

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
	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
SUPPLEMENT/TEMPORARY SALARY ACTIONS***	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.