Faculty Personnel Policies and Procedures

The Office of Academic Personnel in the Office of the Executive Vice Chancellor and Provost is responsible for administration of personnel policies, guidelines, and procedures related to faculty at the University of North Carolina at Chapel Hill. This office has responsibility for reviewing and approving faculty appointments, reappointments, job changes, and salary actions and provides guidance and interpretation related to the appointment, promotion and tenure process.

See also the Human Resources’ Benefits page and the Faculty Handbook “benefits” section for related information.

Appointment, Promotion and Tenure Guidelines

- **General Information** includes information about benefits, faculty service periods, funding contingencies, secondary/joint appointments, and secondary administrative appointments.
• Appointment, promotion, and tenure guidelines for each school or college at the university are on the Provost’s policies page.

• Faculty Rank Structure and Codes includes definitions of tenure-track and fixed-term faculty titles.

• Faculty Designation contains information about the designation of regular, fixed-term, and special-appointed regular graduate faculty.

• Fixed-Term Appointments includes information about faculty progression to a higher rank, initial appointments, appointment renewal, and visiting faculty appointments.

• Postdoctoral Scholars Policy outlines appointment, performance evaluation, compensation and grievance procedures for post-doctoral scholars.

• Rights of Special Faculty Members outlines appointment procedures for both paid and unpaid visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence or other special categories.

• Standard Order Tables includes information about review levels for personnel decisions, required documents for tenured track, tenured and fixed-term faculty, documents for temporary appointments, and the dossier submission schedule.

• Tenure/Tenure Track Appointments includes information about tips for promotion and tenure, dossier review format, extending the tenure clock, promotions, reappointments (assistant and associate), and the APT process.

• Tenure Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill are the policies and regulations adopted by the Board of Governors that address academic freedom, tenure, promotion and procedures for suspension, demotion and discharge.

Compensation

• Faculty Pay Policy includes information on the process for compensating faculty.

• External Competitive Research and Scholarly Leaves includes information about applying for supplemental salary awards for externally funded research leave.

• Faculty Salary Policies by School lists salary policies for each School and the College of Arts and Sciences.

• Lump Sum Payments includes information regarding compensation for additional duties.

• Policy on External Professional Activities of Faculty and Other Professional Staff requires all faculty to receive approval in advance of engaging in external professional activities for pay. Faculty are required to file a “Notice of Intent to Engage in EPAP.” Faculty who engage in external professional activities for pay should also read General Administration Policy 300.2.2 Conflict of Interest and Commitment and the Policy on Individual Conflicts of Interest and Commitment.

• Policy on Non-Salary and Deferred Compensation includes information about moving expenses, the provision of a motor vehicle or motor vehicle allowance, the provision of housing or housing allowance, club memberships, or any other special benefit of monetary value provided to employees for job-related reasons. The policy also contains information about payments to an employee, employee account or plan that is paid later than the regular payment cycle.
• **Out-of-Cycle Salary Increase Requests for Faculty** outlines the process for permanent adjustments to base salary outside of the normal EPA annual raise process, a salary supplement, or adjustment resulting from a job change resulting from either a competitive recruitment or waiver of recruitment.

• **Policy on Supplemental Pay** includes information about supplemental pay intended to address temporary increases in responsibility or significant and substantial duties performed under unusual circumstances outside of normal work hours.

• **Summer Compensation Policy** contains information regarding compensation for faculty conducting summer research and/or teaching summer school.

**Leave**

• **Annual, Sick and Holiday Leave for Faculty** includes information about leave for nine-month and twelve-month faculty. Faculty who are eligible to earn leave can accrue bonus leave, community service leave, and participate in voluntary shared leave.

• **Faculty Military Leave** specifies the employment and reinstatement rights of employees called to involuntary active duty in the Uniformed Services.

• **Faculty Serious Illness, Major Disability, and Parental Leave Policy** contains information for nine-month and twelve-month faculty. An FAQ of the policy addresses cases in which this leave can be taken.

• **Family Illness Leave** includes information for employees requiring leave to care for their child, parent or spouse where that child, spouse or parent has a serious health condition.

• **Family and Medical Leave Policy** contains information about eligibility requirements, qualifying conditions, length of leave and benefits. A summary of the policy outlines employee and department responsibilities.

