (EHRA)

Overview

As a State entity, the University of North Carolina System is subject to the State Human Resources Act (“Act”) and its various provisions. Based on principal job functions, some University positions are *subject to the Act* and are referred to as “SHRA” and others are *exempt from the Act* and referred to as “EHRA”. There are two broad categories of staff positions exempt from the Act, which are: Instructional, Research and Public Service (IRPS) and Senior Academic and Administrative Officers (SAAOs). IRPS positions are further divided into various subcategories based on job function, and SAAO positions have multiple job titles and functional characteristics that define eligibility for this classification and are formerly divided into two tiers (Tier I and Tier II). This Guide provides details on the distinct subcategories and subtypes of EHRA position classifications.

Any non-faculty position that is proposed for EHRA status must meet the criteria associated with either IRPS or SAAO in order to be covered under the human resources policies established by the University’s Board of Governors. Absent a position being specifically designated as EHRA, it is classified as SHRA and covered under policies and procedures established by the State Human Resources Commission and the Office of State Human Resources.

This Guide provides criteria established by policy and interpretations developed and approved over the years by General Administration’s EHRA Human Resources Advisory Board (HRAB) that are used to determine whether a position may be classified as EHRA IRPS or EHRA SAAO. In considering whether a position qualifies for EHRA status, an important consideration is whether the majority (e.g., 50% or greater) of the position’s effort and principal functions satisfy the job content for an EHRA non-faculty position. This is an assessment which must be supported by a written job description that summarizes the position’s intended purpose, its principal job duties, and a description of the position’s minimum and preferred education and experience. The constituent institution must maintain such a job description on file for every EHRA IRPS and SAAO position which is presently under recruitment or filled by a position incumbent.

EHRA Position Requests and Approval

The following procedures are applicable to the creation and/or reclassification of positions for EHRA status:

- Constituent institutions *with management flexibility for IRPS positions*¹ are delegated the authority to create positions that satisfy General Administration EHRA IRPS classification guidelines with the approval of the institution’s Chancellor or authorized designees, without further General Administration review.

¹ Institutions with management flexibility to create IRPS positions include Appalachian State University, East Carolina University, North Carolina State University, University of North Carolina-Chapel Hill, University of North Carolina-Charlotte, University of North Carolina-Greensboro, and University of North Carolina-Wilmington.

- Constituent institutions that *do not have management flexibility for IRPS positions* must submit any IRPS position request to General Administration Human Resources for review and approval prior to position creation or reclassification.
- Regardless of a constituent institution's management flexibility status, *all* positions proposed for SAAO Tier II status must be submitted to General Administration Human Resources for review and approval. General Administration Human Resources will approve such position requests when they clearly satisfy the EHRA classification criteria established by EHRA HRAB, or refer a request to HRAB for review and final decision-making when a request does not clearly satisfy these criteria. All SAAO Tier II approvals by General Administration Human Resources are reported to EHRA HRAB on a monthly basis for review and calibration of classification decision-making.
- Position proposed for SAAO Tier I status (e.g., Vice Chancellor and Dean titles) must be submitted to the President of the University via General Administration Human Resources for review and approval; these position requests will usually require direct discussion and consultation between the President and the Chancellor of the submitting institution prior to final approval. These position requests must be well documented and include a detailed rationale that describes the purpose of the new position and its role within and relationship to the remainder of institution's senior leadership team.
- IRPS positions in the RADA/CADA category are handled differently, however. By agreement with OSHR, proposed RADA/CADA positions must be reviewed by the full HRAB body.

The following form should be utilized for EHRA position requests to be submitted to UNC General Administration: http://old.northcarolina.edu/hr/hrab/EPA_Form_6_4_2015.pdf. A complete HRAB submission will include this designation form, in addition to a campus memo justifying the request; a job description; and an organizational chart. Organizational charts should be clear about the entire organizational structure, and disclose EHRA/SHRA status of peers, subordinates, and up and down reporting relationship.

