

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
MAY 2014
BOARD OF TRUSTEES MEETING AGENDA
THE CAROLINA INN

Thursday, May 22 - 8:00 A.M.

Chancellor's Ballroom

OPEN SESSION

1. Convene Meeting
2. Student Body President Oath of Office
3. Roll Call
4. Consent Agenda
 - a. Approval of March 2014 Minutes (Regular Meeting) (Tab 1)
 - b. Ratification of Mail Ballot dated March 31, 2014 (Tab 2)
 - c. Ratification of Mail Ballot dated April 28, 2014
 - d. Ratification of Mail Ballot dated April 29, 2014
5. Chair's Remarks
6. Report of the Nominating Committee
7. Student Body President's Remarks
8. Chancellor's Remarks
9. North Carolina Jaycee Burn Center – Bruce Cairns, Director of the Jaycee Burn Center
10. Refugee Mental Health & Wellness Initiative – Jack Richman, Dean, UNC School of Social Work, Josh Hinson, Clinical Instructor, UNC School of Social Work and Students
11. UNC School of Government Overview & Development Finance Initiative – Mike Smith, Dean, UNC School of Government and Marcia Machado Perritt, Projects Manager, Development Finance Initiative
12. Report of the External Relations Committee
13. Report of the Finance & Infrastructure Committee
14. Report of the Innovation & Impact Committee
15. Report of the University Affairs Committee

CLOSED SESSION

16. *Report of the External Relations Committee
17. *Report of the University Affairs Committee
18. *Legal Advice

OPEN SESSION

19. Report of the External Relations Committee
20. Report of the University Affairs Committee
21. Adjournment

*Some of the business to be conducted is authorized by the N.C. Open Meetings Law to be conducted in closed session.

**BOARD OF TRUSTEES MEETING
The University of North Carolina at Chapel Hill
March 27, 2014**

The Board of Trustees met in regular session on Thursday, March 27, 2014 at The Carolina Inn, Hill Ballroom. Chair Caudill presided and convened the meeting at 8:00 a.m.

ROLL CALL

Secretary Sallie Shuping-Russell called the roll and the following members were present:

W. Lowry Caudill, Chair	Charles G. Duckett
J. Alston Gardner, Vice Chair	Peter T. Grauer
Sallie Shuping-Russell, Secretary	Kelly Matthews Hopkins
Jefferson W. Brown	Steven J. Lerner
Phillip L. Clay	Dwight D. Stone
Haywood D. Cochrane	Christopher David McCartney Lambden
Donald Williams Curtis	

Chair Caudill read the following statement regarding the State Government Ethics Act:
“As Chair of the Board of Trustees, it is my responsibility to remind all members of the Board of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest as required by this Act. Each member has received the agenda and related information for this Board of Trustees’ meeting. If any Board member knows of any conflict of interest or appearance of conflict with respect to any matter coming before the Board of Trustees at this meeting, the conflict or appearance of conflict should be identified at this time.”

CONSENT AGENDA

Approval of Minutes and Mail Ballots

On motion of Trustee Cochrane and duly seconded by Trustee Lambden, the minutes of the meeting of January 2014 were approved as distributed; as was the ratification of mail ballots dated February 17, 2014 and February 26, 2014.

(ATTACHMENT A)

CHAIR’S REMARKS

Lowry Caudill, Chair presented the following remarks:

- Referenced Wednesday’s committee meetings and the board’s ongoing work to remain focused on the four goals of the year: successful Chancellor transition, stronger relationships with key external constituencies, sustainable model for enterprise risk management, and consolidate work on innovation and entrepreneurship.
- UNC-CH continues to receive national recognition for our graduate and professional schools. U.S. News & World Report ranked the School of Medicine #2 in Primary Care and it also tied for 22nd in research overall. Chair Caudill congratulated Dean Bill Roper and his team on this recognition. The College of Arts and Sciences ranked 15th for our Ph.D. program in chemistry, 2nd in analytical chemistry and 8th in inorganic chemistry. Other programs in the top 25 were statistics and computer science. The Kenan-Flagler

Business School ranked 19th for its MBA degree program. Also ranked were degree programs in the Gillings School of Global Public Health, School of Education and School of Law.

- Chair Caudill called on BOT Secretary Sallie Shuping-Russell to read the resolution for Student Body President Christopher Lambden.

RESOLUTION OF APPRECIATION FOR CHRISTOPHER DAVID MCCARTNEY LAMBDEN

WHEREAS, Christopher Lambden served as President of the UNC student body in 2013-2014, and was an articulate and passionate voice for students as a member of the University's Board of Trustees; and,

WHEREAS, Christopher was an innovative and creative leader who ably managed a talented student government team that worked on a broad range of important issues for the Carolina community; and,

WHEREAS, Christopher, as a member of the Title IX Task Force worked with others to educate students about the critical issues surrounding interpersonal violence, convened a student panel to contribute ideas, and was an invaluable and thoughtful spokesperson on campus and elsewhere; and,

WHEREAS, Christopher tackled a number of divisive issues during his tenure, and proved to be a steady and constructive leader for students; and,

WHEREAS, Christopher, as a trustee, was a thoughtful voice in board deliberations, always keeping in mind the long term good of the University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the University of North Carolina at Chapel Hill congratulates Christopher Lambden for a job very well done, expresses its deepest appreciation for his outstanding work, and wishes him the very best in his future endeavors.

Trustee Clay presented the motion to approve this resolution, seconded by Trustee Curtis, and passed. The Board of Trustees and all others present applaud Mr. Lambden. After, Chair Caudill continued his remarks.

- Acknowledged Chancellor Folt's recent accomplishments including her visit to the White House to represent the University on sexual assault. This was the Chancellor's third visit to the White House in eight months.
- Last month, the Chancellor made a major policy presentation to the UNC Board of Governors about the commercial and financial value of intellectual property created by UNC faculty researchers.
- Chancellor Folt was also recognized as an active researcher by being a featured plenary session speaker at the National Institutes of Health and Environmental Sciences workshop on the health effects of arsenic, one of her longtime research interests. She also spoke as part of the institute's distinguished Spirit Lecture Series – an annual event highlighting women who have made significant contributions to the field, while maintaining a rich and meaningful personal life.

- The Chancellor has also spent time visiting with alumni and friends in California, Atlanta and London. These visits are playing well and are putting the University in an excellent position with important constituents.
- Chair Caudill introduced Felicia Washington, who is now the Vice Chancellor for Workforce Strategy, Equity and Engagement. This position will bring together critical functions under one office.

[A copy of these remarks is located in the Office of the Assistant Secretary.]

REMARKS FROM THE STUDENT BODY PRESIDENT

Christopher Lambden gave his final remarks as Student Body President:

- Introduced Andrew Powell, the 2014-2015 Student Body President from Nashville, TN. Andrew's platform focuses on educational reform and innovation.
- Reflected on his platform to make a Carolina more affordable, safe and academically prestigious environment, as well as the last year of accomplishments:
 - Wanted to foster stronger relationships between the student population and state legislature.
 - Conducted a full audit of all student fees.
 - Worked on petition for students to voice their opposition to the Board of Governors academic policies regarding drop-add periods.
 - Created a website to compile a list of all resources open to students.
 - Served on the Universities Task Force charged with drafting a new sexual assault and harassment policy.
- Addressed the divide between the Greek community and the rest of the campus.
- Thanked all on the board who have served with him in the last year and the administrators he has had the opportunity to work with.

