



## **03.220 SEPARATION AND RETREAT POLICY FOR SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS (SAAO)**

Authority: Board of Trustees

History: October 27, 2005

Source of Authority: UNC Code, Appendix 1.C

Related Links: UNC Policy 300.1.6; UNCW Faculty Handbook

Responsible Office: Provost

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### **I. Introduction**

All voluntary and involuntary separations from Senior Academic and Administrative Officer (SAAO) positions (The University of North Carolina Policy 300.1.1) are subject to the following terms, consistent with Policy 300.1.6.

### **II. Application**

This policy applies to all Senior Academic and Administrative Officers who enter into a retreat rights agreement on or after 1 July 2005. Any employment agreement between the university and a Senior Administrative Academic Officer entered into after that date must be consistent with the terms of this policy.

### **III. 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 department, unless a proceeding is initiated to discharge or demote the administrator from the faculty position.

- A. *Removal of administrative stipend.* If there has been an administrative stipend during an appointment, that stipend will be removed upon the termination of administrative duties.
- B. *Salary.* The salary will be determined (on a 9-month, 10 month or 12-month basis, as appropriate for the faculty to which the individual is returning) commensurate with the school or college she/he served.

- C. *Time to prepare for teaching and research.* The chancellor may, at his or her discretion, provide for a reasonable period of time 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, but may not be for longer than one year without the prior approval of the Board of Trustees.
- D. *Pay during teaching/research leave.* The chancellor may, at his or her discretion, approve full or partial administrative pay during the time allowed for the employee to prepare for teaching and research responsibilities.

#### **IV. 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 assignment to another administrative or teaching position would be beneficial for both the institution 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 policy does not supersede any notice or severance pay required by Board of Governor’s policy.

#### **V. Separation from the University.**

In some cases, it may be in the best interest of the institution to negotiate a severance agreement with an administrator.

- A. *Separation of administrators defined in Policy 300.1.1, I.A. (Tier I).* 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.
- B. *Separation of administrators defined in Policy 300.1.1, I.B. (Tier II).* Board of Governors 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.

#### **VI. Previous Agreements.**

This policy does not affect previously negotiated formal written agreements.

## **VII. 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.