• **Research and Study Leaves** includes information about junior faculty and tenured faculty leave, criteria for leaves and faculty member obligations.

**Recruitment**

• **Equal Opportunity/ADA Office** is responsible for monitoring search and recruitment efforts at the University.

• **Faculty Spousal and Partner Hiring Assistance Program** contains information about the appointment of accompanying spouses and eligibility requirements.

• **Intercampus Recruitment Policy** outlines regulations regarding the recruitment of full-time, permanent EPA employees who are employed with another UNC system campus at the time of selection.

• **Recruitment and Selection** contains a full list of EPA recruitment policies.

• **Targeted Hiring Program** contains information about efforts and resources to recruit faculty from underrepresented groups.

**Retirement**

• **EPA Employee Retirement** contains information about TSERS and part-time employment, post-retirement benefits, allowable earnings, re-employed retirees, and emeritus status.
**Phased Retirement for Tenured Faculty** describes the University’s voluntary program for eligible full-time tenured faculty members to transition to retirement through half-time (or equivalent) service. A FAQ page addresses questions regarding how the program is implemented. Faculty who are interested in the program should also read the Summary of Phased Retirement Benefits and Leave Payout of Transfer and Phased Retirement.

**Resources for Retirees** provides resources and referral information for UNC-Chapel Hill retirees related to continued campus privileges and access to selected University services, including obtaining a new OneCard, obtaining a retiree parking permit and accessing the campus gym and pool.

**The Retired Faculty Association** (RFA) of the University of North Carolina at Chapel Hill is a voluntary, non-profit association of retired former faculty members of UNC-CH and other institutions of higher learning as well as other staff members as defined in the bylaws, and their surviving spouses, who have joined together to maintain ties to the University and to promote their common interests.

**Faculty Job Expectations and Guidelines**

**Academic Freedom and Due Process**

- **Chapter 6 of the UNC Policy Manual, Academic Freedom and Tenure** addresses the University’s responsibility to encourage freedom of inquiry and protect to freedom of faculty and students “to seek and speak the truth,” while “maintaining an environment in which the rights of each member of the academic community are respected.”

- **Section 1 of the Trustee Policies Governing Academic Tenure in the University of North Carolina at Chapel Hill** focuses on academic freedom.

- **Due Process Before Discharge or Imposition of Serious Sanctions** outlines appropriate causes for discharge, suspension or demotion of a faculty member and procedures for notifying faculty of their right to a hearing upon request. **Section 3 of the Trustee Policies Governing Academic Tenure** articulates grounds for suspension, demotion and discharge.

- **Monitoring Faculty Teaching Workloads** directs constituent institutions to design and implement systems to monitor faculty teaching workloads and to develop a plan to reward faculty who teach more than a standard academic load. The policy clarifies the distinction between teaching, instructional and total faculty workload.

**Dispute Resolution Policies and Resources**

- **University Ombuds Office** serves as a safe place where faculty are welcome to come and talk in confidence about any campus issue, problem, or dispute. The office supplements, but does not replace, the University’s formal channels, such as the grievance policy.

- **Equal Opportunity/ADA Office** has primary responsibility for developing, implementing, and executing policies and activities that arise from the University’s commitment to ensuring equitable treatment to all students and employees in regards to employment. The office maintains the **Policy Statement on Non-Discrimination**, the **Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination**, the **Policy on Non-Discrimination for Program Participants**, and the **ADA Reasonable Accommodations in Employment Policy**.
Faculty Hearings Committee conducts hearings and make recommendations on decisions to suspend, demote, or discharge a faculty member for cause and decisions not to reappoint a non-tenured tenure-track faculty member on the grounds of misconduct, incompetence of neglect of duties. Questions regarding the committee’s work should be directed to the chair.

Faculty Grievance Committee is composed of faculty of all ranks to handle any grievance not within the jurisdiction of the Hearings Committee. Grievances typically involve alleged failure to follow established internal University, school, or departmental policies, unfavorable evaluations, and non-promotion to full professor. This committee also handles all grievances of librarians, including non-reappointment. Policies and Procedures for the committee outline the committee’s charge, grievances covered by the committee and the appeal process. Questions regarding potential grievances should be directed to the chair of the committee.