[A copy of these remarks is on file in the Office of the Assistant Secretary]

CHANCELLOR'S REMARKS

Chancellor Folt spoke on the following:

- Thanked Student Body President Christy Lambden for his efforts over the last year.
- Since the last meeting, the Chancellor met with other university presidents at the University of Virginia to talk about sexual assault as well as participated in a listening session at the White House with President Obama's White House Task Force.
- Visited King's College in London. This was an opportunity to extend strategic partnership with King's College, leaders in teaching and research. She also visited California and Atlanta to meet with alumni.
- Sought out a new inquiry by an independent counsel with the help of President Tom Ross. Ken Wainstein will lead the inquiry. When he is done, the report will be made public.
- Addressed the role of faculty research during her Board of Governor's presentation. UNC faculty researchers create jobs, attract talent and industry, spins out business start-ups and builds North Carolina's economy.

- Later this afternoon will be the Marsico Hall dedication. This will tie success in biomedical research to state-of-the-art facilities. She highlighted Tom Marsico's contributions to UNC's healthcare program as well as the N.C. General Assembly for their investment of \$243 million in 2009.
- Recently, Chancellor Folt and Director of Athletics, Bubba Cunningham, met with ACC Commissioner John Swoffard. They outlined six core areas of focus: academic preparedness, education, health and wellness, time demands, resources, and representation at the Governance levels.
- Introduced the four presenters for the meeting: Dean Bill Roper; Chair of the Applied Physical Sciences Department, Peter Mucha; STAR Program students; and Athletic Director Bubba Cunningham and student-athletes.

[The Chancellor's remarks are on file in the Office of the Assistant Secretary.]

UNC SCHOOL OF MEDICINE UPDATE

Chancellor Folt introduced Dean of the UNC School of Medicine, Vice Chancellor for Medical Affairs and CEO of UNC Health Care, Bill Roper, to give an update on the School of Medicine.

Dean Roper presented the Association of Medical College's (AAMC) annual report for UNC-CH. There are six areas of focus, each given a percentage ranking. They are as follows:

- Graduate a workforce that will address the priority health needs of the nation
 - UNC ranked in the 86th percentile for practicing in underserved areas
- Prepare a diverse physician workforce
 - 94th percentile for graduates who are African-American
- Foster the advancement of medical discovery
 - 90th percentile for graduates receiving NIH awards
- Provide high quality medical education as judged by your recent graduates (as done by a survey to each graduating student)
 - 95th percentile for how satisfied graduates are with their medical education
- Prepare physicians to fulfill the needs of the community
 - 100th percentile for instruction in women's health
- Graduate a medical school class with manageable debt
 - 38th percentile for out-of-state cost of attendance (lower the score the better)
 - 14th percentile for in-state cost of attendance
 - 5th percentile in average debt

Overall, the School is in a great position with room for improvement according to the report and Dean Roper. He concluded his presentation by taking questions from the Board.

[A copy of this presentation is available at bot.unc.edu]

APPLIED PHYSICAL SCIENCES

Chancellor Folt introduced Chair of the Applied Physical Sciences Department, Dr. Peter Mucha. This department is UNC-CH's first new college science department in forty years. Applied Physical Sciences lives in a collaborative interdisciplinary space between science and engineering. It essentially combines cutting edge knowledge and discovery with an engineering mindset to address problems. This department aims to bridge the gap between discovery and innovation as well as better balance basic and applied research here at Carolina. New faculty hires will join a strong team of six researchers who have received over \$42 million in research awards in the last four years (fiscal years 2010-2013). Faculty affiliated with the founding of the

new department have worked on projects such as: targeted drug delivery to cancer cells, developing lab-on-a-chip applications, and making solar energy more accessible. To be better positioned for the future and to remain competitive, we must expand our team of faculty members and provide funding to grow. Dr. Mucha concluded his presentation by answering questions from the Board.

[A copy of this presentation is available at bot.unc.edu]

STAR PROGRAM

Doug Shackelford, Dean of the Kenan-Flagler Business School introduced the students in the STAR Program: Tyler Eshraghi, Lauren Braswell, Jeff Kagan, Abhinav Mehla and Olivia Frere. The team is advising the UNC School of the Arts (UNCSA) on the redesign of a sound stage in High Point to make the Triad and North Carolina more competitive for movie and television production projects. STAR has assembled for 2014 a list of clients that include: ESPN, NC Governor's Office, RENCi and Belk to name a few.

The STAR team showed that UNCSA aims to create a turn-key, state-of-the-art facility. This facility will include indoor/outdoor green screens, on-site post-production, an extensive digital library, a tank for underwater and above water filming, as well as access to UNCSA facilities. They explained each portion of the planning process and steps that must be taken for this project to come to fruition.

The students and Dr. Paul Friga, Director of the STAR Program, entertained a few questions from the trustees.

[A copy of this presentation is available at bot.unc.edu]

A DAY IN THE LIFE OF A STUDENT-ATHLETE

Bubba Cunningham, Director of Athletics, introduced six student-athletes: Tim Scott (football), Ryan Switzer (football), Kemmi Pettway (football), Michelle Ikoma (gymnastics), Lori Spingola (softball) and Marcus Paige (men's basketball).

Tim Scott served as moderator for the other student-athletes. Ryan Switzer began by showing his calendar for the year as a football player. He also showed a more in-depth view of a scheduled-week during football season. Kemmi Pettway spoke about MAP (My Academic Plan) and how it allows him to structure his schedule. Michelle discussed the Carolina CREED and the Baddour Carolina Leadership Academy. Lori showed her program, Carolina Outreach that she created in conjunction with the Arc of Orange County. Lastly, Marcus Paige talked about why he chose to attend Carolina.

Following their presentation, the student-athletes took questions from the Board.

[A copy of this presentation is available at bot.unc.edu]

REPORT OF THE FINANCE AND INFRASTRUCTURE COMMITTEE

Trustee Lerner presented the report from the Finance and Infrastructure Committee. The items requiring action by the board were reviewed as follows:

HAMILTON HALL ENVELOPE RESTORATION

This project will address the Hamilton Hall exterior façade deficiencies identified in an earlier

assessment report. The project budget is \$1,500,000 and will be funded by University funds.

CAMPUS RECREATION MASTER PLAN

This project will develop a comprehensive master plan to improve the Campus Recreation facilities. The master plan will evaluate the existing outdoor and indoor facilities and identify improvements to meet the needs of the program. The project budget is \$200,000 covered by University funds.

HVAC CONTROLS UPGRADE AT HANES, MITCHELL, SWAIN HALLS, AND STEELE BUILDING

This project will upgrade the existing pneumatic HVAC controls at Hanes, Mitchell, and Swain Halls and Steele Building. The project budget is \$463,000 and will be funded by State appropriations.

RIDGE ROAD PEDESTRIAN SAFETY ZONES MASTER PLAN

This project will develop a comprehensive master plan to improve the pedestrian safety on Ridge Road from Manning Drive to Country Club Road. Advance Planning for improvements to the area between Boshamer Stadium and Country Club Road will be part of this project. The project budget is \$200,000 and will be funded by University funds.

Bruce Runberg presented the above information regarding design approval actions to the Board. A motion was made by Trustee Lambden to approve all the recommended design actions; seconded by Trustee Brown, and approved by all present.

(ATTACHMENT B)

DESIGN APPROVAL – MARY ELLEN JONES BUILDING RENOVATION

This project will renovate the upper 6 floors of Mary Ellen Jones Building as new research laboratory and office space. In addition, the project will address deferred maintenance items which include: HVAC, electrical, plumbing, life safety code, accessibility and exterior envelope issues. A new elevated plaza is proposed to connect the 3rd floor of Mary Ellen Jones Building to the walkway at Thurston Bowles Building. The project budget is \$77.4M and will be funded by University funds. The Board of Trustees reviewed the project at its January 2014 meeting. The design has been reviewed by the Design Review Committee. The Chancellor's Buildings and Grounds Committee approved the project at its February 2014 meeting.

After hearing Mr. Runberg's review, the Board of Trustees entertained a motion from Trustee Lambden to approve the design, which was seconded by Trustee Grauer, and carried.

(ATTACHMENT C)

STUDENT FEES

The interim Vice Chancellor for Finance & Administration reviewed a slide presentation explaining the details of the student fees proposal. A copy of this presentation is available in the Office of the Assistant Secretary.

Winston Crisp, Vice Chancellor for Student Affairs was called upon to discuss student fees for the 2014-15 academic year. UNC has spent the last four to five years attempting to keep fees

low with analysis provided by student government regarding recommendations to increase or decrease specific fees in order to best serve our student population. Overall, our current fees are the lowest in the University's 17-campus system at 81% of the system average. Although our athletic and student activity fees are lower, the educational technology and student health fees are well above the system average.

The revised proposal regarding student health fees is a \$20 reduction for this year and supplementing the budget by finding other ways to maintain all the services currently offered through the current fee. The committee discussed its concerns about leaving the fee as is versus the \$20 reduction. Mr. Brown presented the motion to approve the \$20 reduction in the fee, Mr. Grauer seconded, the motion passed. Mr. Curtis and Ms. Shuping Russell voted against the motion.

(ATTACHMENT D)

Chair Lerner briefly reviewed the items presented to committee for information only. A full review of the committee meeting may be found in the committee minutes in the Office of the Assistant Secretary, and at bot.unc.edu.

REPORT OF THE UNIVERSITY AFFAIRS COMMITTEE

Trustee Gardner, committee chair, presented the report from the University Affairs Committee that included brief remarks from the Executive Vice Chancellor and Provost, the Executive Vice Provost and Chief International Officer, the Faculty Chair, the Employee Forum Chair, and the Graduate and Professional Student Federation President.

Personnel and compensation actions presented during the committee's closed session will be reviewed during today's closed session. A full review of the committee meeting may be found in the committee minutes in the Office of the Assistant Secretary, and at bot.unc.edu.

REPORT OF THE EXTERNAL RELATIONS COMMITTEE

Trustee Curtis presented a review of the External Relations Committee meeting. Presenters included Connie Walker, General Manager of WUNC Radio, Joel Curran, Vice Chancellor for Communications and Public Affairs, and Jennifer Willis, Director of State Government Relations. The fundraising report was presented by David Routh, Vice Chancellor for Development. A full review of the committee meeting may be found in the committee minutes in the Office of the Assistant Secretary, and at bot.unc.edu.

The action items regarding Honorary Degrees and recommendations from the Chancellor's Advisory Committee on Naming will be reviewed during the board's closed session.

REPORT FROM THE COMMITTEE ON INNOVATION AND IMPACT

Trustee Clay presented a review of the Innovation and Impact Committee. The committee heard an update from Trustee Sallie Shuping-Russell on the Carolina Research Venture Fund. Following that update the committee heard from three presenters: Judith Cone, Special Assistant to the Chancellor for Innovation and Entrepreneurship, Jim Kitchen, Entrepreneur and Kenan-Flagler Business School Lecturer in Entrepreneurship, and lastly, Bob Geolas, President and CEO at the Research Triangle Foundation. A copy of the PowerPoint presentations made during this committee meeting is available at bot.unc.edu and are also filed in the Office of the Assistant Secretary.

MOTION TO CONVENE IN CLOSED SESSION

On motion of Secretary Shuping-Russell, and duly seconded, the Board voted to convene in closed session pursuant to North Carolina General Statutes Section 143-318.11 (a) (1) (to prevent the disclosure of privileged information under Section 126-22 and the following); and also pursuant to Section 143-318.11 (a) (2), (3), (5), and (6).

CLOSED SESSION

REPORT OF THE EXTERNAL RELATIONS COMMITTEE

Recommendations from the Chancellor's Naming Committee

Trustee Curtis presented the naming recommendations which were previously presented to the External Relations Committee and approved by the committee. A copy of the report is filed in the Office of the Assistant Secretary.

Board of Visitors Class of 2018 Nominations

Linda Douglas, Director of Community Relations, presented a list of nominees for the next class of Board of Visitors, along with an alternate list. A motion was made by Trustee Stone and seconded by Trustee Gardner; and the Board of Trustees approved the 41 names on the nomination list, adding one name from the alternate list. The Board of Trustees will divide the nominee list and make formal calls to invite each person to become a member of the Board of Visitors. The final list of acceptances will be presented for final approval at the May 2014 Board of Trustees meeting.

REPORT OF THE FINANCE AND INFRASTRUCTURE COMMITTEE

Trustee Lerner presented the info by the Labor Licensing Committee given to the committee by Vice Chancellor Felicia Washington.

LEGAL ADVICE

Vice Chancellor and General Counsel Leslie Strohm advised the Board on several legal matters.

DEEP CLOSED SESSION

Chair Caudill convened the Board in Executive Closed Session to discuss legal and personnel matters.

RECONVENE MEETING IN OPEN SESSION

Chair Caudill reconvened the meeting in open session.

OPEN SESSION

REPORT OF THE UNIVERSITY AFFAIRS COMMITTEE

Committee Chair Alston Gardner referred the members to the personnel matters submitted for review. A motion to approve the actions came from Trustee Lerner and was seconded by Trustee Lambden, and passed.

(ATTACHMENT E)

Chair Caudill stated that the personnel and salary actions voted on in open session have been distributed.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:30 p.m.

Sallie Shuping-Russell, Board of Trustees Secretary



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

CAROL L. FOLT
Chancellor

103 SOUTH BUILDING
CAMPUS BOX 9100
CHAPEL HILL, NC 27599-9100

T 919.962.1365
F 919.962.1647
carol.folt@unc.edu

To: Members of the Board of Trustees

From: Carol Folt *CLF*

Re: Mail Ballot

Date: March 31, 2014

I write to request your approval by mail ballot of the following matter related to the Endowment Fund:

In 2005, the Department of Environmental Sciences and Engineering (ESE) created a quasi-endowment fund using expendable gifts and over time reinvested the distribution to build up the fund. The current market value of the fund as of January 2014 was \$1,795,088.42. ESE wishes to withdraw \$250,000 from principal for use in connection with support costs for the Department and its faculty. Examples of those costs are interior building renovations and investment in the Department's Design Center and Water Institute Program. I recommend approval of the withdrawal. The Board of Trustees of the Endowment Fund approved this withdrawal by mail ballot on March 19, 2014.

Please mark and return the enclosed ballot indicating whether or not you approve of the above action. Thank you.

Enclosure

cc: David Routh
Kevin Seitz

This mail ballot was approved by the Board of Trustees with a majority vote on April 3, 2014. Lowry Caudill, Alston Gardner, Phillip Clay, Haywood Cochrane Jr., Charles Duckett, Steven Lerner and Dwight Stone approved this action.

MAIL BALLOT
BOARD OF TRUSTEES
March 31, 2014

Attached for your review and approval is a mail ballot concerning an Endowment Fund matter. This mail ballot will be approved as part of the Consent Agenda at the Full Board meeting on Thursday, May 22, 2014.

The undersigned votes as follows with respect to the recommendation proposed in Chancellor Folt's memorandum dated March 31, 2014.

