

**CHECKLIST for OFFERS OF APPOINTMENT  
SENIOR ACADEMIC and ADMINISTRATIVE OFFICERS, TIER 2  
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 Job Title
		Secondary Title / Working Title
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 &amp; 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 &amp; department head</i> )
		Secondary or honorary academic appointment ( <i>e.g., Lecturer, Adjunct; requires advance concurrence of academic home department head &amp; 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))
		Directors of Athletics may be for a term of years (UNC-GA 300.1.1 & 1100.3)
		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>i.e., "subject to approval by" ... Chancellor (as delegated to the Provost, Vice Chancellors, Deans, Director of Libraries &amp; Director of Athletics) except Director of Athletics (UNC-GA 300.1.1, 1100.3.1 &amp; REG 01.20.1)</i> )
		Director of Athletics Appointing Authority ( <i>i.e., "subject to approval by" ... BOT (UNC-GA 300.1.1, 1100.3.1 &amp; REG 01.20.1)</i> )
		The primary role ( <i>e.g., administrator or 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 300.1.1 & POL 05.15.01)

Included	Not Applicable	<b>APPOINTMENT CONTINGENCIES (if external hire, this appointment is contingent upon...)</b>
		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)
		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	<b>ESSENTIAL JOB EXPECTATIONS</b>
		Position description was provided during recruitment process, or
		Position description is included with this offer letter
		Formal performance evaluation timeframes
Included	Not Applicable	<b>SALARY CONSIDERATIONS (UNC-GA 300.1.1)</b>
		Starting salary for this appointment, stated as an annualized amount
		Provision for periodic review of compensation & when eligible
Included	Not Applicable	<b>BASIC BENEFITS CONSIDERATIONS</b>
		Healthcare / Retirement participation
		Annual leave accrual rates ( <i>UNC-GA 300.1.1</i> )
		Other base benefits
Included	Not Applicable	<b>RELOCATION COST CONSIDERATIONS (see POL 05.15.3: Non-Salary Comp)</b> <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 Provost/Vice Chancellor/Dean)
		Subsidy for interim travel / commute expenses (including \$ limit, duration limit)
		Subsidy for interim housing if any (including \$ limit, duration limit)
Included	Not Applicable	<b>NON-SALARY COMPENSATION CONSIDERATIONS (see POL 05.15.3)</b>
		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	<b>POSITION START-UP CONSIDERATIONS</b>
		Office space / lab space
		Staff support / grad student support provided
		Resource commitments beyond the unit's current operating budget
		Other start-up resource commitments
Included	Not Applicable	<b>ADMINISTRATIVE SEPARATION FROM THIS APPOINTMENT IF INDIVIDUAL ALSO HOLDS FACULTY RANK / TENURE (UNC-GA 300.1.6.1)</b> <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	<b>OTHER</b>
		Notice that employment is subject to, and attach, UNC Policy 300.1.1 ( <a href="https://www.northcarolina.edu/policy/index.php?tag=300.1.1">https://www.northcarolina.edu/policy/index.php?tag=300.1.1</a> )
		Instruction to sign, date, return original, keep copy for self – accepting offer
		Signature & Date Line for notification of acceptance by candidate
		Signed by Chancellor/Provost/Vice Chancellor/Dean/Director of Libraries/Director of Athletics (REG 01.20.01)
		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" academic department
		CC: Human Resources Central Personnel File
<i>Recommended best practice: Have the following institutional officials reviewed &amp; endorsed the draft letter before it is issued?</i>		
		College/Division Finance/HR LEAD
		Human Resource EPA Administration
<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: