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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 1. **Department Information** | | | | | | | Division | | | Click here to enter text. | | | | School Unit/Department Office | | | Click here to enter text. | | | | **2. EPA NF Designation Requested**   * Please refer to description of Senior Academic and Administrative Officerpositions as found at:   <http://www.northcarolina.edu/policy/index.php?pg=vs&id=242>   * or definitions of Instructional, Research, and Public Service positions as found at:   <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=280> | | | | | | | Senior Academic and Administrative Officer, I.A. (SAAO Tier I)  Senior Academic and Administrative Officer, I.B. (SAAO, Tier II)  Instructional, Research, and Public Service  Research and Academic Department Administrator (RADA/CADA) | | | | | | | **3. Proposed Position Information** | | | | | | | Proposed Title | | | | Click here to enter text. | | | Position Number (if applicable) | | | | Click here to enter text. | | | Proposed JCAT Code  *(for HR use only)* | | | |  | | | **4. Current Position Information (if applicable) Current Status:** | | | | | | | SPA | Click to Enter SPA Salary Grade | | | EPA | New Position | | Current Title | | | | Click here to enter text. | | | Current Position Number | | | | Click here to enter text. | | | Name of Employee in Position | | | | Click here to enter text. | | | Name and Title of Supervisor | | | | Click here to enter text. | | | **5. Certification :** Request Submitted by | | | | | | | Click here to enter text. | | | | |  | | Print Name | | | | | Date | |  | | | | |  | | Signature | | | | | Date | |  | | | | | | | Campus Address | | | | | | |  | |  | | |  | | Telephone | | Fax | | | Email | |  | |  | | |  | |

**Submit completed form with the following required documentation:**

 A detailed position description, using the outline in the *EPA Non-Faculty Job Description* found at: <http://web.uncg.edu/hrs/class_comp/EPA%20Job%20Desc%20Form.docx>

 An organizational chart that includes position titles, position numbers, position designations (SPA, EPA), and employee names

**Submit to:** Human Resources 336.334.5009