IRPS General Criteria

EHRA non-faculty IRPS positions support the core mission of the University by 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. **The official list of IRPS criteria can be found in UNC Guideline [300.2.5\[G\]](#), and are summarized here for reference.**

The incumbent of these positions must be substantially engaged in the regular academic, educational, research, or public service/extension activities of the University. Position incumbents should demonstrate professional expertise and discretion in determining the nature and content of the instructional-, educational-, research-, or public-service-related activities of the institution and have involvement in evaluating the effectiveness of such activities, and/or feature significant and independent interaction with participants in the University's instructional, educational, research, or public-service programs. The ongoing job responsibilities for such positions must address one of the following:

- Engage in or be uniquely supportive of instruction, student success, and/or the direction or coordination of education or academic-supportive activities.
- 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.

- Serve as a staff physician or staff veterinarian (without primary faculty rank), providing clinical healthcare services to human or animal populations.

Every EHRA position classified as IRPS must be associated with one of the IRPS subcategories noted below and meet the defined functional job criteria. Constituent institutions are required to track every IRPS position's assigned subcategory and report this information to General Administration on request.

EHRA 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 on an exceptional basis. It is recognized that in some areas such as information technology, development, admissions, financial aid, and athletics coaching and athletics management, appropriate qualified candidates may hold baccalaureate rather than advanced degrees. Positions for which post-baccalaureate credentials are not generally required, or for which specific degrees or certification are required, have education and experience requirements listed below by IRPS subcategory.

IRPS Subcategories

Academic Advising & Assessment

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.

Academic Preparation & 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.

Academic Standards

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

Academic / Research Information Technology (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.

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 and facilities managers, or positions ancillary to an athletics program.

Minimum 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.

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 EHRA classifications

Minimum 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.

Continuing Education

Positions whose primary purpose is to design and deliver courses, seminars, etc., that extends 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.

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.

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.

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

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.

Instruction

Positions whose primary purpose is to determine course content, teach and evaluate enrolled students in courses for academic credit that are not assigned primary EHRA faculty status and rank.

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" 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.

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.

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 that are not assigned EHRA primary faculty status and rank.

Minimum 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).

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.

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.

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.

Minimum 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.

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.

Note: These positions do not include operational or facility maintenance functions.

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.

Physicians and Dentists

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

Note: This category is used for positions not otherwise assigned primary EHRA faculty status and rank.

SAAO General Criteria

Positions qualifying for designation as Tier I SAAOs are characterized by the following job titles:

- Chancellor.
- Executive vice chancellor.
- Provost.
- Vice chancellors.
- Deans.
- Directors of major administrative, educational, research and public services activities of the University designated by the Board of Governors.

The remainder of senior officer positions qualifies for designation as Tier II SAAOs and including the following job titles and/or principal functions:

- Senior associate, associate, and assistant vice chancellors.
- Vice, senior associate, associate, and assistant provosts.
- Vice, senior associate, associate and assistant deans.
- Professional members of the chancellor's staff such as assistant to the chancellor, special assistant to the chancellor, special advisor to the chancellor, chief of staff to the chancellor, and secretary of the university.
- A position that provides administrative direction of separately designated divisions or departments of institutional activity (e.g., campus-wide offices) commonly associated with institutions of higher education or that serve as a principal deputy to such a position. These positions are characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercising substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources. In the instance of a "principal deputy", these positions generally fall within offices with significant campus-wide responsibility and scope and there is only a single "principal deputy" designated within the defined work unit.

Unless otherwise noted below, SAAO positions require a relevant post-Baccalaureate degree with a minimum of three (3) years or greater of related professional experience, although

substantially greater amounts of professional experience are typical and often required. For candidates demonstrating comparable professional backgrounds, a relevant undergraduate degree and a minimum of five (5) years or greater of relevant experience may be substituted for the advanced degree.

Other SAAO Subcategories

Communications & Marketing Directors

The position incumbent must be at the Director-level, have responsibility for marketing the University and its programs or services to external audiences, and must supervise one or more staff within the communications/marketing function or unit. These positions must direct the full range of strategic marketing/communication activities for the unit in question. Marketing Assistants, Graphic Artists, Writers/Editors, Webmasters, and other professional-level communications and marketing specialists who only have responsibility for a specific segment of the communications function as opposed to the broader scope of communications responsibilities and/or do not meet the organizational reporting criteria specified above do not qualify for SAAO status. In addition, the position must perform these duties at an institutional level (e.g. University Affairs), at a School-wide level residing in the immediate Office of a Dean, or at a freestanding University Center that is revenue supported.

