Dear XXXX:

Over the past few years, the University of North Carolina system has been conducting an on-going review of how it categorizes its non-faculty EPA positions, (i.e. Senior Academic and Administrative Officers, Instructional, and Research), to determine if the current categories properly reflect the true functions of these positions on our campuses. Among the positions we have reviewed are those in Admissions and Financial Aid departments.

Because positions in financial aid and admissions have a direct bearing on our students’ educational experience, we believe that they should be considered with other similar positions under the definition of Student Support Services for Instructional/Research positions:

*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.*

As a result of this review, we have determined that these positions currently classified as Senior Academic and Administrative Officers under 300.1.1 Section I.B (often referred to as SAAO II) would be more appropriately classified as Instructional/Research/Public Service (Employees Exempt from the State Personnel Act).

The provisions governing SAAO II and IRPS positions are the same; therefore this re-classification has no effect with regard to:

1. Methods of calculating compensation,
2. Statutory-mandated and other employer-provided benefits, including leave accrual and continued participation in your current retirement plan (ORP or TSERS), and

The policies related to provisions of employment for SAAO II positions can be found in 300.1.1 Section III of the UNC Policy Manual:


The policies related to provisions of employment for Instructional/Research/Public Service positions can be found in 300.2.1 of the UNC Policy:
This change was effective January 1, 2013, and will be implemented in our HR system by March 1, 2013. If you have any questions regarding this change, please contact....