	Approve	Disapprove
Withdrawal from Quasi-Endowment for the benefit of the Department of Environmental Sciences and Engineering	_____	_____

Signed_____

Printed Name_____

Date_____

Please fax to Patti Wilkinson: (919) 962-1647
or email: pattiw@unc.edu



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

CAROL L. FOLT
Chancellor

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carol.folt@unc.edu

April 28, 2014

Board of Trustees
The University of North Carolina at Chapel Hill

Dear Members of the Board:

You have authorized me to poll you by mail ballot concerning personnel matters which require the immediate attention of the Board. Accordingly, I am transmitting to you herewith the following appointment and compensation agreement for the Vice Chancellor for Finance and Administration. Mr. Fajack's appointment is effective June 9, 2014.

Please complete the attached mail ballot and return to Patti Wilkinson at your earliest convenience.

Sincerely,

Carol L. Folt

Attachments

This mail ballot was approved on April 29, 2014 with a majority vote by the following members:
Lowry Caudill, Alston Garder, Sallie Shuping-Russell, Jeff Brown, Phillip Clay, Haywood Cochrane,
Chuck Duckett, Kelly Hopkins, Steve Lerner, and Dwight Stone



THE UNIVERSITY
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at CHAPEL HILL

CAROL L. FOLT
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April 16, 2014

Mr. Matt Fajack
1926 N.W. 111th Drive
Gainesville, NC 32606

Dear Matt:

I am pleased to confirm your appointment as Vice Chancellor for Finance and Administration at the University of North Carolina at Chapel Hill, subject to the approval of The University's Board of Trustees. As a Vice Chancellor, you will be classified as a Tier I Senior Academic and Administrative Officer of the University and subject to all of the relevant human resources policies for employees in this category. The following outlines the specific details of your appointment -

<i>Employment effective date:</i>	June 9, 2014
<i>Employment status:</i>	At-will; subject to continuation or discontinuation at any time at the discretion of the Chancellor.
<i>Compensation:</i>	\$343,000 per year based on a full-time (1.0 FTE) work schedule and subject to annual review. The Office of the Chancellor is responsible for initiating any changes in salary, subject to compensation policies adopted by the Board of Governors or the Board of Trustees.
<i>Leave Accrual:</i>	26 days (208 hours) per year of annual (vacation) leave and 12 days (96 hours) per year of sick leave for full-time service; up to 30 days (240 hours) of annual leave may be carried each calendar year, with any excess balance converted to sick leave at year end.
<i>Leave Payout at Appointment End:</i>	Up to 30 days (240) hours of annual leave; unused sick leave is not eligible for payout.
<i>University Vehicle:</i>	Use of a leased vehicle will be provided, including customary insurance, maintenance, and operating costs, to be paid for by the University of North Carolina at Chapel Hill Foundation, Inc. At appointment end, the provided vehicle must be returned promptly to the appropriate University official.
<i>Moving Allowance:</i>	The University will reimburse customary and reasonable expenses related to moving household goods and any travel

MF

Mr. Matt Fajack
April 16, 2014
Page 2 of 3

and lodging expenses incurred for you and your family in transit to North Carolina, to a maximum amount of \$20,000. Reimbursement for moving and storage of household goods must be requested no later than 180 days of the date of hire and is subject to University procurement rules which are summarized in the following document on the University's web site: <http://finance.unc.edu/files/2012/11/moving.pdf>.

House Hunting Trips:

The University will reimburse up to \$3,000 of reasonable travel and lodging expenses for you and your family, for up to two house hunting trips to Chapel Hill, North Carolina.

Temporary Housing Allowance:

The University will reimburse up to \$3,000 per month for a period not to exceed twelve (12) months related to temporary housing expenses following your relocation to North Carolina. All reimbursements require documentation of actual expenses.

Athletic Event Tickets:

You will be provided two tickets to UNC Men's basketball and football games. Please note that you may decline the tickets, pay for them entirely, or receive them at no cost. If you receive the tickets at no cost, the value of the tickets will be reported as taxable income.

Background Check:

Your appointment is conditional on satisfactory completion of the University's required criminal conviction and credentials checking processes. In the event these processes have not been fully completed at the time your appointment begins, this appointment may be rescinded if any remaining checks disclose information that in the University's judgment are sufficient to bar continued appointment. Before a final decision is made to rescind any appointment, the appointee will receive a copy of the information used in reaching this decision and will have an opportunity to provide any exculpatory or explanatory information.

Employment Policies:

Your appointment will be subject to the *Employment Policies for EPA Non-Faculty Tier I Senior Academic and Administrative Officers of the University of North Carolina at Chapel Hill* as presently defined and as they may be periodically revised. A copy of the policies currently in effect is enclosed with this letter and is also available at any time by consulting the University's Office of Human Resources web site at <http://hr.unc.edu>.

Your appointment is conditional on your acceptance of all of the terms and conditions stated in this letter and as set out in the "EPA Non-Faculty Appointee Certifications and Conditions of Employment" (Form AP-2a), which is attached. Please signify your acceptance of these terms and conditions by signing and dating the enclosed copy of this letter and the Form AP-2a, and returning it to my office no later than five (5) business days from the date of this letter. In the event you shall fail

MMF

Mr. Matt Fajack
April 16, 2014
Page 3 of 3

to return a signed copy of this letter by that time, this offer shall be rescinded, unless further extended in writing by me.

In order to meet critical benefit enrollment deadlines, you will need to meet with a representative from the University's Benefits Services Department within 30 days of the effective date of your appointment. Please contact Ashley Nicklis (Senior Director, Benefits and Work/Life Programs) at 919-962-6255 or at e-mail anicklis@unc.edu to arrange this appointment.

I look forward with great enthusiasm to our working together and in your leadership as the University's new Vice Chancellor for Finance and Administration.

Sincerely,



Carol L. Folt
Chancellor

Enclosure: Employment Policies for EPA Non-Faculty Employees
Form AP-2a (Non-Faculty)

Acknowledgment and Acceptance by Appointee:


(Signature)

Date: 4/17/14

cc: Departmental Personnel File
Vanessa Ragland, Director, EPA Non-Faculty Human Resources



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

BOARD OF TRUSTEES

To: Patti Wilkinson	From: Members of the Board of Trustees
Fax: (919) 962-1647	Pages: 1 (including cover sheet)
Date:	Re: Mail Ballot, dated April , 2014

Trustees:

Set out below is a personnel mail ballot pertaining to the terms of appointment and compensation as described in the letter to Matthew Fajack as Vice Chancellor for Finance and Administration.

The undersigned votes as follows with respect to the recommendation proposed in Chancellor Folt's memo of April 28, 2014

Approve

☐

Disapprove

☐

Signed _____

Date _____

**Please fax to Patti Wilkinson at (919) 962-1647
Or email pattiw@unc.edu**

This mail ballot was approved by the Board of Trustees on May 5, 2014 with a majority vote from the following members: Lowry Caudill, Alston Gardner, Sallie Shuping-Russell, Jeff Brown, Haywood Cochrane, Chuck Duckett, Steve Lerner, and Dwight Stone.



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Carol L. Folt, Chancellor

RE: Mail Ballot

DATE: April 29, 2014

You have authorized my office to poll you by mail concerning personnel matters which require attention by the Board. Accordingly, we are transmitting to you herewith personnel actions as follows:

For Action – EPA Non-Faculty Compensation Actions Appendix A

For Action – EPA Faculty Compensation & Tenure Actions Appendix B

Please mark and return the enclosed mail ballot indicating whether or not you agree with the actions proposed. Thank you.



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Mail Ballot

Board of Trustees

April 29, 2014

Chancellor Carol Folt submits for your review and approval the EPA Faculty and EPA Non-Faculty Personnel Actions as recommended for April 2014. This mail ballot will be approved as part of the Consent Agenda at the Full Board meeting on Thursday, May 22, 2014.