Professional Conduct and Ethics Policies and Resources

Policies.unc.edu contains a list of policies regarding professional conduct including those addressing conflicts of interest, substance use, and privacy. The University’s policy and procedures are maintained by the Office of University Counsel. The Office of University Counsel provides legal advice to the Board of Trustees, the Chancellor, the administration, faculty, and staff on legal matters involving or affecting the institution. The Office of University Counsel also has a Frequently Asked Questions page which may give more specific information on how some of these policies affect faculty such as employment, liability, public records and open meetings laws.

See Instruction, Research and Public Service for policies pertaining to research and teaching ethics, student records and privacy.

Compliance Line is a confidential reporting system to help the campus community identify and address compliance concerns about financial, research, HIPAA or Environment, Health and Safety matters on campus in a positive, constructive environment.

Conflicts of Interest: Individual describes the University’s approach and process for identifying, reviewing and managing faculty, staff and student relationships with private industry and the nonprofit sector.

Conflicts of Interest: Institutional outlines the University’s standards aimed at preventing financial conflicts of interest from compromising its objectivity in the performance of its responsibilities.

Improper Relationships between Students and Employees prohibits amorous or sexual relationships between faculty or staff employees and students they evaluate or supervise by virtue of their teaching, research, administrative, or other employment responsibility and students who are minors below the age of eighteen. The policy also states that faculty or staff employees may not supervise or evaluate students to whom they are related by blood, law, or marriage.

Institutional Review Board (IRB) and the Office of Human Research Ethics (OHRE) are responsible for ethical and regulatory oversight of research at the University of North Carolina at Chapel Hill that involves human subjects. OHRE supports and oversees the work of the Institutional Review Boards (IRBs). Among other resources you will find here are links to the ethics training (CITI Course) required of researchers working with human subjects.

Faculty Responsibilities in Relation to the Honor Code advises faculty on their responsibility to become familiar with the Honor Code, to communicate expectations for academic work and to report academic dishonesty to the Student Attorney General. Information and resources for instructors is available from the Office of Student Conduct.

Guidelines for Serving Alcohol at University Sponsored Events outlines conditions under which the purchase, sale and consumption of alcohol during University-sponsored events is allowed.
- **No Smoking Policy** prohibits smoking inside its buildings and facilities, in State-owned vehicles and in the outdoor areas controlled by the University up to 100 feet from University facilities.

- **Personal Use Policy** outlines instances in which the use of the University’s resources and services for non-official purposes is permitted.

- **Policy on Illegal Drugs** outlines resources for preventing involvement in illegal drugs, penalties for possessing or trafficking illegal drugs, and campus-wide reporting.

- **Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination** prohibits harassment and discrimination on the basis of race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran’s status, sexual orientation, gender identity or gender expression.

- **Policy Statement on Gender Inclusive Language** states that gender inclusive terms should be used on University documents, websites and policies.

- **Political Activities of EPA Employees** outlines procedures for University employees who intend to become candidates for political office.

- **Violence in the Workplace Policy** describes procedures for reporting violence in the workplace, prohibited behaviors, prohibited sanctions, support and protections. The Office of the Executive Vice Chancellor and Provost and the Office of Academic Personnel are responsible for providing guidance to management regarding faculty employees.

### Reviews and Performance Management

- **Post-Tenure Review Policy** describes the procedures for comprehensive post-tenure review and the unit’s responsibility to file copies of their post-tenure review procedures and records with the Office of the Provost.

- **Review Process for Untenured Faculty** outlines expectations for annual performance evaluations for untenured faculty.

### Resources for New Faculty

The links listed below offer some resources especially useful to new hires. For policies that pertain to the faculty appointment process, please visit the [Office of Academic Personnel](#). For policies regarding benefits enrollment visit the [Benefits, Work-Life, and Other Resources](#) section or the [Office of Human Resources Benefits](#) page.

Click here for a printable, editable checklist of the items below for new faculty.

### Finding your way on and around campus

- **Campus maps** are available online or in printable format, including the [Campus Accessibility Map](#) that lists handicap accessible ramps, elevators and bathrooms.

- **Chapel Hill Transit** has several bus lines that service campus and the surrounding community. Buses are free to the public.

