

**CHECKLIST for OFFERS OF APPOINTMENT
SENIOR ACADEMIC and ADMINISTRATIVE OFFICERS, TIER 1
REGULAR APPOINTMENTS**

Last Updated: November 8, 2014

POSITION: _____ **CANDIDATE:** _____

Have the following items been included in the offer letter?

Included	Not Applicable	TITLE (UNC-GA 300.1.1)
		Primary Title
		Secondary Title(s)
Included	Not Applicable	ACADEMIC RANK (POL 05.20.01 and REG 05.20.34)
		Rank (<i>tenured or tenure-track academic rank appointments require advance concurrence of the academic home department head & the home department voting faculty. Non-tenure-track appointments require advance concurrence of academic home department and <u>may</u> require concurrence of the voting faculty, depending on department practices.</i>)
		Tenure Status (<i>granting of tenure is contingent on BOT approval</i>)
		Academic / Tenure Home Department (<i>academic rank appointment requires advance concurrence of departmental voting faculty & dept head</i>)
		Secondary or honorary academic appointment (<i>e.g., Lecturer, Adjunct; requires advance concurrence of academic home department head & may require concurrence of home department voting faculty</i>) (UNC-GA 300.1.1)
Included	Not Applicable	APPOINTMENT STATUS CONSIDERATIONS
		Whether Full-Time or Part-Time (<i>and corresponding FTE</i>)
		At-will (<i>SAAO positions may <u>not</u> be appointed on a term contract</i>) and at discretion of the Chancellor (UNC-GA 300.1.1)
		Whether a Fiscal Year (12-month) or Academic Year (9-month) appointment basis
		Start Date
		Reporting Relationship (<i>the position(s) this position reports to</i>)
		Appointing Authority (i.e., “subject to approval by” ... BOT (VCs) or Chancellor (Deans – <i>as well as any <u>other</u> SAAO-I positions for which the BOG does not set the official salary ranges, though NCSU doesn’t have any as of date of this form</i>) (UNC –GA 300.1.1)
		The primary role (e.g., administrator or <i>faculty</i>) which is considered to be the “controlling appointment” for determining conditions of employment and rights/responsibilities of the employee (UNC-GA 300.1.1)
		Retreat to a faculty position: an EPA employee who is employed at will and holds a concurrent tenured faculty appointment – outline conversion to academic appointment in letter (UNC-GA 3001.1 & POL 05.15.01)

Included	Not Applicable	APPOINTMENT CONTINGENCIES (This appointment is contingent upon..)
		Verification of employment eligibility / satisfactory background check
		Verification of academic credentials & requirement for official transcript of highest degree granted (including an official copy of your transcript if you are the Instructor of Record for a course offered at NC State for academic credit per NC State Regulation 05.20.40, Instructor Qualifications)
		<i>(for Vice Chancellors)</i> Submission of a statement of economic interest to the State Ethics Commission, and the Commission's evaluation and acceptance of that statement in accordance with the State Ethics Act. <i>(N.C. General Statute Chapter §138A)</i>
		Agreement to abide by laws and policies
		Contingent on funding if paid materially from non-state funds <i>(UNC-GA 300.1.1)</i>
Included	Not Applicable	ESSENTIAL JOB EXPECTATIONS
		Position description was provided during recruitment process, or
		Position description is included with this offer letter
		Formal performance evaluation timeframes
Included	Not Applicable	SALARY CONSIDERATIONS (UNC-GA 300.1.1)
		Starting salary for this appointment, stated as an annualized amount
		Provision for periodic review of compensation & when eligible
Included	Not Applicable	BASIC BENEFITS CONSIDERATIONS
		Healthcare / Retirement participation
		Annual leave accrual rates <i>(UNC-GA 300.1.1)</i>
		Other base benefits
Included	Not Applicable	RELOCATION COST CONSIDERATIONS (see POL 05.15.3: Non-Salary Comp) <i>(EPA employees in JCAT categories other than the 100s and 200-205 must be authorized by the Board of Trustees)</i>
		Finalist candidate visit (post-offer, pre-acceptance) to see area
		Finalist candidate visit by spouse/partner/family
		New hire visit(s) of candidate to house-hunt
		New hire visit(s) of spouse/partner/family
		Actual costs of moving household (approval by Chancellor)
		Subsidy for interim travel / commute expenses (including \$ limit, duration limit)
		Subsidy for interim housing if any (including \$ limit, duration limit)
Included	Not Applicable	NON-SALARY COMPENSATION CONSIDERATIONS (see POL 05.15.3)
		Provision of lease/courtesy vehicle or vehicle supplement
		Provision of vehicle insurance, parking, or related
		Club memberships for conducting university business
		Campus athletic or cultural event season passes, or similar
		Housing provided, if occupancy is required by the University
		Bonuses or other contingent compensation
		All Other, regardless of funding source
		Contingency that non-salary comp is dependent on BOT approval

Included	Not Applicable	POSITION START-UP CONSIDERATIONS
		Office space / lab space
		Staff support / grad student support provided
		Resource commitments beyond the division's current operating budget
		Other start-up resource commitments
Included	Not Applicable	ADMINISTRATIVE SEPARATION FROM THIS APPOINTMENT IF INDIVIDUAL ALSO HOLDS FACULTY RANK / TENURE (UNC-GA 300.1.6.1) <i>Applies to individuals who began service in a covered position on or after 5/10/2010</i>
		Salary/compensation upon administrative separation (administrative stipend removed and immediate adjustment to 9- or 12- month salary of comparable faculty). (UNC-GA 300.1.6[R] and POL 05.15.01)
		Retreat to Faculty position (1 semester research leave if served as SAAO for 5 consecutive years or more) (UNC-GA 300.1.6[R] and POL 05.15.01). Exceptions may be made to recognize extraordinary circumstances including, but not limited to, extended or superior service in administrative roles. Any exception to these provisions must be approved by the Board of Trustees and by the President (UNC-GA 300.1.6[R]).
Included	Not Applicable	OTHER
		Notice that employment is subject to, and attach, UNC Policy 300.1.1 (https://www.northcarolina.edu/policy/index.php?tag=300.1.1)
		Instruction to sign, date, return original, keep copy for self – accepting offer
		Signature & Date Line for notification of acceptance by candidate
		Signed by Chancellor
		CC: BOT Chair (if tenure is requested)
		CC: Provost & Executive Vice Chancellor
		CC: "Home" Dean of regular Faculty position, if any
		CC: "Home" Department Head of regular Faculty position, if any
		CC: Dept Head of "Secondary /Honorary" faculty appointment, if any, and if different than "Home" department
		CC: Human Resources Central Personnel File
<i>Have the following institutional officials reviewed & endorsed the draft letter before it is issued? (Re-Route back through prior endorsers if subsequent reviewer(s) make material change to draft.)</i>		
		Chief HR Officer Signature _____ DATE _____ Or Endorsing Email DATE & TIME STAMP noted: _____
		General Counsel Signature _____ DATE _____ Or Endorsing Email DATE & TIME STAMP noted: _____
<i>Is a subsequent letter needed, to notify individual of BOT approval ?</i>		
YES	NO	Tenure Granted
YES	NO	Approval of Non-Salary compensation components of appointment that require BOT approval on a case-by-case basis
		Formal approval letter (post-BOT) -- DATE SENT: