

NC STATE UNIVERSITY

November 2024 University Affairs Committee Meeting

University Affairs Committee Meeting

November 21, 2024

Dorothy and Roy Park Alumni Center - Hood Board Room

2450 Alumni Drive

Raleigh, NC, 27606

David Powers, Committee Chair

Members: Marie Arcuri, David Herring, Tim Humphrey, Ven
Poole, Perry Safran, Allison Markert

NC STATE UNIVERSITY

Meeting Book - November 2024 University Affairs Committee Meeting

Meeting Agenda

1:00pm

1. Call to Order, Public Meeting Notice, Reading of Ethics Statement

David Powers, Chair

A. Ethics Statement

2. Executive Summary

A. Executive Summary Open Session 11/21/2024

3. Roll Call

Amy Jinnette, Board Professional

4. Consent Agenda

David Powers, Chair

Action Item for
Committee

A. Approval of September 5, 2024 Open Meeting Minutes

a. UAC Minutes 09/05/24 OPEN SESSION

B. Approval of September 5, 2024 Closed Meeting Minutes

a. UAC Minutes 09/05/24 CLOSED SESSION

C. Academic Program Actions - Request to Establish

Action Item for
Committee and
Full Board

a. New Graduate Degree Program – M.S. in Global One Health

D. Policy Approvals

Action Item for
Committee and
Full Board

a. POL 05.20.01 - Appointment, Reappointment, Promotion and Permanent Tenure Policy (revised)

b. POL 05.25.01 - Faculty Grievance and Review Policy (revised)

c. POL 05.50.01 - Post Tenure Review Policy (new)

d. POL 05.15.01 - Employees Exempt from State

Human Resources Act Policy (revised)

e. POL 02.10.01 - Admissions Policy (new)

f. POL 02.90.01 - Academic Program
Assessment Policy (new)

5. Action Items

A. Consideration of Campus Initiated Tuition
Increase/Premium Tuitions, Student Fees and
Housing and Dining Rates
Randy Woodson, Chancellor

Action Item for
Committee and
Full Board

a. FY 2025-2026 Tuition and Fees BOT Packet

6. Reports

A. Commencement Update
Randy Woodson, Chancellor

B. Provost Update
Warwick Arden, Executive Vice Chancellor and
Provost

C. Faculty Senate Report
Herle McGowan, Chair

a. Faculty Senate Report-BOT-UA November
2024

D. Staff Senate Report
Charles Hall, Chair

a. Staff Senate Report-BOT-UA November 2024

7. Discussion

8. Informational Materials

A. Academic Program Notifications

a. Degree Program Actions - Informational
Materials - Board of Trustees

9. Closed Session Executive Summary

10. Closed Session

11. Reconvene in Open Session

12. Adjourn



NORTH CAROLINA STATE ETHICS COMMISSION

SAMPLE¹

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(to be read by the Chair or his or her designee at the beginning of each meeting)

In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation² in the particular matter involved.

Rev. 1-16-07

¹ N.C.G.S. §138A-15 (e): “At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A].” There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

² “A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant’s impartiality might reasonably be questioned due to the public servant’s familial, personal, or financial relationship with a participant in the proceeding.” See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.



Executive Summary for
University Affairs Committee
November 21, 2024

	Pages
Agenda Item: Consent Agenda	7-75
<i>Presenter: David Powers, Chair</i>	
Summary: The items presented for approval on the Consent Agenda include the September 5, 2024 open and closed session meeting minutes; authorization to establish a new graduate degree program, the M.S. in Global One Health*; and the following six (6) policy approvals*:	
<ul style="list-style-type: none">• POL 05.20.01 - Appointment, Reappointment, Promotion and Permanent Tenure (revised)• POL 05.25.01 - Faculty Grievance and Review (revised)• POL 05.50.01 - Post Tenure Review (new)• POL 05.15.01 - Employees Exempt from State Human Resources Act (revised)• POL 02.10.01 - Admissions (new)• POL 02.90.01 - Academic Program Assessment (new)	
Action: Committee and *Full Board approval	

	Pages
Agenda Item: Consideration of Campus Initiated Tuition Increase/Premium Tuitions, Student Fees and Housing and Dining Rates	76-123
<i>Presenter: Randy Woodson, Chancellor</i>	
Summary: Recommendations for campus initiated tuition increase/premium tuitions, changes to student fees, and student housing and dining rate requests proposed by the Chancellor, based on recommendations from the Tuition Review Advisory Committee and the Fee Review Committee, are presented.	
Action: Committee and Full Board approval	

	Pages
Informational Items:	128
<ul style="list-style-type: none">• Item 1 Academic Program Notifications	

OPEN SESSION MINUTES

University Affairs Committee
Board of Trustees
North Carolina State University
September 5, 2024

The University Affairs Committee of the Board of Trustees of North Carolina State University held a meeting in the Park Alumni Center Hood Board Room on September 5, 2024.

Members Present: David Powers, Chair
Marie Arcuri
David Herring
Allison Markert
Ven Poole
Perry Safran

Members Absent: Tim Humphrey

Chair Powers called the meeting to order at 1:00 p.m. and welcomed new and returning members to the committee. The roll was called, and a quorum was present.

Chair Powers reminded those in attendance that while the committee meeting is a public meeting, it is not a meeting for public comment and only those on the agenda will be permitted to speak. He asked that all Trustees identify themselves before making or seconding a motion and read the State Government Ethics Act to remind all members of their duty to report conflicts of interest or appearances of conflict. Finally, he asked any media representatives present to identify themselves to Board Professional Amy Jinnette.

Committee Responsibilities and Plan of Work

Provost Arden provided a brief overview of the committee's responsibilities. He noted the committee uses a consent agenda format to approve items that have been through comprehensive evaluation processes on campus including conferral of tenure requests, center and institute requests and new academic programs.

In reference to the committee's plan of work for the year, Provost Arden stated much of the committee's work is prescribed by policy; however, he encouraged committee members to share ideas with Chair Powers or himself of any topics they would like discussed.

Consent Agenda

Chair Powers reviewed the list of items on the consent agenda which included approval of the July 18, 2024 open and closed meeting minutes; conferral of academic tenure to three new faculty members; establishment of the Center of Excellence for Regulatory Science in Agriculture (CERSA); continuation of the Center for Research on Textile Protection and Comfort (TPACC); continuation of the Nonwovens Institute (NWI); and approval of the request to establish a M.S. in Cybersecurity. Before voting, Provost Arden provided brief remarks about the Request to Establish the M.S. in Cybersecurity and the Request to Establish the Center of Excellence for Regulatory Science in Agriculture. A motion was made by Trustee Poole, and seconded by Trustee Markert, to approve the consent agenda. The motion passed.

Action Items

Athletics Director Boo Corrigan presented changes to the bonus schedule for Swimming and Diving. Trustee Arcuri moved to approve updates to the bonus schedule. Trustee Herring seconded the motion. The motion passed.

Reports

Enrollment Report

Dr. Don Hunt, Senior Vice Provost for Enrollment Management and Services, delivered an enrollment report to the committee which covered new incoming undergraduate enrollment trends, including growth in the College of Engineering, new incoming graduate enrollment trends, and enrollment challenges and opportunities. Overall interest in NC State continues to increase. The University estimates it will enroll its largest incoming undergraduate class and overall enrolled student class in NC State's history.

Graduate enrollment also remains strong. New graduate programs in development are prioritizing interdisciplinarity. Dr. Hunt noted that the university is making good progress toward the Engineering North Carolina's Future initiative and leaders are working to secure the necessary funding to support continued growth.

Student Body President Report

Student Body President Allison Markert provided an update on Student Government activities. She also shared that Fall elections are underway, and Student Senate is engaged and eager to begin its work seeing the most participation since before the pandemic. President Markert shared the following key points for Trustees: students have expressed a sense of sadness regarding Chancellor Woodson's retirement and have shown interest in the search process for his successor; some concerns have been expressed about the influence of local and international politics on campus cultures; and through connections and relationships fostered with students and university leadership, Student Government is well positioned to advocate for students and achieve goals this year.

Graduate Student Association President Report

Graduate Student Association President Summia Rahman provided an update on current efforts within the Graduate Student Association and opportunities for the organization going forward. President Rahman shared the following key points for Trustees: given the impact of rising living costs and inflation, continuing to enhance financial assistance and funding opportunities is essential; the association will also concentrate on enhancing inclusivity and support for graduate students from underrepresented backgrounds; and the association is committed to providing essential resources to support students affected by global conflicts.

Provost Update

In his update to the committee, Provost Arden noted that several new academic leaders have been named: Kim Grainger is the new Senior Vice Provost for Faculty Excellence and Eduardo Lorente will become the new Vice Provost for Budget and Business Operations later this month. In addition, the university has welcomed several new academic department heads and 145 new faculty (full-time; tenured, tenure-track and professional track) across all colleges and the libraries. Provost Arden also provided a brief update on the university's progress toward compliance with the new UNC System policy, Equality Within the University of North Carolina.

Informational Materials

Chair Powers made the committee aware of the additional information in the materials pertaining to academic program notifications.

Committee Discussion

Chair Powers paused to invite questions, comments or brief discussion from committee members. Hearing none he continued with the agenda.

Closed Session

With no further business in open session, Board Professional Amy Jinnette read the motion to go into closed session to establish the material terms of an employment contract and to prevent the premature disclosure of an honorary degree or award. Trustee Poole made the motion to approve and was seconded by Trustee Arcuri. The motion passed.

Reconvene in Open Session

After coming out of closed session, Chair Powers announced the meeting in open session.

Trustee Safran made a motion to approve the new employment agreement for the Swimming and Diving Head Coach. Trustee Arcuri seconded the motion. The motion passed.

University Affairs Committee
North Carolina State University
Board of Trustees
September 5, 2024
Page 3

Trustee Safran made a motion to approve the new employment agreement for the Women's Tennis Head Coach. Trustee Arcuri seconded the motion. Trustee Markert abstained from the vote. The motion passed.

With no further business, Chair Powers announced the meeting adjourned at 2:09 p.m.

Submitted by _____
Secretary to the Committee

Approved by _____
Chair of the Committee

**Request for Authorization to Establish
Master of Science (M.S.) in Global One Health
CIP 26.1305
North Carolina State University**

I. Program Highlights

- The Global One Health Academy at North Carolina State University (NC State) is proposing a new 36-credit hour interdisciplinary M.S. in Global One Health that will be delivered on-campus.
- One Health is a guiding framework that recognizes the interconnectedness of the health of humans, other animals, and the environment and works to improve health across these systems holistically. Its perspectives are essential for addressing complex challenges, including emerging and re-emerging infectious diseases shared between people and animals, sustainable agricultural systems for global food security, clean and safe water, threats posed by climate change, and biodiversity conservation for healthy and functioning ecosystems.
- Requirements to earn the M.S. in Global One Health include completion of 10 credit hours of Global One Health core courses, 4 credits in research or experiential learning, 13 credit hours of additional coursework, research, or experiential learning, and 9 credit hours of electives.
- Students will have the option to pursue either the research thesis option, which is intended for students who plan to continue in a research-related field, or a non-thesis option for those who intend to enter the workforce immediately upon graduation.
- Graduates of the proposed M.S. in Global One Health will be equipped with the skills to translate One Health research into real-world action for societal benefit, thereby producing the next generation of interdisciplinary global health leaders and scholars.

II. Academic Program Planning Criteria (UNC Policy 400.1)

1. Relation to Campus Distinctiveness and Mission.

NC State is the only UNC System institution to provide graduate training in veterinary medicine and the top public institution for graduate programs in engineering, agricultural science, and natural resources management, all of which are critical to an integrated, One Health approach. The proposed M.S. in Global One Health will support NC State's mission by training the next generation of leaders to solve complex One Health challenges, helping discover novel findings that address our globe's most pressing problems, and placing our graduates in critical positions in private industry, government agencies, and academia. This directly contributes to several of NC State's Wolfpack 2030 Strategic Plan Goals including Goal 1: *Empower students for a lifetime of success and impact*, Goal 2: *Ensure preeminence in research, scholarship, innovation and collaboration*, Goal 6: *Lead in developing innovative partnerships, entrepreneurial thinking and applied problem solving*, and Goal 7: *Elevate the national and global reputation and visibility of NC State*.

More widely, our program aligns with the UNC System's mission of providing excellent teaching and training, conducting research to generate knowledge, and applying that knowledge to problem solving in the service of public needs. Graduates of our proposed program will be competitive for positions in diverse settings including academia, industry, government, and non-governmental organizations. The proposed M.S. in Global One Health contributes to the

completion of the UNC System's Strategic Plan 2022-2027 through Goal 4: *Increase Graduate Student Success*, by offering a critically needed and innovative program with good placement in the workforce, as well as Goal 8: *Increase the system's contribution to the State's critical workforce* and Goal 9: *Increase Research Productivity*.

2. Student Demand.

Student demand for the proposed M.S. in Global One Health is evidenced by the popularity of our Global One Health minor and related undergraduate programs around North Carolina, the tremendous response to our call for applications for a Global One Health graduate fellowship, and the enrollment numbers in our interinstitutional, cross-listed course in One Health.

The Global One Health minor at NC State was started in 2019 with an initial enrollment of nine students from eight majors. By spring 2022, there were 107 students enrolled in the minor across eight colleges and 31 majors. To date, 112 students from 26 majors in 7 colleges have graduated with a minor in Global One Health. While we anticipate recruiting nationally for the proposed program, the success and underlying demand for Global One Health demonstrated by the minor indicates considerable demand at NC State, which we anticipate will be even greater when shifting to a Global One Health framing that is inclusive of a broader range of disciplinary perspectives. In a survey of recent graduates of the minor, there was enthusiasm for further training specifically in Global One Health topics, with 50% of respondents currently enrolled in a graduate degree program stating that they would have been interested or very interested in applying for a One Health degree at NC State, had such a program existed.

The Global One Health Academy at NC State offered a graduate fellowship (one year of support with specific training in Global One Health) starting in fall 2023. Over the two years of running this fellowship, we have received 147 applications for 10 spots from within NC State alone. These applicants spanned the entire campus, coming from all 10 colleges. The selected fellows are also academically diverse, from five colleges. Using a national recruitment strategy, we anticipate equally good responses, both in terms of numbers and diversity of undergraduate academic programs, as soon as we are able to offer this degree.

The final line of evidence is the popularity of the inter-institutional course in One Health. Both UNC-Chapel Hill and Duke have between 10-20 students taking this course each fall. These are primarily Master's-level students in Public Health (UNC-Chapel Hill) or in Global Health (Duke), although students come from diverse disciplines and degree programs across the campuses. For the fall 2024 semester, there are 16 students enrolled from NC State, representing a substantial increase over previous enrollment figures. The increased enrollment at NC State and the high enrollment at our sister institutions shows the breadth of student demand for specific offerings in Global One Health. While both sister institutions offer related training, only NC State – with its depth in veterinary medicine, agriculture, natural resources, and engineering – is well positioned to meet student demand for a Master of Science in Global One Health.

3. Employment Opportunities for Graduates.

Graduates of the proposed M.S. in Global One Health will be competitive for positions in diverse settings including academia, industry, government, and non-governmental organizations.

Global public health, of which One Health is an emerging part, makes substantial contributions to the North Carolina economy. The 2022 report [“The Global Health Sector’s Contribution to North Carolina’s Economy,”](#) produced by the North Carolina Global Health Alliance, estimates that this sector increases the North Carolina economy by \$31.9 billion, including directly employing around 56,000 people in well-paying jobs, with an average salary of \$108,800 for jobs directly in the global health sector. Much of the major economic activity in global health is driven by private, for-profit companies, including pharmaceutical development, biological manufacturing, and scientific research services. While One Health is not partitioned out *per se* in the report, the increased realization of the importance of this interdisciplinary training will make graduates highly employable in the more general global public health sector.

While the U.S. Bureau of Labor Statistics does not have One Health as a job category, related categories (epidemiologists, health sciences manager, health services manager, health and related sciences post-secondary teachers, and veterinarians) constitute four of the top 30 occupations for growth in demand (19-28% increase) and two of the top 10 occupations (US Bureau of Labor Statistics, 2022). In addition, many other potential One Health related fields have above average estimated growth for all occupations over the next decade (US Bureau of Labor Statistics, 2022). The increase in labor market demand is already apparent within academia, where there has been an increase in job listings mentioning the term One Health in the past decade.

4. Impact on Access and Affordability.

Although all of the required courses in the proposed M.S. in Global One Health will be offered through traditional, on-campus delivery, some of the elective courses may be offered online.

One challenge in addressing affordability is the lack of similar graduate programs either at NC State or other institutions. NC State’s terminal masters-level degrees have an excellent debt-to-earnings ratio overall. Indeed, the weighted averages for the most significant such degrees at NC State across four colleges (Agriculture and Life Sciences, Engineering, Management, Sciences) yield a debt-to-earnings ratio of 4.6%. It is anticipated that the proposed graduate program will have a similar ratio.

The M.S. in Global One Health will require 36 credits which is lower than both the UNC-Chapel Hill MPH (42 hours) and East Carolina University’s MSEH (45 hours). Tuition and fees (full program, in-state, on-campus, full time student) are \$72,870 for the UNC-Chapel Hill MPH, \$58,852 for East Carolina University’s MSEH, and \$35,799 for NC State’s M.S. in Global One Health.

5. NC State is requesting tuition differential for the proposed M.S. in Global One Health.

Full-Time 2024-2025 M.S. Tuition and Fees per Year (In Dollars)

Category	Resident	Non-Resident
Tuition	9,837.00	30,610.00
Tuition Differential	5,600.00	5,600.00
Mandatory Fees (Athletics, Student Activities, Health Services, Educational & Technology, Campus Security, Debt Service, ASG)	2,264.00	2,264.00
Special Fees	0.00	0.00

6. Expected Quality.

As part of the proposed M.S. in Global One Health, students will complete 10 credit hours of Global One Health core courses, 4 credits in research or experiential learning, 13 credit hours of additional coursework, research, or experiential learning, and 9 credit hours of electives. Students will have the option to pursue either the thesis track or the non-thesis track. The research track is intended for students who plan to continue in a research-related field and requires students to undertake an original investigation into a subject. The non-thesis track is reserved for those who intend to enter the workforce immediately upon graduation. Students pursuing the latter track participate in an experiential learning opportunity within the One Health realm and complete a capstone project based on their experience. A maximum of six years will be allowed for completion of the program.

Among the admissions requirements are an undergraduate GPA of 3.0 or better and an undergraduate degree in any discipline from an accredited college or university. Once admitted to the program, students will be required to maintain an average GPA of 3.0.

7. Faculty Quality and Number.

The proposed M.S. in Global One Health will have a core group of ten faculty who are directly responsible for the direction and implementation of the program, including curriculum development and instruction of the core courses in Global One Health.

In addition to the core faculty, we will draw on a broad group of faculty from across NC State as faculty advisors for students in the program. The Global One Health Academy at NC State has an affiliate program consisting of faculty with research related to One Health and with demonstrated interest in engaging with interdisciplinary research, education, and engagement initiatives in the One Health realm. As of August 27, 2024, the affiliate member list includes 189 NC State faculty and staff from all colleges with diverse backgrounds and research expertise. We anticipate that many of the faculty in this list will be interested in supporting students in the proposed M.S. in Global One Health program in an advisory capacity.

8. Relevant Lower-level and Cognate Programs.

Currently, there is one cognate program at the undergraduate level at NC State, which is the Global One Health minor.

The proposed program will also draw upon multiple subject-matter field strengths at NC State, including ecology, design, engineering, environmental assessment, food safety, entomology, geospatial analytics, entrepreneurship and more.

9. Availability of Campus Resources Library, Space, etc.)

The proposed program will make use of existing resources at NC State with minimal impact on infrastructure. The present library holdings are adequate and accessible for the proposed M.S. in Global One Health. Other institutional libraries are not expected to be used.

Existing classroom spaces on campus can accommodate the three new courses being created as part of the program. Students admitted to the program who pursue the research option with

faculty will likely be accommodated within the current structure of each given lab, which is unlikely to impact space needs in a significant way.

10. Existing Programs (Number, Location, Mode of Delivery).

Within the UNC System, there are currently no institutions that offer a degree program in Global One Health. That said, the Master of Public Health at UNC-Chapel Hill, UNC Charlotte, Appalachian State University, UNC Asheville, and East Carolina University as well as the Master of Science in Environmental Health offered by East Carolina University may be considered similar programs.

The MPH at UNC-Chapel Hill is offered on-campus, off-site, and online. The program has 13 concentration areas, ranging from nutrition and dietetics to public health data science. While multiple of these concentration areas have themes that intersect with those of our intended program, including applied epidemiology, global health, and environment, climate and health, the foundational theory and goals of the training are fundamentally distinct. Public health centers on the health of humans. In contrast, One Health centers on the intersection of human, animal, plant, and environmental health, seeking to sustainably optimize the health of these distinct, yet interconnected, systems. One Health requires a broader lens, a more disciplinarily diverse curriculum, and an intentional focus on training in competencies for interdisciplinary team science.

The MPH offered by UNC Charlotte is offered on-campus only. Their program has four concentrations, including community health practice, epidemiology, health policy, and physical activity and nutrition. The goal of the program is to train students who will improve the health and wellness of humans, both locally and globally.

Recently started this year, the MPH offered by Appalachian State University is offered on-campus and online. It has a concentration in applied public health and focuses on rural resilience and sustainability. Consistent with its public health focus, the program centers on promoting and protecting health by preventing illness and injury in human populations.

The MPH offered by UNC Asheville is a joint program with UNC-Chapel Hill and is offered both online and off-site. This program has a concentration in place-based health and emphasizes community engagement as a mechanism for improving human health and wellbeing.

East Carolina University's MPH and MSEH programs are both offered on-campus and online. The MPH program is housed in their Brody School of Medicine and has concentrations in community health and health behavior, epidemiology, and health policy, administration, and leadership. Given its medical school home and the fact that it is a public health degree, the focus is on reducing disease and improving health in human populations.

11. Potential for Unnecessary Duplication.

The proposed M.S. in Global One Health will not duplicate any existing degree programs in the UNC System, though it is acknowledged that there are graduate programs within the UNC System that some may consider similar.

12. Feasibility of Collaborative Program.

The proposed M.S. in Global One Health will leverage existing strengths at NC State to create an interdisciplinary program that can provide fertile ground for collaborations with other programs, both within NC State and at other UNC System institutions. Specifically, the proposed program will complement existing programs at UNC-Chapel Hill and provide collaborative opportunities with UNC-Chapel Hill, UNC Charlotte, East Carolina University, and other universities within and beyond North Carolina. For example, for the past 13 years, NC State has cross-listed a One Health course with both UNC-Chapel Hill and Duke University. To our knowledge, this is the only course cross-listed between the three institutions, demonstrating great collaborative potential in the One Health space.

13. Other Considerations. None

III. Summary of Review Processes

1. Campus Review Process and Feedback.

The proposal was reviewed by the NC State faculty (department and college committees), Administrative Board of the Graduate School (ABGS), Council of Deans, Chief Financial Officer, Provost, Chancellor’s Cabinet, and Chancellor. Approval and support were provided at all levels.

2. UNC System Office Review Process and Feedback. *[To be completed by UNC System staff prior to presenting this summary to the UNC Board of Governors.]*

IV. Recommendation

It is recommended that the Board of Trustees approve North Carolina State University’s request to establish the **Master of Science (M.S.) in Global One Health (CIP 26.1305)** effective fall 2026.

Revisions to POL 05.20.01 Appointment, Reappointment, Promotion and Permanent Tenure Policy Overview

- Updated to include changes to Chapter IV of the UNC Code (Academic Freedom and Tenure)
 - “Professional track” replaces previous “non-tenure track” language
 - Notice requirement changes - Non-reappointment of tenure-track faculty, denial of tenure
 - Review of non-reappointment, denial of tenure, and denial of promotion decisions is limited to an Impermissible Basis (1st amendment violation, discrimination or other violation of state law, limited other violations of university policies that materially affect the decisions)
 - Minor changes related to termination due to financial exigency or program curtailment/elimination
 - Addition of non-disciplinary separation for faculty unable to perform essential duties.

PRR ROUTING SHEET

PROPOSED REVISION TO: POL/REG ##: Title

NEXT REVIEW SCHEDULED FOR: ___ 1-year ___ 3-years X 5-years

Rationale:

Updated due to changes in Chapter VI of *The Code*.

Consultation Process:

	Name/Title/Department	Date
PRR Process Point of Contact	Laura Nelson, Associate Vice Provost of Academic Personnel and Policy, Office of Faculty Excellence	10/8/24
Responsible Official Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule	Warwick Arden, Executive Vice Chancellor and Provost	10/8/24
Executive Officer Delegated authority to review & approve	Kim Grainger, Senior Vice Provost of Faculty Excellence, Office of Faculty Excellence	10/8/24
Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer (add more rows as necessary)	Faculty Senate Personnel and Policy Committee	10/8/24
Office of General Counsel	Sarah Lannom, Office of General Counsel	10/9/24
Submitted to Chancellor's office for inclusion on the Chancellor's Cabinet meeting agenda:		10/10/24

NC STATE UNIVERSITY

Policies, Regulations and Rules

Authority	Board of Trustees
Title	Appointment, Reappointment, Promotion and Permanent Tenure
Classification	POL05.20.01
PRR Subject	Faculty Employment
Contact Info	<u>V</u>Senior Vice Provost for Faculty Excellence Affairs (919-513-7741)

History: First Issued: November 27, 1973. Last Revised: ~~December 17, 2020.~~

Related Policies:

~~[UNC Code Chapter VI – Academic Freedom and Tenure](#)~~

~~[UNC Policy Manual 101.3.1.1\[R\] Regulation on Disciplinary Discharge, Suspension, or Demotion Under Section 603 of *The Code*](#)~~

~~[UNC Policy Manual 101.3.1.2\[R\] Regulation on Non-Reappointment, Denial of Tenure, and Denial of Promotion Under Section 604 of *The Code*](#)~~

~~[UNC Policy Manual 101.3.1.3\[R\] Regulation on Grievances Filed Pursuant to Section 607 of *The Code*](#)~~

~~[NCSU POL01.05.08 – Faculty and EPHRA Non-Faculty Appeals to Board of Trustees](#)~~

~~[NCSU POL05.15.01 – Employees Exempt from the State Personnel Human Resources Act \(EPHRA\) Policy](#)~~

~~[NCSU POL05.25.011 – Faculty Grievance and Non-Reappointment Review Policy](#)~~

~~[NCSU POL05.30.01 - Medical and Parental Leave for 9-Month Faculty](#)~~

~~[NCSU REG01.20.01 – Delegations of Authority for to Appointments, and to Determine Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Human Resources Act \(EPHRA\)](#)~~

~~[NCSU REG05.20.03 – Annual Reviews of Faculty Members](#)~~

~~[NCSU REG05.20.04 – Post Tenure Review of Faculty](#)~~

~~[NCSU REG05.20.05 – Consultation and Written Assessments, Recommendations and Responses in RPT Review](#)~~

~~[NCSU REG05.20.10 – Evaluation of Teaching](#)~~

~~[NCSU REG05.20.20 – Reappointment, Promotion, and Tenure Dossier Format Requirements](#)~~

~~[NCSU REG05.20.27 – Statements of Faculty Responsibilities](#)~~

~~[NCSU REG05.20.31 – Tenure Clock](#)~~

~~[NCSU REG05.20.34 – Professional Faculty Ranks and Appointments](#)~~

[NCSU REG05.20.40 - Instructor Qualifications](#)

[NCSU REG05.25.05 – Faculty Discharge Hearing Procedures](#)

[NCSU REG05.57.01 – Phased Retirement Program for Tenured Faculty](#)

Additional References:

[RPT Information Site](#)

[College and Department RPT Rules](#)

[Standard Operating Procedure to Award or Remove Associate Faculty Status](#)

[N.C.G.S. §135 - Retirement System for Teachers and State Employees](#)

[Documenting Compliance with SACS and University Qualifications for Teaching Assignments](#)

1. INTRODUCTION

This policy is adopted pursuant to [UNC Code Chapter VI – Academic Freedom and Tenure](#) Chapter VI of *(The Code (Appendix “A”))*. It addresses the following:

[2. DEFINITIONS OF ACADEMIC TENURE AND PERMANENT TENURE](#)

[3. CHANCELLOR’S AUTHORITY](#)

[4. TENURE TRACK FACULTY QUALIFICATIONS FOR RANK AND INITIAL APPOINTMENTS](#)

[5. STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND CONFERRAL OF TENURE](#)

[6. PROCEDURES FOR INITIAL APPOINTMENT](#)

[7. PROCEDURES FOR REAPPOINTMENT, PROMOTION AND CONFERRAL OF TENURE](#)

[8. IMPOSITION OF SERIOUS SANCTIONS](#)

[9. SEPARATION OF FACULTY EMPLOYMENT](#)

This policy and provisions of [UNC Code Chapter VI](#)[UNC Code Chapter VI – Academic Freedom and Tenure](#), as adopted and as amended from time to time, constitute the tenure policies and regulations of North Carolina State University (hereinafter referred to as the university

or NC State). This policy shall be cited in appointment and reappointment letters sent to individual faculty members.

1.1 -The university incorporates as part of this policy the principles of freedom of inquiry and responsibility within the university community as set forth in Section 600 of The Code~~Section 600 of The Code~~.

1.2 -The university incorporates as part of this policy the rights and responsibilities of the faculty under the principles of academic freedom as set forth in Section 601 of The Code~~Section 601 of The Code~~.

1.3 -The university may designate ~~non-tenure~~professional track faculty as set forth in Section 610 of The Code~~Section 610 of The Code~~.

