EPA Non-Faculty Instructional and Research Designation Standard Operating Procedure
At
East Carolina University

Review Members

Primary Members: Laurie Textor, Assistant Vice Chancellor for HR & EPA Administration
Chris Locklear, Associate Provost for Personnel and Resource Administration, Academic Affairs
Lisa Sutton, Associate Vice Chancellor for Health Sciences

Back-up Members: Linda Ingalls, Associate Vice Chancellor for Academic Affairs
Nonie Garcia, Director for Classification & Compensation

With approval of delegated authority (effective 2/1/05) for designating positions as EPA research or instructional as defined by G.S. 126-5(c1)(8), the following process will be followed when positions are reviewed for this classification:

- A complete job description will be prepared using PeopleAdmin. The unit will be asked to prepare a statement of justification for classification of the position as EPA Non-Faculty Instructional and Research. The requesting department should also prepare a complete organization chart with the requested position highlighted. This information should be attached to the position request in the PeopleAdmin system. The position request and organizational chart should be submitted to the Division office and then will be forwarded to the Assistant Vice Chancellor for HR & EPA Administration for final review.

- If there is disagreement between the Assistant VC for HR & EPA Administration and the Division representative on the position classification, they will consult with the requester for clarification, revision or expansion of the job description. If it is determined that this description fits the definitions and guidelines, the Director for EPA Personnel will approve the position action and send a request to have a position set up in Banner, to document the position action, and add to the position inventory. If it is determined that the position description does not fit EPA approved criteria, the job description, organization chart, and justification for denial will be sent to the division originator for further review. The Director of Classification & Compensation may be consulted for assistance and advice to the requesting department on the appropriate SPA/CSS position classification.

- If a resolution cannot be accomplished, the complete job description will be sent to General Administration for review by both that office and the Office of State Personnel for final determination.

- An electronic inventory of all EPA Non-Faculty Instructional and Research positions for information requests and annual reporting purposes will be maintained in the Department of Human Resources. Departments are responsible for maintaining copies of the required documentation (position descriptions, organization charts, and classification confirmation letters).

Revised: 4-27-2012
Initially approved: 9/15/06