Introduction to EHRA Non-Faculty Position Classification Guidelines

General Overview of Non-Faculty Position Categories

EHRA Non-Faculty positions are broadly divided into three categories: Research, Instruction, and Senior Academic and Administrative Officers (SAAOs). Any position which is requested for classification to EHRA non-faculty status must be classified into one of these categories. Detailed guidance on these criteria is available at the UNC General Administration website in policy number [300.1.2] and [300.2.5[G]] and on this website.

In considering whether a position qualifies for a particular EHRA non-faculty classification category, an important guideline is whether at least 50% or greater of the position's primary duties and functions satisfy the job content and criteria specified by the EHRA non-faculty guidelines.

Submission and Review of Requested Positions

Information about how to submit a request to establish an EHRA position is available on this website. It should be noted that most positions to be classified as Senior Academic & Administrative Officers (SAAO) must be approved both at the campus-level (EHRA Non-Faculty Classification Committee) and at the UNC General Administration level (EHRA Subcommittee of the HR Council, the Human Resources Advisory Board - HRAB). This necessarily involves a longer period of time than gaining approval for a Research or Instructional position. Therefore, to ensure a department does not unnecessarily invest a large amount of time going through the SAAO classification process, and thereby delaying recruitment, extra care should be exercised before presuming a position qualifies for SAAO status.

Regardless of duties, positions within the colleges designated at the Assistant/Associate Dean-level or derivations of that title are automatically afforded SAAO status. The award of such ranks however must have the approval of the Dean, the Office of the Provost & Senior Vice Chancellor and the Assistant Vice Chancellor for EHRA Administration.

Regardless of duties, positions within the University Administration designated at the Assistant/Associate Vice Chancellor-level or derivations of that title are automatically afforded SAAO status. The award of such ranks however must have the approval of the relevant Vice Chancellor and the Chancellor upon recommendation of the Assistant Vice Chancellor for EHRA Administration.

Newly created Vice Chancellor positions must be approved by our campus Board of Trustees and the UNC System President prior to any appointment being conferred (see UNC General Administration Policy Number [600.3.4], Section D.1.b.).

Updated: 05/26/2016