

**Classification and Appointment Authorization Requirements
for Employees Exempt from the NC 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"> Provosts Vice Chancellors Deans Other SAAO Tier 1 	<ul style="list-style-type: none"> Advance reporting and consultation with Board of Governors required for establishing new positions (temporary or permanent) budgeted at \$70,000 or more ⁵ 	<p>For All Institutions</p> <ul style="list-style-type: none"> Establish new positions budgeted below \$70,000 ⁵ Modify positions Establish / modify salary ranges Approve salary range exceptions <p>For Institutions without Flex</p> <ul style="list-style-type: none"> Appointment / Initial salary Appointment changes 	<ul style="list-style-type: none"> Appointment / Initial salary Appointment changes 	
<ul style="list-style-type: none"> Associate/Assistant Provosts Associate/Assistant Vice Chancellors Vice Deans Associate/Assistant Deans Athletic Directors ¹ Other SAAO Tier 2 	<p>For All Institutions</p> <ul style="list-style-type: none"> Establish new positions budgeted below \$70,000 ^{3,5} Modify positions ³ Approve salary range methodology <p>For Institutions without Flex</p> <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 	
<ul style="list-style-type: none"> Instructional Research Public Service Head Coaches ¹ Other IRPS 	<p>For Institutions without Flex</p> <ul style="list-style-type: none"> Establish new positions budgeted below \$70,000 ⁵ Modify positions in coordination with UNC-GA HR/OSHR Establish / modify salary ranges 		<p>For institutions with Delegated IRPS Authority: ⁴</p> <ul style="list-style-type: none"> Establish new positions budgeted below \$70,000 ⁵ Modify positions ² Establish / modify salary ranges ² 	<ul style="list-style-type: none"> Appointment / Initial salary Appointment changes 	
FACULTY			<p>For Institutions without Flex</p> <ul style="list-style-type: none"> Establish new positions budgeted below \$70,000 ⁵ Establish / modify salary ranges Confer tenure Confer distinguished professorships 	<ul style="list-style-type: none"> Establish / modify salary ranges ² Confer distinguished professorships ² Confer tenure 	<ul style="list-style-type: none"> Establish new positions budgeted below \$70,000 ⁵ Modify positions Appointment / Initial salary Appointment changes

¹ **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); otherwise, the Boards of Trustees retain authority on these contracts, and this authority cannot be delegated to the Chancellors.

² **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.

³ **SAAO Tier 2 Positions:** Per agreement with the Office of State Human Resources (OSHR), SAAO Tier 2 positions are established by UNC-GA HR.

⁴ **IRPS Authority:** The ability to establish or modify IRPS positions and salary ranges is a special delegation 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.

⁵ **New Position Reporting and Consulting:** "New position" means a position that did not previously exist or that existed without any previously attached funding. The BOG reporting and consulting requirement also applies to new positions established with a budget below \$70,000 when the resulting salary offer is \$70,000 or more. BOG reporting and consulting must be completed before a non-conditional salary offer can be made. Secondary faculty administrative titles that do not represent a primary appointment are not considered a new position.

**Salary Pre-Authorization Requirements
for Employees Exempt from the NC Human Resources Act**

	Salary Increase/Adjustment Type	Special Legislative Provision for BOG Monitoring	Board of Trustees' or Chancellor's Authority (or Chancellor's Designee ¹)	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"> All cumulative salary adjustments fiscal year-to-date of 5% or greater for salaries that are \$100,000 or greater (or would become \$100,000 or greater with the salary action) must have advance reporting and consultation of the Board of Governors This includes permanent and temporary actions on permanent and temporary positions All other salary actions follow the guidelines provided in the columns to the right 	<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
	Base Pay Increase Due to Promotion <ul style="list-style-type: none"> Externally-posted competitive event Change in faculty rank 			<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 30% and \$25,000 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
	Other Base Pay Increases² <ul style="list-style-type: none"> Reclassification, equity, labor market, permanent additional duties, etc. 			<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
SUPPLEMENT/TEMPORARY SALARY ACTIONS³	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

Footnotes:

- ¹ BOT may delegate all or part of this authority to the Chancellor; the Chancellor in turn may delegate authority to 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.
- ² Federally-mandated prevailing wage decisions are excluded from the BOG salary increase process; campuses are delegated full authority to respond to such situations.
- ³ 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:

- a The "June 30 salary" must include any across-the-board legislative salary increase (LSI) that was effective for the following fiscal year.
- b 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.
- c 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.