



**Meeting of the Full Board  
February 6, 2025**

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**Information Item**

**BOT – 5 Update on Delegations of Authority from UNC System President to Chancellors**

**Background Information**

Pursuant to UNC Policy Manual § 600.3.4, the UNC Board of Governors has delegated to the System president the authority to establish a human resources program and approve management flexibility plans at constituent institutions for faculty and Exempt Professional Staff (previously known as EHRA) professional staff exempt from Chapter 126 of the North Carolina General Statutes. The president is vested with authority to further delegate approval of human resources matters to the constituent institution boards of trustees or to the chancellors or designee.

In August 2024 and January 2025, President Hans approved revisions to UNC Policy Manual Section 300, which governs Personnel Policies, to include a new regulation to § 600.3.4. The new regulation, 600.3.4[R] *Regulation on the Delegations of Authority and Granting of Management Flexibility on Human Resources Matters*, extends delegated authority for most personnel actions to the chancellors. The new delegations are set forth in the attached Delegated Authority for Classification and Compensation Actions matrix, and further clarification is provided in the attached memorandum from J. Michael Vollmer, UNC System Chief Operating Officer. These documents are being provided as an informational update.

Pursuant thereto, boards of trustees of institutions with management flexibility, including UNC Greensboro, retain delegated authority to confer permanent tenure upon the recommendation of the chancellor and consistent with the institution's approved tenure policies and regulations. All boards of trustees retain delegated authority to approve bonus compensation for Senior Academic and Administrative Officers, excluding the chancellor, and to approve contracts for athletic directors and head coaches for terms in excess of one year.

**Attachments:**

- 5.1 Delegated Authority for Classification and Compensation Actions Matrix 12.10.24
- 5.2 UNC System Chief Operating Officer Memorandum 8.8.24



# THE UNIVERSITY OF NORTH CAROLINA SYSTEM

**Date:** 08-08-2024  
**To:** Chancellors  
**From:** J. Michael Vollmer, Chief Operating Officer, UNC System Office  
**RE:** Revised Delegated Authority for Certain Personnel Actions under Section 600.3.4[R] of the UNC Policy Manual

Effective September 1, 2024, President Hans has approved revisions to Section 300 of the UNC Policy Manual that include a new regulation, 600.3.4[R] *Regulation on the Delegations of Authority and Granting of Management Flexibility on Human Resources Matters*. This regulation extends delegated authority for most personnel actions to the chancellors. A revised EHRA and SHRA Delegated Authority for Classification and Compensation Actions matrix is attached for reference. The following provides additional clarifications relative to this regulation and related HR matters.

## **Delegated Authority for Most EPS Salary Actions**

Under these current delegations, relative to paragraph II.A.2 of the regulation, chancellors (or designees) may approve permanent non-promotional salary increases for Exempt Professional Staff up to a new base salary of \$125,000 within the established salary range and for proposed new base salaries over \$125,000 that: 1) Do not exceed 10% of the June 30 base salary, or 2) Do not exceed the 75<sup>th</sup> percentile of the range, or 3) Do not exceed both. This does not apply to head coaches or associate/assistant coaches for which delegations are otherwise specified in the regulation and policy.

## **Delegated Authority to Establish or Modify EHRA and SHRA Positions**

Institutions with management flexibility may establish and modify all EPS positions that do not exceed a base salary of \$125,000. Positions that exceed that authority come to the president (or designee) for approval. All institutions have delegated authority to establish and modify SHRA positions that are FLSA non-exempt. FLSA exempt positions must be approved by the president (or designee). For all institutions, however, establishing or modifying any SHRA or EHRA positions that report directly to the institution's Chief Human Resources Officer must be approved by the president (or designee).

## **Delegated Authority for SHRA Salary Actions**

All institutions have delegated authority for SHRA salary actions that:

- Do not exceed 15% above the market/reference rate (1.15 MI) or
- Do not exceed the market rate of a higher competency level, or the maximum of the range for positions at the advanced competency level.
- For all employees with salaries above \$125,000, salary actions cannot exceed 10% of the June 30 base salary.

All actions in excess of this authority must be approved by the president (or designee).

### **Delegated Authority for Temporary Salary Adjustments for SAAOs**

With approval of the president (or designee), the chancellors at institutions with management flexibility may approve temporary salary adjustments for SAAOs for actions that are up to 36 months in duration or that are more than \$50,000 above the June 30 base salary, but not both. This authority cannot be delegated further.

### **Authority for Appointments for SAAOs**

With approval of the president (or designee), the chancellor may make all permanent and temporary appointments and set non-salary compensation for all SAAOs, with the exclusion of the chancellors.

