

**EPA Designation Request Form
UNC General Administration**

Institution: North Carolina State University

Division/School/Department:

EPA Designation Requested:

- Senior Academic and Administrative Officer, I.A. * (SAAO, Tier I), as defined by SAAO Policy, paragraph I.A.
- Senior Academic and Administrative Officer, I.B. * (SAAO, Tier II), as defined by SAAO Policy, paragraph I.B.
- Instructional
- Research

Proposed Position Information:

Proposed Title: _____

Proposed Working Title (if different):

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:

Institutional Authorization:

Print Name: Terree Kuiper Title: Director of Employment & Compensation

Signature: _____ Date: _____

Mailing address: NCSU Box 7210, NC State University, Raleigh, NC 27695-7210

Telephone: 919.515.4288 Fax: 919.515.7543 E-mail: Terree_Kuiper@ncsu.edu

Submit completed form with the following required documentation:

1. A written justification for the requested action that includes specific reference to relevant elements in SAAO definition or Instructional/Research definitions.
2. A detailed position description.
3. An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names.

Submit to: **Terree Kuiper, Director of Employment & Compensation**

Box 7210 or Administrative Services Center, NC State University, Raleigh, NC 27695-7210

Phone: 919.515.4288

Email: Terree_Kuiper@ncsu.edu