
**POLICY ON ADMINISTRATIVE SEPARATION AND/OR RETREAT TO A FACULTY POSITION
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Adopted by the Board of Trustees, November 6, 2003
Amended by the Board of Trustees, November 3, 2005)
(Approved by the President, January 28, 2004)**

I. Applicability

This policy applies to all EPA administrative employees (EPA Nonfaculty and Senior Academic & Administrative Officers), regardless of one's faculty status, and covers both voluntary and involuntary relinquishment of administrative positions.

II. Retreat to a Tenured 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. If there has been an administrative stipend during the appointment, that stipend will be removed. The salary will be adjusted from a 12-month administrative salary to a 9-month or 12-month faculty salary that is commensurate with the salaries of comparable faculty members. At the Chancellor's discretion, the Chancellor may provide for a reasonable period of time with full administrative salary to provide an opportunity for the employee to prepare for teaching and research responsibilities. The reasonable period of time should be related to the time spent in administrative duties. **If a dean or provost/vice-chancellor serves at least a minimum of five years in senior administrative position(s) at the University, he/she could receive an academic semester with full administrative pay to prepare for teaching and research responsibilities. If a dean or provost/vice-chancellor serves a minimum of nine years in senior administrative position(s) at the University, he/she could receive an academic year with full administrative pay to prepare for teaching and research responsibilities.** If the Chancellor proposes to pay the administrator full or partial administrative pay for longer than one year after the termination of the administrator's administrative duties, the agreement must be approved by the Board of Trustees.

III. Retreat to an Administrative or Non-tenured Teaching Position

An untenured employee leaving an EPA position that is categorized as "at will" has no claim to a position at the University. There may, however, 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 new assignment. If the Chancellor 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 policy 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 in lieu of providing notice as required by Board of Governors' policy. 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 this policy 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.

VI. Effective Date

This policy applies to all covered administrators who leave their position on or after January 28, 2004. Any employment agreement entered into after this date must be consistent with the terms of this policy. All agreements made pursuant to this policy must be in writing and signed by both the employee and the Chancellor or Chancellor's designee.