

# Cover Sheet for EHRA Personnel Actions Requiring BOT or BOG Approval

1. Complete this cover sheet. Be sure to check the type of request being submitted in Column E.
2. Attach the appropriate backup documentation.
3. Send this signed and dated cover sheet (along with the backup documentation) to the appropriate designee (as identified in column F) by the BOT/BOG personnel action deadline

Approval Request Action Type/Reason \_\_\_\_\_ Approval Request # \_\_\_\_\_

Effective Date of Action \_\_\_\_\_ College/Dept \_\_\_\_\_

Employee Name \_\_\_\_\_ PSHR Employee ID# \_\_\_\_\_

Column: A Type of EPA Employee	B #	C Type of EPA Personnel Action	D *Approval Required		E Type of Request Submitted  (Attach Recommendation)	F Submit To:
			BOT	BOG		1 - APC/HR, Box 7210 2 - Asst Vice Provost Box 7526
Faculty	1	Appointment of a tenured faculty member to a BOG endowed professorship of distinction; submit PRV-003 for this recommendation along w/backup documents	√	NA	<input type="checkbox"/>	2
	2	Appointment to a tenured position; submit PRV-003 for this recommendation and the letter of offer.	√	NA	<input type="checkbox"/>	2
	3	Recommendation for a salary increase greater than or equal to 15% and at least \$10,000 of the previous June 30th salary.** Submit PA-100	√	√	<input type="checkbox"/>	1
Special Faculty	4	Recommendation for a salary increase greater than or equal to 15% and at least \$10,000 of the previous June 30th salary.** Submit PA-100	√	√	<input type="checkbox"/>	1
Senior Academic Administrative Officers (SAAO) Tier I	5	Appointment and initial salary / promotion of a Vice Chancellor. Submit PRV003	√	NA	<input type="checkbox"/>	2
	6	Recommendation for a salary increase less than 15% of the previous June 30th salary Submit PRV003	√	NA	<input type="checkbox"/>	1
	7	Recommendation for a salary increase greater than or equal to 15% and at least \$10,000 of the previous June 30th salary. Submit PA100	√	√	<input type="checkbox"/>	1
	8	Conferral of Emeritus status (Tier I only)	√	NA	<input type="checkbox"/>	2
EHRA Professionals Including SAAO Tier II	9	Appointment or reappointment as director of athletics. Submit contract	√	NA	<input type="checkbox"/>	2
	10	Appoint or reappointment of a head coach Submit contract	√	NA	<input type="checkbox"/>	2
	11	Recommendation for a salary increase greater than or equal to 15% and at least \$10,000 of the previous June 30th salary. Submit PA-100	√	√	<input type="checkbox"/>	1

\* The BOT must first approve recommendations requiring BOG approval.

\*\* The BOT/ BOG approval are only required if the increase has not been approved by the UNC President and funded through the Faculty Recruitment and Retention Fund.

I verify the accuracy of the information presented in the attached action and recommend that the packet be forwarded to the BOT/BOG for approval.

Department Head / or Designee \_\_\_\_\_