

Annual Human Resources Compliance Report

PART 1: SAAO Tier I Non-Salary Compensation FY 2016-2017

Employee Name	CUPA Classification Code and Title	Senior Academic and Administrative (SAAO) Tier I Title	Non-Salary Compensation (in dollars)					
			Athletic Tickets	Club Membership	Clinical Fac Benefits	Moving Expenses	Temporary Housing	Personal Vehicle
Heath, Donna R	129000 Chief Information/IT Officer	Vice Chancellor						
Shelton, Terri L	143000 Chief Research Officer	VC of Res and Econ/Dist Prof						
Hooper, Celia R	153200 Dean Health-Related Professions	Dean						
Eddy, James M	153080 Dean Continuing Education	Dean/Professor						
Remsburg, Robin E	153300 Dean Nursing	Professor and Dean						
Ryan, James G	153130 Dean Engineering	Dean						
Ali, Omar H	153210 Dean Honors Program	Dean/Professor						
Banks, McRae C	153060 Dean Business	Dean		\$ 7,224				
Penfield, Randall D	153120 Dean Education	Dean/Professor						
Alexander, Peter	153320 Dean Performing Arts	Dean						
Terry, Bryan J	115000 Chief Enrollment Management Officer	Vice Chancellor						
Dunn, Dana L	105000 Chief Acad Affairs Officer & Provost	Provost and Vice Chancellor		\$ 3,600				
Maimone, Charles A	107000 Chief Business Officer	Vice Chancellor						\$ 9,000
Gilliam, Franklin D	101000 Chief Executive Officer, Single Institution or Campus within a system	Chancellor		\$ 5,763				\$ 10,800
Tse, Waiyi	187020 Chief of Staff to System or Institution CEO	Chief of Staff						
Kiss, John Z	153040 Dean Arts and Sciences	Dean/Professor						
Blakemore, Jerry	137000 Chief Legal Affairs Officer	General Counsel						
Halbert, Martin D	139000 Chief Library Officer	Dean/Professional Librarian						
Akens, Catherine A	145000 Chief Student Affairs/Student Life Officer	Vice Chancellor						

PART 1 (con't): SAAO Tier II Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC GA published Senior Academic and Administrative Officer (SAAO) Tier II salary ranges in FY 15-17.
	Our institution's SAAO Tier II salary ranges and methodology for FY 16-17 are attached.


EHRA IRPS Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC GA published, recommended Institutional Research and Public Service (IRPS) salary ranges in FY 15-17.
	In lieu of providing IRPS salary ranges, a disclosure on how individual ranges are derived is attached.

Faculty Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution's faculty salary ranges and methodology for FY 16-17 are attached.
	In lieu of providing faculty salary ranges, a disclosure on how individual ranges are derived is attached.

Attach your institution's faculty salary ranges and methodology or your institution's disclosure on how individual ranges are derived below (Cell B23).
Insert your institution's document HERE.

	PART 2: Conferral of Tenure	
26	Number of faculty reviewed for tenure	
26	Number of faculty granted tenure	
7	Number of new faculty hired with tenure	

PART 3: Institution Policies

Does your institution have a supplemental pay, interim appointments, and/or secondary appointments policy?

We understand that campus practices differ, and that, at times, we even see difference in the interpretation of what constitutes "base pay" and "supplemental salary." We further understand that many of your HRIS systems are calibrated to gather information differently than other campuses, and that you may even have variances in policy amongst different college or business units. These questions represent an initial foray into gathering information on this subject, and you're welcome to provide whatever context you'd like. Please operate under basic definitions – such as base pay being all pay for the primary role; while everything else falls into the "supplemental" category, including long-term stipends, interim appointments, and other supplements. (It's okay to exclude things we've always excluded, including task-based compensation such as summer course payments and course overloads.) Please contact Keith Dupuis (kedupuis@northcarolina.edu) or Mary Richardson (mtrichardson@northcarolina.edu) with any specific follow-up questions.

