## UNC Pembroke

### Delegated Authority and Salary Action Thresholds

**for EHRA Human Resources Classification and Compensation Actions**

### 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 1** | - Chancellors  
- CEO, UNC Health Care  
- UNC TV General Manager | Establish / modify salary ranges  
Appointment / Initial salary  
Appointment changes | Appointment / Initial salary  
Appointment changes |  |
| **SAAO Tier 2** | - Provosts  
- Vice Chancellors  
- Deans  
- Other SAAO Tier 1  
- Associate/Assistant Provosts  
- Associate/Assistant Vice Chancellors  
- Vice Deans  
- Associate/Assistant Deans  
- Athletic Directors  
- Other SAAO Tier 2 | Establish / modify salary ranges  
Advance reporting and consultation with Board of Governors required for establishing new positions (temporary or permanent) budgeted at $70,000 or more  
For All Institutions  
- Establish new positions budgeted below $70,000  
- Modify positions  
- Establish / modify salary ranges  
- Approve salary range exceptions  
For Institutions without Flex  
- Appointment / Initial salary  
- Appointment changes | Establish / modify salary ranges  
For All Institutions  
- Establish new positions budgeted below $70,000  
- Modify positions  
- Approve salary range methodology  
For Institutions without Flex  
- Establish / modify salary ranges | Establish / modify salary ranges  
For Institutions with Delegated IRIT Authority:  
- Establish new positions budgeted below $70,000  
- Approve salary range changes | Establish new positions budgeted below $70,000  
- Approve salary range exceptions  
For Institutions without Flex  
- Establish / modify salary ranges  
- Confer distinguished professorships  
- Confer tenure | Establish new positions budgeted below $70,000  
- Confer distinguished professorships  
- Confer tenure |  
| **IRIT** | - Instructional  
- Research  
- Public Service  
- Information Technology  
- Head Coaches  
- Other IRIT | Establish / modify salary ranges  
For Institutions without Flex  
- Establish / modify salary ranges  
- Confer distinguished professorships  
- Confer tenure | Establish / modify salary ranges  
For Institutions with Delegated IRIT Authority:  
- Establish new positions budgeted below $70,000  
- Approve salary range changes | Establish new positions budgeted below $70,000  
- Approve salary range exceptions  
For Institutions without Flex  
- Establish / modify salary ranges  
- Confer distinguished professorships  
- Confer tenure | Establish new positions budgeted below $70,000  
- Confer distinguished professorships  
- Confer tenure |  
| **FACULTY** |  |  |  |  |

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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 2 Positions**: Per agreement with the Office of State Human Resources (OSHR), SAAO Tier 2 positions are established by UNC-SO 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.
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.
## UNC Pembroke
### Delegated Authority and Salary Action Thresholds
#### for EHRA Human Resources Classification and Compensation Actions

### Salary Pre-Authorization Requirements for Employees Exempt from the NC Human Resources Act

<table>
<thead>
<tr>
<th>Permanent Base Salary Actions</th>
<th>Salary Increase/Adjustment Type</th>
<th>Special Legislative Provision for BOG Monitoring</th>
<th>Board of Trustee’s 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>
</table>
| Permanent Base Salary Actions | 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 |
| Permanent Base Salary Actions | 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 | - Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year-to-date | - All Other |
| Permanent Base Salary Actions | Base Pay Increase Due to Retention  | - Employee actively under recruitment or in receipt of an offer | - Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year-to-date | - Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year-to-date | - All Other |
| Permanent Base Salary Actions | Other Base Pay Increases ² | - Reclassification, equity, labor market, permanent additional duties, etc. | - This includes permanent and temporary actions on permanent and temporary positions | - Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year-to-date | - All Other |
| Permanent Base Salary Actions | 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 | - 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 |
| Permanent Base Salary Actions | Salary Supplement with specific end date  | - Interim/acting appointment, temporary additional duties, etc. | - All other salary actions follow the guidelines provided in the columns to the right | - Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year-to-date up to 12 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. UNCP BOT delegation to Chancellor effective September 16, 2016.

### Additional Notes:
 a. The "June 30 salary" must include any across-the-board legislative salary increase (LSI)/annual raise process (ARP) that was effective for the following fiscal year.
 b. 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.
 c. 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.