2. DEFINITIONS OF ACADEMIC TENURE AND PERMANENT TENURE

2.1 -Academic Tenure

The purpose of academic tenure is to promote and protect the academic freedom of the faculty. It also assists the university in attracting and retaining faculty members of high quality. Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from discharge from, or termination of, employment, and from suspension without pay or demotion in rank~~imposition of serious sanctions on a faculty member~~, except upon grounds and in accordance with sections 8 and 9 of this policy. Academic tenure applies exclusively to faculty with permanent tenure, faculty on probationary (tenure-track) appointments, and faculty with fixed term appointments as further described in ~~NCSU REG-05.20.34 - Professional Faculty Ranks and Appointments~~.

2.2 -Permanent Tenure

Permanent tenure ("appointment with tenure" or "tenured appointment") is academic tenure conferred upon faculty with appointments that are continuous until retirement, resignation, or death. Permanent tenure may be conferred only pursuant to this policy and by action of the President and the Board of Governors of the University of North Carolina, or by such other agencies or officers as may be delegated such authority by the Board of Governors. Hereinafter, all references to tenure shall mean permanent tenure.

2.3 -In all instances, the tenure conferred on a faculty member is held with reference to employment by NC State, rather than to employment by the University of North Carolina. (UNC Code Section 602). In addition, a faculty member with permanent tenure at NC State cannot simultaneously hold permanent or academic tenure at another institution of higher education.

3. CHANCELLOR'S AUTHORITY

3.1 —The Chancellor or Chancellor's designee shall have approval authority for faculty appointments, reappointments, promotions, and conferrals of tenure, consistent with ~~NCSU REG01.20.01 - Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EPA)~~ NCSU REG01.20.01 - Delegations of Authority to Appointment and to Determine Compensation for Employees Exempt from the State Human Resources Act (EHRA) and subject to further

approvals as required by ~~Section 602(5) of The Code of The Code and UNC Policy Manual Section 600.3.4.~~

3.2 -Upon receiving recommendations for the conferral of permanent tenure from the Provost, the Chancellor will forward ~~his~~the recommendations to the University Affairs Committee of the Board of Trustees for final approval.

3.3 -Upon receiving recommendations for promotions from the Provost, the Chancellor has responsibility for final approval of promotions.

4. TENURE TRACK FACULTY QUALIFICATIONS FOR RANK AND INITIAL APPOINTMENTS

Qualifications for academic rank shall be determined by the Chancellor upon recommendations from the Faculty Senate and the University Council and are set forth ~~here~~below.

Tenure-track faculty appointments are those to which consideration for permanent tenure applies and for which there is an established time frame during which a decision to reappoint or confer tenure must be made, as provided in the ~~following~~ sub-sections set forth below.

In addition to qualifications required for academic rank, NC State has published guidelines for the credentials required for faculty teaching at all course levels. For faculty who teach, departments must have documentation that each faculty member is qualified to teach the course, either based on degrees attained or alternative credentials. ~~For these g~~Guidelines and instructions on how to document credentials are located, see “~~Documenting Compliance with SACS and University Qualifications for Teaching Assignments~~”REG 05.20.40 Instructor Qualifications provides additional guidance on faculty credentialing~~credentialing on the Office of the Provost’s website.~~

4.1 -Instructors

Appointment to the rank of Instructor is appropriate for an individual who has been selected for a tenure-track appointment at NC State but has not yet completed the required terminal degree. An Instructor shall be appointed for an initial probationary term of one (1) academic year and may be reappointed to one (1) additional probationary term of one (1) academic year term.

4.1.1 Upon award of the required degree or prior to the end of the second probationary one (1) year term, whichever comes first, the Department Head, after consultation according to the procedures set forth in section 6.2 of this policy, shall review the Instructor’s performance and recommend to the Dean either 1) that the Instructor be appointed to an appropriate term as Assistant Professor in accordance with section 4.2 or 2) that the instructor’s appointment end on the current contract end date.

4.1.2 -Minimum Required Qualifications

~~(a) 4.1.2.1~~ Ability or potential in the mutually agreed upon realms of responsibility.

~~(b) 4.1.2.2~~ -A master’s degree, an equivalent degree, or equivalent professional experience.

4.2 -Assistant Professors

Appointment to the rank of Assistant Professor is the entry-level professorial appointment. An Assistant Professor shall be appointed for an initial probationary term of four (4) years. In cases

where the appointment occurs prior to or subsequent to the start of the regular academic or fiscal year, the initial probationary term may be adjusted to coincide with the appropriate reappointment, promotion and tenure cycle, but shall not result in an initial term of fewer than three (3) years or greater than four (4) years and six (6) months, with an end date of May 15 for academic year contracts or June 30 for fiscal year contracts.

4.2.1 Before the end of the third year of the initial term (in order to allow at least 12 months' notice should the decision be not to reappoint), the Department Head (or equivalent designee), after consultation with the Departmental Voting Faculty (DVF) as set forth in section 7.2.1 of this policy, shall review the Assistant Professor's performance and recommend to the Dean either 1) that the Assistant Professor be reappointed for a second term of three (3) years which is appended to the initial four (4) year term, or 2) that the Assistant Professor not be reappointed.

4.2.2 If the Assistant Professor is appointed to a second term under section 7 then before the end of the second year of that appointment (in order to allow for 12 months' notice in case of termination), the Department Head and Dean (or equivalent designees), after consultation according to the procedures set forth in section 7 of this policy, shall each review the Assistant Professor's performance and recommend to the Provost either 1) that the Assistant Professor be promoted with tenure or 2) that upon the expiration of the term of appointment the Assistant Professor not be reappointed. In the case of a decision not to promote and confer tenure, the Dean may recommend, and the Provost may approve, a recommendation and decision during the remaining term of the appointment, to promote and confer tenure based upon new information documenting required performance representing a significant change in the status of information included in the dossier that was the basis for the denial of promotion and non-conferral of tenure.

4.2.3 The decision and notification regarding conferral of tenure shall not be postponed beyond the eighth year of service (including any approved extensions) from the first appointment as Assistant Professor. In extraordinary circumstances, the Chancellor or Chancellor's designee (the Provost) may approve postponing the decision and notification regarding conferral of tenure beyond the eighth year of service.

4.2.4 -Minimum Required Qualifications

~~(a) 4.2.4.1—Ability or definite promise in the mutually agreed upon realms of responsibility.~~

~~(b) 4.2.4.2—Potential for directing activities in the mutually agreed upon realms of responsibility.~~

~~(c) 4.2.4.3—Ability and willingness to participate in department, college and university affairs.~~

~~(d) 4.2.4.4—A doctoral's degree, an equivalent degree, or equivalent professional experience.~~

4.3 -Associate Professors

An Associate Professor promoted to that rank by the university shall have tenure.

4.3.1 -An Associate Professor coming to that rank from outside the university may either be appointed with tenure or for one (1) probationary appointment not to exceed five (5) years. In cases where the appointment occurs prior to or subsequent to the start of the normal academic or fiscal year, the initial probationary term must be adjusted to coincide with the appropriate reappointment, promotion and tenure cycle, but shall not result in an initial term of fewer than

three (3) years and six (6) months or greater than five (5) years, with an end date of May 15 for academic contracts or June 30 for fiscal year contracts.

In the case of a probationary appointment, before the end of the next-to-last year of the appointment, the Department Head and Dean (or equivalent designees), after consultation according to the procedures set forth in section 7, shall each review the associate professor's performance and recommend to the Provost either 1) that the Associate Professor be reappointed with tenure at the same or higher rank or 2) that upon the expiration of the term of appointment the Associate Professor not be reappointed. If the review and decision for conferral of tenure is carried out prior to the next-to-last year of the appointment, it will not be considered an early action (i.e. before the mandatory review date).

4.3.2 -In the case of a decision not to promote and confer tenure, the Dean may recommend and the Provost may approve a recommendation and decision during the remaining term of the appointment to confer tenure based upon new information documenting required performance representing a significant change in the status of information included in the dossier that was the basis for the denial of promotion and non-conferral of tenure.

4.3.3 -Minimum Required Qualifications

~~(a) 4.3.3.1~~ -Recognized ability and potential for distinction in the mutually agreed upon realms of responsibility.

~~(b) 4.3.3.2~~ -Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility.

~~(c) 4.3.3.3~~ -Demonstrated ability and willingness to participate in department, college and university affairs.

~~(d) 4.3.3.4~~ -A doctoral degree, an equivalent degree, or equivalent professional experience.

4.4 -Professors

A professor shall have tenure, whether promoted to that rank by the university or hired from outside the university.

4.4.1 -Minimum Required Qualifications

~~(a) 4.4.1.1~~ -Distinguished achievement in the mutually agreed upon realms of responsibility.

~~(b) 4.4.1.2~~ -Demonstrated ability to direct activities in the mutually agreed upon realms of responsibility.

~~(c) 4.4.1.3~~ -Established reputation in the individual's profession or field of scholarly or germane creative activity.

~~(d) 4.4.1.4~~ -Demonstrated ability and willingness to participate in department, college and university affairs.

~~(e) 4.4.1.5~~ -A doctoral degree, an equivalent degree, or equivalent professional experience.

4.5 -Exceptions to Terms

4.5.1 -If exceptional circumstances warrant, this policy shall not preclude promotion or the conferral of tenure according to a time frame different from that set forth in sections 4.2 and 4.3.

4.5.2 -The Chancellor or Chancellor's designee (the Provost) may grant an untenured faculty member an extension of the time period during which the institutional decision must be made regarding reappointment or conferral of tenure in cases of compelling circumstances. The normal extension is one (1) year; however, other extensions may be approved in exceptional cases. Approval of an extension must be in writing and will extend the term of the current appointment.

4.5.3 A faculty member will be awarded an automatic extension in cases of a new child in the family by birth, adoption, or placement of a foster child or of approved family medical leave of sixty (60) calendar days or longer.

4.5.4 -If not an automatic extension, a faculty member must request an extension in accordance with procedures established by the Chancellor or Chancellor's designee (the Provost) in [REG 05.20.31 Tenure Clock](#) ~~NCSU REG 05.20.31 - Tenure Clock~~.

4.5.5 -For a faculty member who does not hold permanent U.S. residency status, tenure shall be contingent upon the individual having filed for permanent U.S. residency, and either being granted permanent U.S. residency or remaining in a valid immigration status continuously until permanent U.S. residency is granted.

5. STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION, AND CONFERRAL OF TENURE

NC State values, above all, excellence and distinction in creative scholarship that facilitates the increase and diffusion of knowledge, wisdom, and the moral dimensions of intelligence.

5.1 -General Standards

The general standards upon which appointment, reappointment, promotion, and conferral of tenure are to be recommended include an assessment of at least the following: demonstrated professional competence in the appropriate mix of the realms of responsibility (see 5.2) as defined by each academic unit's Reappointment, Promotion and Tenure Standards and Procedures rule and agreed upon in each faculty member's Statement of Faculty Responsibilities; potential for future contributions; and service to the university, the academic community, and society. The individual's contributions shall be considered in a manner that is appropriate to each individual appointment, and recommendations shall be consistent with the needs and resources of the university.

5.2 -Faculty Goals and Realms of Responsibility

Creative scholarship in all of the (6) realms of faculty responsibility, as defined in [NCSU REG 05.20.27 - Statements of Faculty Responsibility](#), is valued and rewarded by NC State. Scholarly contributions in an appropriate mix of these six (6) realms must be -- both in fact and in faculty perceptions -- the principal criteria for decisions about faculty reappointment, promotion, and tenure. The nature of the "appropriate" mix is defined by each academic unit's Reappointment, Promotion and Tenure rule and agreed upon in each faculty member's Statement of Faculty Responsibilities.

6. PROCEDURES FOR INITIAL APPOINTMENT

6.1 -Documentation

For initial appointments, the Department Head shall assemble documentation as appropriate.

6.2 -Consultation

Decisions for appointment are dependent on substantive consultation with tenured faculty by Department Heads and Deans who are responsible for these decisions. The Departmental Voting Faculty (“DVF”) may develop procedures for consultation concerning initial appointments with other faculty in the department; such procedures should be consistently applied.

6.2.1 –Departmental Consultation - It is the responsibility of the DVF to participate in this consultation at the departmental level. The DVF (defined in sections 6.2.2 and 6.2.3) shall have full access to the documentation prepared for each candidate and the opportunity and responsibility to meet as a group with the Department Head to consider the matter confidentially. In each case of initial appointment, a vote shall be taken either by secret ballot or open ballot, with the method of voting to be decided by a majority vote of the ~~departmental voting faculty~~DVF. Faculty members who cannot attend the meeting shall be permitted to vote in accordance with departmental rules.

6.2.2 -Departmental Voting

6.2.2.1 a-For initial appointments, two votes are taken and recorded. The first vote is for the DVF to indicate support for the appointment of a particular candidate. The second vote is for the DVF to award rank, which may also include tenure, to a particular candidate. Each college shall define if and how university and college administrators with tenure in one of its departments can participate on DVFs for initial appointments.

6.2.2.2 b-~~The DVF f~~For the first vote, to support appointment of a particular candidate, the DVF shall consist of tenured faculty of any rank. The DVF may consult with other departmental faculty prior to voting.If the department rule supports consultation, individuals that that are not members of the DVF for the candidate’s case must not be present for deliberations and voting by the DVF. All deliberations and voting are confidential.

6.2.2.3 e-The membership of the DVF in departments that appoint only-professional faculty on contracts may vary from the definition in section 6.2.2.2b. For these exceptions, see section 9.1.2(b) of NCSU-REG_05.20.34 - Professional Faculty Ranks and Appointments.

6.2.2.4 d-The second vote must be specific to a rank and, in the case of Associate Professors, must also define tenure status. The rank of Professor always includes tenure. The rank of Assistant Professor never includes tenure. The DVF for awarding ranks of Assistant Professor, Associate Professor without tenure, or Associate Professor with tenure includes all tenured Associate Professors and Professors. The DVF for awarding rank of Professor includes all tenured Professors. If tenure is to be awarded with an initial joint or interdisciplinary appointment, approval will be based on input from appropriate faculty members outside the department as described in Sections 7.2.1.3 and 7.2.1.4.

6.3 Joint and Interdisciplinary Appointments

6.3.1 Joint Appointments

6.3.1.1 a-In the case of joint appointments, in which portions of the faculty member’s salary come from more than one department, one department will be designated by the college dean(s) as the home department, usually the appointing department with the higher percentage of salary support~~than the other appointing department(s)~~, and will be responsible for appointment procedures. Based on agreement among the ~~d~~Department ~~h~~Heads and ~~d~~Dean(s), the appointment

will be approved by the home department with input from the DVF of the other appointing department(s).

6.3.1.2 b—At the time of the appointment and in consultation with the faculty member, the Department Heads shall develop a written plan for how annual reviews and reappointment, promotion, and tenure reviews will be conducted to ensure input from the appointing department(s). The plan will be shared with the DVF of each department and will be approved by the Dean(s) of the appointing departments.

6.3.1.3 c—The faculty member will be a DVF member in the home department when required rank and tenure are achieved. The DVF of other department(s) in the joint appointment will stipulate at appointment whether the faculty member will be a DVF member when required rank and tenure are achieved and whether ~~he or she~~the faculty member will have voting rights in the other department's affairs.

6.3.2: Interdisciplinary Appointments

6.3.2.1 a—In the case of an appointment in which the work of the appointee is expected to be substantively interdisciplinary, the Department Head of the faculty member's home department shall receive recommendations from tenured faculty of appropriate rank outside the department who are familiar with the interdisciplinary focus and activities of the faculty member, including the coordinator(s) of interdisciplinary program(s) to which the faculty member will be assigned. This may be achieved in either or two ways: (1) with input by appropriate interdisciplinary faculty members in the deliberations of the DVF or (2) by the Dean's creation of an interdisciplinary search committee made up of faculty from the home department and appropriate interdisciplinary faculty members to recommend the appointment.

6.3.2.2 b—At the time of the appointment and in consultation with the faculty member and the coordinator(s) of interdisciplinary program(s) to which the faculty member will be assigned, the Department Head shall develop a written plan for conducting annual reviews and reappointment, promotion, and tenure reviews that include input from faculty outside the department who are familiar with the interdisciplinary focus and activities of the faculty member. This plan will be shared with the DVF and approved by the Dean and, if the appointment is in more than one college, by the Provost.

6.4 -Recommendations and Decisions

6.4.1 Recommendation of Department Head

In the case of an initial appointment at any rank and tenure status, the Department Head shall make a recommendation to the Dean and report the vote of the DVF as described in section 6.2.1. Joint appointees can only vote on initial appointments in their home department.

6.4.2 -Dean's Decision and Recommendation

In the case of an initial appointment of a tenure-track faculty member, the Dean's decision is final. If tenure is to be conferred with initial appointment, the Dean shall provide to the Provost the vote of the DVF for appointment, the vote of the DVF for tenure (including input from outside the home department for joint and interdisciplinary appointments), the Department Head's recommendation and Dean's recommendation.

6.5 -Provost's Recommendation

If tenure is to be conferred with initial appointment, the Provost shall make a recommendation to the Chancellor for all positive decisions.

6.6 -Communication

6.6.1 -The terms and conditions of each faculty appointment shall be stated in a letter from the Chancellor or Chancellor's designee (the Provost) to the faculty member. The letter shall provide specification of the beginning and ending dates of the appointment or reappointment consistent with Sections 4.2 and 4.3 and any limitation of tenure due to source of funds ~~consistent with 6.4.2~~ consistent with section 6.6.2.

6.6.2 -The appointment of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds, whether for a specified term or with tenure, shall be contingent upon the continuing availability of such funds. This contingency shall not apply to the federal funds provided to the North Carolina Agricultural Research Service through the Hatch Act and the McIntire-Stennis Act and to the North Carolina Cooperative Extension Service through the Smith-Lever Act. These funds shall be considered as permanent trust funds, and faculty who are funded in whole or in substantial part from these sources shall not be subject to the contingency provisions of this section.

6.6.3 Joint Appointments: The terms and conditions of each joint faculty appointment shall be stated, including the home department, the proportion of the faculty member's responsibilities and effort in each department, and the salary distribution across the departments.

6.6.4 Interdisciplinary Appointments: The terms and conditions of each interdisciplinary appointment shall be stated, including the proportion of the faculty member's responsibilities and effort assigned to departmental and extra-departmental activities.

6.7 -Periodic Performance Reviews

There shall be regular reviews of individual faculty performance conducted by academic administration with peer involvement where appropriate. -These reviews shall be conducted pursuant to regulations issued by the Chancellor or Chancellor's designee and shall include annual reviews of all faculty and periodic post-tenure reviews of tenured faculty.

7. PROCEDURES FOR REAPPOINTMENT, PROMOTION, AND CONFERRAL OF TENURE

7.1 -Documentation

The candidate shall assemble documentation in consultation with the Department Head in accordance with **NCSU REG05.20.20 – Reappointment, Promotion, and Tenure Dossier Format Requirements.**

7.2 -Consultation

Decisions are dependent on substantive consultation with tenured faculty by Department Heads, Deans and the Provost who are responsible for the reviews that inform these decisions. The DVF may develop procedures for consultation concerning reappointment, promotion, and tenure with other faculty in the department; such procedures should be consistently applied. If the department rule supports consultation, individuals that are not members of the DVF for the candidate's case must not be present for deliberations and voting by the DVF.

7.2.1 -Departmental Consultation

It is the responsibility of the DVF to participate in this consultation at the departmental level. The DVF shall have full access to the documentation prepared for each candidate and the opportunity and responsibility to meet as a group with the Department Head to consider the matter confidentially. ~~y.~~ In each case, the DVF shall provide a written assessment.

In each case, a vote shall be taken either by secret ballot or open ballot, with the method of voting to be decided by a majority vote of the DVF. Faculty members who cannot attend the meeting shall be expected to vote in accordance with the department's Reappointment, Promotion and Tenure Rule.

All deliberations and communications related to the DVF review of candidates and voting outcomes must remain confidential. No persons other than the DVF, or Department Head as defined in the department rule, may be present during the deliberations and voting.

7.2.1.1 DVF Composition

(a)

~~a.~~ The DVF shall consist of tenured faculty with equal or greater rank than the position for which the individual is being considered. Each college shall define if and how university and college administrators with tenure in one of its departments can participate on DVFs for reappointment, promotion, and conferral of tenure.

(b) ~~b.~~ The membership of the DVF in departments that appoint only professional faculty on contracts may vary from the definition in subsection (a). For these exceptions, see section 10.2.1(b) of NCSU-REG_05.20.34 Professional Faculty Ranks and Appointments.

7.2.1.2 ~~If the number of departmental voting faculty~~ DVF members is fewer than three (3), the Department Head, in consultation with the existing DVF, the individual being reviewed, and appropriate other Department Heads, shall request that the Dean appoint faculty members from allied departments in such number as to provide a group of three (3) members to serve as the DVF for the case.

7.2.1.3 In the case of joint appointments, the DVF of the home department shall make the recommendation for promotion and tenure based on written input from the DVF(s) of the other appointing department(s) or may conduct a single review by a DVF made up of representatives from each department.

7.2.1.4 In the case of an appointment in which the area of work of the candidates is substantively interdisciplinary, the ~~head~~ Department Head of the faculty member's home department shall receive recommendations from tenured faculty of appropriate rank outside the department who are familiar with the interdisciplinary focus and activities of the faculty member. This may be achieved in either of two ways: (1) through written input by appropriate interdisciplinary faculty members in the deliberations of the DVF, or (2) through the Dean's creation of an interdisciplinary review committee made up of faculty from the home department and appropriate interdisciplinary faculty members; interdisciplinary review committees shall be appointed in consultation with the candidate, the Department Head of the home department and other faculty familiar with the faculty member's interdisciplinary area and approved by the Provost.

7.2.2 Dean Consultation and CRPTC Assessment

~~(a7.2.2.1)~~ The Dean, prior to making the reappointment decision or a recommendation to the Provost for promotion and/or conferral of tenure, shall consult with a duly constituted College

Reappointment, Promotion, and Tenure Committee (“CRPTC”), appointed and charged by the Dean in accordance with college rules approved by the Provost. The ~~committee~~CRPTC shall have full access to the documentation and an opportunity to confidentially discuss the case among themselves and shall provide a written assessment. A vote shall be taken either by secret ballot or open ballot, with the method of voting to be decided by a majority vote of the group. For joint or interdisciplinary appointments which involve programs or departments in more than one college, the CRPTC where the home department is located will discuss the case and provide a written assessment and vote.

~~(7.2.2.2.b).~~ In the Division of Academic and Student Affairs (DASA), which appoints only professional faculty, the Vice Chancellor and Dean shall consult with a duly constituted DASA Promotion Committee. See ~~section 10.4.2 of~~ NCSU REG_05.20.34 Professional Faculty Ranks and Appointments.

7.2.3 -Provost Consultation

A University Reappointment, Promotion, and Tenure Committee (“URPTC”), appointed by the Provost in consultation with the Chair of the Faculty, shall advise the Provost in matters relating to the policy and processes involved in reappointment, promotion, and conferral of tenure. The ~~committee~~URPTC may confidentially examine cases in the context of its process review. The Provost may consult the ~~committee~~URPTC on individual cases, and in such cases the URPTC~~committee~~ shall provide a written assessment. Unless requested by the Provost, however, the URPTC~~committee~~ does not advise on specific cases.

7.3 -Recommendations and Decisions

7.3.1 -Recommendation of Department Head

In the case of a reappointment, promotion, or conferral of tenure for an appointed faculty member, the Department Head shall provide to the Dean or equivalent academic officer the written assessment and vote of the DVF, a written recommendation by the Department Head, and any written response provided by the faculty member in accordance with section 7.4.

In the case of joint or interdisciplinary appointments, the Department Head of the home department will provide the assessment including the results of consultation with the head(s) of other departments in the appointment. The Department Head of the home department will provide the Dean with the written assessment and vote of the department faculty or joint DVF and any written response provided by the faculty member.

7.3.2 -Dean’s Decision and Recommendation

7.3.2.1 -In the case of reappointment of a tenure-track faculty member, the Dean’s decision is final except when recommending non-reappointment. In the case of joint appointments, the Dean of the college where the home department is located will make a recommendation on reappointment including the results of consultation with the Dean of the other participating college(s).

7.3.2.2 -In the case of non-reappointment, promotion and conferral of tenure, the Dean shall provide to the Provost the written assessments, votes, and written recommendations provided from the DVF, Department Head, ~~and CRPTC~~College Reappointment, Promotion, and Tenure Committee, ~~and the Dean’s a written recommendation~~, and any responses provided by the faculty member in accordance with section 7.4.

7.3.3 -Provost’s Decision and Recommendation

In the case of promotion and conferral of tenure, the Provost shall make a recommendation to the Chancellor for all positive decisions after consideration of the faculty member's dossier, vote and assessment of the DVF, recommendation of the Department Head, vote and assessment of the College RPT-Committee, and recommendation of the Dean. The Provost may consult appropriate university-level academic officers in making these decisions. In the case of negative decisions, the Provost's decision is final.

7.4 -Opportunity for Faculty Response to Written Assessments and Recommendations

The faculty member shall be provided the written assessment and recommendation at both the department and college levels and shall be given an opportunity to provide a timely written response at both levels. These responses shall become part of the documentation of the review for succeeding levels.

7.5 -Sharing of Written Assessments, Recommendations, and Responses in the Reappointment, Promotion and Tenure Review

Upon completion of the department review, the Department Head shall provide to the DVF ~~his or her~~the Department Head's written assessment and recommendation, and any responses provided by the faculty member to the Department.

Upon completion of the college review, the Dean shall provide to the DVF, the Department Head, and the College RPT-Committee an opportunity to review the following documents: the written assessment and vote of the College RPT-Committee, the written assessment and recommendation of the Dean, and any responses provided by the faculty member to the College assessments and recommendations.

7.6 ~~Communication~~Notice of Decisions

7.6.1 ~~Non-Reappointment~~Timely Notification

For full time tenure-track faculty, notice of ~~reappointment or a non-reappointment~~ (decision not to reappoint a tenure track faculty member after the initial contract period) shall be in accordance with the notice requirements of Section 604 AB of The Code for full-time faculty at the rank of ~~instructor, assistant professor, or associate professor~~, which are as follows.

(a) ~~De~~uring the first year of continuous service at the institution, the faculty member shall be given not less than ~~9~~60 calendar days' written notice before the specified employment contract expires;

(b) ~~De~~uring the second year of continuous service at the institution, the faculty member shall be given not less than ~~18~~90 calendar days' written notice before the specified employment contract expires;

(c) ~~A~~fter two or more years of continuous service at the institution, the faculty member shall be given not less than 12 months' written notice before the specified employment contract expires.

7.6.2 Denial of Tenure

For a denial of tenure decision, a faculty member shall be given not less than 12 month's' written notice before the faculty member's appointment expires.

7.6.3 Denial of Promotion

For a denial of promotion in rank, the faculty member shall be given written notice within a reasonable time following the final faculty employment decision not to promote.

Failure to give timely notice of non-reappointment will oblige the Provost thereafter to offer a terminal appointment of one academic year. Notice of non-reappointment shall be given in a letter from the Provost containing the decision not to reappoint.

7.7 -Review of Non-reappointment, Denial of Tenure, and Denial of Promotion Decisions

7.7.1A ~~probationary~~ faculty member who is notified of a terminal appointment or a non-reappointment, pursuant to section 4.2 or 4.3, or who is denied a promotion not attendant to the granting of tenure (i.e., promotion in rank from Associate Professor to Professor) shall be granted upon request an interview meeting with the Department Head to discuss the decision. After meeting with the Department Head, the faculty member shall may also upon request be granted a subsequent interview meeting with the Dean to discuss the decision.

7.7.2 After these interview meetings, if the faculty member believes the decision not to reappoint was based upon his or her exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; discrimination as defined and prohibited by **NCSU POL 04.25.05 Equal Opportunity and Non-Discrimination Policy**, personal malice; or due to a material procedural irregularity that casts substantial doubt on the integrity of the decision not to reappoint, he or she the faculty member may file a request to review the decision pursuant to Section 604C of *The Code* and UNC Policy Manual 101.3.1.2[R] Regulation on Non-Reappointment, Denial of Tenure, and Denial of Promotion under Section 604 of *The Code*.

7.7.3 This review shall be limited solely to determining whether the decision was due to an Impermissible Basis as defined in Section 604C of *The Code* (i.e., based upon the exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; membership in a group protected from discrimination under state or federal law; other violation of state or federal law; or material violation of applicable university policies for reappointment that materially affected the decision).

7.7.4 **NCSU POL 05.25.01 – Faculty Grievance and Non-Reappointment Review Policy.** This review shall be limited solely to determining whether the decision not to reappoint was based upon any of the above-listed grounds. Campus-based processes and procedures for review of such decisions that implement the requirements established by Section 604C and the UNC Policy Manual are found in **NCSU POL 05.25.01 – Faculty Grievance and Review Policy.**

8. DISCHARGE, SUSPENSION, OR IMPOSITION OF SERIOUS SANCT DEMOTION

During any probationary or tenured appointment, a faculty member with the institutional guarantee of academic tenure (i.e., tenured, tenure-track, or full-time professional faculty member on contract for a specified term) may be discharged, suspended without pay, or demoted in rank or subject to the imposition of a serious sanction (defined as demotion in rank or suspension without pay) only in accordance with the procedures prescribed in **Section 603 of *The Code*** and UNC Policy Manual 101.3.1.1[R] Regulation on Disciplinary Discharge, Suspension, or Demotion under Section 603 of *The Code*.

