## Classification and Appointment Authorization Requirements for Employees Exempt from the NC Human Resources Act

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Authority Retained by Board of Governors</th>
<th>Authority Delegated to the President</th>
<th>Authority Delegated only to BOTs with Management Flexibility</th>
<th>Authority Delegated to All BOTs (may delegate to Chancellor)</th>
</tr>
</thead>
</table>
| **SAAO TIER I** |  • Chancellors  
• CEO, UNC Health Care  
• UNC TV General Manager |  • Establish / modify salary ranges  
• Appointment / Initial salary  
• Appointment changes |  For All Institutions  
• Establish new positions budgeted below $70,000  
• Modify positions  
• Establish / modify salary ranges  
• Approve salary range exceptions |  For All Institutions  
• Appointment / Initial salary  
• Appointment changes |
|  • Provosts  
• Vice Chancellors  
• Deans  
• Other SAAO TIER I | | | | |
| **SAAO TIER II** |  • Associate/Assistant Provosts  
• Associate/Assistant Vice Chancellors  
• Vice Deans  
• Associate/Assistant Deans  
• Athletic Directors  
• Other SAAO TIER II |  • Advance reporting and consultation with Board of Governors required for establishing new positions (temporary or permanent) budgeted at $70,000 or more  
• Establish / modify salary ranges |  For All Institutions  
• Establish new positions budgeted below $70,000  
• Modify positions  
• Establish / modify salary ranges  
• Approve salary range methodology |  For Institutions Without Flex  
• Establish / modify salary ranges  
• Appointment / Initial salary  
• Appointment changes |
|  • Instructional  
• Research  
• Information Technology  
• Head Coaches  
• Other IRIT | | | | |
| **IRIT** | | | | |
| **FACULTY** | | | | |

### Notes:

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

4. **IRIT Authority**: The ability to establish or modify IRIT positions and salary ranges is a special delegation given by the President. Campuses with this special delegation must report on IRIT positions on an annual basis. Campuses with management flexibility but without IRIT 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

<table>
<thead>
<tr>
<th>Salary Increase/Adjustment Type</th>
<th>Special Legislative Provision for BOG Monitoring</th>
<th>Board of Trustees or Chancellor’s Authority (or Chancellor’s Designee)</th>
<th>President’s (or Designee’s) Authority</th>
<th>BOG Committee on Personnel &amp; Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERMANENT BASE SALARY ACTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Base Pay Increase Due to Promotion | • Internally-posted competitive event
  • Waiver of recruitment | • 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 | • Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date | • All Other |
| Base Pay Increase Due to Promotion | • Externally-posted competitive event
  • Change in faculty rank | • 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 | • All Other | • n/a |
| Base Pay Increase Due to Retention | • Employee actively under recruitment
  or in receipt of an offer | • 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 | • Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date | • All Other |
| Other Base Pay Increases | • Reclassification, equity, labor market, permanent additional duties, etc. | • Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year-to-date | • All Other |                                  |
| Salary Supplement with no specific end date for a special appointment or title | • Department chair appointment
  • Faculty center director appointment
  • Faculty administrative rank
  • Named or distinguished professorship | • Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date | • Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date | • All Other |
| Salary Supplement with specific end date | • Interim/acting appointment, temporary additional duties, etc. | • Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date up to 12 months in duration | • Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date | • All Other |
| SUPPLEMENT/TMPORARY SALARY ACTIONS |                                               | • Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date and 13 months in duration | • Not to exceed 30% of cumulative salary adjustments fiscal year to-date and 13 months in duration | • All Other |

### 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 System HR’s website.

### Additional Notes:
- The “June 30 salary” must include any across-the-board legislative salary increase (LSI) that was effective for the following fiscal year.
- 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.
- 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.