

The University of North Carolina at Greensboro
EPA DESIGNATION REQUEST FORM

Division: _____

School-Unit/Department/Office: _____

EPA Designation Requested: Please refer to description of SAAO positions as found at <<http://intranet.northcarolina.edu/docs/legal/policymanual/300.1.2.pdf>> or definitions of "Instruction" and "Research" positions as found at <http://intranet.northcarolina.edu/docs/legal/policymanual/300.2.5%5BG%5D.pdf>>

- Senior Academic and Administrative Officer, I.A. (SAAO, Tier I)
 Senior Academic and Administrative Officer, I.B. (SAAO, Tier II)
 Instructional
 Research

Proposed Position Information:

Proposed Title: _____

Proposed Position Number (if applicable): _____

Current Position Information (if applicable)

Current Status: SPA (Salary Grade _____) EPA New Position

Current Title: _____

Current Position Number: _____

Name of employee in position: _____

Name and title of supervisor: _____

Request Submitted by:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Campus Address _____

Telephone: _____ Fax: _____ E-mail: _____

Submit completed form with the following required documentation:

- A detailed position description, using the outline reflected in "Job Description for EPA Non-Teaching Position" found at <http://provost.uncg.edu/acadreso/Documents/EPA%20Job%20Desc%20Form.pdf>
- An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names

Submit to: David Vaughan
 Office of the Provost
 201 Mossman Administration Building Email: da_vaughan@uncg.edu

