ALL FACULTY BASE & SUPPLEMENT INCREASES, REGARDLESS OF CUMULATIVE PERCENTAGE, REASON, OR DURATION, MUST BE EMAILED TO apo@unc.edu.

1. University System Office (SO) Review & Consultation is required for all salary increase requests in which the cumulative percentages are greater than 5% AND $100,000 and less than 20% and $15,000 of the June 30th annualized salary
   - The Faculty Salary Increase Request Form must be emailed to apo@unc.edu by noted submittal deadline. The Faculty Salary Increase Request Form (rainbow form) must be attached to the PeopleSoft action, after receiving approval notification from APO.
   - Please do not enter the action in the system prior to receiving the salary approval notification
   - ALL faculty promotional increases (in-rank & competitive events) require pre-approval, if they result in salary increases greater than, or will be, greater than 5% AND $100,000 but less than 20% AND $15,000 (Comp Plans not included)
   - Graduate Students, Post-Docs, RA’s, Fellows (SHRA or EHRA), as well as other temporary compensated appointments, hired to faculty roles now require pre-approval, if the salary is, or will be, greater than 5% AND $100,000 but less than 20% AND $15,000
   - Research Assistants/Associates, SHRA, or EHRA NF to Faculty do require full approval, if the salary is, or will be, greater than 5% AND $100,000 but less than 20% AND %15,000

2. Board of Governor’s (BOG) review is required for all salary increase requests in which the cumulative percentages are greater than 20% AND $15,000 of the June 30th annualized salary
   - The Faculty Salary Increase Request Form must be emailed to apo@unc.edu by noted submittal deadline. The Faculty Salary Increase Request Form (rainbow form) must be attached to the PeopleSoft action, after receiving approval notification from APO.
   - Please do not enter the action in the system prior to receiving the salary approval notification
   - ALL (Fixed Term and TT/T) faculty promotional increases (in-rank & competitive events) require pre-approval, if they result in salary increases greater than 20% AND $15,000 (Comp Plans not included)
   - Graduate Students, Post-Docs, RA’s, Fellows (SHRA or EHRA), as well as other temporary appointments, hired to faculty roles now require pre-approval, if they are greater than 20% AND $15,000
   - Research Assistants/Associates, SHRA, or EHRA NF to Faculty do require full approval, if they are greater than 20% AND $15,000

3. For Stipend/Supplements:
   - Stipend/Supplements with an end date of 12 months or less, in which the salary is, or will be, greater than 5% AND $100,000 but are less than 25% and $25,000 require Review & Consultation
   - Stipend/Supplements with an end date of 12 months or less, that are greater than 25% and $25,000 require BOG approval
   - Stipend/Supplements without an end date, in which the salary is, or will be, greater than 5% AND $100,000 but are less than 25% and $25,000 require Review & Consultation
   - Stipend/Supplements without an end date, that are greater than 20% and $15,000 require BOG approval
   - Stipend/Supplements must be attached to the secondary appointment, as well as the Salary Request form being attached to the PeopleSoft action

Lump Sum Payments cannot be made for months prior to the effective date approved by the Chancellor/Provost, BOT and or SO/BOG
Departments should not communicate an increase to an employee, or commit to a specific effective date, until SO approval has been received

(Revised 3.14.2018)