<input checked="" type="checkbox"/>	YES	Our institution's supplemental pay, interim appointments, and/or secondary appointments policy and/or procedures is attached.
	Date last reviewed:	11/18/2010

	NO	Our institution does not have a supplemental pay, interim appointments, and/or secondary appointments policy or procedures. Attached is the methodology used at our institution to review supplemental pay, interim appointments, and/or secondary appointments.
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In your HRIS system, do you distinguish between base pay and supplemental pay?

<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
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Attach your institution's policy or procedures on supplemental pay, interim appointments, and/or secondary appointments OR attach your institution's methodology for reviewing supplemental pay, interim appointment and/or secondary appointments (Cell B44).

Insert your institution's document HERE.



PART 4: EHRA IRPS Position Actions

Does your institution have delegated authority for IRPS position actions?

X	YES	My institution has independent IRPS authority to create and reclassify IRPS positions, with the exception of RADA/CADA position actions which are submitted to UNC GA for review and approval. Our institution's Annual IRPS Report for FY16-17 is attached. (NOTE: This IRPS information is also being requested by UNC GA HR for an earlier deadline.)
	NO	My institution does not have delegated authority to create and revise IRPS positions. We submit all requests for new or reclassified IRPS positions to UNC GA for review and approval.

PART 5: Harassment Complaints

Please affirm that your institution has measures in place to track harassment complaints and can provide this information to General Administration, upon request. Internal tracking mechanisms should include the following data elements.

1. Name of Accused and Employee Type/Student Status (SHRA, EHRA Non-faculty, Faculty, Temp Employee, Student, Other)
2. Name of Complainant and Employee Type/Student Status (use above categories)
3. Date of Complaint
4. Date of Resolution
5. Identify protected basis(es) for complaint: race, religion, color, national origin, sex, age, disability, genetic information, political affiliation.
6. How Complaint was filed: EEOC Complaint, EEO complaint, complaint part of SHRA grievance process
7. Findings? Yes or No
8. If findings, list type of disciplinary action: Dismissal or Other disciplinary action

X	YES	My institution tracks harassment complaints and, if requested by GA, can provide the above listed data in a report form.
	NO	My institution does NOT track harassment complaints or does not collect all of the above listed data, but will gather this information for FY 16-17 and put measures in place to track harassment complaints going forward. Date to be completed: _____

PART 6: Report of Hiring Activity

Report of Hiring Activity for Fiscal Year 2016-2017. Hiring activity should include competitive events and waivers of recruitment for **permanent positions only** (exclude temporary employees/appointments).

Employee Category	Internal Hire Count(a)	External Hire Count (including other UNC constituent institutions)(b)
EHRA Faculty	7	73
EHRA Senior Academic and Administrative Officer Tier I	2	3
EHRA Senior Academic and Administrative Officer Tier II	7	12
EHRA Instructional, Research and Public Service	9	22
All Other EHRA Non-Faculty Not Otherwise Categorized	18	65
SHRA Staff	50	146
Grand Totals	93	321

- a. Internal Hire: Any individual already employed at your institution who is transferred, promoted, or waived into a position.
b. External Hire: Any individual who is not currently employed at your institution.

PART 7: Certification of Approval

INSTITUTIONS WITH MANAGEMENT FLEXIBILITY	
I certify that I reviewed and approved <u>UNC Greensboro</u> Annual Human Resources Compliance Report for the Fiscal Year ending June 30, 2017 and that Parts 1-4 which are specific to the Board of Trustees' Management Flexibility Delegation were approved by the Board of Trustees on <u>[INSERT DATE]</u>	
Name: <u>Franklin D. Gilliam, Jr.</u>	Date
Chancellor	

INSTITUTIONS WITHOUT MANAGEMENT FLEXIBILITY	
I certify that I reviewed and approved <u>[INSTITUTION NAME]'s</u> Annual Human Resources Compliance Report for the Fiscal Year ending June 30, 2017.	
Name: _____	Date
Chancellor	