The undersigned votes as follows with recommendation to these proposed actions as presented by the Chancellor.

	Approve	Disapprove
EPA Non-Faculty Compensation Requests (Appendix A)	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Salary Increases and Tenure Promotions (Appendix B)	<input type="checkbox"/>	<input type="checkbox"/>

Signature_____

Printed Name_____

Date_____

Please fax to Patti Wilkinson at (919) 962-1647 or email at pattiw@unc.edu

University of North Carolina at Chapel Hill
Board of Trustees
EXECUTIVE SUMMARY (EPA Non-Faculty)
Meeting Date: 04/24/14 (Mail Ballot)

Appendix A

Compensation Actions											
No.	College/Division	Name	Department/School	Rank/Title	Reason	Requested Increase \$\$	Requested Increase %	June 30 Salary	Current Salary	Proposed Salary	Effective Date
1	Kenan-Flagler Business School	Jennifer Hammond	Kenan-Flagler Business School	(EPA NF) Assistant Director, EMBA Recruiting	Promotion / Reallocation - The current SPA position is being converted to EPA Non-Faculty due to additional duties being added during a reorganization in the Executive Masters of Business Administration (EMBA) program. As part of the SPA to EPA conversion process, the University's Equal Opportunity Office has approved a waiver. Current duties include managing and implementing marketing/communications strategies and analyzing marketing intelligence. Additional duties include management of student recruitment for all EMBA programs. The requested salary is 81% of the market reference rate for positions at this level. There are no comparable positions within the work unit at this level, so no equity issues result.	9,340	16.78	\$55,660.00	\$55,660.00	\$65,000.00	4/1/2014
2	School of Medicine	Joanna V. Herath	Gastro, Biology & Disease Center	Associate Chief Administrator	Promotion / Reallocation - Position is being reclassified to a higher level due to additional duties. Current duties include providing administrative and operations management for the Division of Gastroenterology (GI) and Hepatology and the Center for Gastrointestinal Biology and Disease. Additional duties include overseeing the operations for three clinics/centers, managing contractual relationships with external practitioners, and developing opportunities for extending GI services to other parts of the State. The proposed salary is equally funded by the School of Medicine and UNC Healthcare, since this position will serve both entities. There are no comparable positions within the work unit; therefore, no equity issues are present.	35,000	33.81	\$103,519.00	\$103,519.00	\$138,519.00	4/1/2014

University of North Carolina at Chapel Hill
Board of Trustees
EXECUTIVE SUMMARY (EPA Non-Faculty)
Meeting Date: 04/24/14 (Mail Ballot)

Appendix A

3	UBC for Academic Initiatives	Michael Kunz	Botanical Garden	(EPA NF) Conservation Ecologist / Manager Battle Park	Promotion / Reallocation - The current SPA position is being converted to EPA Non-Faculty due to additional duties. As part of the SPA to EPA conversion process, the University's Equal Opportunity Office has approved a waiver. The SPA position duties include overseeing the restoration and management of the North Carolina Botanical Garden's (NCBG) natural areas. Additional duties include overseeing the educational and research activities of the Rare Plant Program and managing its overall operation. The requested salary is based on internal equity comparisons and is directly comparable to Position 1004591 (Conversation Ecologist/Manager - Battle Park), which has a salary of \$48,013.	6,097	14.90	\$40,920.00	\$40,920.00	\$47,017.00	4/1/2014
4	UBC for Academic Initiatives	Casey Remer	Hunt Institute	Deputy Director - Hunt-Kean Leadership Fellows	Promotion / Reallocation - Additional duties resulted in the position being reclassified to a higher level. Current duties include development of curriculum modules and instructional strategies and assisting in the design and implementation of Institute events. Expanded duties also include direct supervision of a subordinate Policy Analyst, setting the overall strategic vision for the Hunt-Kean Leadership Fellows program, overseeing development of all program content, and reviewing the work of other Institute staff related to this program. The requested salary of based on internal equity comparisons and is directly comparable to another Policy Analyst with lesser responsibilities, which has a salary of \$71,500.	17,250	29.87	\$57,750.00	\$57,750.00	\$75,000.00	4/1/2014
5	College of Arts and Sciences	Dara Slivka	Center for Student Academic Success	(EPA NF) Coordinator for Peer Mentoring	Promotion / Reallocation - The current SPA position is being converted to EPA Non-Faculty due to additional duties. As part of the SPA to EPA conversion process, the University's Equal Opportunity Office has approved a waiver. Current duties include assisting first-year students participating in peer mentoring programs, tracking and analyzing data collected from peer mentors and conducting annual surveys. Added responsibilities include directing the program, including matching 300 peer mentors with over 850 mentees, and overseeing the distribution of assignments to each peer mentor. This position is directly comparable to Position 1004404 (Coordinator for Minority Male Engagement), which is paid at \$57,000. The salary is a reflection of this comparably paid position.	14,265	35.02	\$40,735.00	\$40,735.00	\$55,000.00	4/1/2014

University of North Carolina at Chapel Hill
Board of Trustees
EXECUTIVE SUMMARY (EPA Non-Faculty)
Meeting Date: 04/24/14 (Mail Ballot)

No.	College/Division	Name	Department/School	Rank	Reason	Total Monetary Value of Non-Salary Compensation	Duration of Non- Salary Compensation	Effective Date	End Date		
Non-Salary Compensation Actions											
1	None										
2											

Information Items											
1	None										

The University of North Carolina at Chapel Hill
EXECUTIVE SUMMARY
Board of Trustees
April 14, 2014

