The University of North Carolina Office of the President and General Administration
EPA Designation Request Form

| Institution: | ____________________________________________ |
| Division/School/Department: | ____________________________________________ |

**EPA Designation Requested:**
- □ Senior Academic and Administrative Officer, I.A.* (SAAO, Tier I)
- □ Senior Academic and Administrative Officer, I.B.* (SAAO, Tier II)
- □ Instructional
- □ Research

**Proposed Position Information:**
- **Proposed Title:** ____________________________________________
- **Proposed Working Title (if different):** ____________________________________________
- **Proposed Position Number (if applicable):** ____________________________________________

**Current Position Information (if applicable)**
- **Current Status:** □ SPA (Salary Grade ) □ EPA □ New Position
- **Current Title:** ____________________________________________
- **Current Position Number:** ____________________________________________
- **Name of employee in position:** ____________________________________________
- **Name and title of supervisor:** ____________________________________________

**Institutional Authorization:**
- **Print Name:** ____________________________  **Title:** ____________________________
- **Signature:** ____________________________  **Date:** ____________________________
- **Mailing Address:** ____________________________________________
- **Telephone:** __________  **Fax:** __________  **E-mail:** ____________________________

Submit completed form with the following required documentation:
- A written justification for requested action that includes specific reference to relevant elements in SAAO definition or Instructional/Research definitions
- A detailed position description
- An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names

Submit to:  
Associate Vice President for Human Resources  
UNC General Administration, P.O. Box 2688, Chapel Hill, NC  27515-2688  
Fax: 919-843-8327  Phone: 919-962-4555  Email: awlemmon@northcarolina.edu  
Web: http://www.northcarolina.edu/hr/epa_rec/request_form.cfm

*As defined by SAAO Policy, paragraph I.A. or I.B.*