8.1 Regulations issued by the Chancellor or Chancellor's designee shall address the Campus-based processes and procedures for disciplinary discharge, suspension, or demotion that implement

the requirements established by Section 603 and the UNC Policy Manual are found in NCSU REG 05.25.05 – Faculty Discharge Hearing Procedures. ~~composition and appointment of a hearing committee.~~

8.2 -As specified in **Section 603 of The Code of The Code**, discharge, ~~suspension, or demotion or imposition of a serious sanction~~ may be based only upon one or more of the following ~~permissible~~ reasons:

8.2.1 ~~Incompetence~~, including significant, sustained unsatisfactory performance after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time;

8.2.2 ~~Neglect of duty~~, including ~~but not limited to the~~ sustained failure to: ~~meet assigned classes, respond to communications from individuals within the faculty member's supervisory chain, report to their employment assignment and continuing to be absent for fourteen (14) consecutive calendar days without being excused by their supervisor,~~ or to perform other ~~significant faculty professional obligations~~ essential duties of their position; or

8.2.3 ~~Misconduct~~ of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, including violations of professional ethics ~~or engaging in other unethical conduct; violation of university policy or law;~~ mistreatment of students or ~~other~~ employees;; research misconduct;; financial ~~or other~~ fraud;; ~~or~~ criminal, or other illegal, ~~unethical,~~ or inappropriate conduct. To justify ~~formal discharge, suspension, or demotion, such imposition of serious sanction for misconduct,~~ the misconduct should be either (a) sufficiently related to a faculty member's ~~academic~~ responsibilities as to disqualify the individual from effective performance of ~~university job~~ duties, or (b) sufficiently serious as to adversely reflect on the individual's honesty, trustworthiness or fitness to be a faculty member. A serious sanction less severe than discharge may be imposed depending on the nature and circumstances of the misconduct.

8.3 The reasons for discharge, ~~suspension, or demotion or imposition of serious sanction~~ (incompetence, neglect of duty, misconduct) are not mutually exclusive. Certain facts presented to support a discharge, ~~suspension, or demotion or serious sanction~~ may fall under one or more of the reasons listed above. So long as there is sufficient evidence of the underlying facts to support a discharge, ~~suspension, or demotion or serious sanction~~, an action shall not be invalid because the reason provided mislabeled or miscategorized the underlying facts.

8.4 ~~At any point after procedures for the imposition of discharge, suspension, or demotion are initiated, the Chancellor or Provost (as chief academic officer) has the discretion to place a faculty member on administrative leave with pay at any time if the Chancellor or Provost determine in his or her discretion that circumstances warrant it and may choose to do so at any time. The decision to place a faculty member on administrative leave without pay is not grievable under any process under The Code. The Chancellor or Provost (as chief academic officer) has the discretion to either reassign the faculty member to other duties or to place the faculty member on administrative leave with pay. Reassignment or placement on administrative leave with pay is not a disciplinary action. at any time if the Chancellor determines in his or her discretion that exceptional circumstances warrant it, and may choose to do so regardless of whether notice of intent to discharge or impose a serious sanction has been issued.~~

9. SEPARATION OF FACULTY EMPLOYMENT

9.1 -Resignation

A faculty member who intends to resign from employment should consult with Human Resources and has the obligation to give timely written notice of that intention to the head of the department in which the faculty member is appointed to ensure continuity of essential activities. Tenure ceases on the date of the resignation.

9.2 Termination Due to Financial Exigency or Program Curtailment or Elimination

9.2.1 -During a probationary or tenured appointment, termination of faculty employment shall occur in accordance with the provisions of Section 605 of The Code only because of 1) a demonstrable, bona fide institutional financial exigency, or 2) the major curtailment or elimination of a teaching, research, or public service program. _

~~9.2.2~~ Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research, or public service program shall be made by the Chancellor, after consulting with the academic administrative officers and faculties as required by Section 605C(1) subject to the concurrence by the president and then approval by the ~~of the departments or other units that might be affected, the academic administrative officers, the Faculty Senate, and the Board of Trustees~~ Board of Governors. If the financial exigency or program curtailment or elimination is such that the institution's contractual obligation to a faculty member may not be met, the employment of the faculty member may be terminated in accordance with institutional procedures that afford the faculty member a fair hearing on the decision.

~~In this or any subsequent consultation process, a faculty appointment may be terminated only after it is determined by the Chancellor, following careful review of alternatives, that the condition of financial exigency cannot be alleviated by less drastic means. The determination of financial exigency or a major curtailment or elimination of a teaching, research, or public service program is subject to concurrence by the President and approval by the Board of Governors.~~

~~9.2.2~~ An individual faculty member whose employment is to be terminated shall be notified of this fact in writing. This notice shall include a statement of the conditions requiring termination of employment, a disclosure of pertinent financial or other data upon which the termination decision was based, and a general description of the procedures followed in making that decision, and a disclosure of pertinent financial or other data upon which the decision was based. Timely notice of termination shall be given as follows:

When the termination is due to program curtailment or elimination:

- A faculty member who has permanent tenure shall be given not less than 12 months' notice; and
- A faculty member appointed to a fixed term without permanent tenure shall be given notice in accordance with the requirement specified in Section 605 BA of The Code.

When the termination is due to financial exigency, the university will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as that set forth above for termination due to program curtailment or elimination.

9.2.3 For a period of two (2) years after the effective date of termination for any reason specified in Section 605A, the university shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer shall be made in such a manner that provides proof of delivery. The faculty member will be given 30 calendar days after attempted delivery of the notice to accept or reject the offer. The university shall provide reasonable assistance in finding other employment upon the request of a faculty member whose employment has been terminated.

9.2.4 If it appears that the institution will experience an institutional financial exigency or consider a major program curtailment or elimination, the Chancellor (or Chancellor's designee) shall first seek the advice and recommendations of the academic administrative officers and faculties of the departments or other units that might be affected.

~~9.2.53 -In determining which faculty member's employment is to be terminated for reasons set forth in Section 605A, if there must be termination of faculty appointments, the Chancellor shall give consideration to tenure status, years of service at the university, and other factors deemed relevant in determining whose employment is to be terminated. The primary consideration, however, shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the university.~~

~~9.2.4 A faculty member whose employment is to be terminated shall be notified of this fact in writing. This notice shall include a statement of the conditions requiring termination of employment, a disclosure of pertinent financial or other data upon which the termination decision was based, and a general description of the procedures followed in making that decision.~~

~~9.2.56 -If a faculty member whose employment is to be terminated alleges that the decision to terminate was arbitrary or capricious, the faculty member may request reconsideration of the termination. A hearing committee of the Faculty Hearings Panel shall afford the faculty member a fair hearing, according to the procedures of Section 605 of The Code. This hearing shall be limited to the question of whether the decision to terminate was arbitrary or capricious. The Chancellor's final decision may be appealed to the Board of Trustees in the manner provided for by Section 605C (6) of The Code.~~

~~9.2.6 The university, when requested by a faculty member whose employment has been terminated, shall give reasonable assistance in finding other employment. For a period of two (2) years after the effective date of termination the university shall not replace the faculty member without first offering the position to the person whose employment was terminated.~~

Procedures for faculty member to seek a reconsideration procedure as described in Section 605 of *The Code* are included in [NCSU REG 05.25.04 Faculty Grievance and Non-Reappointment Review](#).

9.3 -Retirement

Faculty members may apply for retirement when eligible in accordance with the provisions of the North Carolina Statutes (Chapter 135). Tenure ceases on the effective date of retirement. Upon entering the UNC Phased Retirement Program, a faculty member relinquishes his or her permanent tenure in exchange for a three (3) year fixed-term contract.

9.4 Non-Disciplinary Separation

A faculty member with permanent tenure or appointed to a specified term of service before the term has expired may be subject to a non-disciplinary separation from employment pursuant to Section 602(6)(d) of *The Code* when:

- The faculty member is unable to perform the essential functions of the job due to a medical condition or the vagueness of a medical prognosis and the university and the faculty member are unable to reach agreement on a return-to-work arrangement that meets both the needs of the university and the faculty member's condition, and the university has demonstrated a business or operational need to fill the faculty member's position; or
- Notwithstanding any unexhausted leave credits and leave benefits, the faculty member is unable to perform all of the position's essential duties due to a court order, or due to the loss of credentials or certification required for the position and that would render the faculty member unable to perform all of the essential functions of the job.

A separation under this section is not considered to be disciplinary. A faculty member may file a grievance pursuant to Section 607 with respect to a non-disciplinary separation under this section. In the event that such a grievance is filed, the burden shall be on the university (rather than the faculty member) to demonstrate that the faculty member was unavailable based on one of the above-listed grounds and that the university took reasonable steps to avoid separation.

Revisions to POL 05.25.01 Faculty Grievance and Review Policy Overview

- Updated to include changes to Chapter IV of the *UNC Code* (Academic Freedom and Tenure) and associated regulations (UNC 101.3.1.1[R], UNC 101.3.2.1[R], UNC 101.3.1.3[R])
- Substantive Changes:
 - “Faculty Grievance/Review Committee” name change to “Faculty Proceedings Committee” to accommodate the range of panels referenced in *the Code*--Disciplinary Hearing Panel (Section 603), Review Panel (Section 604), Reconsideration Hearing Panel (Section 605), and Grievance Panel (Section 607).
 - Introduces “Impermissible Bases” as mentioned above
 - Clarifies Grievances under Section 607--General Grievances, Post-Tenure Review grievances (impermissible basis), and Non-disciplinary Separation grievances.

PRR ROUTING SHEET

PROPOSED REVISION TO: POL 05.25.01 Faculty Grievance, Review and Hearings Policy
NEXT REVIEW SCHEDULED FOR: ___ 1-year ___ 3-years X 5-years

Rationale:

Changes to Chapter IV of *The Code*, UNC Policy Manual 101.3.1.1[R] Regulation on Disciplinary Discharge, Suspension, or Demotion under Section 603 of *The Code*, 101.3.1.2[R] Regulation on Non-Reappointment, Denial of Tenure and Denial of Promotion under Section 604 of *The Code*, and 101.3.1.3[R] Regulation of Grievances Filed Pursuant to Section 607 of *The Code*.

Consultation Process:

	Name/Title/Department	Date
PRR Process Point of Contact	Laura Nelson, Associate Vice Provost for Academic Personnel and Policy, Office of Faculty Excellence	10.8.24
Responsible Official Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule	Warwick Arden, Executive Vice Chancellor and Provost	10.8.24
Executive Officer Delegated authority to review & approve	Kimberly Grainger, Senior Vice Provost for Faculty Excellence, Office of Faculty Excellence	10.8.24
Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer (add more rows as necessary)	Faculty Senate Personnel and Policy Committee	9.24.24
Office of General Counsel	Sarah Lannom, Office of General Counsel	10.9.24
Submitted to Chancellor's office for inclusion on the Chancellor's Cabinet meeting agenda:		10.10.24

NC STATE UNIVERSITY
Policies, Regulations and Rules

Authority Board of Trustees
Title Faculty Grievance and Non-Reappointment Review Policy
Classification POL 05.25.01
PRR Subject Grievance
Contact Info Vice Chancellor and General Counsel (919-515-3071); <u>Senior</u> Vice Provost for Faculty <u>Excellence</u>Affairs (919-513-7741)

History: First Issued: September 20, 1996. Last Revised: [November 22, 2019](#).

Related Policies:

[UNC Code – Chapter VI \(Sections 603, 604, 605 and 607\) UNC Code Section 607- Faculty Grievance Process](#)

[UNC Policy Manual 101.3.1.1\[R\] – Regulation on Disciplinary Discharge, Suspension or Demotion under Section 603 of *The Code* UNC Policy Manual 101.3.1.2\[R\] – Regulation on Non-Reappointment, Denial of Tenure and Denial of Promotion under Section 604 of *The Code*](#)

[UNC Policy Manual 101.3.1.3\[R\] – Regulation on Grievances Filed Pursuant to Section 607 of *The Code* NCSU POL05.35.01 - Mediation Policy and Procedure NCSU POL 05.20.01 - Appointment, Reappointment, and Permanent Tenure NCSU REG 04.25.02 - Discrimination, Harassment and Retaliation Complaint Procedures NCSU REG 05.20.34 - Professional Faculty Ranks and Appointments](#)

[NCSU REG 05.25.04 – Faculty Grievance and Non-Reappointment Review NCSU REG 05.25.05 – Faculty Discharge Hearing Procedures](#)

[~~UNC Code Section 604 – Appointment, Non-Reappointment, Denial of Tenure, and Requirements of Notice and Review Denial of Promotion~~](#)

[~~UNC Code Section 607 – Faculty Grievance Process Committee for Constituent Institutions~~](#)

[~~UNC Code Section 610 – Rights of Special Faculty Members~~](#)

[~~UNC Policy Manual 101.3.1.2\[R\] – Regulation on Review of Non-reappointment, Denial of Tenure, and Denial of Promotion Decisions under Section 604 of *The Code*~~](#)

[~~UNC Policy Manual 101.3.1.3\[R\]2 – Regulation on Grievances Filed Pursuant to Section 607 of *The Code*~~](#)

[~~NCSU POL01.05.08 – Faculty and EHRA Non-Faculty Appeals to Board of Trustees~~](#)

[~~NCSU POL04.25.05 – Equal Opportunity, and Non-Discrimination and Affirmative Action Policy~~](#)

[~~NCSU REG 04.25.02 – Discrimination, Harassment and Retaliation Complaint Procedures~~](#)

[~~NCSU POL05.35.01 – Mediation Policy and Procedure~~](#)

~~NCSU POL 05.20.01 – Appointment, Reappointment, and Permanent Tenure~~
~~NCSU REG 05.20.34 – Professional Faculty Ranks and Appointments~~
~~NCSU REG 05.25.04 – Faculty Grievance and Non-reappointment Review Procedures~~

Additional References:

~~Report of the 604 Non-Reappointment Review Panel~~

~~Report of the 607 Grievance Panel~~

1. INTRODUCTION

The purpose of this policy is to provide an internal university process for the good faith resolution of employment-related faculty issues. Employment related faculty issues covered by the Code of the Board of Governors of the University of North Carolina (*The Code*) include (a) grievances in which a faculty member seeks redress concerning general employment-related actions ~~including post-tenure review and denial of promotion~~ (Section 607 of *The Code*) and (b) reviews of ~~non-reappointment~~ decisions of ~~non-reappointment, denial of tenure, and denial of promotion~~ ~~tenure-track faculty members~~ (Section 604 of *The Code*) ~~and separation due to financial exigency or program curtailment (Section 605 of *The Code*)~~. This policy implements the general requirements set forth in *The Code*, while NCSU REG 045.25.04 (Faculty Grievance and ~~Non-Reappointment~~ Review Procedures) establishes the procedures to be followed for a grievance or ~~non-reappointment~~ review including but not limited to the specific steps involved for the entire grievance or review process. ~~Separation due to financial exigency or program curtailment (Section 605 of *The Code*) is covered in NCSU POL 05.20.01 and REG 05.20.34.~~

2. FACULTY GRIEVANCE/REVIEW COMMITTEE

2.1 Faculty ~~Grievance/Review~~ Proceedings Committee Membership

There shall be a standing university committee elected by the General Faculty and designated as the Faculty ~~Grievance/Review~~ Proceedings Committee (the “Committee”). ~~This Committee will include representation from each college and professorial rank as well as tenured and professional track faculty sufficient to seat the following Panels:~~

- ~~•A Disciplinary Hearing Panel for hearings related to disciplinary discharge, suspension, or demotion (Section 603 of *The Code*)~~
- ~~•A Review Panel for non-reappointment, denial of tenure, and denial of promotion (Section 604 of *The Code*)~~
- ~~•A Reconsideration Hearing Panel in cases of separation due to financial exigency or program curtailment (Section 605 of *The Code*)~~
- ~~•A Grievance Panel for issues that fall under Section 607 of *The Code*.~~

~~The Committee may not include any person in an administration position (dean, department head, or faculty with administrative appointments > 0.5 FTE). Members of the Committee must complete annual training from the Office of General Counsel before serving on a panel. Additional~~

information regarding the selection and composition of this Committee is included in accompanying regulations.

~~Each college shall elect two (2) members of the General Faculty to serve. At least one member from each college must be a tenured associate or full professor; the membership from colleges that appoint faculty only on non-tenure track contracts may vary from this requirement. The General Constituency shall elect two (2) members to serve. The Faculty Grievance/Review Committee may not include any officer of administration (i.e., dean, department head) anyone with an administrative appointment. Committee members will be elected to an initial two-year term and may be eligible for re-election to an additional two-year term. After serving two consecutive terms, a faculty member can become eligible for re-election after a break of one year. Elections shall be held annually and the terms of the members shall be staggered. The timing of and procedures for elections shall coincide with the elections for the Faculty Senate. Members of the Faculty Grievance/Review Committee must complete annual training from the Office of General Counsel before serving on a grievance or review panel.~~

2.2 Faculty ~~Grievance/Review~~Proceedings Committee Chair

The Chancellor shall appoint a chair of the ~~Faculty Grievance/Review~~ Committee from the elected members after conferring with the Chair of the Faculty. The ~~Faculty Grievance/Review~~ Committee Chair shall be appointed for a two-year term; if the Chair is unable to complete the two-year term, the Chancellor shall confer with the Chair of the Faculty and appoint a new ~~Faculty Grievance/Review~~ Committee Chair from the ~~Faculty Grievance/Review~~ Committee to finish the term. The Faculty ~~Grievance/Review~~ Committee Chair shall be responsible for appointing members from the ~~Grievance/Review Committee~~ to serve on the committees or panels listed above in 2.1 panels to hear faculty grievances or reviews. The ~~Faculty Grievance/Review~~ Committee Chair shall also be responsible for making an annual report to the Faculty Senate and the Chancellor concerning the review and grievance processes. As necessary, the ~~Faculty Grievance/Review Committee Chair~~ may, in collaboration with the Faculty Senate Governance and Personnel Policy Committee, conduct a periodic review of the grievance and review process for the purpose of considering any proposed revisions to this policy or any accompanying regulations.

3. REVIEWS OF NON-REAPPOINTMENT DECISIONS RELATED TO TENURED AND TENURE-TRACK FACULTY (UNDER SECTION 604) OF THE CODE

Within the University, important faculty personnel decisions are based on evaluations of performance rendered by a candidate's colleagues and supervisors, who are in the best position to make such judgments. These assessments are not the product of mechanically applied checklists, criteria, or formulas; there is no simple litmus test for outstanding job performance. Rather, these decisions must reflect careful exercises of discretion, in which the faculty colleagues draw on their own academic knowledge, experience, and perceptions to evaluate the candidate's qualifications and performance. The academic review process seeks to obtain the collective good faith professional academic judgment of the candidate's colleagues and administrators as the basis for personnel decisions. These decisions are entitled to great deference and weight, and, as such, must be based on considerations that are relevant to the candidate's performance and potential to contribute to the good of the institution. ~~604A Review is applicable to tenured and tenure track faculty members.~~

~~Tenure-track and tenured A-faculty members may seek R-reviews of a non-reappointment decisions under Section 604A of The Code (including non-reappointment, a denial of tenure, or denial of promotion) pursuant to Section 604 of The Code may be sought by tenure-track faculty members (“Non-Reappointment Review”). The faculty member who seeks a Non-Reappointment Review is the petitioner, on the grounds set forth in Section 3.1. -~~

3.1 Grounds for ~~Non-reappointment~~Section 604 Review (~~Non-Reappointment, Denial of Tenure, Denial of Promotion~~)

A ~~Non-Reappointment r~~Review of a decision under Section 604A of *The Code* (“Review”) may proceed only on the grounds that the ~~non-reappointment~~ decision was based on one or more of the following (“~~Impermissible Baseis~~”):

- ~~• The procedures followed to reach the decision materially deviated from prescribed procedures such that doubt is cast on the integrity of the decision not to reappoint;~~
- The exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina ~~Constitution; Constitution;~~
- ~~The faculty member’s membership in a group protected from discrimination under state or federal law; Discrimination as defined and prohibited by NCSU POL 04.25.05 (Equal Opportunity and Non-Discrimination Policy); or~~
- ~~Other violation of state or federal law; or~~
- ~~Personal malice, which is dislike, animosity, ill-will, or hatred based on personal characteristics, traits or circumstances of an individual that are not relevant to valid university decision making. Additional information regarding personal malice and non-reappointment decisions is provided in UNC 101.3.1.2[R] Regulation on Review of Nonreappointment Decisions Under Section 604 of The Code, Section II.A. Material violation of applicable university policies for reappointment, promotion, and tenure that materially affected the decision.~~

3.2 Filing a Petition for a ~~Non-Reappointment~~ Review

A petition for a ~~Non-Reappointment~~ Review must be filed within ~~sixty-thirty (360)~~ calendar days of notice of the ~~non-reappointment~~ decision and must state the grounds for the ~~petition~~Review—specifically, a statement of the facts to support a claim that the ~~non-reappointment~~ decision was based on one or more ~~Impermissible Baseis of the above-listed grounds~~listed in section 3.1.1. ~~The petition must include the grounds for the petition, specifically, a statement of facts to support a claim that the non-reappointment decision was based on one or more of the above-listed grounds in section 3.1.~~
~~If the faculty member does not request review of the decision within this timeframe, the decision is final without recourse to any further review or appeal.~~

3.3 Purpose of the ~~Non-Reappointment~~ Review.

The purpose of ~~reviewing non-reappointment decisions~~ a Review is to determine if the decision was based on one or more Impermissible Basis ~~is materially flawed, in violation of applicable laws, policies, standards, or procedures~~. The purpose is not to second guess professional academic judgments based on permissible considerations. ~~Rather, the purpose of a non-reappointment review is to determine whether the decision was based on one or more of the considerations set forth in section 3.1. A non-reappointment decision~~ decision cannot be reversed as the result of a Review, rather where the petitioner shows by a preponderance of the evidence that the non-reappointment decision was based on one or more of the Impermissible grounds Basis as listed in section 3.1, the non-reappointment decision may be subject to reassessment.

4. EMPLOYMENT RELATED GRIEVANCES (SECTION 607)

Section 607 of The Code provides for employment related grievances separate from and unrelated to reviews of a non-reappointment under Section 604. Any faculty member may seek redress through an employment-related grievance pursuant to Section 607 of *The Code* during the faculty member's employment at NC State ("Grievance"). The Grievance process is available to actively employed faculty members at NC State. A faculty member whose employment ends during the pendency of a Grievance proceeding is not entitled to continue the Grievance, however, the Chancellor may, in their sole discretion, determine that it is in the best interest of NC State to continue the Grievance.* ~~The faculty member who seeks review of a decision that adversely affected his/her employment is the grievant. If the grievant is separated from employment while the grievance is pending, the grievance must be dismissed as being administratively closed.~~

*A faculty member who has been subject to a non-disciplinary separation pursuant to 602(6)(d) of The Code may maintain a Grievance even after separation (see section 4.3) without permission from the Chancellor. This Grievance must be filed within 60 days of notification of separation.

4.1 ~~General Grievances Defined~~ General Grievance

~~General Grievances are~~ A General Grievance is limited to matters directly related to a faculty member's terms and conditions of employment status and institutional relationship within NC State, provided that:. A General Grievance must:

- Be based upon a decision made by an administrator in a supervisory role over the faculty member; and
- Allege that the decision was in violation of a federal or state law, UNC Policy or Regulation, and/or NC State's policies, regulations, and rules; and
- Allege how the faculty member was negatively affected by such decision.

The administrator who made the decision that negatively affected the faculty member shall be the respondent.

4.1.1 ~~The faculty member has been adversely affected in professional or academic capacity, and~~

{Current POL-05.25.01 Faculty Grievance Nonreappointment Review Policy.1}

4.1.2 The adverse action is due to an administrator's decision that is alleged to violate the law, or a university policy, regulation, or rule (PRR).

The administrator who made the decision that adversely affected the faculty member shall be the respondent.

4.2 Post-Tenure Review Grievances

A tenured faculty member may file a Post-Tenure Review Grievance for a post-tenure review decision with an overall finding of "does not meet expectations" based on one or more of the same grounds as for a non-reappointment review Impermissible Basis as set forth in Section 3.1. (see above listed bulleted items in section 3.1).

The administrator who made the determination of an overall "does not meet expectations" for a faculty member's post-tenure review will be the respondent in a Post-Tenure Review Grievance. Members of the post-tenure review committee may be called as witnesses by either party.

4.3 Non-Disciplinary Separation Grievances

Section 602(6)(d) of The Code provides for a non-disciplinary separation from employment of a faculty member with permanent tenure or of a faculty member appointed to a specified term of service before the term expires under certain circumstances. A faculty member may file a Non-Disciplinary Separation Grievance with under Section 602(6)(d) respect to a non-disciplinary separation under that subsection. In the event that such a Grievance is filed, the burden shall be on the university (rather than the grievant) to demonstrate that the faculty member was unavailable based on one of the grounds listed in subsection Section 602(6)- (d)(i) or (ii) and that the university took reasonable steps to avoid separation.

4.34 Filing a Grievance

A Grievance must be filed within sixty (60) calendar days of the decision alleged adverse action negative decision that is the basis of the Grievance. The Grievance must include state the grounds for the Grievance, which must include meaning a statement of facts to support a claim that an administrator's decision:

4.34.1 For General Grievances: violated the state or federal law, or a UNC System or NC State university policy, regulation, or rule (PRR), and how the decision adversely negatively affected the grievant; or. The purpose of a Grievance is to determine whether the grievant has been negatively affected by an administrative decision under section 4.1, 4.2, or 4.3.

4.34.2 For Post-Tenure Review Grievances: was based on one or more Impermissible Basis of the same grounds as for a non-reappointment review as set forth in Section (see above listed bulleted items in section 3.1). For Post-Tenure Review Grievances, the purpose is not to second guess professional academic judgments based on permissible considerations.

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4.4.3 For Non-Disciplinary Separation Grievances: did not meet the requirements of demonstrating that the faculty member was unavailable based on one of the grounds listed in Section 602(6)(d)(i) or (ii) and that the university failed to take reasonable steps to avoid separation.

The Grievance must also include name of the administrator responsible for the **alleged improper/negative** decision (the respondent). ~~Persons may be named as respondents only if they were active and substantial participants in the decision being grieved.~~ Lastly, the **Grievance form** must include the redress or relief sought.

4.45 Purpose of the Grievance

~~The purpose of a Grievance is to determine whether the grievant has been adversely affected by an administrative decision under section 4.1 or 4.2. For post-tenure review Grievances, the purpose is not to second-guess professional academic judgments based on permissible considerations. For Grievances filed under section 4.3, the purpose is to determine whether the faculty member was unavailable based on the requirements in Section 602(d)(6) and whether the university took reasonable steps to avoid separation.~~

4.556 Non-Grievable Matters.

~~Issues or actions that are not grievable under this policy include~~The Grievance Committee may not consider a matter that is subject to Section 603, Section 604, or Section 605 of *The Code* or a matter that is not grievable as defined in UNC Policy Manual 101.3.1.3[R] including:

—4.55.1 Dissatisfaction with the general application of a university, college or departmental policy, regulation, or rule (PRR);

4.55.2 Non-renewal or non-extension of an existing fixed term appointment for non-tenure track faculty upon expiration of the term; ~~and~~

4.5.34.5.3 ~~Complaints or matters, grievances or appeals~~ that are subject to ~~another university procedure or within~~ the jurisdiction of another university committee, ~~or subject to another institutional process as may be required by law;~~ (e.g., research misconduct complaints, intellectual property determinations, campus police trespass appeals, Title IX proceedings, etc.);

4.5.4 Disputes between faculty colleagues, disputes between faculty and staff members, disputes between faculty and students; and

4.5.5 Decisions that do not directly affect the terms and conditions of employment, decisions on teaching loads and assignments, or business decisions about the allocation of university resources other than the faculty member's compensation.

~~— Section 603 discharge or sanction cases, etc.—~~

4.67 Grievances and Discharge, Suspension, or Demotion /Imposition of Serious Sanctions (Section 603) of *The Code*

If a grievant is named in a proceeding pursuant to Section 603 of *The Code* for discharge for cause, suspension without pay, or demotion in rank or imposition of other serious sanction, the Grievance will be dismissed if it relates to the Section 603 proceeding. If the Grievance is unrelated to the Section 603 proceeding, it will be held in abeyance until the conclusion of the Section 603 proceeding. If the Section 603 proceeding results in discharge, the Grievance will be dismissed. If the Section 603 proceeding does not result in discharge, the Grievance may proceed.

5. —PROCEDURES FOR GRIEVANCES AND ~~NON-REAPPOINTMENT~~ REVIEWS

The procedures for Grievances and ~~Non-Reappointment~~ Reviews—including the specific steps in those processes—are contained in this policy's companion regulation, REG 05.25.04 Faculty Grievance and Non-Reappointment Review~~NCSU REG-054.25.04 (Faculty Grievance and Non-Reappointment Review Procedures)~~. Faculty members interested in pursuing a petition for a Non-Reappointment Review or a Grievance or Review should refer to that regulation.