Appendix B

No.	College/Division	Name	Dept./School	Current Rank	New Rank	Tenure Request Reason	Effective Date	Salary
Personnel Actions								
New Appointments without Tenure								
1	Health Sciences	Kristy Ainslie	Pharmacy	N/A	Associate Professor	N//A	6/1/2014	\$132,000
2	Health Sciences	Carlton Zdanski	Otolaryngology/HNS	N/A	Associate Professor	N//A	4/25/2014	\$275,760
3	Academic Affairs	Amelia Gibson	SILS	N/A	Assistant Professor	N//A	7/1/2014	\$76,000
4	Health Sciences	Matthew Hirsch	Ophthalmology	Research Assistant Professor	Assistant Professor	N//A	7/1/2014	\$76,930
5	Academic Affairs	Adam Saffer	JOMC	N/A	Assistant Professor	N//A	7/1/2014	\$71,000
6	Academic Affairs	Amy Wilson	Social Work	N/A	Assistant Professor	N//A	7/1/2014	\$76,500
Addition of Joint Appointment without Tenure								
0	N/A	N/A	N/A	N/A	N/A	N//A	N/A	N/A
Promotion to Full Professor								
1	Academic Affairs	Mark Crescenzi	Political Science	Associate Professor	Professor	N//A	7/1/2014	\$98,128
2	Health Sciences	Laurence Katz	Emergency Medicine	Associate Professor	Professor	N//A	4/25/2014	\$147,548
3	Health Sciences	William Miller	Medicine	Associate Professor	Professor	N//A	6/1/2014	\$185,480
4	Academic Affairs	Conghe Song	Geography	Associate Professor	Professor	N//A	7/1/2014	\$83,338
5	Health Sciences	Brian Strahl	Biochemistry & Biophysics	Associate Professor	Professor	N//A	4/25/2014	\$109,011
Reappointments to the same Rank								
1	Academic Affairs	Patricia Amaral	Romance Languages	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$66,000
2	Academic Affairs	Andrea Benjamin	Political Science	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$93,610
3	Academic Affairs	Jessica Boon	Religious Studies	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$71,240
4	Academic Affairs	Robert Capra	SILS	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$76,500
5	Academic Affairs	Jocelyn Chua	Anthropology	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$73,256
6	Academic Affairs	Bruno Estigarribia	Romance Languages	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$66,000
7	Academic Affairs	Sabine Gruffat	Art	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$76,275
8	Academic Affairs	Priscilla Layne-Kopf	Germanic & Slavic Languages & Lit.	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$70,840
9	Academic Affairs	Jeremy Moulton	Public Policy	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$95,128
10	Academic Affairs	David Navalinsky	Dramatic Art	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$66,000
11	Health Sciences	Saskia Neher	Biochemistry & Biophysics	Assistant Professor	Assistant Professor	N//A	3/24/2015	\$100,000
12	Academic Affairs	Lauren Persha	Geography	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$73,876
			Curriculum in Ecology	Assistant Professor	Assistant Professor		7/1/2015	
13	Academic Affairs	Alvaro Reyes	Geography	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$71,852
14	Academic Affairs	Sarah Roberts	Political Science	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$74,606
15	Academic Affairs	Eric Ryan	Exercise & Sport Science	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$75,900
16	Health Sciences	Matthew Siedhoff	OB-GYN	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$210,893
17	Academic Affairs	Abbie Smith- Ryan	Exercise & Sport Science	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$75,900
18	Health Sciences	Lixin Song	Nursing	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$71,200
19	Academic Affairs	Jenny Tone-Pah-Hote	American Studies	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$71,200
20	Academic Affairs	Zeynep Tufekcioglu	SILS	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$78,000
21	Academic Affairs	Jina Valentine	Art	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$66,040
22	Academic Affairs	Ariana Vigil	Women's and Gender Studies	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$68,816
23	Academic Affairs	Erianne Weight	Exercise & Sport Science	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$75,900
24	Academic Affairs	Lee Weisert	Music	Assistant Professor	Assistant Professor	N//A	7/1/2015	\$66,800
Designation/Reappointments to Departmental Chair								
1	Health Sciences	Andre Ritter	Operative Dentistry	Professor	Interim Department Chair	N//A	1/25/2014	\$161,484

The University of North Carolina at Chapel Hill
EXECUTIVE SUMMARY
Board of Trustees
April 14, 2014

Appendix B

No.	College/Division	Name	Dept./School	Current Rank	New Rank	Tenure Request Reason	Effective Date	Salary
2	Health Sciences	Timothy Turvey	Oral and Maxillofacial Surgery	Department Chair, Professor	Department Chair	N//A	7/1/2014	\$464,351
3	Health Sciences	David Zvara	Anesthesiology	Department Chair, Professor	Department Chair	N//A	4/25/2014	\$527,267
Designation/Reappointments to Distinguished Professorship								
1	Academic Affairs	Victoria Bautch	Biology	Professor	Distinguished Professor	N//A	7/1/2014	\$141,017
2	Health Sciences	Harald Heymann	Operative Dentistry	Professor	Thomas P. Hinman Distinguished Professor	N//A	4/25/2014	\$151,367
3	Health Sciences	Michael Lee	Physical Medicine and Rehabilitation	Professor, Chair	Sidna Chokley Rizzo Distinguished Professor	N//A	4/25/2014	\$323,838
4	Academic Affairs	Richard Langston	Germanic & Slavic Languages & Lit.	Associate Professor	Zachary Smith Distinguished Term Professor	N//A	7/1/2014	\$75,000
5	Academic Affairs	Laurie McNeil	Physics & Astronomy	Professor	Bernard Gray Distinguished Professor	N//A	7/1/2014	\$134,603
6	Academic Affairs	Samuel Morgan	Sociology	Professor	Distinguished Professor	N//A	7/1/2014	\$200,000
7	Academic Affairs	Mitchell Prinstein	Psychology	Professor	Distinguished Professor	N//A	7/1/2014	\$112,756
8	Academic Affairs	Roberto Quercia	City & Regional Planning	Professor	Distinguished Professor	N//A	7/1/2014	\$149,000
9	Academic Affairs	Daniel Sherman	Art	Professor	Distinguished Professor	N//A	7/1/2014	\$77,578
Actions Conferring Tenure								
Promotion Conferring Tenure								
1	Academic Affairs	Erik Alexanian	Chemistry	Assistant Professor	Associate Professor	Promotion to tenured associate professor based on his accomplishments in teaching, research and service.	7/1/2014	\$76,000
2	Health Sciences	Aravind Asokan	Genetics	Assistant Professor	Associate Professor	Promotion to tenured associate professor based on excellence in research.	4/25/2014	\$110,160
			Biochemistry & Biophysics	Assistant Professor	Associate Professor		4/25/2014	
3	Health Sciences	Elizabeth Geller	OB-GYN	Assistant Professor	Associate Professor	Promotion to tenured associate professor based on excellence in clinical scholarship.	9/1/2014	\$207,500
4	Health Sciences	Coretta Jenerette	Nursing	Assistant Professor	Associate Professor	Promotion to tenured associate professor based on excellence in research.	7/1/2014	\$74,126
5	Health Sciences	Alison Stuebe	OB-GYN	Assistant Professor	Associate Professor Associate	Promotion to tenured associate professor based on excellence in clinical scholarship.	7/12/2014	\$252,614
			Maternal & Child Health	Assistant Professor	Professor		7/1/2014	
New Appointments Conferring Tenure								
1	Health Sciences	Richard Loeser	Medicine	N/A	Distinguished Professor	Appointment to distinguished professor based on excellence in research.	7/1/2014	\$258,000
Addition of Joint Appointment Conferring Tenure								
0	N/A	N/A	N/A	N/A	N/A	N//A	N/A	N/A
53 Total								
Corrections								
0	N/A	N/A	N/A	N/A	N/A	N//A	N/A	N/A

The University of North Carolina at Chapel Hill
EXECUTIVE SUMMARY
Board of Trustees
April 14, 2014

