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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 |
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**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