### **Authority for Permanent Non-Promotional Salary Increases for SAAOs**

With approval of the president (or designee), the chancellor may make all permanent, non-promotional salary increases for SAAOs, with the exclusion of the chancellor, that do not exceed 10 percent of the June 30 base salary and do not exceed the 75<sup>th</sup> percentile of the salary range. Actions that exceed one but not both of these thresholds may be approved by the President (or designee) with formal endorsement of the applicable board of trustees. Actions that exceed both thresholds must be approved by the Board of Governors with formal endorsement of the applicable board of trustees.

### **Delegated Authority Retained by the Boards of Trustees**

Boards of trustees of institutions with management flexibility retain delegated authority to confer permanent tenure upon the recommendation of the chancellor and consistent with the approved tenure policies and regulations of the institution. All boards of trustees retain delegated authority to approve bonus compensation for SAAOs, excluding the chancellor, and to approve contracts for athletic directors and head coaches that are longer than one year.

### **Abolishing Vacant Positions**

Beginning January 1, 2025, only permanent SHRA and EHRA positions that are currently filled, that have been vacant fewer than twelve months, or that have been vacant greater than twelve months but are under active recruitment, may be retained. All other positions must be abolished. Reestablishing any of these positions must follow the current policies and procedures for establishing and modifying positions for that classification group.

### **Questions**

If you have any questions regarding these changes to the UNC Policy Manual, please contact Keith Dupuis at [kedupuis@northcarolina.edu](mailto:kedupuis@northcarolina.edu) or Chris Chiron at [cschiron@northcarolina.edu](mailto:cschiron@northcarolina.edu).

### **Attachments**

cc: Chief HR Officers  
File

GROUP	ACTION	CHANCELLOR (MAY DELEGATE FURTHER)	CHANCELLOR (CANNOT DELEGATE FURTHER)	BOARDS OF TRUSTEES	PRESIDENT (OR DESIGNEE)	BOG	REFERENCE
<b>SAAO</b> <i>(Excluding Chancellor/CEO)</i>	<b>Establish/Modify Positions</b>				ALL		600.3.4 IV.B.1
	<b>Salary Ranges</b>				ALL		600.3.4 IV.B.1
	<b>Permanent Appts and Initial Salary</b>		Chancellor appointment upon approval of the president <sup>6</sup>		Chancellor appointment upon approval of the president <sup>6</sup>		600.3.4[R] II.A.7
	<b>Promotion/Promotional Salary Increases</b>		Chancellor appointment upon approval of the president <sup>6</sup>		Chancellor appointment upon approval of the president <sup>6</sup>		600.3.4[R] II.A.7
	<b>Permanent Non-Promotional Salary Increases</b>		<i>(Upon approval of the president)</i> Actions below BOTH 10% of June 30 base AND the 75 <sup>th</sup> percentile of range		<i>(Upon endorsement of BOT)</i> Actions that exceeds EITHER 10% of June 30 base OR the 75 <sup>th</sup> percentile of range, but not both	<i>(Upon endorsement of BOT and the president)</i> Actions that exceed BOTH 10% of June 30 base AND the 75 <sup>th</sup> percentile of range	200.6 I.A.1.c(3) 600.3.4[R] II.A.8 600.3.4 IV.B.9 600.3.4 IV.B.10
	<b>Emergency Retention Salary Increases</b> <i>(those exceeding standing presidential authority)</i>				<i>(consult with CUP chair)</i> ALL		200.6 I.A.1.c(5) 600.3.4 IV.B.1
	<b>Temporary Salary Adjustments</b> <i>(interim, acting, or other time-limited assignments or appointments)</i>		<i>(Flex Institutions Only)</i> Chancellor action, upon approval of the president, for actions up to 36 months or actions above \$50,000 above June 30 base salary, but not both  <i>(Non-Flex Institutions)</i> No authority		<i>(Flex Institutions Only)</i> Actions BOTH exceeding a duration of 36 months AND exceeding \$50,000 above June base salary  <i>(Non-Flex Institutions)</i> ALL		600.3.4 IV.B.8 600.3.4[R] II.A.7 Memo 08-08-2024
	<b>Non-Salary Compensation</b>		Chancellor action upon approval of the president		Chancellor action upon approval of the president		600.3.4[R] II.A.7
<b>Bonus Compensation</b>				ALL <i>(cannot be delegated)</i>		300.2.14	

