

May 20, 2009

Subject: FORMAL NOTICE: Information and Guidance re: EPA Non-Faculty Appointments

TO: Deans, Directors and Department Heads HR Facilitators

FROM: Bernadette Gray-Little, Executive Vice Chancellor and Provost Richard Mann, Vice Chancellor for Finance & Administration

In light of developments regarding the State budget and the Chancellor's recent correspondence on this matter, we write to share additional information and procedural guidance for personnel actions that may be contemplated by Department Heads.

From this point forward you should use only "at-will" appointments for EPA non-faculty positions. You should expect that term appointments, whether initial appointments or re-appointments, for EPA non-faculty positions will no longer receive routine approval. If there are compelling and exceptional reasons to contemplate a term appointment for an EPA non-faculty position, the direct approval of the Executive Vice Chancellor and Provost is required for all units reporting to or through this office. The direct approval of the Chancellor or the Vice Chancellor for Finance & Administration (as appropriate) will be required for units that do not report through the Office of the Executive Vice Chancellor and Provost. In the near future, formal changes to our EPA non-faculty employment policies will reflect this change. These changes do not affect faculty appointments. Request for exceptions should be submitted on the appropriate form after approval by the dean or vice chancellor who has responsibility for the requesting unit.

The exemption form is available at:

[http://hr.unc.edu/formfinder/forms-epa/epa\\_nf\\_forms/epanf-term-except.doc](http://hr.unc.edu/formfinder/forms-epa/epa_nf_forms/epanf-term-except.doc)

Please note: If you have formally communicated a job offer for an EPA non-faculty term appointment (after appropriate approvals) as of the date of this memo, you do not need to request an exemption. This exemption requirement applies only to offers for term appointments made after the date of this memo.

Further, we request that, effective immediately, HR Facilitators very clearly indicate in comments for EPA personnel actions when an end of appointment or a non-reappointment is due to budget cuts or funding loss, including the specific type of funding underlying the appointment. This information should also be clearly noted in SPA layoff plans, as well as SPA and EPA non-faculty position abolishment. We have asked the Office of Human Resources to carefully track and report on budget-related layoffs, end of appointments and non-reappointments. Your attention to this matter is greatly appreciated.

Finally, it is important to emphasize that prior to implementing any layoff or end of appointment in your area, it is essential that you follow all relevant Human Resources policies and protocols. For assistance with SPA layoff issues, see the SPA layoff policy at

<http://hr.unc.edu/Data/SPA/recruitment/layoff>, and work in consultation with your department's assigned Employment and Staffing specialist in the Office of Human Resources (843-2300). For EPA Non-Faculty end-of-appointment matters, see [http://hr.unc.edu/epanf/epa-nf-pol/apt-proc/end\\_appointment](http://hr.unc.edu/epanf/epa-nf-pol/apt-proc/end_appointment), and consult with the EPA Non-Faculty HR office in OHR (962-2897).

Please feel free to contact the next level in your administrative approval chain, or the Office of Human Resources or the Academic Personnel Office as appropriate, for any specific personnel questions you may have.

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