I. Introduction

All voluntary and involuntary separations from Senior Academic and Administrative Officer positions, as defined by UNC Policy 300.1.1, are governed by the following terms. This policy applies to all Senior Academic and Administrative Officers (SAAO) who leave their administrative positions on or after the effective date of this policy. Any employment agreements between ECU and a Senior Academic and Administrative Officer entered into after that date must be consistent with the terms of this policy. Employment agreements entered into prior to the effective date of this policy will be governed by the terms and conditions of UNC Policy 300.1.6[R], dated 3/10/03, unless set forth by written agreement subsequent to 11/8/02 and appropriately approved in accordance with East Carolina University’s Plan for Management Flexibility to Appoint and Fix Compensation or by written agreement prior to 11/8/02.

II. Retreat to a Faculty Position

An administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home academic department, unless a proceeding is initiated to discharge or demote the administrator from the faculty position.

- Removal of Administrative Stipend: If there has been an administrative stipend associated with the related administrative duties during the appointment, that stipend will be removed upon the termination of administrative duties and before any salary conversions are made (i.e., from a 12-month appointment to a 9-month appointment).

- Salary: The salary will be determined based on either a 9-month or 12-month appointment, as appropriate for the department, commensurate with the salaries of similarly situated faculty members in the department and prevailing market conditions.

- Preparation for Return to Faculty Position: At the Chancellor’s discretion, the Chancellor may approve a reasonable period of time to provide an opportunity for the employee to prepare for teaching and research responsibilities. Such preparation time may be with full or partial pay. The period of time should be directly related to the time spent in administrative duties, but may not continue for longer than one year without approval of the Board of Trustees.
III. Reappointment of an Administrator without Faculty Retreat Rights

An administrator leaving a position that is categorized as “at will” has no claim to a position at the University; however, there may be circumstances in which the Chancellor determines that assignment to another administrative or teaching position would be beneficial for both the University and the employee. In these cases, the new salary should be appropriate to the assignment. If the supervisor proposes to pay the administrator his or her full administrative salary after moving the administrator to a position that would normally be lower paying, or if paid leave is to be granted, the agreement with the administrator must be approved by the Board of Trustees. This guideline does not supersede any notice or severance pay required by Board of Governors’ policy.

IV. Separation from the University

In some cases, it may be in the best interests of the University to negotiate a severance agreement with an administrator. UNC policy addresses timely notice for termination of Senior Academic and Administrative Officers hired pursuant to Policy 300.1.1, I.B. In accordance with The University of North Carolina Policy 300.1.1, III.B, in certain circumstances these employees are entitled to notice of the discontinuation of their employment with full pay for up to 90 days or severance pay, depending on their length of service.

The Chancellor may, at his or her discretion, determine that the circumstances justify continuing full pay for employees subject to Policy 300.1.1, I.A for up to 90 days. Any agreement that results in a longer period of compensation must be approved by the Board of Trustees.

V. Retirement

Nothing in these guidelines shall prevent an administrator from retiring or an administrator who holds a faculty appointment from participating in phased retirement consistent with existing University of North Carolina policies.

Approvals:

Chancellor: March, 2004
Board of Trustees: March, 2004