**HIRING JOURNEY – ADDITIONAL RESOURCES**

**ACTIONS THAT CURRENTLY REQUIRE SYSTEM OFFICE REVIEW**

- Create a new position budgeted at $70,000 or more
- Create a new Senior Academic and Administrative Officer (SAAO) position, such as:
  - Assistant/associate/vice deans
  - Assistant/associate/vice provost
  - Assistant/associate vice chancellors
  - Communication and marketing directors
  - Fundraising and development officials
  - University attorneys
  - Others as designated by the Board of Governors
- Promote a current state employee into a role that represents greater than a 20% pay increase since June 30. Applies to
  - Any candidate in an SHRA position at any state agency or university
  - Individuals in an EHRA-NF position at UNC-CH
- Promote a current UNC Chapel Hill employee into a role that represents a 5% pay increase for positions that are $100,000 or greater (or would become $100,000 or greater) since June 30. Applies to
  - Any candidate in an SHRA position at any state agency or university
  - Individuals in an EHRA-NF position at UNC-CH
- Create, reclassify, or set offer salaries for SHRA positions where UNC-CH does not have delegated authority: HR consultant, HR manager, accounting director, engineering director, nurse director, IT director

*Note actions that require system-level approval are subject to change based on System Office guidance. Confirm with your HR Representative and/or Office of Human Resources.*

**TIMELINE FOR SYSTEM OFFICE REVIEW & APPROVAL**

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- The System Office accepts requests on the first and third Tuesdays of each month and provides a response two weeks later (see chart above) for the $100,000/5% and the $70,000 new position rule. Other actions requiring System Office review are submitted on a rolling basis
- Requests for $100,000/5% and $70,000 new position approval must be submitted to OHR the prior Thursday to allow for UNC campus approvals prior to submitting to the System Office