



THE UNIVERSITY OF NORTH CAROLINA  
**ASHEVILLE**

**Policies and Procedures**

Policy #: 70  
Page: 1 of 2  
Approved by: JHM

Owner Dept: Human Resources  
Academic Affairs  
Phone: 6605/6470

Title: **Administrative Separations**

Purpose: The Board of Governors and the Office of the President require each institution to establish a policy governing the separation and/or retreat of certain administrators. This policy is in response to that mandate.

Scope: This policy addresses voluntary and involuntary relinquishments of duties by “Senior Academic and Administrative Officer” (as identified in section 300.1.1,I of The Policy Manual of the University of North Carolina). Conditions of employment of the chancellor position are not part of this policy.

Policy: The University will adhere to the regulations of the Board of Governors and the Office of the President regarding separations, reassignments, and retreats to faculty positions by Senior Academic and Administrative Officers as specified in The Policy Manual of The University of North Carolina.

Voluntary and involuntary relinquishments of duties by Senior Academic and Administrative Officers will be handled in the following manner:

**Retreat to a Faculty Position** – A Senior Academic and Administrative Officer who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home 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 should 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 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 the Chancellor proposes to pay the administrator full or partial administrative pay after the termination of the administrator’s duties for longer than one year, the agreement must be approved by the Board of Trustees.

**Reappointment of an Administrator Without Faculty Retreat Rights** – A Senior Academic and Administrative Officer 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 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 Chancellor proposes to pay the administrator his or her full administrative salary after moving the administrator to a position what 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 the Board of Governor’s policy.

**Separation from the University** – In some cases, it may be in the best interest of the University to negotiate a severance agreement with a Senior Academic and Administrative Officers. UNC policy addresses timely notice for termination of Senior Administrative Academic 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. The Board of Trustees must approve any agreement that results in a longer period of compensation.

**Retirement** – Nothing in this policy shall prevent a Senior Academic and Administrative Officer from retiring or a Senior Academic and Administrative Officer who holds a faculty appointment from participating in phased retirement consistent with existing University of North Carolina policies.

Approved on: May 16, 2003  
Next review: May 2006

*Note: Section 300.1.6 of The Policy Manual of The University of North Carolina infers that Board of Trustee approval is required for this policy. The Board of Trustees approved this policy on May 16, 2003.*

*Section 300.1.6 also requires that the President approve this policy. The President approved this policy on June 2, 2003.*