6. —CHANCELLOR'S DECISION

The Chancellor shall issue the final decision for any ~~Non-Reappointment Review or Grievance or Review if the matter proceeds to a Non-Reappointment Review or Grievance Panel Hearing. For a Grievance or Review subject to a hearing before a faculty panel,~~ the Chancellor must base ~~his or her~~their decision on a thorough review of (1) the ~~record~~ evidence in the record from the hearing, and (2) the recommendation of the Panel. If the Chancellor is considering taking an action that is inconsistent with the recommendation of the Panel, the Chancellor should consult with the Panel—either in person or in writing—before making a decision. While the Chancellor should give appropriate deference to the Panel's findings and recommendations, the final campus-based decision is the Chancellor's. The Chancellor shall notify the faculty member and relevant administrators of the Chancellor's decision in writing; the notice of the decision to the faculty member must be by a method which produces adequate reasonable evidence of delivery, such as university e-mail. If the Chancellor's decision is not in favor of the faculty member, the decision may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

7. —REPORT OF THE FACULTY GRIEVANCE/REVIEW COMMITTEE CHAIR

The ~~Faculty Grievance/Review~~ Committee Chair, together with the Chair of the Faculty, shall make an annual report to the Faculty Senate and the Chancellor concerning the ~~Non-Reappointment Review and Grievance and Review grievance, review, and hearings~~ processes. This report shall summarize, without disclosing specific details, the types of grievances and/or reviewsmatters considered, findings by categories and final administrative decisions. As necessary, the ~~Faculty Grievance/Review~~

Committee Chair shall convene a meeting of the Faculty Senate Governance and Personnel Policy Committee and the Faculty ~~Grievance/Review~~Proceedings Committee for the purpose of considering any ~~proposed~~ revisions to this policy and/or the accompanying regulations for the grievance, review and hearing processes for faculty. the Non-Reappointment Review and Grievance and Review procedure for faculty.

8. —DELEGATION TO CHANCELLOR

8.1 The Chancellor is authorized to establish regulations to implement this policy, provided the regulations are consistent with the UNC Code ~~or~~and this policy. The Faculty Senate shall be consulted in the review of regulations associated with this policy.

~~8.2 The Chancellor may grant exceptions to this policy in any case where following the policy would result in substantial unfairness (e.g., if the Chancellor has a conflict of interest, another decision-maker may be designated). Any such exception should be reported to the Faculty Grievance/Review Committee Chair, the Non-Reappointment Review/Grievance Panel Chair, and the parties. The Chancellor has the discretion to designate another decision-maker under this policy in any case where the Chancellor has a conflict of interest or is otherwise unable to serve as the decision-maker. Any such exception should be reported to the Committee Chair, the Panel Chair, and the parties.~~

Proposed new Policy POL 05.50.01 Post Tenure Review Overview

This policy accompanies a more specific regulation about post-tenure review. At the last Cabinet meeting, the [regulation](#) was approved. This policy is required to accompany the approved regulation.

- Updated to reflect revisions to UNC Policy 400.3.3 Performance Review of Tenured Faculty and its accompanying regulation, UNC Policy 400.3.3.1[R].
- Substantive Changes:
 - Faculty who *exceeded expectations* must receive recognition
 - At the beginning of each PTR cycle, faculty members and department heads must develop a Five-Year Work Plan, annual work plan, and annual reviews must be included in PTR
 - Faculty members must include a candidate statement (previously optional)

PRR ROUTING SHEET

PROPOSED REVISION TO: POL 05.50.01 Post Tenure Review
NEXT REVIEW SCHEDULED FOR: ___ 1-year ___ 3-years ___x_ 5-years

Rationale: A post tenure review policy is required to be approved by the Board of Trustees by the System Office. The PTR REG was already approved.

Reference: [400.3.3 II.D.](#) - PTR policies shall be approved by the constituent institution's board of trustees. The system office policy was approved in January of 2024 and the regulation was approved in March of 2024. This new policy is to align with those changes from last academic year.

Consultation Process:

	Name/Title/Department	Date
PRR Process Point of Contact	Kim Grainger, Senior Vice Provost for Faculty Excellence	10/23/24
Responsible Official Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule	Kim Grainger, Senior Vice Provost for Faculty Excellence	10/23/2024
Executive Officer Delegated authority to review & approve	Warwick Arden, EVC and Provost	10/23/24
Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer (add more rows as necessary)	Sarah Lannom, OGC	10/23/2024
Office of General Counsel	Allison Newhart, VC and General Counsel	10/24/2024
Submitted to Chancellor's office for inclusion on the Chancellor's Cabinet meeting agenda:		10/25/2024

POL 05.50.01 – Post Tenure Review of Faculty

Authority: Executive Vice Chancellor and Provost

History: (New Policy)

Related Policies:

[UNC Policy 400.3.3 – Performance Review of Tenured Faculty](#)

[UNC Policy 400.3.3.1\[R\] – Regulation on Performance Review of Tenured Faculty](#)

[NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure](#)

[NCSU POL05.25.01 – Faculty Grievance and Non-Reappointment Review Policy](#)

[NCSU REG05.20.20 – Reappointment, Promotion and Tenure Dossier Format Requirements](#)

Additional References:

[Performance Development Plans](#)

[Promotion and Tenure Departmental Standards and Procedures](#)

[Departmental Post Tenure Review Rules](#)

[N.C. General Statute § 126-24](#)

Contact Info: Senior Vice Provost for Faculty Excellence (919-513-7741)

1. Introduction

Post tenure review of faculty is designed to support and encourage excellence among tenured faculty. The post-tenure review process is a cumulative, holistic, and comprehensive periodic evaluation of tenured faculty performance designed to: assist faculty members in meeting university performance expectations, recognize and reward exemplary performance when faculty members exceed expectations, provide for a clear plan and timetable for improvement of performance when faculty do not meet expectations, and provide for the imposition of appropriate sanctions, consistent with [Chapter VI of The Code of the University](#),

when faculty members do not meet the goals established in a faculty success plan (performance development plan).

2. General Process

2.1 Timing of Review. For each tenured faculty member, a post-tenure review shall take place at least every five years. A review undertaken as part of the process for conferring tenure or recommending a faculty member for promotion qualifies as a cumulative performance review; the next post-tenure review shall occur five years after the date of the conferral of tenure or promotion regardless of the date of any preceding review.

2.2 Coverage. The post-tenure review process shall include incorporating the faculty member's annual reviews, the categories of exceeds expectations, meets expectations, and does not meet expectations, self-evaluation by faculty members, inclusion of faculty peers in the process, and recognition of faculty members that exceed expectations.

2.3 Faculty Success Plan. A faculty success plan will be required for each faculty member who does not meet expectations in the post-tenure review. These faculty success plans shall include specific steps designed to lead to improvement, a specified timeline consistent with [UNC Policy 400.3.3.1\[R\], Regulation on Performance Review of Tenured Faculty](#) (Post-Tenure Review).

The Provost and Executive Vice Chancellor of Academic Affairs shall complete an annual report that certifies all aspects of the post-tenure review process.

The processes and procedures for performance of tenured faculty are more specifically described in [NCSU REG 02.20.04 - Post-Tenure Review of Faculty](#).

Revisions to POL 05.15.01 - Employees Exempt from State Human Resources Act Policy Overview

- Due to recent changes by the UNC Board of Governors and the UNC System Office to the UNC Code and Policy Manual, this policy is being modified to align with those revised policies and regulations.
- The primary revisions include:
 - Elimination of SAAO Tier II and EHRA non-faculty employee classifications, which have been combined into a new classification– Exempt Professional Staff (EPS); SAAO Tier I positions are now just SAAO positions.
 - Removal of leave section from the existing policy to be placed into a separate regulation to address all categories of leave (and to include the new Personal Leave provision which will go into effect January 1, 2025 (this regulation is forthcoming for Cabinet review).
 - There are adjustments to the discontinuation section which provides for working notice and/or severance for EPS employees whose “at-will” employment is being discontinued; also now makes clear that the university can proceed with a discharge for cause of a EPS “at-will” employee and provides structure for a more expedited process for discharge for cause.

PRR ROUTING SHEET

PROPOSED REVISION TO: POL 05.15.01– Employees Exempt from the State Human Resources Act Policy

NEXT REVIEW SCHEDULED FOR: ___ 1-year ___x___ 3-years ___ 5-years

Rationale:

Due to recent changes by the UNC Board of Governors and the UNC System Office to the UNC Code and Policy Manual, this policy is being modified to align with those revised policies and regulations. Edits include (1) elimination of SAAO Tier II and EHRA non-faculty employee classifications, which have been combined into a new classification - Exempt Professional Staff (EPS); SAAO Tier I positions are now just SAAO positions; (2) removal of leave section from policy to be placed into a separate regulation to address all categories of leave (and to include the new Personal Leave provision which will go into effective January 1, 2025 (this regulation is forthcoming for Cabinet review); and (3) adjustments to the discontinuation section which provides for working notice and/or severance for EPS employees whose “at-will” employment is being discontinued; also now makes clear that the university can proceed with a discharge for cause of a EPS “at-will” employee and provides structure for a more expedited process for discharge for cause.

Consultation Process:

	Name/Title/Department	Date
PRR Process Point of Contact	Catherine Phillips, OFA	10/23/24
Responsible Official Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule	Tim Danielson, AVC, UHR	10/24/24
Executive Officer Delegated authority to review & approve	Charles Maimone, Executive Vice Chancellor, Finance and Administration	10/23/24
Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer (add more rows as necessary)	Dan O'Brien, UHR-Employee Relations	10/21/24
	Sarah Lannom, Associate General Counsel	10/22/24
	Margaret Erickson (UHR)	10/23/24
	Provost Office	10/24/24
Office of General Counsel	Allison Newhart, General Counsel	10/24/24
Submitted to Chancellor’s office for inclusion on the Chancellor’s Cabinet meeting agenda: <i>Please submit by COB one week prior to the meeting.</i>		

POL 05.15.01 – Exempt Professional Staff (EPS) Employees Exempt from the State Human Resources Act (EHRA) Policy

Authority: Board of Trustees

History: First Issued: May 22, 1981. Last Revised: ~~September 8, 2023.~~

Related Policies:

~~UNC Code, Appendix I.C – Personnel Policies~~

~~UNC Policy 300.2.1 – Employees Exempt from the State Human Resources Act~~

~~UNC Policy 300.2.10 – Faculty Community Service Leave~~

~~UNC Policy 300.1.1 – Senior Academic and Administrative Officers~~

~~UNC Policy 300.4.2 – Employment of Related Persons~~

~~UNC Policy 300.5.1 – Political Activities of Employees~~

~~UNC Policy 1000.2.2 – Waiver of Tuition and Fees for Faculty and Staff~~

~~NCSU POL04.20.06 – Interpersonal Relationships among Faculty, Staff and Students~~

~~NCSU POL08.00.01 – Computer Use Policy~~

~~NCSU POL05.25.01 – Faculty Grievance and Non-Reappointment Review Policy~~

~~NCSU POL05.25.03 – Review and Appeal Processes for EHRA Non-Faculty Employees~~

~~NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure~~

~~NCSU REG05.20.34 – Non-Tenure Track Faculty Ranks and Appointments~~

~~NCSU REG10.10.08 – Postdoctoral Scholars~~

~~UNC Policy Manual Chapter 300 - Personnel Policies~~

~~UNC Policy 300.1.1 – Policy on Employees Exempt from the North Carolina Human Resources Act~~

~~UNC Policy Manual 300.1.1[R] - Discharge for Stated Cause for Non-Faculty Employees Exempt from the North Carolina Human Resources Act~~

~~UNC Policy Manual 600/3.4[R] - Delegations of Authority and Granting of Management Flexibility on Human Resources Matters~~

~~NCSU POL 04.20.06 – Interpersonal Relationships among Faculty, Staff and Students~~

~~NCSU POL 05.20.02 - Emeritus/Emerita Status for Faculty and Senior Administrators~~

~~NCSU POL 05.25.03 – Review and Appeal Processes for EHRA Non-Faculty Employees~~

~~NCSU REG 01.20.01 - Delegations of Authority to Appoint and to Determine Compensation for Employees Exempt from the State Human Resources Act (EHRA)~~

Additional References:

~~Checklist & Sample Offer Letters for SAAO-Tier I Appointments~~

~~State Human Resources Manual, Section 5 – Leave Policies-~~

~~Community Service Leave (Human Resources Website)-~~

~~N.C.G.S. §116-11(4) and (5) – Powers and Duties of the Board of Governors-~~

~~N.C.G.S. §116-14 – UNC President; Professional Staff-~~

~~N.C.G.S. §116-143 – Tuition and Fees for Staff and Faculty~~

~~N.C.G.S. §126-5 – Employees Subject to Chapter; Exemptions~~

~~N.C.G.S. §128-15 – Employment Preference for Veterans and their Spouses or Surviving Spouses-~~

~~UNC-General Administration’s – Guidelines Concerning Use of University of North Carolina Resources for Political Campaign Activities~~

Contact Info: Associate Vice Chancellor for Human Resources (919-515-3443)

1. SCOPE, COVERAGE, AND DEFINITIONS OF POSITIONS INTRODUCTION

1.1 Scope

Positions Exempt from the State Human Resources Act (EHRA positions) are those positions that are not subject to the North Carolina State Human Resources Act (SHRA) (N.C.G.S. § 126-1 et seq) and are classified in one of four three categories: 1) EHRA Non-Faculty, 2) Faculty, 3) Senior Academic and Administrative Officer Tier-I (SAAO Tier-I), 2) Faculty, or 4) Senior Academic and Administrative Officer Tier-II (SAAO Tier-II) Exempt Professional Staff (EPS).

This policy provides for the general employment policies applicable to EPS employees at North Carolina State University (NC State). Employment policies for other categories of EHRA employees are listed below.

1.1 SAAO

SAAO employees include the chancellor, vice chancellors, provost, deans, and directors of major administrative, educational, research and public services activities designated by the Board of Governors. SAAO employees are covered by Section II of UNC Policy Manual 300.1.1.

1.2 Coverage Faculty

Faculty are employees covered by NCSU POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure for faculty who are tenured or on the tenure track, and NCSU REG 05.20.34 – Professional Faculty Ranks and Appointments for faculty on professional tracks.

1.2.1 EHRA Non-Faculty: This policy applies to all permanent EHRA Non-Faculty employees.

1.2.2 Faculty: This policy does not apply to academic year (9-month) or fiscal year (12-month) faculty, except for Section 2.4 which applies to all faculty and Section 8 which applies to fiscal year (12-month) faculty. NCSU POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure contains other applicable personnel policies for faculty.

1.2.3 SAAO Tier-I: Sections 2.4, 6, 7, 8.2.1.2, 8.2.3, 8.2.4, 8.3, 8.5, 8.6 and 9 of this policy apply to SAAO Tier-I positions. 1.2.4 SAAO Tier-II: Sections 2.4, 3, 4, 5, 6, 7, 8.2.1, 8.2.3, 8.2.4, 8.3, 8.5, 8.6, and 9 of this policy apply to SAAO Tier-II positions.

1.2.5 Postdocs: This policy does not apply to postdoctoral scholars, they are covered by NCSU REG 10.10.08 – Postdoctoral Scholars.

1.3 Definitions of Positions EPS Employees

EPS are employees who are not subject to the North Carolina Human Resources Act (Chapter 126 of the North Carolina General Statutes) and who are not: (1) faculty subject to institutional tenure regulations; (2) employees within administrative categories of employment subject to N.C.G.S. § 116-11(4), N.C.G.S. § 116-11(5), or N.C.G.S. § 116-14; (3) positions within the

“physicians or dentists” category under N.C.G.S. § 126-5; and (4) University students or postdocs who are employed incident to their status as students or postdocs, as in graduate teaching assistantships or work-study positions or (5) employees of the North Carolina Cooperative Extension Service (see N.C.G.S. § 126-5(c1)(9a). EPS employees include but are not limited to associate and assistant vice chancellors; associate and assistant deans; academic department heads; and other administrative positions that have been designated and approved by the president.

This category excludes temporary employees including but not limited to university students who are employed incident to their status as students (as in graduate teaching assistantships), Post Docs, House Officers, or work-study positions. Postdoctoral scholars are covered by NCSU REG10.10.08 – Postdoctoral Scholars and House Officers are covered by NCSU REG 05.20.36 - College of Veterinary Medicine (CVM) House Officers.

1.3.1 EHRA Non-Faculty Employees:

EHRA Non-Faculty are employees who are not subject to the State Human Resources Act (N.C.G.S. Chapter 126) and who are not: (1) faculty subject to institutional tenure regulations; (2) employees within administrative categories of employment subject to N.C.G.S. § 116-11(4), N.C.G.S. §116-11(5), or N.C.G.S. § 116-14; (3) positions within the “physicians or dentists” category under N.C.G.S. § 126-5; and (4) University students or postdocs who are employed incident to their status as students or postdocs, as in graduate teaching assistantships or work-study positions.

1.3.2 Faculty: Faculty are employees covered by NCSU POL05.20.01— Appointment, Reappointment, Promotion and Permanent Tenure for faculty who are tenured or on the tenure track, and NCSU REG05.20.34 — Professional Faculty Ranks and Appointments— faculty on professional tracks.

1.3.3 SAAO Tier I: SAAO Tier-1 employees include the chancellor [N.C.G.S. 116-11(4)]; vice chancellors, provosts, deans, and directors of major administrative, educational, research and public services activities designated by the Board of Governors [N.C.G.S. 116-11(5)].

1.3.4 SAAO Tier II: SAAO Tier-2 employees include associate and assistant vice chancellors; associate and assistant deans; and other administrative positions that have been designated and approved by the president.

2. APPOINTMENT TO EHRA-EPS POSITIONS

2.1 Method of Appointment

Every appointment to an EHRA-EPS position shall be made by the chancellor or chancellor’s designee by means of a letter of appointment that fulfills the requirements of Section 2 indicated the following:

a) the employment is either for a fixed term, is “at-will” (subject to discontinuation at the discretion of the chancellor) or is a commissioned police officer subject to discharge procedures as provided herein);

b) the salary, benefits, applicable provisions for the separation of employment, including any

separation payment and retreat rights;

c) any funding contingencies applicable to the position;

d) Notice that the employment is subject to UNC Policy 300.1.1 as well as this policy as originally adopted and as may be periodically revised; and

e) any other terms of employment the chancellor or designee agrees to, consistent with applicable policies and regulations.

A copy of the institutional policies shall be attached to the letter of appointment or accessible through links within the letter.

2.2 Letter of Appointment

~~The letter of appointment shall include the items specified in the UNC Policy Manual, chapters 300.2.1 or 300.1.1, as applicable. Section II. B.~~

~~2.3 Funding Contingencies~~

When an ~~EHRA-EPS~~ position is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts, the letter of appointment shall state that 1) continuation of the employee's service in that position is contingent upon the continuing availability of funds from such other sources to support that position, 2) specify the source of such funds, and 3) that the effect of such contingency may apply without ~~the additional~~ any notice required for separation, otherwise required by sections 3.1, 3.2, and 3.3 provided that the affected employee shall be informed at the earliest practicable date of the occurrence of such a funding contingency.

~~2.43 Individuals-Employees Covered by More than One Employment Policy~~

~~2.4.1~~ When an EPS employee is to serve simultaneously in both a position covered by this policy and a position of University employment not covered by this policy, with the result that two different appointments provide different conditions of employment, one position shall be designated the primary appointment to determine the conditions of employment and the rights and responsibilities of the employee.

~~more than one type of EHRA position as defined in section 1.2, one position shall be designated in writing as the base or primary appointment that governs the conditions of employment and the rights and responsibilities of the employee. If appointment to an additional type of EHRA position occurs subsequent to the initial appointment, the letter of appointment for the additional position shall embody the required designation of base employment (or primary appointment) versus secondary appointment. The designation of base employment shall specifically describe the different rights, duties, and compensation for each position and the relationship, if any, between/among the positions.~~

~~2.43.21~~ If appointment to a position covered by this policy occurs after an appointment to a position not covered by this policy, the letter of appointment to the position covered by this policy shall constitute the required designation of primary appointment; conversely, if appointment to a position covered by this policy precedes appointment to the other category of University employment, the letter of appointment or contract establishing the second

employment shall constitute the required designation of primary appointment. In either case, the designation of primary appointment shall specifically describe the different rights, duties, and compensation for each position and the relationship, if any, between the two positions.

2.3.2 Any funding contingency of the type referred to in section 2.3 shall be set forth separately for each the position to the extent applicable covered by this policy and for the other position, since the operation of any such contingencies may be independent.

2.54 Terms of Appointment/Subsequent Appointments

~~Initial appointments and any subsequent appointment(s) for EHRA non-faculty positions should be “at will.” In exceptional circumstances, with Human Resources endorsement and executive officer approval, EHRA non-faculty positions may be appointed on a “fixed term.”~~

2.4.1 “At-will” appointment: An appointment may be designated as employment “at will” subject to continuation or discontinuation at the discretion of the chancellor or chancellor’s designee. Such an appointment is for an indefinite term and does not purport to confer a property interest in employment. When an “at-will” position is not expected to continue indefinitely (e.g., due to finite programmatic or funding constraints, an interim appointment, etc.), the appointment should be designated as “at-will” for a period “not to exceed” an anticipated ending period.

Initial appointments and any subsequent appointment(s) for EPS positions should be “at will.” In exceptional circumstances, with Human Resources endorsement and executive officer approval, EPS positions may be appointed to a “fixed term.”

2.5.14.2 Fixed-term appointment: An initial fixed-term appointment and any subsequent fixed-term appointment(s) for a permanent EHRA-EPS non-faculty position may be for a period of no more than not exceed a period over five (5) years.

~~2.5.32 “At-will” appointment: An appointment may be designated as employment “at will” subject to continuation or discontinuation at the discretion of the chancellor or chancellor’s designee. Such an appointment is for an indefinite term. When a position is not expected to continue indefinitely—such as due to finite programmatic or funding constraints—the appointment should be designated as “at-will” for a period “not to exceed” an anticipated ending period.~~

2.5.3 A fixed-term appointment may be converted to an “at will” appointment at the end of a fixed-term. An “at will” appointment may be converted to a fixed-term appointment at any time.

2.54.4 Visiting Appointments

Any EPS position designated as a visiting appointment and any subsequent appointment(s) in a visiting EPS position shall be for a period of no more than two (2) years. If the visiting appointment is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts, the letter of appointment shall include the funding contingency set forth in section 2.2.

~~An appointment and any subsequent appointment(s) in a visiting EHRA position shall be for a period of no more than two (2) years. If the visiting appointment is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust~~

~~accounts, the letter of appointment shall state include the funding contingency set forth in section 2.3.~~

~~2.6 Rank/Title, Appointment, Subsequent Appointments, and Promotion~~

~~Where applicable, a university unit may develop procedures and criteria regarding rank/title, appointment, subsequent appointments, and promotion. Such procedures and criteria must be in accordance with the provisions of section 2.5 and approved by the executive officer to whom the unit reports.~~

3. DISCONTINUATIONS OF SEPARATIONS FROM EMPLOYMENT

3.1 Discontinuation of "At-Will" Appointment

The Chancellor (or designee) has the discretion to discontinue the "at-will" employment of an EPS employee for any reason so long as the reason is not unlawful. A discontinuation under this section is not considered to be disciplinary and is distinguished from a discharge for cause (see below). Any discontinuation shall be subject to advance notice of discontinuation and/or receipt of a lump sum separation payment. At the Chancellor's discretion (or that of the designee), the notice may be a working notice or covered by paid administrative leave.

For Employees Hired Prior to July 1, 2024

The Chancellor or the Chancellor's designee may provide the employee with a combination of notice and separation pay that totals the respective required number of days. The determination of whether the employee shall receive notice of discontinuation of the appointment, receive separation pay in lieu of notice, or a combination of the two shall be in the sole discretion of the Chancellor (or designee).

a) during the first year of service, not less than thirty (30) calendar days' notice prior to discontinuation of employment or the payment of a lump sum separation payment equivalent to thirty (30) calendar days of pay;

b) during the second and third years of service, not less than sixty (60) calendar days' notice prior to discontinuation of employment or payment of a lump sum separation payment equivalent to sixty (60) calendar days of pay; and

c) during the fourth and all subsequent years of service, not less than ninety (90) calendar days' notice prior to discontinuation of employment or the payment of a lump sum separation payment equivalent to ninety (90) calendar days of pay.

For Employees Hired on or After July 1, 2024

The Chancellor (or designee) shall provide advance timely notice of discontinuation at least thirty (30) calendar days prior to the date of discontinuation.

In addition to the thirty (30) days' notice provided above, the chancellor or designee may offer the employee a lump sum separation payment which shall be in exchange for an executed release of any and all claims, to the extent permitted by law, against the University through the date of discontinuation. Such a lump sum separation payment for an employee shall not exceed sixty (60) calendar days of pay. An offer of a separation payment is not a right of choice for the

employee, but rather an option exercised in the sole discretion of the Chancellor (or designee).

~~3.1.1 Discontinuation with Notice or Severance Pay~~

~~Employment within an EHRA position that is established by the letter of appointment to be an employment "at will" is subject to discontinuation at any time at the discretion of the chancellor or chancellor's designee; provided, that such a discontinuation (as distinguished from discharge for cause, section 4.1) shall be subject to advance timely notice of discontinuation, as follows:~~

~~1) during the first year of service, not less than 30 days notice prior to discontinuation of employment or the payment of severance pay for 30 days;~~

~~2) during the second and third years of service, not less than 60 days notice prior to discontinuation of employment or the payment of severance pay for 60 days; and~~

~~3) during the fourth and all subsequent years of service, not less than 90 days notice prior to discontinuation of employment or the payment of severance pay for 90 days.~~

~~After consultation with the provost, vice chancellor, and/or dean as appropriate, the chancellor or designee may determine, at their discretion, that it is in the best interest of the University to provide the employee with severance pay in lieu of notice. The severance pay amount must be directly related to the required notice period. Any agreement to compensate the employee in excess of the amount set forth in this section must be approved by the Board of Trustees.~~

~~3.1.2 Return to a Faculty Position~~

~~An EHRA non-faculty employee who is employed at will and holds a concurrent tenured faculty appointment may assume the rights and responsibilities of that faculty appointment in the home department after voluntary or involuntary removal from an administrative appointment, unless a proceeding is initiated to discharge or demote the employee from the faculty position. Any administrative supplement paid during the administrative appointment must be removed once the employee's administrative appointment ends. The employee's new salary must be adjusted to a 9-month or 12-month faculty salary that is commensurate with the salaries of comparable faculty members within the employee's department/college.~~

~~At the discretion of the chancellor, the chancellor may provide for up to a one semester research leave for any tenured faculty member who has served in one or more consecutive SAAO Tier 1 positions for at least five years in order to provide an opportunity for the faculty member to prepare for teaching and research responsibilities. Prior to the beginning of the research leave, the administrator will submit a work plan for the leave period to include expected outcomes. The plan will be reviewed and approved by the chancellor.~~

~~Exceptions may be made to recognize extraordinary circumstances including, but not limited to, extended or superior service in administrative roles. Any exception to these provisions must be approved by the Board of Trustees and by the President.~~

~~In the event that the faculty member does not assume faculty responsibilities for at least one semester after the research leave in accordance with this policy, the chancellor is authorized, in his or her discretion, to require repayment of compensation paid during the leave period from the non-returning faculty member.~~

~~3.1.3 Subsequent Appointment of an Administrator without Return to Faculty Rights~~

~~An EHRA employee who is employed at will has no claim to a position at the University. The University may determine that it is in its best interest to assign an employee without a right to return to faculty to another administrative or teaching position. In the case of such reassignment, the employee must receive advance notice in accordance with Section 3.1.4 above, and the new salary must be appropriate to the assignment. Any exception to the above must be approved by the Board of Trustees and by the President.~~

3.2 Expiration of a Fixed-Term Appointment

Employment within an EHRA-EPS position for a fixed term expires automatically at the end of the stated term without the requirement of any advance notice. Such an appointment may be renewed or extended at the sole discretion of the university. While there is no obligation to provide notice of a fixed term appointment renewal (or non-renewal), the university may make reasonable efforts to provide at least thirty (30) calendar days' notice of a renewal (or non-renewal).

~~that is established by the letter of appointment to be for a stated definite term expires automatically at the conclusion of the stated term; such an appointment may be renewed or extended at the option of the employer, by a new appointment as required by Section 2. If the employer intends not to renew or extend the term appointment:~~

- ~~1) with respect to a term of one year or less, no notice of intent not to renew or extend the term shall be required; the letter of appointment is considered to be adequate notice of the expiration of the term;~~
- ~~2) with respect to a term of more than one year but less than four years, notice of intent not to renew or extend shall be transmitted in writing at least 60 days prior to the expiration date of the term;~~
- ~~(3) with respect to a term of four years or more, notice of intent not to renew or extend shall be transmitted in writing at least 90 days prior to the expiration of the date of the term. Failure to provide the required 60 or 90 days written notice shall result in the automatic extension of employment for a period that would equal the applicable notice requirement.~~

3.3 Termination of Employment Because of Financial Exigency or Program Curtailment or Elimination

~~Employment within an EHRA position that is established by the letter of appointment to be for a stated definite term may be terminated prior to expiration of the stated term because of: 1) demonstrable, bona fide institutional financial exigency, or 2) major curtailment or elimination of a program. "Financial exigency" is defined to mean a significant decline in financial resources of the University that compels a reduction in the institution's budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or an elimination of a program shall be made by the chancellor, with advance notice to and approval by the president and the Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the contractual obligation to an employee within an EHRA position cannot be met, the employment of the individual may be terminated, subject to the following notice requirements; 1) during the first year of service, not less than 30 days notice prior to termination; 2) during the second and third years of employment, not less than 60 days~~

~~notice prior to termination; and, 3) during the fourth and all subsequent years of service, not less than 90 days notice prior to termination.~~

3.34. DISCHARGE FOR CAUSE

An EPS employee may be discharged for cause (for commissioned police officers, see section 3.4) for reasons including, but not limited to: incompetence, unsatisfactory performance, neglect of duty, unacceptable personal conduct, misconduct that interferes with the ability of the employee to perform effectively the requirements of their position, or any material violation of university policies, regulations, or rules. Discharge for cause is distinguishable from an “at-will” discontinuation and expiration of a fixed-term appointment. Moreover, “at-will” EPS employees do not have a right to the discharge for cause process—regardless of whether grounds for a discharge for cause exist, and nothing in this policy or any companion regulation is intended to limit the university’s discretion to elect to discontinue an “at-will” employee in accordance with UNC Policy 300.1.1 and this policy. For purposes of this policy, an individual serving in a fixed-term appointment should be regarded as having the protection of these procedures until the end of the term.