Appendix B

No.	College/Division	Name	Department/School	Rank	Reason	Requested Increase Amount	Percent of Increase	Current Salary	New Salary	Effective Date
Compensation Actions						* Available funding for each action has been confirmed by the appropriate Department and School/Division management officials to support the proposed salary increase. Upon implementation, specific funding sources are reviewed and approved at the Department level, as well as by the applicable University Central financial offices, including the University Budget Office and the Office of Sponsored Research for grant-funded salaries.				
1	Health Affairs	Sandra Albrecht	School of Public Health	Post Doc (EPA NF)	Increase requested due to Dr. Albrecht becoming a tenure track Assistant Professor.	\$50,636	122.42%	\$41,364	\$92,000	4/1/2014
2	Health Affairs	Julie Byerly	School of Medicine	Clinical Associate Professor	Increase requested due to new role as permanent Vice Dean for Medcial Education.	\$61,754	33.20%	\$247,754	\$247,754	5/1/2014
3	Health Affairs	Jianwen Cai	School of Public Health	Professor	Increase requested for retention purposes, as Dr. Cai is in great demand, as she is considered one of the very top living biostatisticians.	\$57,157	20.95%	\$76,930	\$330,000	6/1/2014
4	Health Affairs	Joseph Calabrese	School of Medicine	Post Doc (EPA NF)	Increase requested due to promotion to Assistant Professor.	\$50,446	92.47%	\$59,463	\$105,000	4/1/2014
5	Health Affairs	Gretta Horton	School of Medicine	Social Work Practioner (SPA NF)	Increase due to promotion to Clinical Instructor.	\$7,000	14.00%	\$50,000	\$57,000	6/2/2014
6	Health Affairs	Maryna Kapustina	School of Medicine	Research Associate Professor	Increase requested due to permanent increase in duties.	\$13,840	24.64%	\$61,720	\$70,000	6/1/2014
7	Health Affairs	Jason Katz	School of Medicine	Assistant Professor	Increase requested due to permanent increase in duties.	\$75,000	37.50%	\$210,000	\$275,000	4/1/2014
8	Academic Affairs	Matt Kotzen	College of Arts and Sciences	Associate Professor	Increase requested for being appointed as Associate Department Chair.	\$9,500	12.22%	\$85,242	\$87,242	7/1/2014
9	Health Affairs	Alessandra Livraghi-Butrico	School of Medicine	Research Associate (EPA NF)	Increase requested due to promotion.	\$12,873	22.05%	\$58,377	\$71,250	6/1/2014
10	Health Affairs	Warren Newton	School of Medicine	Professor and Chair	Increase requested due to new role as Vice Dean & Director of the NC AHEC Program.	\$50,000	14.54%	\$393,909	\$393,909	5/1/2014
11	Health Affairs	Xinchun Pi	School of Medicine	Research Instructor	Increase requested due to promotion to Research Assistant Professor.	\$30,000	66.67%	\$45,000	\$75,000	7/1/2014
12	Health Affairs	Joseph Piven	School of Medicine	Professor	Increase requested due to Dr. Piven being named the Thomas E. Castelloe, MD, Distinguished Professor of Psychiatry.	\$30,268	10.38%	\$292,004	\$322,004	5/1/2014
13	Health Affairs	Miroslav Styblo	School of Public Health	Associate Professor	Increase requested due to promotion Professor and is the second step of a retention offer to make his salary commensurate with other Professors in the Department.	\$49,870	45.28%	\$134,000	\$160,000	6/1/2014
14	Health Affairs	Liang Xie	School of Medicine	Research Instructor	Increase requested due to promotion to Research Assistant Professor.	\$10,000	22.22%	\$45,000	\$55,000	7/1/2014
15	Academic Affairs	Nadia Yaqub	College of Arts and Sciences	Associate Professor and Associate Department Chair	Increase requested due to new role as Chair of the Department of Asian Studies.	\$13,000	17.31%	\$75,099	\$88,099	7/1/2014
16	Health Affairs	Haibo Zhou	School of Public Health	Professor	Increase requested for retention purposes, as Dr. Zhou is being actively recruited by several universities.	\$39,666	22.00%	\$188,351	\$220,000	6/1/2014
Total						Monetary Value of Non-Salary Compensation	Duration of Non-Salary Compensation	Effective Date	End Date	

No.	College/Division	Name	Department/School	Rank	Reason	Monetary Value of Non-Salary Compensation	Duration of Non-Salary Compensation	Effective Date	End Date
Non-Salary Compensation Actions									
0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA

The University of North Carolina at Chapel Hill Faculty Salary Increases and Tenure Promotions

Tenure Promotions

1. The process begins in the Schools with a faculty vote.
2. Next, the dossier packet moves to the Dean of the school for his/her review and support.
3. Then the dossier moves to the Arts and Sciences Advisory Committee (ASAC), for the College of Arts and Sciences, to the Health Sciences Advisory Committee (HSAC), for any of the health affairs areas, or directly to the Appointments Promotions and Tenure committee (APT) for all other schools. For those going through HSAC or ASAC, if they are approved, they are forwarded to APT.
4. The APT committee reviews all promotions and makes a recommendation to the Provost.
5. The Provost then reviews and if he approves makes a recommendation to the BOT.
6. BOT reviews.

Faculty Salary Increases

1. Schools submit salary increase requests of 10% or greater to the Academic Personnel Office (APO) for review.
2. If all of the process has been correctly done by the schools, APO submits the requests to the Provost for his review.
3. If the Provost approves, he submits them for review to the Chancellor.
4. If Chancellor approves, the requests are moved to the BOT.
5. If BOT approves, the requests move to the BOG.

The BOT reviews and approves increases of 10% or more in salary. The BOG now also reviews and approves increases of 10% or more in salary. Note, faculty increases of less than 10% pass through the EPAweb system for review and approval by the APO office.

Specific Policies on Salary Increases and Tenure Promotions for Faculty

- The Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill may be found at <http://policy.sites.unc.edu/files/2013/04/tenure.pdf>. REVISION DATE – OCTOBER 20, 2009. – TENURE POLICIES
- The **Compensation Policies** for each of our schools can be found at <http://provost.unc.edu/policies/> under *“Salary Policies by School.”* Our schools were given the opportunity to review and update their salary plans in 2012 so the current plans are what they submitted or retained for their units. – COMPENSATION POLICIES
- The **Recruitment and Promotion Policies** for each of our schools can be found at <http://provost.unc.edu/policies/> under *“Appointment, Promotion and Tenure Guidelines by School.”* In addition the Equal Employment Opportunity office works with all EPA selection committees to communicate appropriate policies and procedures for the recruitment and selection process. – RECRUITMENT AND SELECTION POLICIES FOR EACH SCHOOL
- The **campus schedule and process for periodic review of promotion and tenure policies** is located at <http://provost.unc.edu/policies/> under *“Task Force on Future Promotion and Tenure Policies and Practices Final Report.”* - UNC-CH POLICY ON REVIEW OF PROMOTION AND TENURE POLICIES
- The most recent guidance and policies provided to our campus on faculty salaries, including non-state sources, may be found at <https://academicpersonnel.unc.edu/files/2013/09/Updated-Non-Faculty-and-Faculty-Salary-Increase-Guidelines-9.16.2013.pdf>. – MOST RECENT SALARY GUIDANCE

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

EPA Non-Faculty Salary Increase Requests Approval Procedure & Requirements

This procedure outlines the guidelines and procedures for requesting “out-of-cycle” increases to base salary for EPA Non-Faculty employees. “Out-of-cycle” increases are any adjustments to base salary excluding adjustments accomplished as part of the normal EPA annual raise process (ARP), a salary supplement (which is not part of base pay) or from a job change resulting from a competitive recruitment or waiver of recruitment. Out-of-cycle requests should be non-routine in nature and must have a specific and detailed justification. The following are justifiable reasons to propose an out-of-cycle salary adjustment:

- To recognize permanent, newly added **additional duties** which are substantive in nature; temporary additional duties are compensated using an administrative salary supplement and not a permanent adjustment to base salary. In the case of newly added duties, the duties in question should be demonstrated to substantially increase the scope and complexity of the employee’s position. Minor changes in duties and responsibilities should be addressed in the ARP process. A Position Modification must be completed in EPAWeb Position Management prior to OHR approval of salary adjustments based on additional duties.
- To address documented salary **equity** issues including those caused by the salary of a newly appointed employee within a work unit. Equity may be used when a new hire has been appointed at a higher salary rate than existing employees in the same classification within a particular unit, department, or division. Justification for an increase due to internal equity must identify the inequity and justify the rate of increase based on the relative job level, education, credentials, and/or experience of the affected employees.
- To address job equity in comparison to market or “labor market”. **Labor** market is defined as the area within which employers compete for labor. The market is composed of those institutions, businesses and organizations from which University units recruit or would logically recruit. Justification for an increase due to labor market/external equity must be substantiated by market survey data. **(Labor market increases must be paid from non-state funding sources)**
- As a **retention** offer for an employee who has a documented, confirmable salary offer from an outside institution. In instances where an offer has not been presented, departments must be able to demonstrate that the intended salary increase recipient is considered a finalist for the external position. Justification for an increase due to retention should include an assessment of the individual’s merit and value to the institution and the circumstances warranting a retention adjustment.

