

**Faculty Salary Increase Request Submission and Effective Date Schedule FY 2020 – 2021**

<b>Submittal Deadline to APO *</b>	<b>Earliest Effective Date Month **</b>	<b>BOG Review Date</b>
6-19-2020	7-2020	7-23-2020
7-2-2020	7-2020	7-23-2020
7-17-2020	8-2020	9-17-2020
7-31-2020	8-2020	9-17-2020
8-14-2020	9-2020	9-17-2020
8-28-2020	9-2020	10-22-2020
9-11-2020	10-2020	10-22-2020
9-25-2020	10-2020	10-22-2020
10-9-2020	11-2020	11-19-2020
10-23-2020	11-2020	11-19-2020
11-13-2020	12-2020	12-17-2020
11-24-2020	12-2020	12-17-2020
12-2-2020	1-1-2021	1-21-2021
1-8-2021	1-2021	1-21-2021
1-22-2021	1-2021	2-18-2021
2-5-2021	2-2021	2-18-2021
2-19-2021	2-2021	4-22-2021
2-26-2021	3-2021	4-22-2021
3-12-2021	3-2021	4-22-2021
3-26-2021	4-2021	4-22-2021
4-9-2021	4-2021	5-27-2021
4-23-2021	5-2021	5-27-2021
5-7-2021	5-2021	5-27-2021
5-21-2021	6-2021	TBD
6-4-2021	6-2021	TBD
6-18-2021	7-2021	TBD
7-1-2021	7-2021	TBD

\* These dates are not a guarantee of review or approval

\*\* Earliest Effective Date is tentative and subject to approval; APO will allow a 1-month retro date request for APO approved items, in extenuating circumstances

## Faculty Salary Increase Request Submission and Effective Date Schedule FY 2020 – 2021

**ALL FACULTY BASE & SUPPLEMENT INCREASES, REGARDLESS OF CUMULATIVE PERCENTAGE, REASON, OR DURATION, MUST BE EMAILED TO [apir@unc.edu](mailto:apir@unc.edu). INCREASES BELOW THE SYSTEM OFFICE'S THRESHOLDS WILL BE REVIEWED WEEKLY BY APO**

*All faculty salary increases must be submitted AFTER consultation with your Schools appropriate/specific policy*

1. **APO approval is required for all salary increases, base and/or supplement, in which the cumulative percentages are less than or equal to 20% AND \$15,000 of the June 30<sup>th</sup> annualized salary**
  - The [Faculty Salary Increase Request Form](#) should be emailed to [apir@unc.edu](mailto:apir@unc.edu) by noted submittal deadline. The approved Faculty Salary Increase Request Form (rainbow form) must be attached to the PeopleSoft action, after receiving approval notification from APO. ***Please do not move the action through the system prior to receiving the salary approval notification***
  - Graduate Students, Post-Docs, Fellows (SHRA or EHRA), as well as other temporary compensated appointments, hired to faculty roles require pre-approval
  - Research Assistants/Associates, SHRA, or EHRA NF hired to faculty roles require pre-approval
  - Temp to Perm requires APO approval
  - Stipend/Supplements with an end date of 12 months or less in which the cumulative percentages are less than or equal to 25% AND \$25,000
  - Stipend/Supplements with no specific end date in which the cumulative percentages are less than or equal to 20% AND \$15,000
  - Stipend/Supplements must be attached to the secondary appointment, as well as the approved Salary Request form being attached to the PeopleSoft action
  
2. **University System Office (SO) approval is required for all salary increase requests in which the cumulative percentages are greater than 20% AND \$15,000 of the June 30<sup>th</sup> annualized salary**
  - The [Faculty Salary Increase Request Form](#) should be emailed to [apir@unc.edu](mailto:apir@unc.edu) by noted submittal deadline. The approved Faculty Salary Increase Request Form (rainbow form) must be attached to the PeopleSoft action, after receiving approval notification from APO. ***Please do not move the action through the system prior to receiving the salary approval notification***
  - Stipend/Supplements with an end date of 12 months or less in which the cumulative percentage is less than or equal to 30%
  - Stipend/Supplements with no specific end date in which the cumulative percentages are greater than 20% AND \$15,000
  
3. **Board of Governor's (BOG) review is required for all salary increase requests in which the cumulative percentages are greater than 25% AND \$25,000 of the June 30<sup>th</sup> annualized salary**
  - The [Faculty Salary Increase Request Form](#) must be emailed to [apir@unc.edu](mailto:apir@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 move the action through the system prior to receiving the salary approval notification***
  - Stipend/Supplements with an end date of 12 months or less in which the cumulative percentage is greater than 30%
  - Stipend/Supplements with no specific end date in which the cumulative percentages are greater than 25% AND \$25,000

Lump Sum Payments cannot be made for months prior to the effective date approved by APO and/or SO/BOG  
Lump Sum payments cannot be made for secondary administrative appointments

Departments should **not** communicate an increase to an employee, or commit to a specific effective date, until full approval has been received