TO: Deans, Directors, Department Heads, HR Facilitators  
FROM: Bruce Carney, Executive Vice Chancellor and Provost Brenda Malone, Vice Chancellor for Human Resources  
SUBJECT: Updated Guidance for Faculty and Non-Faculty Salary Increases  
DATE: September 30, 2011

We are jointly disseminating updated guidance on the EPA faculty, EPA non-faculty, and SPA salary increase guidelines for the remainder of Fiscal Year 2011/12. The guidelines document at http://hr.unc.edu/classification-compensation/sal-incr/index.htm addresses all categories of employees and fully replaces guidelines previously issued by each of our offices earlier this summer.

These updates reflect newly issued policy guidance by UNC General Administration (GA). We recognize these guidelines are very complex and our staffs have done their best to present this information in as readable a manner as possible. But the UNC GA and State budget policies on which these guidelines rely are exceedingly complex this fiscal year and far more so than in previous years. For this reason, HR Facilitators should carefully review the guidelines to assure that their department fully complies with all of the relevant procedures in processing any proposed salary increases.

Also on the webpage link is an updated salary increase request form, which is referenced in the guidelines, as well as calendars that provide submission deadline dates for salary increase actions requiring BOT, UNC President, or UNC BOG pre-approvals, as applicable. This form and calendars are also posted on the Academic Personnel website.

We recognize there will be questions and the need for clarifications on how you handle specific salary increase proposals within your areas of responsibility. Please consult with your Dean/Division HR Officers and the applicable contacts in the relevant University central offices for questions. The following are specific central office contacts:

-- All faculty salary increases and supplemental compensation: Office of Academic Personnel at 962-1091 or e-mail apo@unc.edu
-- SPA promotional salary increases: Your department's assigned OHR Employment and Staffing Consultant
-- All other SPA salary increases: Your department's assigned OHR Classification and Compensation Consultant
-- All EPA non-faculty salary increases and supplemental compensation: Any member of the EPA Non-Faculty HR Unit in OHR.

Thanks for your continued attention to this important matter.

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