



Understanding the Faculty Salary Increase Request Process

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- Purpose of this presentation
- From APO to the System Office
- From the System Office back to APO
- System Office Process

Purpose of Presentation



UNC System schools were notified by UNC General Administration in February 2015 that an additional committee review of all faculty salary increase requests had been implemented prior to the existing full review by the Board of Governor's Personnel & Tenure Committee.

As a result, the requests for faculty salary increases are receiving additional scrutiny and the importance of a well-documented justification is paramount for any recommendation for a faculty salary increase to proceed to the full UNC Board of Governors.

From APO to the System Office



- Once received, a request will be reviewed by APO, information will be verified, questions asked for clarification, and requests for missing data
- Approved by APO and submitted to System Office's database

From the System Office back to APO

- Reviewed by Keith, information verification, questions for clarification, requests for missing data
- Reviewed by various levels of approval up to BOG, based on cumulative amount of increase
- Approved by SO and notification sent to APO



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APO to Schools

- APO sends salary approval notification to schools with approved Faculty Salary Increase Request form
- APO tracks until ePar is approved in ConnectCarolina. If it's a (2b) temporary increase, tracked until end date





SO: After approval

- The System Office requires a quarterly salary report review that identifies salary increase actions. I review the report provided by our IT team, and verify the increases, (and make corrections when necessary) and submit to the System Office. You may get 'random' questions about past increases based on verifying the quarterly salary increase report

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QUESTIONS?