The University of North Carolina General Administration EPA Designation Request Form

Institution: University of North Carolina at Ch		
Division/School/Department: University C	Ombuds Office	
EPA Designation Requested: ☐ Senior Academic and Administrati ☐ Senior Academic and Administrati ☐ Instructional, Research and Public	ive Officer, I.B.* (SAAO	
Proposed Position Information: Proposed Title: Associate University Ombuc	ds	
Proposed Working Title (if different):		
Proposed Position Number: 1004561		Proposed JCAT Code: 422
Current Status: ☐SPA ☐ EPA	New Position	
Current Position Information (if appl Current Title:	5)	
Name of employee in position:		
Name and title of supervisor: Wayne Blai	r, University Ombudsperson	
Institutional Authorization: Print Name: Matthew S. Brody Signature: 104 Airport Road, 98#10	Title:	Assoc Vice Chancellor for Human Resources Date: (0/10/2013
Mailing Address 2:	040,000,0500	
Telephone: 919-962-2897	Fax: 919-962-8568	Email: matt_brody@unc.edu
Electronically submit completed for	n with the following re	equired documentation scanned into

Electronically submit completed form with the following required documentation scanned into a single PDF package:

- ☑ A written justification for requested action to include specific reference to relevant elements in SAAO definition or Instructional/Research definitions.
- $\ \ \, \square \ \ \,$ A detailed position description.
- ☑ An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names.

Submit to: hrab@northcarolina.edu

Questions to: Keith Dupuis, HR Consultant, (919) 843-5479, kedupuis@northcarolina.edu



To: William Fleming

Vice President for Human Resources

UNC General Administration

From: Matt Brody

Associate Vice Chancellor for Human Resources

UNC Chapel Hill

Date: June 10, 2013

Subject: Request for EPA - SAAO Designation - Position 1004561 - Associate University Ombuds

The University of North Carolina at Chapel Hill is submitting a request to have Position 1004561 – Associate University Ombuds designated as Senior Academic Administrative Officer (SAAO). We request that this position be reviewed for consideration under the guidelines specified in the UNC Policy on Senior Academic and Administrative Officers, Section 1B.

The University Ombuds Office is a place where Carolina staff, faculty, students, and administrators may talk in confidence about a campus issue, concern, problem or dispute. Traditionally, the Ombuds Office offered informal dispute resolution services to approximately 12,000 faculty and staff at the University. In 2012, the Ombuds Office expanded its services to include students. The University enrolls 18,503 undergraduates, 8,262 graduate students and 2,513 professional degree students. The primary goal is to provide students confidential consultation in assisting with the resolution of any university-related concern, including interpersonal conflicts, student life, student policy interpretation, academic issues, discrimination and harassment, etc. Offering consultation services to students has created the need to add additional full-time staff to the office. Last year, the Ombuds Office handled 500 cases, a number that is projected to increase to over 2,000 this year.

Dr. Laurie Mesibov, Professor of Public Law and Government, began serving as one of two University Ombuds at UNC Chapel Hill on a half-time basis in 2005. As a tenured faculty member and former member of the Faculty Grievance Committee, Faculty Executive Committee and Faculty Council, she is ideally suited to focus on faculty issues and to provide an informed, impartial and confidential source of assistance to individual faculty or groups experiencing conflicts with others at the University. Dr. Mesibov will assume the role Associate Ombudsperson on a full-time basis and will hold a secondary faculty appointment in the School of Government.

While we understand that in most cases, positions designated as SAAO tend to serve as director of a specific division or department of institutional activity, we believe that the independent structure and function of the office and strict standards of practice and ethical principles under which the Office must operate support designating the Associate Ombuds position as SAAO. The Associate Ombuds functions in a confidential and direct support relationship to the primary officer and has direct responsibility for a specific sphere of operations within the unit.

Please contact me if you have questions or need additional information. Thank you for your attention to this request.

The University of North Carolina at Chapel Hill Office of Human Resources

EPA NON-FACULTY POSITION DESCRIPTION FORM

Used when new positions or position modifications are sent to General Administration's HR Advisory Board for review and approval

Action	Requested:	X	Entire	ely New F	osition	ition Convert SPA to EPA		PA	
05/22/2	2013		Exist	ing Positi	on Modification		Other -		
1			CURRENT (if applicable)		REQUESTED				
Position	n #:							1004561	
EPA Non-Faculty Indicator/SPA Branch Role Indicator EPA Non-Faculty Subcategory					SAAO – Tier II				
DEPAR	RTMENT DAT	A:	11121						
Name	of Position's S	uper	visor:	Wayne I	Slair School/Division Name		e: University Ombuds Office		
Superv	risor's Title:			Universi	ty Ombuds	Dep	artment Name/#:	2204	
Justific	cation for EP	A De	signat	ion					
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Positio	on Summary								mk N
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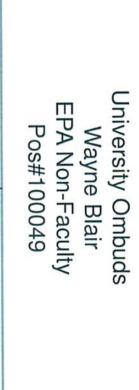
The University of North Carolina at Chapel Hill Office of Human Resources

EPA NON-FACULTY POSITION DESCRIPTION FORM

DEPARTMENT #:		2204	POSITION #:	1004561
	levels of the Univ	ersity, and with individuals of various skills and be able to gather information	lls and be able to communicate effectively we cultures and backgrounds. Candidates must n, analyze it, and assist the inquirer in develonities be certified in dispute resolution or be	t possess excellent loping appropriate
	Proposed JCAT	and CUPA Code		
	CUPA - 4505 - E	nan Resources Professional mployee Relations Specialist, Senio 22220 – HR Employee Relations Spe		

T	HRAB Review Date and Decision

University Ombuds Office Organization Chart May 2013



Associate University Ombuds **New Position**

EPA Non-Faculty Pos#1004561

Victoria Dowd SPA

Pos#0056418

Executive Assistant