

Non-Faculty Instructional, Research and Public Service (IRPS) Positions

- Positions deliver the core-mission activities of the University: creating and disseminating knowledge through direct instruction, research, and public service; or performing professional-level duties that are integral to and uniquely supportive of that work.
- The purpose of each such position must be substantially engaged in the regular academic, educational, research, or public-service/extension activities of the University.
- Require the exercise of professional expertise and discretion in determining the nature and content of the instructional-, educational-, research-, or public-service-related activities, and in evaluating the effectiveness of such activities, and/or involve significant and independent interaction with participants in the University's instructional, educational, research, or public-service programs.
- **The ongoing job responsibilities must:**
 - Engage in or be uniquely supportive of instruction, student success, and/or the direction or coordination of education or academic-supportive activities;
 - Engage in or be uniquely supportive of original scholarship, creativity, or scientific research efforts, and the dissemination of such research/scholarship results (including dissemination through extension/public service);
 - Involved with independent research design, implementation of research procedures, analysis of data, interpretation of research results, and/or dissemination of results through publication or public service
- **Minimum Education & Experience**
 - Generally require post-baccalaureate credentials (e.g., Master's degree or higher), although a bachelor's degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree.
 - i. In some areas, such as IT, admissions, financial aid, and athletics coaching/management, appropriate qualified candidates may hold baccalaureate rather than advanced degrees
- **Subcategories**
 - Academic Advising & Assessment
 - Academic Preparation & Enhancement
 - Academic Standards
 - Academic/Research IT Management
 - Athletics Coaching & Athletics Management
 - Clinical Academic Department Administrator (CADA)
 - Continuing Education
 - Cooperative Education
 - Counselors
 - Institutional Research & Assessment Management
 - Instruction
 - Instructional Consulting & Technology
 - Laboratory Management
 - Professional Librarians
 - Public Service & Extension
 - Research & Academic Department Administrator (RADA)
 - Research Administration & Compliance
 - Research & Clinical Professionals
 - Student Support Services
 - Technology Transfer
- **EHRA-NF Research Positions**
 - Positions must require substantial independence in creativity or research efforts and in the interpretation and dissemination of research results; must require that a substantial portion of the total work commitment is devoted to research activities.
 - Subcategories: Academic Computing Management; Academic Research; Community Service; Institutional Research; Research Administration; Technology Transfer

Senior Academic Administrative Officers (SAAO) Positions

- Position qualifying for designation as Senior Academic and Administrative Officers (SAAOs) are specifically identified below or characterized by the duties and responsibilities noted:
 - The chancellor, vice chancellors, provost, **deans**, and the **directors** of major administrative, educational, research and public services activities of the University designated by the Board of Governors.
 - Associate and assistant vice chancellors and associate and assistant deans. The UNC System has also clarified that this also includes other derivations of the preceding titles including vice deans, executive associate deans, senior associate deans, and assistant and associate provosts.
 - “Other Officers” to include:
 - members of the chancellor’s professional staff; those responsible for the administrative direction of separately designated divisions or departments of institutional activity commonly associated with institutions of higher education; those positions whose primary responsibility is to attract external funds for and/or market the University; and, other officers holding positions characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercising substantial independence of administrative authority and discretion in areas such as program planning and design and allocation of resources.
- All positions to be classified as SAAO must be approved by the Office of Human Resources and The UNC System. These approvals therefore require a longer period of time than an EHRA Research or Instructional position.
- SAAO positions may only be appointed as “at-will” employees and may not be appointed to “term” appointments as can EHRA Research or Instructional employees.
- **Subcategories**
 - Communications & Marketing Directors
 - Position must perform duties at an institutional level (e.g. University Affairs), at a School-wide level residing in the immediate Office of a Dean, or at a free-standing University Center that is revenue supported.
 - Fundraising & Development Officials
 - At least 50 percent of the position’s work effort must involve directly soliciting prospective donors to the University for contributions or the position’s principal duties must involve providing pan university expertise and services directly related to fundraising and development.
 - Positions that provide support to fundraising activities including special events planning / management or communications **do not** qualify for this classification.
 - All Other Senior Academic & Administrative Officers
 - The position incumbent typically either directs a University-wide office or serves as a principal deputy to such an individual.
 - Newly created or modified positions with a title of assistant and associate vice chancellor, assistant and associate provost, and assistant and associate dean require approval by the UNC System.