GROUP	ACTION	CHANCELLOR (MAY DELEGATE FURTHER)	CHANCELLOR (CANNOT DELEGATE FURTHER)	BOARDS OF TRUSTEES	PRESIDENT (OR DESIGNEE)	BOG	REFERENCE
EPS	<b>Establish/Modify Positions</b>	<i>(Flex Institutions Only)</i> For positions that do not exceed \$125,000 base salary			<i>(Non-Flex Institutions)</i> ALL  <i>(Flex Institutions Only)</i> Positions that exceed \$125,000 base salary  <i>(All institutions)</i> Direct reports to CHRO		200.6 I.A.1.d Memo 08-08-24
	<b>Set Salary Ranges</b>				ALL		600.3.4 IV.B.7
	<b>Permanent Appts and Initial Salary</b>	ALL within approved salary range					600.3.4[R] II.A.1
	<b>Promotional Salary Increases</b>	ALL within approved salary range					600.3.4[R] II.A.1
	<b>Permanent Non-Promotional Salary Increases</b>	ALL up to new base salary of \$125,000. Actions with base salary above \$125,000 that neither (1) exceed 10% of the June 30 base salary nor (2) exceed the 75th percentile of the range				Actions with base salary above \$125,000 that (1) exceed 10% of the June 30 base salary or (2) exceed the 75th percentile of the range, or both	600.3.4[R] II.A.2 Memo 08-08-24
	<b>Temporary Salary Adjustments</b> <i>(interim, acting, or other time-limited assignments or appointments)</i>	Actions fewer than 36 months in duration and fewer than \$50,000 annually above June 30 base salary (must be below both)				Actions exceeding a duration of 36 months and/or exceeding \$50,000 annually above June 30 base salary	600.3.4[R] II.A.5
	<b>Bonus Compensation</b>				ALL <i>(can be delegated to chancellor or designee)</i>		300.2.14
<b>ATHLETIC DIRECTORS &amp; HEAD, ASSOC/ASST COACHES</b>	<b>Permanent Appts and Initial Salary</b>	ALL unless otherwise specified for BOT/BOG approval		Athletic directors and head athletic coaches with contracts for longer than one year <i>(cannot be delegated)</i>		If specified by contract	200.6 I.A.1.c(2) 600.3.4 IV.A.4 1100.3
<i>(for all other actions, follow EPS rules)</i>	<b>Permanent Non-Promotional Salary Increases</b>	Actions either exceeding 25% of June 30 base salary or \$25,000, but not both				Actions exceeding both 25% of June 30 base salary and exceeding \$25,000	600.3.4[R] II.A.3 600.3.4 IV.A.6

GROUP	ACTION	CHANCELLOR (MAY DELEGATE FURTHER)	CHANCELLOR (CANNOT DELEGATE FURTHER)	BOARDS OF TRUSTEES	PRESIDENT (OR DESIGNEE)	BOG	REFERENCE
FACULTY	Establish/Modify Positions	ALL					
	Set Salary Ranges	<i>(Flex Institutions Only)</i> If authorized by President			<i>(Flex Institutions Only)</i> Can authorize use of custom ranges  <i>(Non-Flex Institutions)</i> ALL		600.3.4 IV.B.3 600.3.4 IV.B.5 600.3.4[R] III.B.2
	Permanent Appts and Initial Salary	ALL within approved salary range					600.3.4[R] II.A.1
	Permanent Non-Promotional Salary Increases	ALL within approved salary range					600.3.4[R] II.A.1
	Rank Promotions	ALL within approved salary range					600.3.4[R] II.A.6
	Confer Tenure			<i>(Flex Institutions Only)</i> ALL <i>(cannot be delegated)</i>	<i>(Non-Flex Institutions)</i> ALL		600.3.4[R] III.A.1
	Compensation for Distinguished Professorships	<i>(Flex Institutions Only)</i> ALL			<i>(Non-Flex Institutions)</i> ALL		600.3.4[R] III.B.1
	Temporary Salary Adjustments <i>(interim, acting, or other time-limited assignments or appointments)</i>	Actions fewer than 36 months in duration and fewer than \$50,000 annually above June 30 base salary (must be below both)  For appointment as an academic department chair or academic department head not greater than \$50,000 annually above the total compensation in effect at the end of the last fiscal year. For clinical department chair, clinical department head, or clinical division head appointments within a School of Medicine or Dentistry, not greater than \$75,000 annually.			Actions exceeding a duration of 36 months and/or exceeding \$50,000 above June 30 base salary  For appointment as an academic department chair or academic department head greater than \$50,000 annually above the total compensation in effect at the end of the last fiscal year. For clinical department chair, clinical department head, or clinical division head appointments within a School of Medicine or Dentistry, greater than \$75,000 annually.		600.3.4[R] II.A.5  600.3.4[R] II.A.4
Bonus Compensation			ALL <i>(can be delegated to chancellor or designee)</i>			300.2.14	

