**HIRING JOURNEY – ADDITIONAL RESOURCES**

**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

**TIMELINE FOR SYSTEM OFFICE REVIEW & APPROVAL**

<table>
<thead>
<tr>
<th>Day 19: System Office provides response to OHR</th>
<th>Day 20: OHR provides response to unit</th>
<th>Day 6: OHR submits package to System Office on 3rd Tuesday</th>
<th>Day 13: BoG Promotion &amp; Tenure Committee makes determination</th>
<th>Day 20: OHR provides response to unit</th>
<th>Day 1: Unit submits materials to OHR for review and approval</th>
</tr>
</thead>
</table>

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.