~~4.1 Any employee occupying an EHRA position may be discharged for stated cause. Discharge for cause is to be distinguished from discontinuation of an at-will appointment with notice or severance pay (Section 3.1.1), expiration of a fixed-term appointment (Section 3.2.) and termination of employment because of financial exigency or program curtailment or elimination (Section 3.3).~~

~~4.2 Stated causes for discharge shall include, but not necessarily be limited to, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her employment. Discharge for cause is to be preceded by written notice of intent to discharge and is subject to Section 4 of this policy.~~

~~4.3 When an employee occupying an EHRA position has been notified of the intention to discharge the employee for cause, the chancellor (or designee) may place the employee on administrative leave with pay at any time and continue the administrative leave until the decision concerning discharge is final. The decision is final either: a) after the employee has been notified of the decision to discharge and the employee does not request a review of the discharge pursuant to NCSU POL 05.25.03—Review and Appeal Processes for EHRA Non-Faculty Employees (for EHRA Non-Faculty and SAAO Tier II positions); or b) after the employee requests a review of the discharge and the chancellor (or designee) has issued a final decision. At such time as the discharge is final, the employee may be separated from employment without further pay.~~

~~4.4 For purposes of this policy, an individual serving in a fixed-term appointment should be regarded as having the protection of these procedures until the end of the term.~~

~~4.5 The executive officer of the employee’s division shall send the individual by a method of delivery that documents receipt, a written statement of intention to discharge the individual. The statement shall include notice of the individual’s rights, upon request, to both written specification of the reasons for the intended action and a hearing.~~

4.6 Review of a discharge for cause may be requested in accordance with NCSU POL05.25.03 – Review and Appeal Processes for EHRA Non-Faculty Employees.

3.3.1 Notice

At least 24 hours prior to a scheduled pre-discharge conference, the EPS employee must be provided with written notice of the intent to discharge for cause including the following:

- a) date, time, and location of a pre-discharge conference;
- b) the procedures governing the pre-discharge conference;
- c) the basis of the proposed discharge; and
- d) the employee's right to review / appeal in the event of a discharge.

3.3.2 Administrative Leave / Reassignment

If an EPS employee has not already been placed on administrative leave or reassignment pending a review or investigation into any allegations that would support a stated cause for discharge, the Chancellor (or designee) may place the employee on administrative leave or reassignment at the time the employee is notified of the intent to discharge for cause. Any administrative leave or reassignment shall be with full pay.

3.3.3 Pre-Discharge Conference

The purpose of a pre-discharge conference is to provide the EPS employee with the opportunity to respond to the reasons stated for discharge for cause.

3.3.4 Discharge Decision

The decision on the proposed discharge shall be made within seven (7) calendar days following the pre-discharge conference, and the employee shall be notified in writing of the decision.

If the decision is to discharge the employee, the notification shall include the effective date of discharge and provide the employee with any applicable review / appeal rights available under relevant university policies or regulations.

As of the effective date of discharge, the employee's employment shall end and all pay to the employee shall cease regardless of whether the employee pursues any applicable review or appeal.

3.4 Disciplinary Action and Discharge for Commissioned Police Officers.

Any employee occupying a covered commissioned police officer position shall be subject to the disciplinary procedures contained in Article 8 of Chapter 126 of the North Carolina General Statutes and any applicable policy or regulation.

3.5 Return to a Faculty Position

An EPS employee who is employed "at-will" and holds a concurrent tenured faculty appointment

may assume the rights and responsibilities of that faculty appointment in the home department after a voluntary or involuntary removal from an administrative appointment, unless a separate proceeding is initiated to discharge or demote the employee from the faculty position. Any administrative supplement paid during the administrative appointment must be removed once the employee's administrative appointment ends. The employee's new salary must be adjusted to a 9-month or 12-month faculty salary that is commensurate with the salaries of comparable faculty members within the employee's department/college.

At the discretion of the Chancellor (or designee), a one semester paid transition leave may be provided for any tenured faculty member who has served in one or more consecutive EPS positions (e.g., Assistant/Associate Dean, Assistant/Associate Provost, Department Head, etc.) for at least five years in order to provide an opportunity for the faculty member to prepare for teaching and research responsibilities. Prior to the beginning of the leave, the administrator will submit a work plan for the leave period to include expected outcomes. The plan will be reviewed and approved by the Chancellor or designee.

In the event that the faculty member does not assume faculty responsibilities for at least one semester after the transition leave in accordance with this policy, the Chancellor is authorized, in his or her discretion, to require repayment of compensation paid during the leave period from the non-returning faculty member.

3.5 Subsequent Appointment of an Administrator without Return to Faculty Rights

An EPS employee who is employed "at-will" has no claim to a position at the University. The University may determine that it is in its best interest to assign an employee without a right to return to faculty to another administrative or teaching position. In the case of such reassignment, the employee must receive advance notice in accordance with Section 3.1.1 above, and the new salary must be appropriate to the assignment. Any exception to the above must be approved by the Board of Trustees and by the President.

3.6 Emeritus/Emerita Status

The Board of Trustees has delegated to the Chancellor the authority to confer emeritus/emmerita status to EPS employees who have provided dedicated and distinguished service to the University. Individuals serving at the time of retirement in such a position and having ten or more years of service to NC State are eligible for emeritus/emmerita status. Upon recommendation of the Chancellor, the Board of Trustees may make exceptions to these eligibility requirements and grant emeritus/emmerita status in cases of exceptional distinguished service. Additional information regarding emeritus/emmerita status may be found in NCSU POL 05.20.02 - Emeritus/Emerita Status for Faculty and Senior Administrators.

45. REVIEW OF DISCONTINUATIONS, EXPIRATIONS OF TERM APPOINTMENTS OR TERMINATION OF EMPLOYMENT ~~expirations of term appointments or termination of employment~~

Requests for reviews concerning discontinuation of "at-will" employment ~~with notice or severance pay pursuant to section 3.1.1, or~~ expiration of term appointments pursuant to section 3.2, and termination of employment based on financial exigency or program curtailment

~~pursuant to section 3.3~~ may be brought only upon allegations of violations of applicable notice or ~~severance separation~~ pay requirements ~~of section 3.1, 3.2, or 3.3~~, or violations of any provision of sections 56 (Equal Employment Opportunity) or section 67 (Protected Activity) of this policy.

56. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and intention of NC State that there be equal employment opportunity and freedom from unlawful discrimination in all employment within the University. There shall be no discrimination on the basis of a Protected Status as defined in NCSU POL 04.25.05 (Equal Opportunity and Non-Discrimination ~~and Affirmative Action Policy~~). Employment in ~~covered positions~~ an EPS position (and all positions at the university) shall be conducted in accordance with all provisions of state or federal law or regulation prohibiting any such discrimination, and in accordance with the NCSU POL 04.25.05, and in accordance with applicable affirmative action plans.

~~*Bona fide occupational qualifications or other exceptions to those general prohibitions, specifically provided for by State or Federal law are applicable to EHRA positions.~~

76. PROTECTED ACTIVITY

Employment in EHRA-EPS positions shall not be adversely affected by the exercise of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution; provided that employees in EHRA-EPS positions shall be subject to any limitations on political activity established by Article 5 of N.C.G.S. Chapter 126, Section 300.5.1 of the UNC Policy Manual, and as and may be revised periodically, shall apply to EHRA positions.

87. STATUTORY AND OTHER RULES OF EMPLOYMENT HOLIDAY AND LEAVE ENTITLEMENT

8.1 Holidays

~~EHRA employees shall be subject to the same number of days as given to employees subject to the State Human Resources Act.~~

8.2 Annual Leave

8.2.1 Basic Leave Policy

~~8.2.1.1 Annual Leave: Annual leave is accrued at a monthly rate and is adjusted proportionately for a part time employee who works halftime or more (0.50 — 0.99 FTE). The monthly earnings amount is equal to one twelfth of the annual rate for each month the employee works or is on approved leave with pay. Monthly leave is earned when an employee works or is on approved leave with pay at least half the working days of a month.~~

~~8.2.1.1.1 Permanent EHRA and SAAO Tier II Employees: Permanent full time (1.00 FTE) EHRA employees shall be entitled to accrue twenty-four (24) annual leave days per year.~~

~~8.2.1.1.2 SAAO Tier I Employees: SAAO Tier I employees shall be entitled to accrue twenty-six (26) annual leave days per year.~~

~~8.2.1.2 Definition of Year: NC State defines a year as the “calendar year” (January 1—December 31). The scheduling of an employee’s annual leave shall be subject to the approval of the employee’s supervisor. With respect to an incumbent employee who is earning more than 24 days per year as of the date this policy becomes effective, such employee shall be entitled to continue to earn leave at that rate.~~

~~8.2.1.3 Leave Carry Forward and Conversion: The maximum number of unused days of annual leave that an EHRA employee may accrue and carry forward from one calendar year to the next shall be thirty (30) days. Annual leave in excess of 30 days will be automatically converted to sick leave at the end of the calendar year.~~

~~8.2.2 Transfer of Accrued Annual Leave~~

~~NC State may accept the transfer of partial or full accrued annual leave at the discretion of the Chancellor or designee. This applies to any leave from a UNC constituent institution, the UNC System, State of North Carolina agency or local North Carolina government agency as designated by OSHR.~~

~~8.2.3 Advancement of Annual/Sick Leave~~

~~Subject to approval by the employee’s supervisor, an EHRA employee may be advanced an amount of annual leave and/or sick leave up to a combined maximum deficit balance of twenty (20) days. A supervisor may approve a deficit balance of annual and/or sick leave, for extenuating circumstance or exceptional need. The permissible negative balance is adjusted proportionately for a permanent part time employee who works halftime or more (0.50—0.99 FTE). If an employee separates from NC State and has taken more annual and/or sick leave than has been accrued, then NC State will determine the amount of annual and/or sick leave the employee must repay to NC State and make deductions from the employee’s final salary check accordingly. However, if the employee has been advanced more leave than can be repaid in the employee’s final paycheck, the employee will be billed accordingly.~~

~~8.2.4 Payout of Accrued Annual Leave~~

~~8.2.4.1 An EHRA employee who has accrued unused annual leave upon separation of employment from NC State and who either does not elect or is not eligible to transfer such accrued leave to another State or local governmental agency, shall be paid for such unused annual leave.~~

~~8.2.4.2 The amount paid to an EHRA employee who has been employed an aggregate of 24 months or less of regular employment (not to include temporary employment) by one or more State or local governmental agencies is equal to one day for each month worked less the number of days of annual leave taken during the employment period. An employee who has been employed for more than 24 months shall be paid subject to a maximum of 30 such days.~~

~~8.2.4.3 If an EHRA employee changes appointment status from 12 months (fiscal year) to 9 months (academic year), then the employee’s annual leave balance as of the effective date of the appointment change will be paid out at the time of the appointment conversion. An EHRA employee who transfers inside NC State to an SHRA position shall have the annual and sick leave balances transferred to that position.~~

~~8.3 Sick Leave, Family and Medical Leave, Civil Leave, Military Leave, and Community Service Leave~~

~~8.3.1 Sick Leave~~

~~8.3.1.1 A permanent EHRA employee shall be subject to the same policies concerning sick leave as may be prescribed for employees subject to the State Human Resources Act.~~

~~8.3.2 Other Leave~~

~~A permanent EHRA employee shall be subject to the same policies concerning family and medical leave, family illness leave, civil leave, military leave, and community service leave, and any other applicable leave as may be prescribed for employees subject to the State Human Resources Act.~~

~~8.4 Leave Without Pay~~

~~A permanent EHRA employee may request a leave without pay, subject to approval of such leave by the department head or division leadership, as applicable.~~

~~8.5 Voluntary Shared Leave~~

~~A permanent EHRA employee shall be subject to the same provisions concerning shared leave as are applicable to employees subject to the State Human Resources Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.~~

~~8.6 Educational Entitlement~~

~~A permanent EHRA employee is entitled to the same opportunities as other University employees to invoke the privilege of tuition waiver conferred by UNC Policy 1000.2.2.~~

9. STATUTORY AND OTHER RULES OF EMPLOYMENT

~~9.1 Privacy of Personnel Records~~

An EHRA EPS employee has the protections of and is subject to the provisions of Article 7 of N.C.G.S. 126, entitled "The Privacy of State Employee Personnel Records."

~~9.2 Employment Preference for Veterans and National Guard~~

~~State law requires that employment preference be given for having served in the Armed Forces of the United States on active duty (for reasons other than training) during periods of war or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense. The preference to be accorded eligible veterans shall apply in initial employment, subsequent employment, promotions, reassignments, horizontal transfers and reduction in force situations.~~

~~9.3 Employment of Related Persons~~

~~An EHRA employee is subject to Board of Governors policy 300.4.2 concerning employment of related persons.~~

~~9.4 Retirement~~

~~An EHRA employee may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes (“Retirement System of Teachers and State Employees”). Nothing in this policy shall prevent an employee from retiring or an administrator with faculty retreat rights from participating in phased retirement consistent with existing policies.~~

Proposed new Policy POL 02.10.01 Admissions Overview

- UNC System Policy 700.1.1 on Minimum Eligibility Requirements for Undergraduate Admission and UNC System Policy 700.1.1.1[R] require constituent institutions to develop a policy (approved by its Board of Trustees) for evaluating applications from students who have not completed all UNC Minimum Course Requirements (MCR) and/or all UNC Minimum Eligibility Requirements (MER).
- UNC System regulation 700.1.1.1[R] also requires that our admissions policy define what materials applicants must submit to have a complete application for admission.
- We have created a new policy that meets these requirements and memorializes the practice we use for evaluating applicants. Previously, our admissions requirements were contained in a University regulation. Much of the information has been moved from the Regulation into the policy in order to comply with the UNC System requirement for a BOT approved policy.
- The policy sets forth the minimum requirements at NC State for undergrad admission consideration and those minimums are consistent with the UNC minimum requirements.
- The policy also notes that any student not meeting the MCR or MER who we want to admit must be evaluated by an admissions committee that includes NC State faculty members, and must:
 - Have a minimum high school GPA of 2.0 or better, and
 - Be deemed by the responsible academic support provider to have a reasonable chance for academic success at NC State, given available support services.
- The policy confirms that the Office of Undergraduate Admissions is responsible for maintaining and implementing the new policy in compliance with the UNC System policies.

PRR ROUTING SHEET

PROPOSED NEW POLICY: POL 02.10.01: Admissions Policy

NEXT REVIEW SCHEDULED FOR: ___ 1-year ___ 3-years __XX_ 5-years

Rationale: UNC System Policy 700.1.1 Policy on Minimum Eligibility Requirements for Undergraduate Admissions and UNC System Policy 700.1.1[R] require constituent institutions to develop a policy for evaluating applications from students who have not completed all UNC Minimum Course Requirements (MCR) and/or all UNC Minimum Eligibility Requirements (MER). This policy memorializes the practice that NC State uses for evaluating those applicants.

Consultation Process:

	Name/Title/Department	Date
PRR Process Point of Contact	Cindy Barr, Vice Provost for Strategic Initiatives and Chief of Staff, Enrollment Management and Services	2024.11.07
Responsible Official Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule	Don Hunt, Senior Vice Provost for Enrollment Management and Services	2024.10.23
Executive Officer Delegated authority to review & approve	Provost, Warwick Arden	2024.10.23
Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer (add more rows as necessary)	Chancellor Randy Woodson	2024.10.23
	Cindy Barr, Vice Provost for Strategic Initiatives	2024.11.07
	Jon Westover, Office of Undergraduate Admissions	2024.11.07
	Katie Graham, Academic Support Program for Student-Athletes	2024.10.21
	Betsy Lanzen, Office of General Counsel	2024.11.07
Office of General Counsel	Allison Newhart, Vice Chancellor and General Counsel	2024.11.07
Submitted to Chancellor's office for inclusion on Chancellor's Cabinet meeting agenda:		2024.10.24

NC STATE UNIVERSITY
Policies, Regulations and Rules

Authority	Provost and Executive Vice Chancellor for Academic Affairs
Title	Admissions Policy
Classification	POL 02.10.01
PRR Subject	Admissions
Contact Info	Vice-Provost for Enrollment Management and Services (919-513-2134)

History: First Issued: November __, 2024.

Related Policies:

UNC Policy Manual 700.1.1 – Policy on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System

UNC Policy Manual 700.1.1.1[R] - Regulations on Minimum Undergraduate Admission Requirements

UNC Policy Manual 700.1.1.2[R] – Regulation on Transfer Student Admission

UNC Policy Manual 1100.1 - Intercollegiate Athletics

Additional References:

[NC State Undergraduate Admissions Website](#)

1. INTRODUCTION

NC State University (“NC State” or the “University”) welcomes all qualified persons to seek admission to the University.

In accordance with UNC System policies, this policy establishes NC State’s minimum undergraduate admissions requirements and the process for evaluating any exceptions and special considerations to those standards. Completion of the minimum requirements does not guarantee admission to the University or any program of study.

The Office of Undergraduate Admissions is responsible for maintaining and implementing this policy in compliance with the policies of the UNC System.

2. NC STATE MINIMUM UNDERGRADUATE ADMISSIONS REQUIREMENTS

The minimum requirements for undergraduate admission consideration at NC State include the following:

- 2.1 Attainment of a high school diploma or its equivalent;
- 2.2 Fulfillment of all UNC System Minimum Course Requirements (MCR). The University may provide special consideration to applicants who have not met the MCR. The special circumstances will be evaluated by an admissions committee that includes NC State faculty members (“Admissions Committee”), and the applicant must meet the following criteria:
 - a. have a minimum cumulative high school GPA of 2.0 or better, and
 - b. be deemed by the responsible academic support provider to have a reasonable chance for academic success at NC State given available support services.
- 2.3 Fulfillment of the UNC System Minimum Eligibility Requirements (MER) with regard to grade point average and/or standardized test scores (when applicable). In accordance with UNC System policy, the University may make exceptions for applicants who have not met the minimum GPA and/or standardized test scores. The exceptions will be evaluated by an Admissions Committee, and the applicant must meet the following criteria:
 - a. have a minimum cumulative high school GPA of 2.0 or better, and
 - b. be deemed by the responsible academic support provider to have a reasonable chance for academic success at NC State given available support services.
- 2.4 If an applicant is not from a country where English is the official or commonly spoken language, the applicant must also demonstrate proficiency in English at a level necessary to be successful in an undergraduate program. This requirement may be met through Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or another appropriate measure deemed acceptable by the Admissions Committee.
- 2.5 If an applicant is a first-year student-athlete, they must also be determined to qualify for initial eligibility by the NCAA Eligibility Center. Transfers who were non-qualifiers upon graduation from high school must have completed an associate of arts or associate of science degree.
- 2.6 To have a complete application packet as a baccalaureate degree-seeking applicant for first-time undergraduate admission, an applicant must meet all requirements in this policy and submit (a) a completed admissions application, (b) an application fee or approved fee-waiver, and (c) an official high school transcript, GED or accepted GED equivalent. International students needing a visa to enroll also must submit a certificate of financial responsibility.

Proposed new Policy POL 02.90.01 Academic Program Assessment Overview

UNC System Office revised Policy 400.1 (Academic Program Planning) in May 2024. Section V of the Policy (Review and Evaluation of Existing Academic Programs) now requires:

- Chancellors regularly review their institution's academic programming to ensure the maintenance of a sound and balanced educational program that is consistent with the functions and mission of the institution, at least once every *seven years*.
- These academic program reviews (APRs) shall evaluate:
 - a. Current and projected student demand, as measured by enrollments in the majors and degrees produced.
 - b. Current and projected workforce demand, as measured by projected job growth and existing data on student employment outcomes;
 - c. Student outcomes, including persistence, graduation, time to degree, and where possible, post-graduation success;
 - d. Program costs and productivity, including research, scholarship, and creative activity and student credit hours produced compared to the number and cost of faculty and staff;
 - e. The contribution of the program to professions that are critical to the health, educational attainment, and quality of life of North Carolinians; and
 - f. Any other considerations identified by the chancellor or by the President.
- Each campus must establish and publish clearly defined policies, procedures, and schedules for reviewing academic programs. The policies should describe the process by which the Chancellor, based on the results of APRs, takes action to *expand, contract, or eliminate* an academic program.
- APR policies must be approved by the campus Board of Trustees and sent to the UNC System Office by *January 1, 2025*.
- Summary reports of all APRs shall be reviewed by the Boards of Trustees and then submitted annually to the UNC System President. The first summary report, on an initial subset of programs reviewed by the campus, is due to the President by *January 31, 2026*.

POL 02.90.01: Academic Program Assessment

- We created a new policy that meets the above requirements and memorializes the practice we use to assess our academic programming.
- The policy notes that the assessment and review procedures are more specifically described in REG 02.90.01.

REG 02.90.01 Assessment of Academic Programs

- We made updates to the REG to conform with the UNC System Requirements. Our academic assessment process has two components: Student Learning Outcomes Assessment and Academic Program Reviews.
- The REG spells out the process for each of the two components.

PRR ROUTING SHEET

PROPOSED NEW POLICY: POL 02.90.01: Academic Program Assessment
NEXT REVIEW SCHEDULED FOR: ___ 1-year ___ 3-years ___ 5-years

Rationale: UNC System Policy 400.1 on Academic Program Planning was adopted earlier this year and requires that, on or before January 1, 2025, constituent institutions adopt policies and procedures for developing and reviewing university academic programming on a regular basis. This policy memorializes the practice that NC State uses for conducting those reviews.

Consultation Process:

	Name/Title/Department	Date
PRR Process Point of Contact	Fashaad Crawford, Vice Provost of Assessment and Accreditation Peter Harries, Dean, the Graduate School	10/24/2024
Responsible Official Chancellor or Executive Officer with delegated authority and/or other administrators as designated to develop Regulation or Rule	Warwick Arden, Executive Vice Chancellor and Provost	10/24/2024
Executive Officer Delegated authority to review & approve	Warwick Arden, Executive Vice Chancellor and Provost	10/24/2024
Consulted Stakeholder(s), Constituent(s), OGC attorney, and/or Compliance Officer (add more rows as necessary)	Administrative Board of the Graduate School	10/24/2024
	Associate Deans	9/19/2024
	Faculty Senate	10/29/2024
	Council of Deans	10/24/2024
Office of General Counsel	Betsy Lanzen	10/23/2024

Submitted to Chancellor's office for inclusion on the Chancellor's Cabinet meeting agenda:
Please submit by COB one week prior to the meeting.

NC STATE UNIVERSITY
Policies, Regulations and Rules

Authority	Board of Trustees
Title	Academic Program Assessment
Classification	POL 02.90.01
PRR Subject	Academic Affairs
Contact Info	Vice Provost for Accreditation and Assessment, Office of Executive Vice Chancellor and Provost (919-515-3062)

History: First Issued: November __, 2024.

Related Policies:

[UNC Policy 400.1 – Policy on Academic Program Planning](#)

[NCSU REG 02.90.01 – Assessment of Academic Programs](#)

Additional References:

[Office of Assessment and Accreditation Website](#)

Academic assessment and program reviews help North Carolina State University (“NC State” or the “University”) to maintain a balanced portfolio of educational programs. Assessment informs planning and decision-making and provides an important gauge for institutional effectiveness.

The Chancellor shall oversee regular reviews of NC State’s academic programming to ensure the maintenance of sound and balanced programs consistent with the university’s mission. The reviews will solicit and include the input of faculty and will help inform decisions about the academic program portfolio at the University. The Office of Assessment and Accreditation within the Office of the Executive Vice Chancellor and Provost (“OAA”) is responsible for supporting the facilitation of campus wide assessment and accreditation processes. The OAA works with the Graduate School with academic assessment.


The processes and procedures for conducting academic assessments and program reviews are more specifically described in REG 02.90.01 Assessment of Academic Programs.

Academic program reviews shall occur regularly, on a schedule that is in accordance with applicable timelines in accordance with UNC System policy and applicable regulations. The University will regularly provide program review summaries to the Board of Trustees.



MEMORANDUM

TO: NC State University Board of Trustees

FROM: W. Randolph Woodson, Chancellor 

SUBJECT: Recommendations for 2025-26 Campus Initiated Tuition Increases (CITI) and Student Fees

DATE: November 1, 2024

In accordance with the University of North Carolina Board of Governors' (BOG) policy and the NC State Tuition and Fee adjustment process, a Tuition Review Advisory Committee (TRAC), co-chaired by Executive Vice Chancellor and Provost Warwick Arden and Student Body President Allison Markert, and a Fee Review Committee (FRC), co-chaired by Vice Chancellor for Academic and Student Affairs Doneka Scott and Student Senate President Caroline Miranda were appointed. The Tuition Review Advisory Committee, and Fee Review Committee, forwarded their recommendations to me. Copies of their TRAC and FRC recommendation memos are enclosed. In addition, the Dining Plan Fees and Housing Plan Fees for 2025-26 are included for your review.

Tuition Review Advisory Committee

TRAC approved the following Campus-Initiated Tuition Increase (CITI) recommendations:

2025-26

- (\$ 0 CITI = 0.0%) Undergraduate Residents
- (\$ 917 CITI = 3.0%) Undergraduate Nonresidents
- (\$ 393 CITI = 4.0%) Graduate Residents
- (\$ 918 CITI = 3.0%) Graduate Nonresidents

Per the UNC System Office (UNC-SO) 2025-26 Campus Initiated Tuition and Fee Adjustment instructions, no tuition increases are allowed for resident undergraduate students, and market driven tuition increases are allowed for resident graduate students and all nonresident students.

TRAC recommends that the additional tuition revenues be used to:

2025-26

- Improve the quality and accessibility of the NC State educational experience: **recommended allocating \$4,015,898 [59.7%]**
- Provide funding for faculty promotional increases: **recommended allocating \$1,200,000 [17.8%]**
- Provide funding to the Graduate Student Support Plan: **recommended allocating \$1,512,510 [22.5%]**

2025-26 premium tuition recommendations

- A premium tuition increase of \$1,400 per year for effective fall 2025 for the following degree programs:
 - Master of Computer Science
 - Master of Science Computer Science

I support these recommendations.

Fee Review Committee (FRC)

According to the UNC-SO 2025-26 Campus Initiated Tuition and Fee Adjustment instructions, the Board of Governors (BOG) will consider increases to mandatory fees, subject to the 3% statutory cap, that are critical to maintaining core activities supported by the fee. The BOG will not consider fee increases intended to support any expansion of services and will not consider increases that are non-critical, unless a proposed increase is offset by a commensurate decrease to another fee, resulting in no net fee increase (excludes expiring debt service fees).

The Fee Review Committee recommends the following fee changes for NC State students, where each of the fee change requests meet the UNC-SO requirements:

2025-26

- Student Center Operations increase of \$7.00/year
- Student Center Repairs & Renovation of \$10.00/year
- Student Health Services of \$25.00/year

I support these recommendations. This results in a total increase of \$42.00/year, and an updated FY 2025-26 mandatory fees rate of \$2,492.50/year for undergraduate students, and \$2,504.50/year for graduate students.

Copies of the FY 2025-26 Dining Plan Fees and Housing Plan Fees are also included in the attachments, for your review.

I want to thank both committees for their diligent and thoughtful work. I submit these recommendations by the TRAC and the FRC, as well as my recommendations, to you for your review and approval.

Student success is our primary goal, and consideration for access and affordability are part of the decision-making process as we identify sustainable solutions that benefit the entire NC State community.

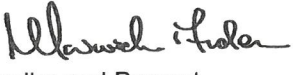
Thank you for your consideration of my 2025-26 CITI and fee recommendations.


Attachments

cc: Warwick Arden, Executive Vice Chancellor and Provost
Charlie Maimone, Executive Vice Chancellor, Finance and Administration
Doneka Scott, Vice Chancellor, Division of Academic and Student Affairs

MEMORANDUM

TO: W. Randolph Woodson
Chancellor

FROM: Warwick A. Arden 
Executive Vice Chancellor and Provost

Allison Markert 
President, Student Body

SUBJECT: Report of the 2024-25 Tuition Review Advisory Committee Regarding Campus Initiated Tuition Increase (CITI)

DATE: October 21, 2024

The Tuition Review Advisory Committee (the Committee) submits the following campus-initiated tuition increase (CITI) for 2025-26.

The Committee recognizes that final authority for recommending tuition increases to the North Carolina Legislature rests with the UNC System Office and the UNC Board of Governors. Information received from the UNC System was shared with the committee as follows:

- No tuition increases allowed for undergraduate resident students with the combined tuition and fee rates for undergraduate residents to remain in the bottom quartile of an institution's public peers.
- Increases will be considered for nonresident undergraduate students with a continued goal of combined tuition and fee to be market driven and reflect the full cost of providing a quality education. Proposals for increases must justify both the need for the increase and why it is not expected to negatively impact enrollment. In addition, each campus should be setting nonresident rates at or above the third quartile of each institution's public peers. New this year is that for FY2025-26, tuition increases may not be used to fund increases in financial aid.
- Increases will be considered for all graduate students as well as premium tuition. Tuition rates should be consistent with each program's unique market and academic requirements.