- **Parking permits** may be available through your department’s allocation depending on their guidelines for employee parking eligibility Your [department’s parking coordinator](#) will assist you in getting a permit or finding an alternative parking option. Permit costs are based on a sliding scale relative to your annual salary, and can be automatically deducted from your paycheck. [The Parking Services Division](#) provides all parking services to the University community.
- **UNC Visitor’s Center** hosts tours of the campus and landmarks and occasionally offers themed tours of campus that focus on issues like UNC’s racial history, water on campus, growth in past decade, Carolina’s heritage trees and more.

**New Faculty Orientation**

- **Benefits Orientation & Enrollment** explains the deadlines to enroll for health insurance and benefits and what benefits EPA employees at 50% and 75% effort qualify to receive.

- **Human Resources Online Orientation for Faculty** is designed to guide the new employee through explanations of programs, services, policies, and benefits offered by UNC-Chapel Hill. The username is “epa” and the password is “orientation.” Enter both without the quotation marks. Faculty should complete the online orientation within their first week of employment.

- **The Center for Faculty Excellence** offers classes for new faculty, as well as Tips for New Faculty Success and Tenure and Promotion Tips for New Faculty.

**Obtaining Your PID, ONYEN and OneCard**

- **Step 1: Person ID Number (PID)** is an identification number assigned to all people with a university relationship, as defined by an official university department. Faculty PIDs are created when the departmental HR Representative processes the new hire in EPA Web. When the PID is created there is a delay before this information is disseminated across campus. The other databases authorize services such as receiving a One Card and obtaining an ONYEN. The PID will not be validated for ONYEN creation until the following business day.

- **Step 2: Only Name You’ll Ever Need (ONYEN)** is the name for UNC’s campus-wide identifier that you can use to gain access to various electronic resources on campus. Once you have your PID, you will be able to create an ONYEN.

- **Step 3: UNC One Cards** are used for library privileges, on-campus gym memberships and meal plans. All faculty may obtain a One Card at the One Card Office when the employee’s information and PID assignment has been processed. Faculty may activate a Faculty/Staff Expense account or sign up for gym privileges at the One Card Office.

**Updating Your Directory Information**

- **UNC Directory** houses contact information for students, staff and employees of the University. In compliance with N.C. state statute, all persons employed by or affiliated with UNC-Chapel Hill are required to have their public, work-related information publicly available. Home address and other personal information are not required to be publicly available. Visit Campus Directory FAQs to learn how to keep your information current.

**Completing Mandatory Training**

- **The Department of Environment, Health and Safety** provides online training modules and instructor-led courses to ensure that employees have an understanding of University Safety Policies and Procedures. Employee Orientation contains a list of required safety courses according to work environment.

- **FERPA (Family Educational Rights and Privacy Act) training** for faculty is provided by The Office of the University Registrar.
HIPAA (Health Insurance Portability and Accountability Act) training is coordinated by the Research Compliance Program. If your duties require handling individually identifiable health information, contact your privacy liaison.

Getting Reimbursed for Moving Expenses

If there are available non-state funds, some departments will offer to assist faculty with relocation expenses. Policy 1270 Moving Expenses and Reimbursement allows for new employees to be reimbursed if the employing department considers the expense necessary to employ a highly qualified and/or highly recruited individual. The payment for moving household and personal goods includes items such as furniture, clothing, and personal effects, and is limited to packing, transporting, and unpacking a maximum of 15,000 pounds. Policy 1271 requires that reimbursement requests for moving expenses in excess of $5,000 be accompanied by three vendor quotes. If the faculty member does not select the company with the lowest bid, a letter of justification must accompany the request for reimbursement. Questions about receipts and reimbursement should be directed to your department’s business officer.

Preparing for Courses

- UNC Student Store’s Faculty Textbook Request page contains information about textbook ordering deadlines, academic affairs textbook requests, desk copy requests and course pack publishing. To request course books, you can fill out a form online or download the Textbook Request Form and e-mail, fax, or return it via campus mail.

- Course reserves are available to instructors to reserve materials online through the libraries. Faculty can submit a request for both electronic and physical reserves. Faculty are bound by the UNC Libraries policy on E-reserves and copyright guidelines. The Reserves FAQ addresses how faculty can make reserve requests and how students can find materials.

- Sakai is the official learning management software of the university. Faculty can set up courses in Sakai along with assignments, grade books, calendars, office hour requests, wikis and other learning tools.

Participating in University Events

Faculty are encouraged to participate in University events, including Commencement and University Day. Faculty who wish to order custom regalia should contact UNC Student Stores.

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