PROCESS AND APPROVALS

- Out-of-cycle requests must be documented on the [FY 2013/14 SPA and EPA Salary Adjustment/Supplement form](#). This form, in Microsoft Excel format, should be emailed to the EPA Non-Faculty HR unit at epanfsalaryrequest@unc.edu.
- **Any permissible base salary increase as listed above (regardless of the amount) for an EPA Non-Faculty employee requires pre-approval of the Vice Chancellor and/or Associate Vice Chancellor for Human Resources.**
- Chancellor pre-approval is required if the cumulative amount of all of the employee’s increases fiscal year-to-date is 10 percent or higher of the prior June 30 total compensation. The Office of Human Resources also reports to the Office of the Chancellor, on a weekly or biweekly basis, all increases which fiscal year-to-date are less than 10 percent of the prior Jun 30 total compensation.
- Board of Trustees (BOT) approval under our normal procedures is required if the cumulative amount of all of the employee’s increases fiscal year-to-date is 10 percent or higher of the prior June 30 total compensation.
- Board of Governors (BOG) pre-approval is required if the cumulative amount of all of the employee’s increases fiscal year-to-date is 10 percent or higher of the prior June 30 total compensation, which includes base pay and salary supplements then in effect. *This pre-approval requirement applies not just to base salary but to all forms of temporary compensation (e.g. salary supplements, acting pay, stipends, and lump sum payments) for any **permanent** employee when the temporary compensation shall either exceed nine months in duration and 10% of the prior June 30 total compensation **or** 25% of the prior June 30 total compensation, regardless of duration.*
- EPA Non-Faculty salary increase effective dates may be no earlier than the first of the month in which the proposed increase receives its final required approval.

Pre-Approval & Accountability Requirements for EPA Non-Faculty Salary Actions

			Permitted State Funds	Permitted Non-State Funds	Campus HR VC/AVC Human Resources	Chancellor	Office of the President	Board of Trustees (BOT)	Board of Governors (BOG)
Salary Code	Description	%							
1a	Promotion or Reallocation to Higher-level Class (Includes Waivers of Recruitment and SPA to EPA Conversion)	<10%	Yes	Yes	Y	Y	N	N	N
1a	Promotion or Reallocation to Higher-level Class (Includes Waivers of Recruitment and SPA to EPA Conversion)	≥10%	Yes	Yes	Y	Y	N	N	Y
1b	Employee applies for job vacancy, is selected competitively, and changes jobs - Must be higher level duties not lateral. EXTERNAL POSTING	<10%	Yes	Yes	Y	Y	N	N	N
1b	Employee applies for job vacancy, is selected competitively, and changes jobs - Must be higher level duties not lateral. EXTERNAL POSTING	≥10%	Yes	Yes	Y	Y	Y	N	Y
2a	Permanent adjustment related to substantive increase in job duties or responsibilities	<10%	Yes	Yes	Y	Y	N	N	N
2a	Permanent adjustment related to substantive increase in job duties or responsibilities	≥10%	Yes	Yes	Y	Y	N	Y	Y
2b	Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease - See note #5 below	<10%	Yes	Yes	Y	Y	N	N	N
2b	Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease - See note #5 below	≥10%	Yes	Yes	Y	Y	N	N	Y
2b	Temporary adjustment related to an increase in job duties or responsibilities; salary will revert when temporary duties cease See note #6 below	≥25%	Yes	Yes	Y	Y	N	Y	Y
3	Retention - See note #9 below	<10%	Yes	Yes	Y	Y	N	N	N
3	Retention - See note #9 below	≥10%	Yes	Yes	Y	Y	N	Y	Y
4	Career Progression adjustment for demonstrated competencies - SPA ONLY								
8a	Non-State Funds Other - Equity Adjustment	<10%	NA	Yes	Y	Y	N	N	N
8a	Non-State Funds Other - Equity Adjustment	≥10%	NA	Yes	Y	Y	N	Y	Y
8b	Non-State Funds Other - Labor Market Adjustment	<10%	NA	Yes	Y	Y	N	N	N
8b	Non-State Funds Other - Labor Market Adjustment	≥10%	NA	Yes	Y	Y	N	Y	Y
8c	Non-State Funds Other - Merit Adjustment (Awarded only during Annual Raise Process)	<10%	NA	Yes	Y	Y	N	N	N

			Permitted State Funds	Permitted Non-State Funds	Campus HR VC/AVC of Human Resources	Chancellor	Office of the President	Board of Trustees (BOT)	Board of Governors (BOG)
Salary Code	Description	%							
8c	Non-State Funds Other - Merit Adjustment (Awarded only during Annual Raise Process)	≥10%	NA	Yes	Y	Y	N	Y	Y
8d	Non-State Funds Other – Prevailing Wage	<10%	NA	Yes	Y	Y	N	N	N
8d	Non-State Funds Other – Prevailing Wage	≥10%	NA	Yes	Y	Y	N	Y	Y
9a	State Funds Other - Equity Adjustment	<10%	Yes	NA	Y	Y	N	N	N
9a	State Funds Other - Equity Adjustment	≥10%	Yes	NA	Y	Y	N	Y	Y
9b	State Funds Other - Labor Market Adjustment	<10%	No	NA	Y	Y	N	N	N
9b	State Funds Other - Labor Market Adjustment	≥10%	No	NA	Y	Y	N	Y	Y
9c	State Funds Other - Merit Adjustment (Awarded only during Annual Raise Process)	<10%	NA	NA	Y	Y	N	N	N
9c	State Funds Other - Merit Adjustment (Awarded only during Annual Raise Process)	≥10%	NA	NA	Y	Y	N	Y	Y
9d	State Funds Other – Prevailing Wage	<10%	Yes	NA	Y	Y	N	N	N
9d	State Funds Other – Prevailing Wage	≥10%	Yes	NA	Y	Y	N	Y	Y

Notes

1. Pre-approval for any temporary employee salary increase exceeding the 10% threshold is required by Campus HR (VC/AVC for Human Resources)
2. Pre-approval is required for individuals employed by other state agencies or UNC campuses and newly hired at UNC CH with an increase from their current base salary
3. An employee who is being rehired following prior service in FY11/12, may not receive an increase upon reemployment unless they are returning to a position with a documented increase in duties
4. Requests for post-docs must follow the same criteria/justifications for increases listed above. Pre-approval for any increase exceeding the 10% threshold is required by Campus HR (VC/AVC for Human Resources)
5. Temporary or interim increases that are will be in place 9 months AND are 10% or greater of the June 30 salary require pre-approval
6. Temporary increases of 25 % or greater of the June 30 salary requires pre- approval regardless of duration
7. An employee in a temporary job is subject to the same general salary increase prohibitions as a permanent employee
8. Course overloads are considered task-based compensation and are not included in the 10% pre-approval process
9. Retention - Employee must be actively considered for an outside opportunity, or compelling retention risks exist based on the external market for hard-to-fill or unique skill sets.
10. Additional Duties: Duties should be demonstrated to substantially increase the scope and complexity of the employee's position. Minor changes in duties and responsibilities should be addressed in the ARP process. A Position Modification must be completed in EPAWeb Position Management prior to OHR approval of salary adjustments based on additional duties.
11. Equity Adjustment: Justification for an increase due to internal equity must identify the inequity and justify the rate of increase based on the relative job level, education, credentials, and/or experience of the affected employees.
12. Labor Market: Labor market is defined as the area within which employers compete for labor. The market is composed of those institutions, businesses and organizations from which University units recruit or would logically recruit. Justification for an increase due to labor market/external equity must be substantiated by relevant market survey data.