Three committee meetings were scheduled [September 19, September 24 and September 30]. These meetings were well attended with a committee of students, faculty, staff, department head, dean and administration and members engaged in thoughtful, respectful and open discussions during each meeting. The committee received directions ahead of the meeting and were informed of this year's process. The committee proceeded with the CITI *review and recommendation* process focusing on tuition rates for nonresident undergraduate students and all graduate students. The committee made the decision to review one premium tuition request to submit to the Chancellor for consideration as well as one undergraduate program enhancement fee. The enhancement fee request was later rescinded by the college.

During the committee's meeting cycle, Student Body President Markert emphasize how seriously she takes this work and how important the work is. She stated she is eager to collaborate with everyone to prioritize what we present that's best for the university. Students want low rates and to see funds used well. The no increase for undergraduate in state is well received.

In addition to the student perspective, the committee evaluated past tuition increases, how we rank against our peers and heard presentations on GSSP and financial aid contributing to the discussion. Though the committee cannot use tuition funds towards financial aid Co-Chairs Arden and Markert felt the presentation was informative to the committee.

Ultimately, the committee recommended the following: 3% for nonresident undergraduate students and 4% for graduate resident students and 3% for graduate nonresident. As previously mentioned, 0% for resident undergraduate was mandated by the UNC System Office.

There was a recommendation to hold GSSP harmless. The committee therefore recommended a little over 1.5 million dollars (22.5%) be allocated for the Graduate Student Support Plan (GSSP). Faculty promotional increases were estimated at \$1,200,000 (17.8%) for this year and the rest was distributed to improve quality & accessibility (59.7%). The committee was reminded that any unused funds from the GSSP and faculty promotional increases will be allocated to quality and accessibility.

At its September 30 meeting the Committee completed its work by voting and approving the recommended percent tuition increases for three student categories and the percent allocations for three expenditure categories. The Committee includes 12 *voting members* and 6 *non-voting members*; 11 out of 12 *voting members* cast votes with 11 fo and 1 absent.

At its September 24 meeting members heard a presentation from administrators representing the Masters in Computer Science program regarding a premium tuition proposal. At this meeting, the Committee completed its work by voting and the majority approving the premium tuition proposal. The Committee includes 12 *voting members*; 10 out of 12 *voting members* cast votes with 11 for and 0 against and 2 absent.

The Committee approved the following campus initiated tuition increase (CITI) recommendations:
2025-26

- (\$0 CITI = 0%) Undergraduate Residents
- (\$917 CITI = 3%) Undergraduate Nonresidents
- (\$393 CITI = 4%) Graduate Residents
- (\$918 CITI = 3%) Graduate Nonresidents

The Committee recommends that the additional tuition revenues be used to:

2025-26

- Provide funding to the Graduate Student Support Plan: **recommended allocating \$1,512,510 [which equals 22.5%]**
- improve the quality and accessibility of the NC State educational experience: **recommended allocating \$4,015,898 [which equals 59.7%]**
- provide funding for faculty promotional increases: **recommended allocating \$1,200,000 [which equals 17.8%]**

2024 - 25 premium tuition recommendations

- A new tuition premium of \$1,400 per year effective fall 2025 for the following degree programs:
 - Master of Science in Computer Science

(See the impact statements and spreadsheets included on pages 4 - 6)

If you have questions or would like further information, please let us know.

Impact statements regarding the premium tuition proposals include the following:

Master of Science in Computer Science

The proposed tuition increase will provide an advantage to our Masters students in both quality and competitiveness through enhanced education and state-of-the-art facilities. Our highest priority is to improve the educational experience for our students and thus make them nationally competitive. In particular, premium tuition increases will allow us to pay higher stipends to TAs and to hire more TAs – and this will allow us to increase the size of class sections and improve course availability. In addition, we can also address several of the other needs they have mentioned, including establishing an emergency fund for students facing financial hardships, providing travel support for Master's students who wish to present research results at conferences, providing support for GSA events, and enhancing our campus recruiting efforts. Our department is highly ranked nationally and has close ties with industry, which has resulted in an increased demand for our program. The number of our applicants and students is growing. Unless we invest in our programs, this growth will lead to excessively large classes, larger (non-competitive) student-to-faculty and TA ratios, and reduced services for students.

Final Tuition Recommendation for 2024-25				
	2024-25			
Student Categories:	%	Projected FTEs	Rate Increase	Revenue Generated
Undergraduate Residents (Guaranteed – All But New Cohort)		15,930	\$0	\$0
Undergraduate Residents (New Cohort)	0.00%	6,427	\$0	\$0
Undergrad Nonresidents	3.00%	3,115	\$917	\$2,856,455
Graduate Residents	4.00%	2,847	\$393	\$1,118,871
Graduate Nonresidents	3.00%	2,999	\$918	\$2,753,082
Total		31,317		\$6,728,408
Proposed Use:			%	Allocation
Need-based Financial Aid			0%	0
Graduate Student Support Plan (GSSP)			22.5%	\$1,512,510
Improve Quality & Accessibility			59.7%	\$4,015,898
Faculty Promotional Increases			17.8%	\$1,200,000
Total			100.0%	\$6,728,408
Graduate Student Support Plan (GSSP)		Students	Rate	Increased Cost
State Supported Graduate Students		1,770	\$393	\$695,610
Non-State Supported Graduate Students		1,556	\$918	
Differential in Tuition Remission		1,556	\$525	\$816,900
Total				\$1,512,510
Summary		Increase	2025-26	
Tuition 2024-2025		Amounts	Percent	New Tuition
\$6,535		\$0	0.0%	\$6,535
\$30,583		\$917	3.0%	\$31,500
\$9,837		\$393	4.0%	\$10,230
\$30,610		\$918	3.0%	\$31,528
Differential in graduate resident and non-resident tuition:				
\$20,773		\$525		\$21,298

Title of Graduate Degree Program	Tuition Premium effective 2023-24 (Full-time students)	Tuition Premium Increase Requested for Year 2025-26	Tuition Premium effective 2025-26 (Full-time students)
Master of Computer Science	\$5,600 per year	\$1,400 per year	\$7,000 per year

NCSU

Tuition and Fee Proposals for 2025-26

Tuition Category	2025-26 Tuition				
	2024-25 Tuition	Proposed Increase	% Change	Revenue Generated	2025-26 Rate
Undergraduate Resident	\$6,535.00	\$0.00	0.0%	\$0	\$6,535.00
Undergraduate Nonresident	30,583.00	\$917.00	3.0%	\$3,048,108	31,500.00
Graduate Resident	9,837.00	\$393.00	4.0%	\$1,680,075	10,230.00
Graduate Nonresident	30,610.00	\$918.00	3.0%	\$2,933,928	31,528.00

Estimated Total Revenue Generated \$7,662,111

Proposed Expenditures:

Inflationary Adjustments	0	0.0%
<i>n/a</i>		
Faculty and Staff Retention	1,200,000	15.7%
<i>Faculty Promotional Increases</i>		
Expanded Institutional Opportunities	4,557,446	59.5%
<i>Improve Quality & Accessibility</i>		
Student Services	0	0.0%
<i>n/a</i>		
Academic Support	392,155	5.1%
<i>Course and instructional redesign</i>		
Libraries	0	0.0%
<i>n/a</i>		
Technology Improvements	0	0.0%
<i>n/a</i>		
Other	1,512,510	19.7%
<i>Graduate Student Support Plan (GSSP)</i>		
Total - Proposed Expenditures	7,662,111	100.0%

General Fees and Debt Service	2025-26 Fees			
	2024-25 Fees	Proposed Increase	% Change	2025-26 Fees
Athletics	\$232.00	\$0.00	0.0%	\$232.00
Health Services	445.00	25.00	5.6%	470.00
Student Activities	708.00	17.00	2.4%	725.00
Educational & Technology	439.00	0.00	0.0%	439.00
Campus Security	60.00	0.00	0.0%	60.00
Subtotal - General Fees	1,884.00	42.00	2.2%	1,926.00
Debt Service *	380.00	0.00	0.0%	380.00
ASG Fee	1.00	0.00	0.0%	1.00
Total Proposed UG Fees	\$2,265.00	\$42.00	1.9%	\$2,307.00
Proposed UG Resident Tuition & Fees	\$8,800.00			\$8,842.00

* The debt service line should capture the total debt service fee (all debt projects) and the total proposed increases.

TUITION REQUEST FORM

NCSU

Regular Campus-Initiated Tuition Increases for 2025-26

Requested Campus-Initiated Tuition Increase	2025-26 Tuition Increases	
	Reg. Term Annual Increment	Credit Hour Rate
Undergraduate Residents		\$0.00
Undergraduate Nonresidents	\$917.00	\$38.21
Graduate Residents	\$393.00	\$21.83
Graduate Nonresidents	\$918.00	\$51.00
	Student FTE	
Undergraduate Residents (Fall 2025)		
Undergraduate Residents (Fall 2022, 2023, & 2024)		
Undergraduate Nonresidents	3,324.00	
UG Resident per G.S. 116-143.6		
Graduate Residents	4,275.00	
Graduate Nonresidents	3,196.00	
	Revenues	
Undergraduate Residents	-	
Undergraduate Nonresidents	3,048,108	
UG Resident per G.S. 116-143.6	-	
Graduate Residents	1,680,075	
Graduate Nonresidents	2,933,928	
Total	7,662,111	
	Expenses	
Inflationary Adjustments	-	
Other Critical Needs:		
1. Faculty & Staff Retention	1,200,000	
2. Expanded Instit. Opportunities	4,557,446	
3. Student Services	-	
4. Academic Support	392,155	
5. Libraries	-	
6. Technology Improvements	-	
7. Other (provide details below)	1,512,510	
Total	7,662,111	

"Other" Expenditure Explanation:

Graduate Student Support Plan (GSSP) \$1,512,510

NC State University's CITI Request Justification
FY 2025-26

NC State launched its new strategic plan, Wolfpack 2030: Powering the Extraordinary, in April 2021. We are well underway with implementing Wolfpack 2030, and the CITI funds will play a critical role in that implementation. NC State's request for CITI will enable us to make strategic investments in faculty, programs, and support services. We will invest in teaching opportunities to lead the way in digital transformation in higher education and empower students to be entrepreneurial, independent, and inclusive thinkers, strong in their disciplines and experienced in interdisciplinary collaboration, prepared to contribute impactfully in a diverse, global society and develop lifelong learning opportunities.

Our regular term CITI request will generate approximately \$6.7M, with, 22.5% to support the Graduate Student Support Plan (a fund that provides stipend, tuition and health benefits to graduate students), 17.8% for faculty promotional increases awarded through NC State's Reappointment, Promotion, and Tenure process that assist with our faculty retention efforts, and the remaining 59.7% will be allocated to improve quality and accessibility by supporting additional seats and sections in our general education courses, adding professional advisers and mental health support to meet increased demand, and supporting high-impact practices for our students. In addition, the distance education CITI will generate approximately \$1M, and it will be distributed to enhance student success through expanded institutional opportunities (58%) and increased academic support (42%). For example, these additional funds allow us to:

1. Continue to recruit and retain world-class faculty in order to lead in academic content delivery and expand the number of high-impact practices offered to students as well as to reduce class size and increase the flexibility in the delivery of courses,
 - a. Through NC State's targeted interdisciplinary faculty hiring plan, we are bringing together the brightest minds in a range of academic disciplines. We will continue to fund faculty lines in [our more than 20 interdisciplinary clusters](#).
 - b. The pandemic continues to influence and shape how we support students and deliver instruction. We assessed practices created during the pandemic to continue to enhance student learning, provide flexibility, assist faculty in more effectively using technology, and address inequities in student and faculty access to some of those technologies. These investments not only modernize our instruction but also provide further business continuity for our operations.
2. Invest in developing and implementing innovative learning technologies,
 - a. NC State is striving to be a leader in the digital transformation in higher education. The rate of innovation in learning technologies is rapid. Advances in research on learning and teaching, coupled with advances in information and communications technology, have paved the way for the next generation of technology-rich education. We invest in quality equipment to support instructional research and student learning experiences, such as the work the Integrative Sciences Initiative is doing to integrate artificial intelligence (AI), automation, and robotics into the labs of Woodson Hall.
 - b. We immerse ourselves in emerging technology research. We are continually exploring new learning technology tools and delivery mechanisms to lead educational innovation.

- c. Investments in DELTA's Teaching with Technology Workshops enhance the classroom experience.
 - d. Our instructional tools enhance learning, streamline course administration, increase engagement, and support student achievement. For example, Moodle is a virtual course environment that offers a suite of teaching and learning tools to create engaging learning spaces for courses – blending content, interaction, and testing. There are other hardware/software platforms that allow video, audio, and/or screen capture of any event, including lectures, to be streamed live and/or recorded for future viewing as well as a tool that enables faculty to hold live sessions with their students for office hours and/or problem-solving sessions. DELTA is constantly evaluating instructional tools to enhance student learning and has integrated Yellowdig, an open forum online discussion platform, into Moodle. This tool is designed to foster class discussions around specific topics each week. Faculty can set the guidelines and topics for posts and explain the expectations for participation, then let students interact and contribute.
 - e. Financial resources are being directed to enhance learning spaces for our students, such as the visualization and data spaces in the DH Hill Library. We'll continue to make investments in student learning spaces where opportunities present themselves.
3. Increase the opportunities for advising and mentoring at both the graduate and undergraduate levels
- a. NC State continues to assess the need for academic advisors and invests in positions to strengthen advising in high-demand areas. Professional advisors and faculty mentors play a pivotal role in the success of both our undergraduate and graduate students.
4. Provide graduate and undergraduate internships and professional development experiences.
- a. Investments are being made to provide educational opportunities for students to inspire them to lead and prepare them for life after graduation. For example, the [Provost's Professional Experience Program](#) (PEP) aims to create meaningful campus student employment opportunities with particular emphasis toward expanding undergraduate research opportunities and career development. Students are paid a wage while working with NC State entities to participate in undergraduate research and expand their professional development. Creating meaningful on-campus employment gives students a greater ability to focus on their studies and excel in the classroom.
 - b. Student internship opportunities are numerous. Many of the colleges offer internships specific to the disciplines within their college. For example, the Poole College of Management offers their students unique [global internship opportunities](#) in Singapore, the Czech Republic, and Spain.
 - c. Internships are offered in a variety of businesses, non-profits, government agencies, or educational institutions in the Triangle and are matched to the student's career path.
 - d. We're constantly evaluating professional development opportunities in graduate education. We work with our graduate students to help them think about how the knowledge and skills they develop while students at NC State are

transferable out into the real world and excel in a career. For example, we are offering a Dissertation Institute to master's students and PhD students. The Graduate School also provides [programming on career readiness, leadership, teaching and communication skills](#).

- e. Networking events are held for our graduate students, discussion panels, presentations, company site visits, and team projects, to name a few of the opportunities provided to move our students from academics to industry.

The additional resources coming from CITI will continue to build on program quality, maintain affordability, and help ensure a stable workforce. NC State has a proven record of improving student success with the completion of the Pathways to the Future 2011 - 2020 University Strategic Plan. Our current strategic plan, Wolfpack 2030: Powering the Extraordinary, is building upon the successes of the last plan and moving forward to create a better future for all.

**TUITION INCREASE REQUEST FORM
FOR PROFESSIONAL SCHOOLS
2025-26**

NCSU

<i>Masters Computer Science / Masters of Science Computer Science</i>
<i>11.701 101 000 / 11.0701 123 000</i>

Requested School-Based Tuition Increase	Graduate Student Base	Differential Tuition	Total Tuition Rate	
Graduate Residents				
2024-25 Approved Rate	\$9,837.00	5,600.00	\$15,437.00	
2025-26 Proposed Increment	\$393.00	1,400.00	\$1,793.00	% Increase
2025-26 Proposed Rate	\$10,230.00	7,000.00	\$17,230.00	11.6%
Graduate Nonresidents				
2024-25 Approved Rate	\$30,610.00	5,600.00	\$36,210.00	
2025-26 Proposed Increment	\$918.00	1,400.00	\$2,318.00	% Increase
2025-26 Proposed Rate	\$31,528.00	7,000.00	\$38,528.00	6.4%

Enrollment	Student FTE
Graduate Residents	120.00
Graduate Nonresidents	450.00
Total	570.00

Projected Revenues	
Graduate Residents	\$168,000.00
Graduate Nonresidents	\$630,000.00
Total	\$798,000.00

Projected Expenditures	
<i>Salaries/wages for faculty, teaching assistants, graders, and program staff</i>	\$598,500.00
<i>Recruiting and online education (10%)</i>	\$79,800.00
<i>Career services and technical support (15%)</i>	\$119,700.00
Total	\$798,000.00

Does your campus intend to charge students in this program the requested graduate CITI plus the SBTI? (respond yes or no in the box)

Yes

Proposal to Increase Premium Tuition for Computer Science Masters Programs

Date: August 30, 2024

Institution: NC State University

Degree Program CIPs*

11.0701 101 000 A M Computer Science (MCS)

11.0701 123 000 A MS Computer Science (MSCS)

*At this time, we are not requesting an increase for the Master of Science in Computer Networking program

Level: Masters

Degree Types:

MCS, MSCS

Proposed Date of Implementation:

Semester: Fall

Year: 2025

Introduction

The Computer Science (CSC) department is one of the largest departments at NC State University by student enrollment and by the number of graduated students. It is also one of the largest computer science departments in the nation¹. As of Fall 2024, we have over 1750 undergraduate and over 1000 graduate students of whom more than 240 are PhD students. We graduated well over 600 students during the 2023-24 academic year, with Masters and PhD students comprising more than 40% of the graduates. We are a key department in workforce production relevant to high-technology areas of North Carolina, and we are a top supplier of new university-graduated hires to industry leaders such as LexisNexis, Cisco, SAS, and NetApp. Our students are in great demand and are paid high starting salaries. Many have multiple offers and go to information technology (IT) giants, including such household names as Amazon, Google, Microsoft, Oracle, and HPE, and financial industry leaders such as Barclays, Credit-Suisse, Fidelity investments, and Deutsche Bank. In fact, for a number of high-technology companies (re)locating to North Carolina adequate access to new computer science workforce is critical and essential.

¹ <https://americansocietyforengineeringeducation.shinyapps.io/profiles/>

Our graduate program is also highly ranked, and we are one of the top departments at NC State by research funding and among other computer science departments nationwide². Our department is larger in student numbers, and brings in more research funding, than several of the Colleges at NC State. This is important because many of our Masters students have the opportunity to participate in research with our faculty, which further enhances their skill sets and their value to IT companies.

It is important to understand the current composition of our Master's program in terms of students. For the most recent entering Master's Program class, we received 1,736 applications in total. 1,520 (88%) of these were from foreign nationals and 216 (12%) of them were from domestic applicants. Our primary goal has always been and will continue to be to admit as many domestic students and North Carolinians as possible, provided those students are sufficiently prepared to succeed in the program.³ In this most recent admissions cycle we admitted 149 of the 216 domestic applicants (69% of that cohort), and 79 of those we admitted elected to join our Master's program. We admitted 711 of the 1,520 international applicants (47% of that cohort) and 222 of those we admitted elected to join the M.S. program here.

While the value of admitting domestic students to the Master's program is obvious, the value of admitting international students should not be overlooked. Over the past three years, 40% of our Master's student graduates have taken jobs in the tech sector in North Carolina, helping North Carolina IT employers fill positions that would otherwise be difficult to fill. The availability of these graduates also provides a continuing source of attraction to IT companies considering relocating to, or increasing their footprint in, North Carolina in the future, because for these companies the availability of highly-trained IT personnel is an essential factor. Finally, the international Masters students in our department, who pay tuition at international rates, provide a considerable amount of tuition funding to the state of North Carolina – in the \$12M to \$15M range annually.

In the Fall of 2017, a premium tuition increase from \$2,400 to \$2,800 per semester was authorized for each full-time Masters student in our department. The department used the additional funds to enhance the educational experience of our students and improve our operations. Specifically: we increased the number of Teaching Assistants by 60% from 73 (Fall 2017) to 117 (Fall 2024) as a means to provide consistent student support to instructors and enhance the experience of Masters students; we raised the stipend for Teaching Assistants by 32% (from \$2,200 per month in Fall 2017 to \$2,900 per month in Fall 2024) – this was absolutely necessary to keep the department's offers to new PhD students, who staff our TA positions, competitive nationwide; we offered

² American Society for Engineering Education, <https://ira.asee.org/>

³ For those who are not yet sufficiently prepared, we offer a "Certificate Program in Computing" at the undergraduate level, one purpose of which is to enable domestic students to become qualified to enter the Master's program at a future date.

additional sections of popular courses and additional special topics courses in emerging areas of Computer Science; we provided recruiting incentives; we supported new marketing and recruiting initiatives; and we hired two new Graduate Office staff members.

In 2017, however, at the time of the last premium tuition release, we had 704 graduate students – 507 of whom were Masters students. Now, in 2024, we have 1004 graduate students – 758 of whom are Masters students. This is an increase of 43% in the number of graduate students, and an increase of 50% in the number of Masters students.

To better understand the needs of this increased student population we consulted CSC Graduate Student Association (GSA) officers Sanjana Cheerla (President, CSC GSA) and Baisakhi Chatterjee (Vice President, CSC GSA) during the preparation of this proposal. The main pain points voiced by the CS GSA leadership (whose suggestions have been informed by a recent town hall meeting of the GSA) were dissatisfaction with course availability and financial pressures. The CSC GSA leaders suggested that part of the proposed tuition increase be allocated to offset fee hikes by raising TA salaries and hiring additional support staff. They also suggested supporting enhanced campus recruiting, providing support for GSA events, and providing travel support for Master's students to attend conferences and industry-sponsored events.

For our graduate students to remain competitive, they need to stay ahead of the curve as measured by their acquired skills and knowledge. This means that they need to continue to be educated by leading-edge scientists, researchers, and educators (our faculty) in leading-edge facilities. In order to continue to attract new students, retain existing cohorts, maintain our current advantage in graduate education, and continue producing outstanding graduates, we need to evolve our facilities, teaching faculty, staff, fellowships, and the services that we offer to our graduate students to accommodate these new numbers.

For these reasons, we request an increase in premium tuition of \$700 per semester for each full-time Masters student in the MSCS and MCS degrees, to take effect in Fall 2025. The tuition increase will be prorated for part-time students (including Distance Track degree students). While this increase is just 25% over the existing premium tuition, we anticipate that the increase will allow us to remain nationally competitive in both quality and capacity without unduly burdening the students financially.

1. The anticipated impact of the proposed change on program quality and capacity

Our highest priority is to improve the educational experience for our students and thus make them nationally competitive. The proposed tuition increase will provide an advantage to our Masters students in both quality and competitiveness through enhanced education and state-of-the-art facilities. The accessibility of our programs, the

quality of instruction and scholarship, and the capacity of the program, will be improved by:

1. Increasing the Teaching Assistant budget to accommodate the growing program size and improve the TA-to-student ratio;
2. Raising the stipends for Teaching Assistants to national averages and to offset the increase in student fees, so as to make our offers competitive;
3. Hiring additional graduate program staff members to improve advising and support services for our increased number of students and applicants; and
4. Acquiring additional equipment, software, and technical support needed for lab-based courses and to keep up with a growing stream of messages between our administrative/advising staff and an increasing student population. We will deploy AI-powered email management tools that prioritize incoming messages, generate response recommendations, and automate follow-up reminders. We aim to configure a simple, reliable solution that integrates with our existing workflows and enables us to maintain quick, customized responses, even during crunch times – thus improving overall communication efficiency⁴.

The foregoing improvements address several of the concerns raised by our GSA officers: in particular, premium tuition increases will allow us to pay higher stipends to TAs and to hire more TAs – and this will allow us to increase the size of class sections and improve course availability. In addition, we can also address several of the other needs they have mentioned, including providing travel support for Master’s students who wish to present research results at conferences, providing support for GSA events, providing additional support staff, and enhancing our campus recruiting efforts.

Our department is highly ranked nationally and has close ties with industry, which has resulted in an increased demand for our program and for our students. The number of applicants we receive and the number of students we admit are growing. Unless we invest in our programs, this growth will lead to excessively large classes, a lack of seats in sought-after classes, larger (non-competitive) student-to-faculty and TA ratios, and reduced services for students.

We have historical evidence to suggest that the requested increase will not reduce our ability to attract students. Table 1 compares the enrollment and applications to the two Masters programs targeted by this proposal in Fall 2016, before the last premium tuition increase was authorized for our program, and Fall 2018, one year after the increase had taken effect. Enrollment increased by 2.6%, but demand for our program, as reflected in the number of applications, was virtually unchanged over that period.

⁴ Promising software includes Google’s Smart Reply and Smart Compose tools, sanebox (<https://www.sanebox.com/>), Superhuman (<https://superhuman.com/>) and Boomerang (<https://www.boomerangmail.com/>).

Thus, we have reason to expect that the requested increase in premium tuition will also not have a significant impact on demand, selectivity, or the quality of incoming students.

	Masters Enrollment	Applications
Fall 2016	506	2048
Fall 2018	519	2033

Table 1. Applications and Enrollment before and after the 2017 increase in premium tuition took effect.

Our graduate students capitalize on enviable employment prospects and currently enjoy post-graduation starting salaries in the \$90K to \$180K range, and close to 100% placement at graduation. Current employment opportunities in our field in the State of North Carolina and the nation are growing rapidly, as illustrated by U.S. Bureau of Labor Statistics projections (refer to Section 4) and the succession of companies establishing large operations in North Carolina – companies that are highly dependent on our contributions to the workforce.

2. The projected impact of increased tuition on access for North Carolina residents

The percentage of students in our Masters degree program who are residents of North Carolina is currently 23.5%. Once fully phased in starting with the 2025-26 academic year, the proposed premium tuition will increase the cost of a Masters degree education for full-time students by \$2,217 on average⁵. In May 2024, the median starting salary of our Masters degree graduates was \$110,000, compared to an average starting salary of our Bachelor's degree graduates of \$83,125. Assuming that this difference in starting salaries for students with Bachelor's degrees and those with Masters degrees in our field does not change substantially, the expected time to recover the additional premium tuition cost of \$2,217 is only 0.08 ($=\$2,217/\$26,875$) years, or about one month, for both residents and non-residents. This represents a fast "return on investment" for students. This analysis does not include the additional positive impacts of a Masters degree, such as higher placement rates and quality of career paths.

⁵ About half of full-time students complete the Masters degree in three semesters and will incur an additional cost of \$2,100. The other half complete the degree in four semesters, but only have to take one course (3 credits) in the last semester, for a total additional cost of \$2,333. Thus, the average additional cost is \$2,217.

3. The availability of student financial aid for students with economic need and of tuition remission

Students in all degree programs are eligible to apply for the federal Direct Unsubsidized Loans and the federal PLUS program.

4. The extent to which current and prospective students can afford increases in tuition

Approximately 70% of our on-campus Masters degree students engage in paid internships during the summer at the end of their first year of study. In the summer of 2024, these internships paid an average of \$35/hour.

The placement rate of our Masters graduates at time of graduation is better than 90%. The U.S. Bureau of Labor Statistics projections for the period 2022-2032 suggest that Computer Science and IT-related occupations will experience a growth of 377,500 jobs per year. These occupations had median annual wages of \$104,420 in 2023.

Major employers who have established or are establishing substantial operations in North Carolina do so because of the readily available supply of a highly skilled workforce in science, engineering, and computing. Recent examples include Google, Apple, Microsoft, MetLife, LexisNexis, and others. The NC State Engineering Career Fair each year attracts several hundred employers. The Department of Computer Science ePartners program has 27 corporate members who pay between \$5,000 and \$25,000 (and more) as a way to improve their recruiting of our students.

As noted in Section 2, the expected time required to recover the additional premium tuition cost of \$2,217 is only 0.08 ($=\$2,217/\$26,875$) years, or about one month, for our Masters students – and this considers only post-graduate employment, not internship income.

5. The relationship of projected tuition revenue to institutional and/or program costs

Given current-level enrollments in the Masters program, the expected revenue that would be generated by this proposal is \$798K annually. Since the last increase in premium tuition took effect in Fall 2017, official cumulative CPI inflation has increased by 28%⁶, greater than the requested 25% increase. Over the same time period, the TA stipend in our department has increased by 32% but remains below the level offered by

⁶ https://www.bls.gov/data/inflation_calculator.htm

many of our peers⁷. Our graduate office costs have also increased due to the addition of two staff members and one career services intern. We also note that the department is chronically underfunded and relies on funds from faculty sabbaticals, leaves, release time, F&A, and now premium tuition, to cover a wide range of operating expenses, some staff positions, teaching assistants and graders.

6. Tuition and fees, net of remissions and waivers, charged by peer institutions or programs as compared to tuition and fees, net of remissions, at the program

One semester of tuition and fees for the CSC Masters degrees, with and without the proposed premium tuition, is shown in Table 2 for the 2024-2025 academic year.

Tuition and Fees	Resident	Nonresident
Present (2024-25)	\$9,700	\$20,086
Proposed (2025-26)	\$10,400	\$20,786

Table 2: Present and proposed tuition and fees

Tuition and fees charged by peer institutions for Computer Science degrees are shown in Appendix A and Appendix B. The proposed tuition increase will have little impact on our department's position relative to other schools.

Where in-state tuition is concerned, the proposed increase will keep tuition in the second quartile, although it will move us above two peers that currently have higher tuition (assuming there are no other tuition increases at NC State or at our peers). This level of in-state tuition remains well below the out-of-state tuition at our peer institutions (with the exception of UT Austin); hence, NC residents are unlikely to apply to a peer institution out of state on the basis of tuition cost alone.

