

Sciences Administrative Role Checklist

INSTRUCTIONS: Departments will use this checklist when submitting an administrative role request. All administrative roles will be entered in PA7 to reflect the additional duties in the job. This completed checklist and updated organizational chart must be added as documents in the PA7 request.

- The utility of this checklist is intended to clarify an administrative role that is in addition to an employee’s primary appointment. This is not intended for administrative appointments, i.e. department head, associate dean, etc.
- This checklist is to ensure that an administrative role meets equal employment opportunities, equity, University policies and procedures and consistency across the department and college.
- As a reminder: summer salary / additional comp cannot be paid out for this role.

Consult [COS HR](#) with questions.

1. Department Name & OUC:	
2. Date of Request:	
University HR Class/Compensation & UNC-System Office Salary Adjustment Approval Requirements	
3. Proposed administrative role title:	
4. Please describe the purpose of the administrative role: (why does this role need to exist)	
5. Please describe the duties of the administrative role: (expected tasks and responsibilities)	
6. Proposed start date of administrative role:	

<p>7. Length of Role</p>	<p>an “at-will” role to be removed or reassigned at any time voluntarily or at the discretion of the Department Head OR What is the expected end date?</p>
<p>8. Is this administrative role the primary responsibility? If yes, please explain.</p>	
<p>9. Best practice is to conduct an internal department advertisement to meet the requirement of equal employment opportunities. Please explain the department advertisement.</p>	
<p>10. List the selected candidate and justification.</p> <p>The justification should include comments about the department internal advertisement, how many candidates expressed interest, how the department head came to a decision on this candidate, why this person was selected as best suited for the role based on business reasons.</p>	<p>Selected Candidate:</p> <hr/> <p>Justification:</p>
<p>Please attach most recent CV with this request in PA7.</p>	
<p>11. Will this assignment result in a change of contract/base salary between a 9-month or 12-month contract? Please explain.</p>	

<p>12. Will the candidate receive an annual salary supplement? If yes, what is the dollar amount? How did you determine that amount? Please explain. If none, enter n/a. *reminder: summer salary / additional comp cannot be paid out for this role.</p>	
<p>13. List, in detail, the non-salaried compensation (i.e. course release, research support, reduced teaching load, etc.)? If none, enter n/a.</p>	
<p>14. Provide details if anyone is stepping down from this role currently (name, effective date, title, supplement, etc.). Reminder that a PA7 action is needed to reflect the removal of additional duties, supplement, etc.</p>	
<p>15. Other Comments:</p>	

- It is expected that all administrative roles performed in the College of Sciences are performed over 12-months and paid over 12-months.
- Contact COS HR for unique circumstances.
- The information provided in this checklist will be used as a resource to draft the administrative role memo once approved.