GROUP	ACTION	CHANCELLOR (MAY DELEGATE FURTHER)	PRESIDENT (OR DESIGNEE)
SHRA	<b>Establish/Modify Positions</b>	ALL FLSA non-exempt positions Excludes direct reports to the Chief HR Officer	Direct reports to Chief HR Officer ALL FLSA exempt positions <sup>7</sup>
	<b>Set Salary Ranges</b>		ALL
	<b>Permanent Appts and Initial Salary</b>	<ul style="list-style-type: none"> <li>Not to exceed 15% above the market/reference rate (1.15 MI) or</li> <li>Not to exceed the market rate of a higher competency level or the maximum of the range:               <ul style="list-style-type: none"> <li>For contributing-level positions, not to exceed the journey market rate.</li> <li>For journey-level positions, not to exceed the advance reference rate.</li> <li>For advanced-level positions, not to exceed the maximum of the salary range.</li> <li>Salary increases cannot exceed the maximum of the salary range.</li> </ul> </li> <li>For employees with salaries above \$125,000, actions that do not exceed 10% of June base pay.</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds 15% above the market/reference rate (1.15 MI) or</li> <li>Exceeds the market rate of a higher competency level or the maximum of the range:               <ul style="list-style-type: none"> <li>For contributing-level positions, exceed the journey market rate.</li> <li>For journey-level positions, exceed the advance reference rate.</li> <li>For advanced-level positions, exceed the maximum of the salary range.</li> <li>Salary increases exceeding the maximum of the salary range.</li> </ul> </li> <li>For employees with salaries above \$125,000, actions that exceed 10% of June base pay.</li> </ul>
	<b>Permanent Non-Promotional Salary Increases</b>	Same as for Permanent Appts and Initial Salary	Same as for Permanent Appts and Initial Salary
	<b>Temporary Salary Adjustments</b> <i>(interim, acting, or other time-limited assignments or appointments)</i>	Same as for Permanent Appts and Initial Salary All appointments/actions cannot exceed 12 months	Same as for Permanent Appts and Initial Salary All temporary appointments/actions that exceed 12 months
	<b>Sign-on and Retention Bonus Compensation</b>	<ul style="list-style-type: none"> <li>A sign-on or retention bonus up to 10% of the position's market/reference rate</li> <li>A retention bonus issued concurrently with a sign-on bonus when the amount of the retention bonus does not exceed the amount of the sign-on bonus</li> <li>A sign-on and/or retention bonus that will be paid to a group of fewer than 50 employees</li> </ul>	<ul style="list-style-type: none"> <li>A sign-on or retention bonus that exceeds 10% of the position's market/reference rate (actions above 15% must go to OSHR for approval)</li> <li>A retention bonus issued concurrently with a sign-on bonus when the amount of the retention bonus exceeds the amount of the sign-on bonus</li> <li>A sign-on and/or retention bonus that will be paid to a group of 50 or more employees</li> <li>Any Retention Bonus Situation 1 (Retention Bonus for Positions in a Specific Job Classification) program expected to last more than one year must go to OSHR for approval</li> </ul>

**NOTES**

- The term "appoint" means the initial appointment, reappointment, or an appointment that constitutes a formal promotion. "Promotion" includes externally and internally posted events with an application pool of 2 or more people; EHRA waivers approved by the campus EEO Officer; and Academic Rank Promotions.
- The term "non-promotional" means salary actions that do not relate to assuming an entirely new position but rather adjusting the salary of the existing position for reasons such as labor market, equity, retention, additional duties, reclassification, and other permitted miscellaneous reasons. This also includes sustained supplemental pay for secondary or administrative assignments (as opposed to temporary, acting, and interim appointments).
- Any delegated authority listed above does not permit exceeding the relevant salary range established by the UNC System Office for the position in which an individual is serving, including in an interim/acting capacity.
- All actions that exceed the maximum of the appropriate salary range must come to the president for approval.
- For all of the above, the June 30 base salary is NOT inclusive of any legislative salary increase effective July 1.
- For noted SAAO actions, "upon approval of the President" means the approval follows the same submission processes as other actions requiring UNC System Office review.
- The president must review any reclassification request for an exempt SHRA role, including a competency adjustment within the same class.