Where tuition for international students is concerned, the proposed increase does move us up the scale compared to our peers; however, as noted in Section 1, we had 1736 international applicants for the entering class of students in Fall, 2024, and accepted only 711 of these (of whom 222 enrolled). Even if the number of applicants were to fall by 33% we expect that we would still have sufficient applicants to ensure that our program does not fall below its preferred enrollments.

Tuition and fees for other premium tuition programs at N.C. State in 2024-2025 are shown in Table 3:

⁷ <https://csstipendrankings.org>

Program	Resident	Nonresident
Masters of Business Administration	\$14,062	\$24,449
Masters of Engineering Management	\$13,462	\$24,091
Masters of Accounting	\$13,466	\$23,852
Master of Science in Analytics	\$11,150	\$21,536
Masters of Financial Mathematics	\$11,150	\$21,536
Masters in Biomedical Engineering	\$10,900	\$21,286
CSC Masters degrees – Proposed	\$10,400	\$20,786
CSC Masters degrees – Current	\$9,700	\$20,086
ECE Masters degrees	\$9,300	\$19,686
Masters in Foundations of Data Science	\$8,950	\$19,336
Masters in Mechanical and Aerospace Engineering	\$8,400	\$18,786
Masters in Chemical Engineering	\$8,100	\$18,486
Masters of Microbial Biotechnology	\$7,150	\$17,536
Masters in Chemical Engineering	\$8,100	\$18,486

Table 3. Tuition and fees for premium tuition programs at N.C. State in 2024-25

The proposed tuition increase leaves the cost of Computer Science tuition below the tuition charged to students for the MBA, MEM, MAC, MSA, MFM, and MBE degrees – this comparison does not account for any tuition increases being proposed by these programs. We also note that:

- our Masters program is larger and in higher demand (based on the number of applications) than these other programs; and
- our Masters graduates' average salaries are higher than the salaries reported for these other programs.

7. A plan for the intended use of additional tuition receipts

The proposed tuition increase will be allocated for program support approximately as follows:

- (75%) Salaries and wages for faculty, teaching assistants, graders, and graduate program staff;
- (10%) Recruiting and online education services;
- (15%) Career services and technical support.

These expenditures will improve the quality, scholarship, and experience of our students as described in Section 1 above.

8. Assistantships or grant support for graduate students

Between 15-25 Masters degree students are supported each year on teaching or research assistantships that include the GSSP; by comparison, the number of PhD students on teaching or research assistantships is more than 200. If the proposed increase in premium tuition is approved, the department will support a larger number of Masters students as graduate assistants. The department also hires 30-40 Masters students every semester as hourly graders. Additional premium tuition receipts will allow us to increase the number of Masters students hired and/or increase their hourly pay.

For graduate students (Masters or PhD) appointed on the premium tuition account, the 25% GSSP tuition remission match (for non-residents), in-state tuition award (ISTA), and health insurance (GSHI) required for students supported from non-state sources will be paid from premium tuition receipts. Therefore, the increase in premium tuition will allow the department to grow the number of supported graduate students without affecting the GSSP costs to the university.

9. Analysis of student indebtedness levels within the university

According to the Office of Financial Aid and Scholarships at NC State, for students who completed the two degree programs targeted by this proposal between July 1, 2023 and June 30, 2024, 5.1% (12/236) incurred federal student loan debt, and the average debt

was \$27,034. This average is based on students who borrowed rather than the entire class.

Appendix A

Fall 2024 tuition and fees charged by peer institutions for Computer Science Masters degrees, full-time resident students

(sorted by decreasing order of resident tuition)

University	Resident
Penn State	\$13,017
UIUC	\$12,782
Rutgers	\$11,706
University of Maryland	\$11,516
University of Washington	\$10,887
NC State-proposed	<u>\$10,400</u>
Virginia Tech	\$10,283
University of Minnesota	\$9,990
NC State-present	<u>\$9,700</u>
Michigan State	\$9,100
Georgia Tech	\$9,006
Texas A&M	\$7,660
Ohio State	\$7,615
University of Florida	\$6,370
University of Wisconsin	\$6,162
Purdue	\$5,558
UT Austin	\$4,608

Appendix B

Fall 2024 tuition and fees charged by peer institutions for Computer Science Masters degrees, full-time non-resident student

(sorted by decreasing order of non-resident tuition)


University	Non-resident
Ohio State	\$23,838
Penn State	\$22,787

UIUC	\$21,835
NC State-proposed	<u>\$20,787</u>
University of Maryland	\$20,484
NC State-present	<u>\$20,087</u>
University of Washington	\$18,974
Virginia Tech	\$18,546
Rutgers	\$18,378
Michigan State	\$16,701
Georgia Tech	\$16,363
University of Minnesota	\$15,606
University of Florida	\$15,067
Purdue	\$14,959
Texas A&M	\$14,038
University of Wisconsin	\$12,826
UT Austin	\$9,081



MEMORANDUM

TO: W. Randolph Woodson, Chancellor

FROM: Doneka R. Scott, Vice Chancellor and Dean, DASA, Co-Chair
Caroline Miranda, Student Senate President, Co-Chair 

SUBJECT: Student Fee Review Committee Recommendations for 2025-2026

DATE: October 17, 2024

In accordance with your charge to the Student Fee Review Committee, the committee met to review all mandatory student fees, make recommendations regarding the continuation of existing fees, and consider any proposed changes for 2025-2026.

Student Fee Review Committee

Voting Members

Doneka R. Scott, Co-Chair, Vice Chancellor and Dean, Division of Academic and Student Affairs
Caroline Miranda, Co-Chair, Student Senate President
Lanadia Adams, Undergraduate Student Representative
Kofi Malik Boone, Professor of Landscape Architecture, College of Design
Jonathan Duggins, Associate Teaching Professor of Statistics, College of Sciences
Allison Markert, Student Body President
Barbara Moses, Associate Vice Chancellor, Office of Budget and Resource Management
Summia Rahman, Graduate Student Body President
Krista Ringler, Associate Vice Provost, Director, Office of Scholarship & Financial Aid
Fernanda Santos, Assistant Teaching Professor of Food, Bioprocessing and Nutrition Sciences, College of Agriculture and Life Sciences

Non-Voting Members

Peter Harries, ex-officio committee member, Dean of the Graduate School
Eduardo Lorente, ex-officio committee member, Vice Provost for Budget and Business Operations
Nate Miner, ex-officio committee member, Associate Vice Chancellor for Strategic Initiatives, DASA
Lance Williams, ex-officio committee member, Chair of Permanent Committee on Tuition and Fees, Student Senate
Lisa Zapata, ex-officio committee member, Senior Associate Vice Chancellor, DASA

The committee met on September 13, September 20 and October 3. At the first meeting, the committee made introductions and reviewed their charge. Luke McHale, Assistant Budget Director, gave an overview of tuition and fees and reviewed the FY26 mandatory fee request summary table, the 5-year financials report on mandatory student fee units, and FY26 Form B submissions by Student Media, Student Health Services and Student Centers (Campus Enterprises) Operations and Repair & Renovation fee increase requests. Co-Chair Caroline Miranda gave an overview of the student review process and dates, and Co-Chair Doneka Scott shared next steps for the committee, including inviting representatives from any unit requesting an increase to present their requests at the next meeting.

At the second meeting, Luke McHale provided an update that Student Media would not be submitting a fee increase request for FY26. He reviewed the mandatory fees summary table, and noted the FY26 fee change requests will thus consist of Student Health Services and Student Centers (Campus Enterprises) Operations and Repair & Renovation for a net increase of \$42/yr in FY26. Luke also reviewed the official UNC-SO FY26 tuition and fees instruction memo, and stated that the mandatory fee instructions were unchanged from the draft UNC Board of Governors draft FY26 tuition and fee instructions PPT slide which was reviewed with the Fee Review Committee in meeting #1. Also at the second meeting, the committee heard presentations from representatives of the units requesting the three fee increases.

On behalf of the Student Senate Fee Committee, the Student Senate hosted town halls for students on September 27 and October 2, 2024 and discussed legislation that was written for each of the fee requests. Following the October 2, 2024 town hall, the Student Senate voted in support of the proposed legislation for all three fee increase requests.

At the third meeting, Co-chair Caroline Miranda gave the committee an update on the Student Fee Review Town Hall and the Student Senate meetings. The committee then voted unanimously to support maintaining the mandatory fees at the current level that had requested no changes. The committee also voted unanimously to support the Student Health Services \$25 fee increase request, the Student Centers Operations (Campus Enterprises) fee increase requests of \$7, and the Student Centers Repair & Renovation (Campus Enterprises) fee increase request of \$10.

The final recommendations for fees for 2025-2026 are provided in Table 1. The total 2025-2026 mandatory student fees for undergraduates would be \$2,492.50 under this proposed fee schedule.

cc: Student Fee Review Committee
Charlie Maimone, Vice Chancellor for Finance and Business
Warwick Arden, Provost and Executive Vice Chancellor

Table 1. Recommended Mandatory Student Fees for 2025-2026

October 17, 2024

Mandatory Student Fee	2024-25 Approved Fees	2025-26 Recommended Fees	2025-26 Fee Changes
Student Center Operations (Campus Enterprises)	\$122.40	\$129.40	\$7.00
Student Center R&R (Campus Enterprises)	\$34.80	\$44.80	\$10.00
All Other Student Activity Fees (No Changes)	\$550.80	\$550.80	\$0.00
Total Student Activities Fees	\$708.00	\$725.00	\$17.00
Student Health Services	\$445.00	\$470.00	\$25.00
All Other General Fees (No Changes)	\$945.00	\$945.00	\$0.00
Total General Fees	\$1,390.00	\$1,415.00	\$25.00
Debt Service Fees (No Changes)	\$352.50	\$352.50	\$0.00
Total Indebtedness Fees	\$352.50	\$352.50	\$0.00
Total Mandatory Student Fees	\$2,450.05	\$2,492.50	\$42.00
% Change in Total Fees 2024-25			1.71%

Appendix A. Summary of Voting of the Student Fee Review Committee
Meeting Date: October 3, 2024

Support of Mandatory Student Fees for which No Change is Requested for 2025-26

Student Activities Fees (Total \$550.80)

Union Activity Board \$19.65
Student Publications/Media \$26.25
Student Government \$14.20
Student Legal Services \$17.50
School (Student Association) \$5.00
Student Center Operations-DASA \$34.00
Student Center R&R-DASA \$13.00
Student Center Programming-DASA \$214.45
Student Center Programming-OIED \$26.25
Sustainability Fee \$5.00
University Wellness and Recreation \$175.50

General Fees (Total \$945)

Association of Student Governments \$1.00
Campus Security \$60.00
Athletics \$232.00
Educational & Technology Fee \$439.28
Transit Operations (Bus Service) \$213.00

Indebtedness Fees (Total \$352.50)

Student Center Expansion (expires FY2036) \$260.00
Carmichael Complex Addition and Renovation (expires FY2046) \$92.50

A motion was made and seconded to support the fees listed above with no changes, there was no discussion, and the committee voted unanimously to support these fees with no changes.

Student Center Operations (Campus Enterprises) - Proposed Increase of \$7.00

Student Center R&R (Campus Enterprises) - Proposed Increase of \$10.00

Student Health Services - Proposed Increase of \$25.00

A motion was made and seconded to support these requests, and the committee voted unanimously to support these increases.


Student Involvement in Tuition and Fee Setting Process

Campus Name: NC State University

Date: October 30, 2024

Campus Administrator Name: Doneka R. Scott

Campus Administrator Title: Vice Chancellor and Dean, Division of Academic and Student Affairs

Campus Administrator Signature: 

Student Body President Name: Caroline Miranda, Student Senate President and Co-Chair

Student Body President Signature: 

Collaboration

- Tuition and fee committee(s) established.
- Students were represented on the committee(s).
- Student representatives were appointed by the Chancellor in consultation with the Student Body President.
- Committees were co-chaired by the Chief Academic Officer and/or Chief Student Affairs Officer or their designee along with the Student Body President and/or Student Senate President.

Inclusiveness

- Students on the tuition and fee committees were representative of student constituencies: (for example, in-state, out-of-state, undergraduate, graduate, professional school, distance education, etc.).
- Student involvement throughout the entire tuition and fee setting process.
- Student forums were conducted (at least two, one mid-day and one in the evening).

Transparency

- Utilization of social media to reach out to students.
- Utilization of university listserv(s) and website.

Timeliness

- Process initiated and completed consistent with the UNC Policy. (September 1st through December 1st)

Accountability

- Inclusion of student involvement form in the institution's tuition and fee request packet submitted to the UNC System Office.

Additional Information:

North Carolina State University

10/17/24

Academic Year 2025-26 Student Fees

Student Fees Summary

Description of Fee		2021-22	2022-23	2023-24	2024-25	incr/decr	2025-26
Student Fees - Academic Year							
Student Activity Fees							
1	Union Activity Board	\$ 19.63	\$ 19.63	\$ 19.63	\$ 19.65	-	\$ 19.65
2	Student Publications/Media	26.25	26.25	26.25	26.25	-	26.25
3	Student Government	14.20	14.20	14.20	14.20	-	14.20
4	Student Legal Services	17.50	17.50	17.50	17.50	-	17.50
5	School (Student Association)*	5.00	5.00	5.00	5.00	-	5.00
6	Student Center Operations Total	132.39	156.39	156.39	156.40	7.00	163.40
7	Student Center Repairs and Renovations Total	47.80	47.80	47.80	47.80	10.00	57.80
8	Student Center Programming Total	242.70	240.70	240.70	240.70	-	240.70
9	Sustainability	5.00	5.00	5.00	5.00	-	5.00
10	University Wellness and Recreation	168.85	175.50	175.50	175.50	-	175.50
Total Student Activity Fees		679.32	707.97	707.97	708.00	17.00	725.00
11	Association of Student Governments	1.00	1.00	1.00	1.00	-	1.00
12	Campus Security Fee	60.00	60.00	60.00	60.00	-	60.00
13	Intercollegiate Athletics	232.00	232.00	232.00	232.00	-	232.00
14	Student Health Service	445.00	445.00	445.00	445.00	25.00	470.00
15	Educational & Technology Fee	439.28	439.28	439.28	439.00	-	439.00
16	Transit Operations (Bus Service)	205.00	209.00	209.00	213.00	-	213.00
Indebtedness Fees**							
17	Thompson Hall - Indebtedness (expires FY2021)	-	-	-	-	-	-
18	Student Health Service - Expansion (expires FY2022)	35.00	-	-	-	-	-
20	Carmichael Complex - Indebtedness (expires FY2023)	23.00	23.00	-	-	-	-
19	Intercollegiate Athletics - Indebtedness (exp FY2025)	96.00	96.00	96.00	-	-	-
22	Carmichael Complex - Expansion (expires FY2025)	27.50	27.50	27.50	-	-	-
21	Student Center - Expansion (expires FY2036)	260.00	260.00	260.00	260.00	-	260.00
23	Carmichael Complex - Addition and Renov (FY2046)	92.50	92.50	92.50	92.50	-	92.50
Total Indebtedness Fees		534.00	499.00	476.00	352.50	-	352.50
Fees subject to the 3% Cap		2,390.60	2,384.25	2,361.25	2,237.50	42.00	2,279.50
Increase Requests as % of prior year base						1.88%	
3% of base year fees		71.72	71.53	70.84	67.13		68.39
Requested amount under/(over) cap						25.13	
Total Student Fees - Undergraduate		2,595.60	2,593.25	2,570.25	2,450.50	42.00	2,492.50
Percent Increase						1.71%	
24	Graduate Student Fee*	12.00	12.00	12.00	12.00	-	12.00
Total Student Fees - Graduate		2,607.60	2,605.25	2,582.25	2,462.50	42.00	2,504.50
Percent Increase						1.71%	

North Carolina State University

10/17/24

Academic Year 2025-26 Student Fees

Student Fees Summary

Description of Fee	2021-22	2022-23	2023-24	2024-25	incr/decr	2025-26
Engineering Major						
25 COE Program Graduate and Undergrad. Enhancement F	1,500.00	1,500.00	1,500.00	1,500.00	-	1,500.00
Total Undergraduate Fees - Engineering Major	4,095.60	4,093.25	4,070.25	3,950.50	42.00	3,992.50
Total Graduate Fees - Engineering Major	4,107.60	4,105.25	4,082.25	3,962.50	42.00	4,004.50
Professional Golf Management Major						
26 Professional Golf Management Fee	700.00	700.00	700.00	700.00	-	700.00
Total Undergraduate Fees - PGM Major	3,295.60	3,293.25	3,270.25	3,150.50	42.00	3,192.50
Application Fees for Admission to NC State						
27 Undergraduate Student Application Fee - Domestic	85.00	85.00	85.00	85.00	-	85.00
28 Undergraduate Student Application Fee - International	100.00	100.00	100.00	100.00	-	100.00
29 Graduate Student Application Fee - Domestic	85.00	85.00	85.00	85.00	-	85.00
30 Graduate Student Application Fee - International	95.00	95.00	95.00	95.00	-	95.00
31 Non Degree Studies Application Fee	40.00	40.00	40.00	40.00	-	40.00

* The Graduate Student Fee represents both the Graduate Student Fee and the School Fee for a total of \$17.00

** Debt Service fees are project-based, changes will be evaluated annually

Chancellor

Chair, Board of Trustees

North Carolina State University

Academic Year 2025-26 Student Fees

<u>Mandatory Fee</u>	FY 2025-26 Requested Amount	<u>Description of Fee</u>
University Activity Board	\$ 19.65	The Union Activities Board is the main programming body for the campus which is responsible for acquiring, scheduling, publicizing, and presenting films, speakers, and special events.
Student Publications/Media	\$ 26.25	This fee is used to defray the cost of the various campus-wide student publications. At present these include two student newspapers, a yearbook, a radio station, and "The Windover" (a literary magazine).
Student Government	\$ 14.20	This fee is allocated to the Student Government for distribution to Campus organizations for activities, they deem, are in the best interest of the student body.
Student Legal Services	\$ 17.50	This fee funds the student legal services program which offers legal services to all students.
School (Student Association)*		
Undergraduates	\$ 5.00	This fee is used by the student body to support student activities of each of the various schools.
Graduates	\$ 17.00	This fee is used by the graduate student association to support graduate student activities.
Student Center Operations Total	\$ 163.40	This fee supports the maintenance and operations of the Student Center facilities,
Student Center Repairs and Renovations Total	\$ 57.80	This fee is used to maintain and upgrade the Talley Student Center, Price Music Center, Witherspoon Student Center and Thompson Theater.
Student Center Programming Total	\$ 240.70	This fee supports programming for the Student Centers and the Office of Institutional Equity and Diversity.
Sustainability	\$ 5.00	This fee will be used to promote sustainability and green ambassador efforts
University Wellness and Recreation	\$ 175.50	This fee is used to defray the cost of operating and maintaining the intramural recreational sports program and other physical education programs.
Association of Student Governments	\$ 1.00	This UNC Board of Governors approved fee for all UNC institutions to help finance the Association of Student Governments, a coalition of student leaders from across the state. To be used for administrative staff, travel and small stipends for student leaders.
Campus Security Fee	\$ 60.00	Fee initiated by UNC Board of Governors for all campuses to help meet security initiatives.
Intercollegiate Athletics	\$ 232.00	This fee is used in partial support of intercollegiate athletic programs.
Student Health Service	\$ 470.00	This fee is used by the University Health Center to offer medical and counseling services to students.
Educational & Technology Fee	\$ 439.00	This academic fee is used by colleges and schools to equip and operate computing and scientific laboratories which supplement classroom instruction.
Transit Operations (Bus Service)	\$ 213.00	This fee partially funds the campus transit system.
Indebtedness Fees		
Thompson Hall - Indebtedness (expires FY2021)	\$ -	This fee is pledged to support renovation for the Thompson Theatre Building.
Student Health Service - Expansion (expires FY2022)	\$ -	This fee is pledged to support an addition for the Student Health Services Building.
Carmichael Complex - Indebtedness (expires FY2023)	\$ -	This fee is pledged to support repairs and renovations of outdated equipment and facilities at Carmichael Complex
Intercollegiate Athletics - Indebtedness (expires FY2027)	\$ -	This fee is pledged to the Department of Athletics in support of facility improvements, renovations, repairs and maintenance.
Carmichael Complex - Expansion (expires FY2027)	\$ -	This fee is pledged to support the Locker Room Renovation and Fitness Center Expansion
Student Center - Expansion (expires FY2036)	\$ 260.00	This fee is pledged to support the renovation of the Student Center Buildings.
Carmichael Complex - Addition and Renovation (expires FY2046)	\$ 92.50	This fee is pledged to support an addition of space with a renovation .to the Carmichael Complex
Total Required Student Fees		
Undergraduate	\$ 2,492.50	
Graduate	\$ 2,504.50	
<u>Major Specific Fees</u>		
COE Program Graduate and Undergraduate Enhancement Fee	\$ 1,500.00	This fee is used for program and infrastructure improvements in the College of Engineering to ensure our engineering students are provided career-ready skills that continue to advantage them in the marketplace.
Professional Golf Management Fee	\$ 700.00	This fee ensures access for students in the PGM program to partnering golf facilities for the use of their golf course and golf practice facilities.
<u>Application Fees</u>		
Undergraduate Student Application Fee - Domestic	\$ 85.00	This fee is used to support costs necessary in the application process.
Undergraduate Student Application Fee - International	\$ 100.00	This fee is used to support costs necessary in the application process.
Graduate Student Application Fee - Domestic	\$ 85.00	This fee is used to support costs necessary in the application process.
Graduate Student Application Fee - International	\$ 95.00	This fee is used to support costs necessary in the application process.
Non Degree Studies Application Fee	\$ 40.00	This fee is used to support costs necessary in the application process.

FEE REQUEST FORM
NCSU

Student Center Operations - Campus Enterprises
2025-26

	Prior Years		2025-26	
	2023-24 Fee	2024-25 Fee	Increase Requested	Proposed 2025-26 Fee
<i>Estimated Student FTE Applicable to Fee - 2025-26</i>	32,200			
	\$122.39	\$122.40	\$7.00	\$129.40
			Projected 2025-26	
	Actual 2023-24	Projected 2024-25	With Increase	Without Increase
Beginning Fund Balance	1,831,097	1,292,694	1,276,658	1,276,658
Revenues:				
Fee Revenues	3,870,868	3,879,763	4,166,358	3,940,958
Other Revenues	629,084	561,160	574,695	574,695
Total Revenues	4,499,952	4,440,923	4,741,053	4,515,653
Expenditures:				
Personnel	2,655,582	2,973,470	3,207,452	3,083,027
Supplies & Materials	220,419	191,591	195,421	195,421
Current Services	893,739	890,319	912,947	912,947
Fixed Charges	89,445	92,649	94,502	94,502
Capital Outlay	-	-	-	-
Other*	1,179,170	308,930	319,742	319,742
<i>Student Aid, Change in Accounts Payable and Change in Accounts Receivable to convert to cash basis</i>				
Total Expenditures	5,038,355	4,456,959	4,730,064	4,605,639
Ending Fund Balance	1,292,694	1,276,658	1,287,647	1,186,672
FTE (associated with fee)	34.24	34.79	35.79	34.79

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on Form C tab if needed)

Costs always are in an increasing trend (inflationary factors)

- Higher than anticipated increases in salary costs and benefits which will increase by an average of \$115,000 per year through FY29.
- Operations expenses will increase by an average of \$40,000 per year during the same period. These increases will outpace the anticipated increase in fee collections related to enrollment growth (\$40,000/yr.) and Non-Fee revenue increases (\$14,000/yr.)
- 5% (and greater) increases to Utilities each year will contribute to an average of \$20,000 per year increase in expenses.
- Service provider (Facilities rates, contractors, etc.) costs have increased substantially in recent years.

Talley and Witherspoon are dynamic environments that are changing and evolving as students' needs and uses change

- We are undertaking a \$150K study of space use and that will identify additional areas for investment
- We are making investments in the students themselves that we hire
- Improvements that have been demanded and made in our student centers (particularly Witherspoon) will also drive increasing operational costs to maintain/operate

A **\$3.00 per year fee request from FY26-FY29** will allow us to cover the inflationary cost that are anticipated each year and will keep our cash reserves just slightly above our recommended cash reserve throughout the 5-year planning period.

An additional **\$4.00 fee increase for FY26** will allow us to add one FTE to our Facilities Enhancement Team (housekeeping) and 10 students + 1 temp staff member to help support the increase in building usage and events due to a steady increase in enrollment.

Additional Justification for Proposed Fee Increase
NCSU

Student Center Operations - Campus Enterprises
2025-26

Please discuss the effect on the overall student experience if the fee increase request is denied

Service offerings (e.g. hours of operations) will be reduced and the quality of service (e.g. annual preventative maintenance and cleaning) will suffer. Event fees (e.g. reservations) will increase. We have successfully demonstrated that a strong operational program reduces the need for emergency repairs and unexpected costs. These operational investments allow us to maintain our Repair and Renovation programs for planned improvements, enhancements and repairs.

FEE REQUEST FORM
NCSU

Student Center Repair & Renovations - Campus Enterprises
2025-26

	Prior Years		2025-26	
	2023-24 Fee	2024-25 Fee	Increase Requested	Proposed 2025-26 Fee
<i>Estimated Student FTE Applicable to Fee - 2025-26</i>				
31,700	\$34.80	\$34.80	\$10.00	\$44.80
			Projected 2025-26	
	Actual 2023-24	Projected 2024-25	With Increase	Without Increase
Beginning Fund Balance	8,177,389	7,711,471	5,308,440	5,308,440
Revenues:				
Fee Revenues	1,100,596	1,086,613	1,420,922	1,103,752
Other Revenues	85,837	50,000	50,000	50,000
Total Revenues	1,186,433	1,136,613	1,470,922	1,153,752
Expenditures:				
Personnel	-	-	-	-
Supplies & Materials	193,068	890,911	541,975	541,975
Current Services	869,925	2,648,733	1,825,922	1,725,922
Fixed Charges	-	-	-	-
Capital Outlay	59,514	-	-	-
Other*	529,843	-	-	-
<i>Student Aid, Change in Accounts Payable and Change in Accounts Receivable to convert to cash basis</i>				
Total Expenditures	1,652,350	3,539,644	2,367,897	2,267,897
Ending Fund Balance	7,711,471	5,308,440	4,411,465	4,194,295
FTE (associated with fee)	0.00	0.00	0.00	0.00

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on Form C tab if needed)

The next five years will see a need for major investments in both Student Centers (Talley and Witherspoon) with end-of-life building systems (10-15-year and 35- 40-year items) and increased enrollment growth means greater student utilization and wear and tear. These foundation needs are in addition to the ongoing aesthetic updates and routine R&R needed to meet evolving student body and campus expectations that support student success and uphold the institution's reputation. Talley continues to be a major hub of campus life and is one of the first facilities that prospective families visit when considering NC State for enrollment. Without investments in our backbone systems, emergency repairs will increase and may disrupt or displace occupants, meetings/events, and use of space for studying, lounging, and other functions. We have begun to see these operational impacts with multi-week outages with a main elevator at Talley being one example. This is why a robust R&R plan and associated rate increases are being proposed.-- Talley and Witherspoon are dynamic environments that are changing and evolving as student needs and use change

- We are undertaking a \$150K study of space use and that will identify additional areas for investment
- Improvements that have been made (e.g., Witherspoon) will also drive increasing operational costs to maintain/operate
- Costs always are in an increasing trend (inflationary factors)
- Construction and technology costs have inflated. E.g., recent Witherspoon renovation costs compare to new Talley construction costs.

Additional Justification for Proposed Fee Increase
NCSU

Student Center Repair & Renovations - Campus Enterprises
2025-26

Please discuss the effect on the overall student experience if the fee increase request is denied

Potential institutional reputational decline is at risk if the fee changes are not approved. Decisions will need to be made between aesthetics/program enhancements or building infrastructure for signature facilities in the campus portfolio. Lack of fee increases will lead to a growing list of deferred maintenance, potential disruptions or displacements due to emergency repairs requiring long lead times and increases in complaints and dissatisfaction. Deferred maintenance increases both long-term capital costs due to inflationary increase, but also increase ongoing operational costs on an annual basis.

FEE REQUEST FORM
NCSU

Student Health Services
2025-26

	Prior Years		2025-26	
	2023-24 Fee	2024-25 Fee	Increase Requested	Proposed 2025-26 Fee
Estimated Student FTE Applicable to Fee - 2025-26				
33,300	\$445.00	\$445.00	\$25.00	\$470.00
			Projected 2025-26	
	Actual 2023-24	Projected 2024-25	With Increase	Without Increase
Beginning Fund Balance	9,739,706	9,757,745	8,545,515	8,545,515
Revenues:				
Fee Revenues	14,331,344	14,575,700	15,616,100	14,798,200
Other Revenues	5,776,874	5,585,750	5,741,023	5,741,023
Total Revenues	20,108,218	20,161,450	21,357,123	20,539,223
Expenditures:				
Personnel	13,340,727	15,057,430	15,397,290	15,397,290
Supplies & Materials	2,988,932	2,735,000	2,748,000	2,748,000
Current Services	3,167,085	3,288,500	3,782,019	3,432,019
Fixed Charges	546,025	292,750	298,788	298,788
Capital Outlay	4,655	-	-	-
Other*	42,755	-	-	-
<i>Student Aid, Change in Accounts Payable and Change in Accounts Receivable to convert to cash basis</i>				
Total Expenditures	20,090,179	21,373,680	22,226,097	21,876,097
Ending Fund Balance	9,757,745	8,545,515	7,676,541	7,208,641
FTE (associated with fee)	146.40	146.40	146.40	146.40

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on Form C tab if needed)

The Student Health Services mandatory fee supports operations in Campus Health, the Counseling Center, and Prevention Services. This fee was last increased in FY23 in the amount of \$38 per FTE. Since this last increase, two major drivers have impacted these operations that warrant consideration for a fee adjustment at this time - (1) increased personnel costs and (2) efforts to expand access to student mental health services.

