

## ACTIONS THAT CURRENTLY REQUIRE SYSTEM OFFICE REVIEW

- **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 and the proposed salary exceeds 115% of the assigned market rate for the classification 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

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>Day 1:</b> Unit submits materials to OHR for review and approval	
	<b>Day 6:</b> OHR submits package to System Office on 3 <sup>rd</sup> Tuesday			
	<b>Day 13:</b> BoG Promotion & Tenure Committee makes determination			
<b>Day 19:</b> System Office provides response to OHR	<b>Day 20:</b> OHR provides response to unit			

**~ 20 calendar days for additional review**