Minimum Education and Experience: Relevant post-Baccalaureate degree required with three years or greater of related professional experience in marketing, communications, journalism, public affairs, or a related field; for candidates demonstrating comparable professional backgrounds, will accept a relevant undergraduate degree and five years or greater of relevant experience in substitution.

UPDATED²: Fundraising & Development Officials

At least 50 percent of the position's work effort must involve directly soliciting prospective donors to the University for contributions or the position's principal duties must involve providing pan university expertise and services directly related to fundraising and development. Such positions include annual giving, alumni giving, parent giving, corporate and foundation relations, industry relations, principal and capital giving, prospect management and analysis, prospect research and data analytics, stewardship, donor relations, gift planning and gift services. Positions whose principal duties involve supervision of Fundraising & Development Officers would likewise qualify for this classification. Positions that provide support to fundraising activities including special events planning / management or communications do not qualify for this classification.

Minimum Education and Experience: Minimum of a bachelor's degree required with related experience; specific minimum experience standards are at the discretion of the Department Head based on hiring market conditions and accepted professional standards of practice within the field. For positions with responsibility for direct solicitation of gifts and funds, a minimum of 1 year of professional-level, direct solicitation/fundraising experience is required.

University Attorneys

Functions as an institutional attorney that provides legal advice to University officials and managers.

² Updated definition approved October 1, 2016.

Minimum Education and Experience: Minimum of a JD degree required; specific minimum experience requirements at the discretion of the Vice Chancellor and General Counsel as appropriate based on professional standards of practice in the field.

Generic SAAO Roles

Certain university positions which lead or direct major campus functions are generally expected to be designated as SAAO. These generic roles are listed below; and you can also find a more [detailed set of descriptions](#) on the EHRA HRAB website. Except as noted, only one of each position may exist on a campus.

- Admissions Officer
- Development Officer
- Director of Alumni Relations
- Director of Athletics
- Director of Auxiliary Services
- Director of Budget
- Director of Career Services
- Director of Continuing Education
- Director of Contracts and Grants
- Director of Counseling and Psych Services
- Director of Environmental Health & Safety
- Director of Financial Aid
- Director of Housing & Residence Life
- Director of Human Resources
- Director of Internal Audit
- Director of Marketing (Univ-wide)
- Director of Public Affairs/Information
- Director of Sponsored Research
- Director of Student Health Services
- Director of Systems and Procedures
- Director of the Bookstore
- Director, Payroll Services
- Facilities (up to 3 positions):
 - Dir of Design and Construction
 - Dir for Facilities Management and Planning
 - Director of Physical Plant
- Information Technology (up to 3 positions):
 - Chief Information Technology Officer (CIO)
 - Information Technology Security Officer
 - Systems Ops, Business & Tech Services
- Institutional Research and Planning Officer
- Public Safety Officer
- Purchasing Officer
- Secretary of the University
- University Compliance
- University Registrar

Relevant Policies and Statutes

- HRAB Resource Page:
http://old.northcarolina.edu/hr/hr_council/EPA_Res_Info.htm.
- Internal GA Approval Form (which shows the various categories that GA reviews proposed submissions against):
http://old.northcarolina.edu/hr/hrab/HRAB_EPA_Approval_Form.pdf
- State HR Act:
http://www.ncga.state.nc.us/enactedlegislation/statutes/html/bychapter/chapter_126.html
- UNC Policy Guideline - IRPS Code:
http://www.northcarolina.edu/hr/hrab/300_2_5G_Amended_December_19_2012.pdf
- Generic SAAO-II Position Description:
http://old.northcarolina.edu/hr/hrab/Generic_Position_Descriptions_9-30-2015.doc

Document History

- SAAO-II "Development Definition" revised on October 1, 2016.
- EHRA HRAB approval of revised document on October 18, 2016.

Further Information and Technical Assistance

For additional information or assistance with EHRA non-faculty position classification matters, please contact one of the following in General Administration Human Resources:

- Jessica Moore, Executive Director of Classification and Compensation
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