Legislation enacted in the 2012-2013 short session continues the Faculty Recruiting and Retention Fund that was initiated in FY 2006-07, adding an additional $3,000,000 to the fund. As originally enacted (see below) the UNC President may use the Fund to offer salary increases to recruit and retain faculty members in the 16 constituent universities.

2012-2013 Legislation:
SECTION 22.12A. Provides funding for the Faculty Recruiting and Retention Fund, which the General Assembly created in S.L. 2006-66, Sec. 22.12A, to offer salary increases to recruit and retain faculty members. This appropriation increases the Fund’s total recurring budget to $13 million.

Submission of Requests:
Requests for funding support through the chancellor or the chancellor’s designee should be addressed to:

Warwick Arden
Interim Senior Vice President for Academic Affairs
The University of North Carolina
General Administration
Post Office Box 2688
Chapel Hill, NC 27515-2688

Requests should be submitted to:

Samantha McAuliffe
Assistant to the Senior Vice President for Academic Affairs
slmcauliffe@northcarolina.edu

Packets should include:

1. Strong endorsement by the chancellor for support of request for funds from the University Faculty Recruitment and Retention Fund to recruit and/or retain an exceptional faculty candidate/member.

2. The faculty member’s current salary, the faculty member’s proposed salary, the calculated salary percentage increase, and the amount of any associated benefits requested.

3. Supporting documents should include a curriculum vitae of the faculty member being recruited or retained
Attachment C
University Faculty Recruiting and Retention Fund
Guidelines
[Revised: August 14, 2014]

4. Summary of institutional funds committed to recruit and/or retain an exceptional faculty candidate/member. Please note that due to the limited nature of the funds remaining in the UNC Faculty Recruitment and Retention Fund, campuses are asked to provide some sort of matching support with their requests.

5. Optional supporting documents include a letter of offer from the competing organization.

Frequently Asked Questions

Policy Questions:

1. What exactly is meant by recruiting and retention? Would retention only cover counteroffers, or would special bonuses be included, say if a professor makes a new discovery, has a best seller published, etc., in order to deter faculty from looking at an offer?

   Funds may not be used for special bonuses. Funds may only be used to support salary enhancements to recruit or retain a faculty member. These funds will be provided as a last source after campuses have exhausted their capacity to support the salary enhancement.

2. Can a request be made for retention if the faculty member has not received a formal offer from a competing institution?

   Yes, pre-emptive retention requests are permissible. Requests should be clear that the campus has evidence that the faculty member is either exploring other opportunities, is being courted by an outside organization, or has indicated that they will be seeking other opportunities in the near future.

3. If recruitment is to attract new professors, would it cover only the first year? Would it be renewable or would the campus have to come up with the amount in future years? Could it be used to attract a high profile visiting professor or is it only for permanent faculty?

   The funds may be used for only for permanent faculty members. The funds are continuing funds until a faculty position is vacated. At which time, the funds revert to the pool at GA.

4. Is it only for tenure track, and if so, how would an exception be made for the School of the Arts?


**Attachment C**

*University Faculty Recruiting and Retention Fund Guidelines*

*Revised: August 14, 2014*

The funds are intended for tenure-track faculty only. Exceptions will be considered based on a review of the recommendation from the Chancellor.

5. Will the money be targeted to certain campuses that lag further behind their peer groups, or will each request be viewed separately? Will there be certain fields or disciplines targeted?

   No.

6. If a retention request isn’t approved from the fund, can the campus still make the counteroffer from its own funds and would it still go to P&T?

   Yes, the campus can make the counteroffer from its own funds if not approved from the University Faculty Recruiting and Retention Fund. If the resulting salary is an increase of 10% or more than the July 1, 2014 salary, the increase **MUST be PREAPPROVED** by the Personnel and Tenure Committee of the Board of Governors. If the resulting salary is less than a 10% increase of the July 1, 2014 salary, the campus has the authority to process the action.

7. If a retention request is approved from the fund and it results in a salary increase of 10% or greater, does the request require approval of the P&T Committee?

   No, **UNC Policy 200.6 delegates authority to the President for approval of salary increases resulting from a request for funding through the Faculty Recruitment and Retention Fund.**

**Procedural Questions:**

1. Will money be allocated to each campus to use as it sees fit, or will GA make the awards?

   **No allocations will be made to each campus. Awards will be made by The President.**

2. Who will review the requests from the campuses? Will it be Tom or will it be a committee? If it is a committee, who will decide who is on it?

   **Award decisions will be made by the President.**

3. Will the requests be reviewed as they come in, or will there be a standard review cycle (monthly, quarterly, etc.)
Requests are reviewed as they are submitted. It is assumed that recommendations from the Chancellors will be submitted for timely review.

4. Will the money be allocated across the academic year, or will it be first come first served, so the requests need to be submitted in September before all the fund is used up?

First come, first served.

5. What should be the campuses process for prioritizing their requests?

Chancellors should develop a strategy for prioritizing requests on their campus.

6. Will there be a standard format for submissions? What kind of information will the campuses need to provide? Can they make their appeal in person?

Format for submissions are summarized on pages 1 through 2 of this document. Appeals may be made by the Chancellor with the President.