Driver 1: Increased Personnel Costs:

Since the last increase, the combination of required legislative increases, salary adjustments in response to market pressures impacting recruitment and retention, and changes to employer contributions to employee benefits have increased the overall personnel costs for these units by 12.2% from FY23 to FY24 with an additional 12.9% increase anticipated for FY25. With personnel expenditures representing approximately 68% of the total operating expenditures for these units, these increases result in a nearly 10% total annual expenditure increase even with relatively flat annual operating costs.

Driver 2: Access to Student Mental Health Services:

One of the recommendations of the NC State Student Mental Health Task Force Re.port (February 2023) was to increase access to mental health services through a variety of strategies. This recommendation supports a goal of the UNC System strategic :plan to "improve student mental health" across the university system and goal four of the NC State University Strategic Plan to "champion a culture of... well-being in all that we do." Further, research conducted by Johns Hopkins Bloomberg School of Public Health suggest that individuals engaging in therapy results in a reduced likelihood of attempting suicide and improves overall mortality rates.

Additional Justification for Proposed Fee Increase
NCSU

Student Health Services
2025-26

Explanation of Fee/Justification for Proposed Fee Increase

In response to this recommendation, multiple strategies have been piloted to increase access. Strategies include: (1) providing a telehealth option for mental health services, (2) providing student grants to defray the cost of in-person counseling services off campus, (3) providing a web based peer support platform, (4) embedding clinicians throughout the academic colleges, and (5) providing a wellness app for students.

In piloting these efforts, non-recurring funding has been leveraged to provide time to collect utilization and impact data associated with these strategies. To move these strategies beyond the pilot phase and fully integrate them as part of our on-going mental health support services, recurring funding must be identified.

See the attachment for more information.

Please discuss the effect on the overall student experience if the fee increase request is denied

Adopting this recommendation is important as it creates a recurring funding stream to support strategies that have evidence to support their success in increasing access for students. Together, these three strategies have increased the number of students served by 683, a 15% increase over the number of students receiving service through our traditional Counseling Center.

Other strategies that increase access to mental health services for students will continue to be evaluated as we move forward. Further, these strategies will continue to be monitored and evaluated as part of the annual assessment process for the Counseling Center.

If not funded, a reduction in services would be required.

See the attachment for more information.

Student Health Services
Proposed Mandatory Fee Increase
August 1, 2024

Purpose

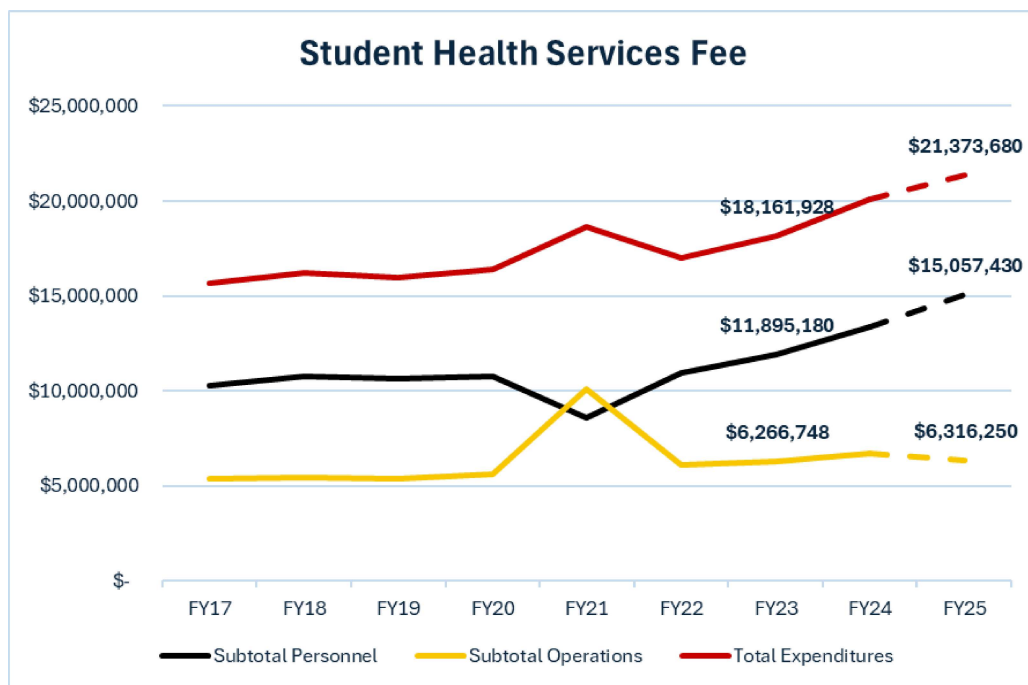
This document provides recommendation and supporting information related to increasing the mandatory fee for student health for FY26.

Background and Context

The Student Health Services mandatory fee supports operations in Campus Health, the Counseling Center, and Prevention Services. This fee was last increased in FY23 in the amount of \$38 per FTE. Since this last increase, two major drivers have impacted these operations that warrant consideration for a fee adjustment at this time - (1) increased personnel costs and (2) efforts to expand access to student mental health services.

Driver 1: Increased Personnel Costs

Since the last increase, the combination of required legislative increases, salary adjustments in response to market pressures impacting recruitment and retention, and changes to employer contributions to employee benefits have increased the overall personnel costs for these units by 12.2% from FY23 to FY24 with an additional 12.9% increase anticipated for FY25. With personnel expenditures representing approximately 68% of the total operating expenditures for these units, these increases result in a nearly 10% total annual expenditure increase even with relatively flat annual operating costs.



Driver 2: Access to Student Mental Health Services

One of the recommendations of the [NC State Student Mental Health Task Force Report](#) (February 2023) was to increase access to mental health services through a variety of strategies. This recommendation supports a goal of the [UNC System strategic plan](#) to “improve student mental health” across the university system and goal four of the [NC State University Strategic Plan](#) to “champion a culture of.....well-being in all that we do.” Further, research conducted by [Johns Hopkins Bloomberg School of Public Health](#) suggest that individuals engaging in therapy results in a reduced likelihood of attempting suicide and improves overall mortality rates.

In response to this recommendation, multiple strategies have been piloted to increase access. Strategies include: (1) providing a telehealth option for mental health services, (2) providing student grants to defray the cost of in-person counseling services off campus, (3) providing a web based peer support platform, (4) embedding clinicians throughout the academic colleges, and (5) providing a wellness app for students.

In piloting these efforts, non-recurring funding has been leveraged to provide time to collect utilization and impact data associated with these strategies. To move these strategies beyond the pilot phase and fully integrate them as part of our on-going mental health support services, recurring funding must be identified.

Recommendation

To respond to increased personnel costs and to make permanent some of the strategies that increase access to mental health services, a proposed increase of \$25 per FTE is recommended. With this increase, the annual fee per FTE will be \$470.

This increase will generate new revenue in the amount of \$817,900 in FY26.

Proposed Uses and Rationale

1. Increased Personnel Costs (\$460,395 - \$14.08 per FTE)

Personnel costs are anticipated to increase by \$1.8M by FY26 when this fee increase would impact revenues. Some of this cost increase will be offset by receipts generated through increased student enrollment and through savings realized by ongoing efficiency efforts. However, the operation has already absorbed \$1.7M in additional personnel costs since the last fee increase and without partially defraying the costs increasing anticipated over the next two years, a reduction in services would be required.

Note: We are only proposing to defray about 13% of the total increased personnel costs through this student fee increase. The remaining 87% of the cost increase is being managed through student enrollment increase, operational efficiencies, and revenues associated with sales and services.

2. Telehealth Platform (\$165,005 - \$5.04 per FTE)

The telehealth platform has been piloted for two years in an effort to increase access to counseling services through a virtual option that does not require students to be physically present at an office location and expanding the capacity of the Counseling Center without additional permanent staff or overhead costs. One-time funding to support these initial pilot years was provided by the Provost's Office.

The first pilot year was December 2022 through November 2023 under a contract that permitted unlimited access to an unlimited number of students. Under that contract, 375 unique students utilized the service. However, challenges with the vendor and the overall cost (approximately \$1,067 per student) of the service prompted a search for a new provider for the second year of the pilot.

A new vendor was engaged in December 2023 and began providing student services in full capacity in January 2024. Demand for this service quickly exceeded the initial contracted capacity and capacity was expanded within the first couple of months. With the expanded capacity, 130 unique students accessed this service through June 2024; 121 of these students signed up directly through the telehealth platform without first interacting with Counseling Center staff. During the academic year 2023-2024, 4,535 students accessed services through the Counseling Center. These data suggest that the telehealth platform expanded the reach of the Counseling Center by about 3% and reached students that may not otherwise have sought support during just one semester.

Further, the new vendor resulted in better customer service and reduced costs. The cost of telehealth through our current provider is approximately \$635 per student based on 6 months of utilization and cost compared to \$1,056 per student under the original contract. Further, while utilization under the initial contract suggests that there may be unmet demand under the new provider, proceeding with the current contract terms allows us to meet the goal of expanding capacity without overinvesting that may take funds away from other capacity building strategies.

For reference, the traditional, on-campus Counseling Center services are approximately \$1,700 per student. Keep in mind that the online vendor does not provide crisis response services or immediate walk in support. This is approximately 40% of services the counseling center currently provides while continuing to meet the varied clinical needs of NC State students. Additionally, most students request in person services and the telehealth platform is designed to meet a specific need on campus.

3. Off-Campus Referral Grant Program (\$150,000 - \$4.58 per FTE)

The off-campus referral grant program has been piloted for three years in an effort to increase access to in person counseling services expanding the capacity of the Counseling Center without additional permanent staff or overhead costs by defraying the costs for students to see non-university providers. One-time funding to support these initial pilot years was provided by the UNC System Office (two years, \$266,818) and the University Strategic Budget Initiative (one year, \$150,000).

After three years with the off-campus referral grant program, student utilization data and a cost analysis supports making this an ongoing option for students. In the most recent year, 215 unique students accessed this service. During this same time period, 4,535 students accessed in person services through the Counseling Center. These data suggest that the off-campus referrals grant program expanded the reach of the Counseling Center by about 5% without adding permanent staff or overhead costs.

The cost of the off-campus grant referral program is approximately \$700 per student (Counseling Center services are approximately \$1700 per student).

4. Peer-to-Peer Support Platform (\$42,500 - \$1.30 per FTE)

NC State has engaged with a virtual service called Togetherall to provide a peer based 24/7/365 support platform that is monitored by clinicians who have access to engage with students and refer students to University providers if information is observed that warrants intervention. While this platform has only been in place for nine months, the number of students, demographics of the students being served, and interactions with clinicians through the platform support making this an ongoing option for students.

While Togetherall is not a replacement for traditional counseling services, 338 unique students have interacted with the platform with over 90% of students engaging more than one-time during the first nine months it has been offered. When considering that 4,535 students accessed services through the Counseling Center during the last year, these data suggest that the Togetherall platform expanded the reach of the Counseling Center by about 7% in nine months without adding permanent staff or overhead costs.

Data collected during this period suggests that students accessing this peer-to-peer platform are 46% Black, Indigenous, or Persons of Color. Considering that NC State is approximately 38% non-white (ISA Student Dashboard), this suggests that this platform is creating an access point for non-white students that is not realized by our Counseling Center counseling services which largely reflect the overall population of NC State.

Finally, we know that 24% of students accessing this platform (69 students) self-report that they have considered suicide in the past six months. In addition, based on information observed by clinicians monitoring the platform, close to 100 students have had a 1:1 interaction with a Togetherall clinician during this nine month period.

Conclusion

Adopting this recommendation is important as it creates a recurring funding stream to support strategies that have evidence to support their success in increasing access for students. Together, these three strategies have increased the number of students served by 683, a 15% increase over the number of students receiving service through our traditional Counseling Center.

Other strategies that increase access to mental health services for students will continue to be evaluated as we move forward. Further, these strategies will continue to be monitored and evaluated as part of the annual assessment process for the Counseling Center.

	FY 2024-25		FY 2025-26		Change Amounts		
	Semester	Annual	Semester	Annual	Semester	Annual	Percent
Meal Plans							
Freshman Requirement (CORE)							
Flex unlimited dining hall meals + \$500 Dining Dollars	\$ 2,655	\$ 5,310	\$ 2,800	\$ 5,600	\$ 145	\$ 290	5.46%
Flex unlimited dining hall meals + \$800 Dining Dollars	\$ 2,890	\$ 5,780	\$ 3,035	\$ 6,070	\$ 145	\$ 290	5.02%
Returning Students							
Block 40 swipes + \$700 Dining Dollars	\$ 1,170	\$ 2,340	\$ 1,210	\$ 2,420	\$ 40	\$ 80	3.42%
Block 60 swipes + \$850 Dining Dollars	\$ 1,515	\$ 3,030	\$ 1,585	\$ 3,170	\$ 70	\$ 140	4.62%
Block 80 swipes + \$1,200 Dining Dollars	\$ 2,025	\$ 4,050	\$ 2,130	\$ 4,260	\$ 105	\$ 210	5.19%
Block 120 swipes + \$500 Dining Dollars	\$ 1,770	\$ 3,540	\$ 1,860	\$ 3,720	\$ 90	\$ 180	5.08%

Dining Dollars

Commuter / Apartment Plan (Dining Dollars)	\$ 900	\$ 1,800	\$ 900	\$ 1,800	\$ -	\$ -	0.00%
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Notes:

- Greek Freshman - must maintain a minimum of a Commuter Plan.
- Additional dining dollars can be added throughout the semester in \$100 and \$200 increments.

Athletics Meal Plans

Block 50 swipes + \$300 Dining Dollars	\$ 895	\$ 1,790	\$ 934	\$ 1,868	\$ 39	\$ 78	4.36%
Block 80 swipes + \$200 Dining Dollars	\$ 1,135	\$ 2,270	\$ 1,185	\$ 2,370	\$ 50	\$ 100	4.41%
Block 120 swipes + \$200 Dining Dollars	\$ 1,570	\$ 3,140	\$ 1,639	\$ 3,278	\$ 69	\$ 138	4.39%
Block 150 swipes + \$200 Dining Dollars	\$ 1,910	\$ 3,820	\$ 1,990	\$ 3,980	\$ 80	\$ 160	4.19%

Weighted Avg. Increase FY2025-26 Fall/Spring (All Plans): 4.81%

Notes:

- Athletic Freshman assigned to on campus apartments must select a minimum of a Block 80 swipes + \$200 dining dollars plan.
- Athletes are eligible for all plans, please consult with coach before signing up for the meal plan.
- Training Table can be used for any meal plans.

	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Summer Amt</u>	<u>Summer %</u>
	<u>Summer</u>	<u>Summer</u>	<u>Change</u>	<u>Change</u>
<i>Summer Session (per session)</i>				
Block 20 swipes + \$140 Dining Dollars	\$ 370	\$ 380	\$ 10	2.7%
Block 30 swipes + \$200 Dining Dollars	\$ 570	\$ 580	\$ 10	1.8%
Summer Commuter / Apartment Plan (Dining Dollars)	\$ 250	\$ 250	-	0.0%

- Notes:**
- Fall semester dining dollars roll over to 2nd semester and expire at the end of spring semester.
 - Block swipes expire at end of each semester.



 Chancellor



 Date

NC State University
Division of Academic and Student Affairs
 University Housing and Greek Village Rental Rates
 Academic Year 2025-26

Residence Halls	# of Beds	FY 2024-25	
		Fall/Spring	Summer
Double Residence Halls*	7,110	\$ 3,650	\$ 850
Double - E.S. King Village (1 BR Apt)	128	\$ 3,950	\$ 940
Single Residence Halls**	208	\$ 4,100	\$ 1,150
Subtotal Bed Count	7,446		

FY 2025-26	
Fall/Spring	Summer
\$ 3,800	\$ 850
\$ 4,125	\$ 940
\$ 4,275	\$ 1,150
Weighted Avg. Rate Increase	

Rate Change: Fall/Spring	
\$ Increase	% Increase
\$ 150	4.11%
\$ 175	4.43%
\$ 175	4.27%
4.12%	

Rate Change: Summer	
\$ Increase	% Increase
\$ -	0.00%
\$ -	0.00%
\$ -	0.00%
0.00%	

On-Campus Apartments	# of Beds	FY 2024-25	
		Fall/Spring	Summer
Wolf Ridge/Village 2, 3 or 4BR	2,259	\$ 4,300	\$ 1,000
Wolf Ridge/Village Studio or 1BR	68	\$ 4,800	\$ 1,200
Coastal Quarters 2 BR	36	\$ 3,800	\$ 775
Coastal Quarters 1 BR	7	\$ 4,050	\$ 825
Subtotal Bed Count	2,370		

FY 2025-26	
Fall/Spring	Summer
\$ 4,500	\$ 1,000
\$ 5,000	\$ 1,200
\$ 3,950	\$ 800
\$ 4,225	\$ 875
Weighted Avg. Rate Increase	

Rate Change: Fall/Spring	
\$ Increase	% Increase
\$ 200	4.65%
\$ 200	4.17%
\$ 150	3.95%
\$ 175	4.32%
4.63%	

Rate Change: Summer	
\$ Increase	% Increase
\$ -	0.00%
\$ -	0.00%
\$ 25	3.23%
\$ 50	6.06%
0.05%	

Perimeter Apartments	# of Beds	FY 2024-25	
		Fall/Spring	Summer
E.S. King Village/Western Manor Studio	146	\$ 3,750	\$ 1,150
E.S. King Village/Western Manor 1 BR	110	\$ 4,200	\$ 1,400
E.S. King Village/Western Manor 2 BR	49	\$ 4,800	\$ 1,600
Subtotal Bed Count	305		

FY 2025-26	
Fall/Spring	Summer
\$ 3,900	\$ 1,150
\$ 4,375	\$ 1,400
\$ 5,000	\$ 1,600
Weighted Avg. Rate Increase	

Rate Change: Fall/Spring	
\$ Increase	% Increase
\$ 150	4.00%
\$ 175	4.17%
\$ 200	4.17%
4.09%	

Rate Change: Summer	
\$ Increase	% Increase
\$ -	0.00%
\$ -	0.00%
\$ -	0.00%
0.00%	

Other Charges		FY 2024-25	
		Fall/Spring	Summer
Furniture Rental (E.S. King Only)		\$ 180	\$ 60
Streaming/Cable		\$ 35	\$ 18

FY 2025-26	
Fall/Spring	Summer
\$ 180	\$ 60
\$ 35	\$ 18

Rate Change: Fall/Spring	
\$ Increase	% Increase
\$ -	0.00%
\$ -	0.00%

Rate Change: Summer	
\$ Increase	% Increase
\$ -	0.00%
\$ -	0.00%

Weighted Average Rate Increase FY25 (Fall/Spring): 4.24%
Total Bed Count FY25: 10,121

*Includes 808 double beds in University Towers lease

**Includes 64 single beds in University Towers lease

Greek Village: New Lease Model	FY 2024-25		FY 2025-26		Fall/Spring	
		Fall/Spring		Fall/Spring	\$ Increase	% Increase
House 2 (common area rent + 40 double bed rates)		\$ 165,918		\$ 172,555	\$ 6,637	4.00%
House 3 (common area rent + 40 double bed rates)		\$ 120,923		\$ 125,760	\$ 4,837	4.00%
House 4 (common area rent + 40 double bed rates)		\$ 163,106		\$ 169,630	\$ 6,524	4.00%
House 15 (common area rent + 8 double bed rates)		\$ 33,097		\$ 34,421	\$ 1,324	4.00%
House 16 (common area rent + 30 double + 10 single bed rates)		\$ 177,729		\$ 184,838	\$ 7,109	4.00%
Chapter Commons (New Construction - three units with common area rent + 20 double + 5 single bed rates each)		\$ 115,770		\$ 120,401	\$ 4,631	4.00%
Laundry		\$ 50		\$ 50	\$ -	0.00%

Greek Village : Bed Rates	FY 2024-25		FY 2025-26		Rate Change: Fall/Spring		Rate Change: Summer		
		Fall/Spring	Summer	Fall/Spring	Summer	\$ Increase	% Increase	\$ Increase	% Increase
Greek Village Apartments 4, 3, 2 Bedroom		\$ 4,446	\$ 1,482	\$ 4,624	\$ 1,542	\$ 178	4.00%	\$ 60	4.01%
Greek Village Townhomes Six 5-15 Bedroom Units Singles		\$ 4,160		\$ 4,327		\$ 167	4.00%	\$ -	N/A
Greek Village Townhomes Six 5-15 Bedroom Units Doubles		\$ 3,950	\$ -	\$ 4,108	\$ -	\$ 158	4.00%	\$ -	N/A

Greek Village : Other Charges	FY 2024-25		FY 2025-26		Rate Change: Fall/Spring		Rate Change: Summer		
		Fall/Spring	Summer	Fall/Spring	Summer	\$ Increase	% Increase	\$ Increase	% Increase
Meal Plan		\$ 2,000	\$ -	\$ 2,080		\$ 80	4.00%	\$ -	N/A


Chancellor

11/10/24
Date

On behalf of the NC State University Office of the Faculty Senate, please find the November 2024 report to the Board of Trustees, summarizing the agenda issues presented to the Faculty Senate during the first four meetings of the Fall 2024 semester.

Important Campus and Policy Updates

The first meeting of the 71st session of the NC State Faculty Senate was held on August 20, 2024. This meeting featured remarks from the Chancellor, Provost, and new Staff and Student Senate leaders. In fact, this meeting featured the debut of a new, recurring agenda item: dedicated time for updates from Staff Senate and Student Senate, to further strengthen connections between key shared governance bodies at the university. The meeting also included updates on several system and university initiatives that had important developments since the last Faculty Senate meeting of the previous academic year. We discussed the Chancellor search process, Foundations of American Democracy requirement, the Repeal and Replace of UNC System Policy 300.8.5, and updates to NC State's REG 08.00.02, The Use of IT Resources, among other things.

Course Ready

The main presentation for the September 3, 2024 meeting was about Course Ready, a “Day One, Digital First, Flat Rate course material delivery program” that will be adopted starting in Spring 2025. Faculty had a lot of questions about the program, particularly with respect to cost, what is/is not included, and having adequate support and information available for the roll out. In addition to concerns about the flat rate increasing over time, faculty would like to ensure students in all disciplines are “getting their money’s worth” out of the program and have a clear understanding of additional costs (such as lab or art supplies) that they might still incur. In light of rising cost for textbooks, many faculty have turned to free open educational resources or opted not to require a textbook, sparking some discussion about how such decisions might change in light of the new program.

The second presentation of this meeting revisited the Use of IT Resources Regulation. Faculty raised substantial concerns about privacy and the use of work vs. personal devices. There was a particular concern about the (required) use of dual-authentication on personal phones—did this imply that the personal data on such devices was now subject to university search? There were also concerns about university and third-party vendor secure storage of personally identifiable information. The volume and nature of concerns necessitated that the discussion continue at the following Faculty Senate meeting, when representation from both IT and General Council could be present; following that discussion, Faculty Senate voted to endorse the revised regulation.

Wellness Days

September 17, 2024 was the fall semester Wellness Day. Wellness Days were implemented a few years ago in response to the student mental health and suicide crisis. When they were introduced, the

idea was to have one day a semester for a few years and then reevaluate their use. This motivated discussion on the benefits of and concerns about these days. One benefit mentioned was the opportunity to take a break or catch up on work; another was the ability to participate in campus activities specifically designed to address wellbeing (though it's worth noting that staff are predominantly responsible for running these activities, resulting in a potentially higher workload for staff on Wellness Days). Key concerns raised were the disruption caused to teaching schedules and if there would be a better benefit to students if the days were scheduled differently, for example as part of a 3-day weekend or as an additional study day during final exams. Faculty Senate believes data should be collected from faculty, staff and students about these days, their current use, and perceptions on how they could be improved. We would like to partner with the university Wellness Advisory Committee and other relevant campus entities on this project.

General Faculty Meeting and Listening Session

The Fall General Faculty Meeting was held on October 1, 2024. The meeting began with remarks by Chancellor Woodson and Provost Arden. They then left the meeting so that faculty could discuss the leadership qualities we are looking for in the next Chancellor.

The number one take-away from this conversation was the importance of having a Chancellor with faculty and academic leadership experience at a public university, as this provides an invaluable perspective on the unique environment and culture at a university. Along these lines, experience at a land grant or research-intensive institution was specifically mentioned, as was respect for shared governance and academic freedom. The limitations of treating the university as a business were also highlighted; for example, a faculty member noted that the “care and the well-being of our students and our faculty is not simply measured in the least amount of time we can spend doing something.”

In addition to the importance of academic career experience, another common theme was the need for the Chancellor to be politically savvy, with strong interpersonal and strategic skills guided by a moral compass.

While not directly related to this report, I believe it is worth noting that similar themes arose in listening sessions with staff and other senior university administrators (e.g. deans and vice chancellors).

As always, I thank you for the opportunity to present this report. I look forward to providing my next report, which will cover the next four meetings of the fall semester.

Respectfully submitted,



Dr. Herle McGowan
Chair of the NC State University Faculty, 2022-2025
Teaching Professor, Department of Statistics, College of Sciences



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To: **Honorable Trustees and Distinguished Members**
From: **Charles Hall, Chair of the University Staff Senate**
Date: **October 24, 2024**
Re: **Board of Trustees Report (University Affairs)**

On behalf of the Staff Senate of NC State University, please find the following report outlining current subjects of concern, interest, and opportunity affecting the over 7,000 represented staff at the university and the 101 Cooperative Extension locations across the state.

As the Staff Senate approaches its 30th year as the advisory body to the university's Chancellor, we move closer in partnership with the other arms of our shared governance model. Finding ways that we can grow our voice and instill unity across the staff, faculty and students at NC State is critical as we navigate the challenges both near and far.

The activities of the Senate take three main approaches—enriching the lives and community of our staff across the university through professional development and a **culture of service**; advocating for **positive change** that affects staff members from all walks of life; and helping to be a **voice communicating** policy, opportunity, and collaboration across our campuses and counties.

The year has led off with significant structural changes and adaptations to how the Senate operates and focuses its energy—building on lessons learned and on opportunities or desires to positively engage. While trying to ensure we have broad representation from all corners of the university, we've also strived to be intentional in the conversations we have, and in taking lessons and experiences from the other arms of shared governance.

The opportunity of listening sessions with the campus community as part of the Chancellor Search Advisory process has had the side benefit of initiating many conversations and ideas surrounding our institutional mission, why our staff choose to be here, and what are the unifying moments throughout contentious times.

The culture of service fostered amongst our campus communities have been on full display, with collaborative efforts in supporting Western North Carolina—from materials collection to the expertise (and willingness) of many members of the Staff Senate to drop what they were doing and pitch in on the ground in Asheville. In parallel, annual service drives supporting parents at NC State with Back to School supplies; a winter coat drive as the weather drops; and the ever-precious Toys for Tots effort that the Senate takes great pride in leading.



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And finally education has always been at the forefront of the Staff Senate mission—ensuring professional development for staff, as well as fostering the natural curiosity of our employees to connect and experience the vast array of opportunities on campus. These have ranged from the Plant Sciences building to the PULSTAR nuclear reactor, from the JC Raulston Arboretum to the Compost Facility. Building connection to the campus and shared mission is critical to ensuring community and a desire to serve the public and the state.

We are deeply grateful for the support of this board and this committee over the years, for the incredibly positive relationship we enjoy in active shared governance from our Chancellor, and for the eagerness of all in our campus and state community to come together to make a difference.

Respectfully submitted,

Charles Hall
Chair, University Staff Senate 2024-2025

Informational Materials – November 21, 2024
Other Degree Program Actions

This section serves to inform the NC State Board of Trustees of other degree program-related actions that require neither their approval nor that of the UNC Board of Governors but that must be submitted to and approved by UNC system staff. These actions typically include changes to an existing degree program's title, delivery mode, degree awarded, or Classification of Instructional Programs (CIP) code.

Action: **New Graduate Certificate – Food Safety**

Proposed: Food Safety (01.1001 – Food Science)

Effective Date: Fall 2025

Rationale: The College of Agriculture and Life Sciences is proposing a new 12-credit graduate certificate in Food Safety. Designed for food processing industry professionals, such as food safety specialists, the certificate will require the completion of seven credits of required coursework and five credits of elective coursework across several disciplines, including food microbiology, food toxicology, food law and regulation, and public health. The graduate certificate Food Safety focuses on fostering an understanding of overarching food safety principles, ensuring the development and production of safe, high-quality food products and ingredients. Graduates who complete the certificate will be equipped with essential knowledge and skills to implement preventive control and hazard analysis measures. With respect to course requirements, the proposed graduate certificate in Food Safety will be equivalent to the graduate-level minor in Food Safety. In contrast to the minor, the proposed certificate will be open to both current NC State students as well as future learners who are solely interested in pursuing the certificate.

Action: **Discontinuation of Accelerated Bachelor's/Master's (ABM)**

Proposed: B.A. in Communication (09.0101) and the M.S. in Communication (09.0901)

Effective Date: Spring 2024

Rationale: Faculty in the Department of Communication in the College of Humanities and Social Sciences are proposing to discontinue the Accelerated Bachelor's/Master's (ABM) program in Communication. After examination of a number of variables, including successful completions of the ABM and dedicated resources, faculty determined that the program required an unreasonable amount of work, even from the most talented undergraduate students.