



AGENDA ITEM

XI. Action Items..... Chair

Situation: Included in board materials are the following items that are for action.

- XI. A. Conferral of Honorary Academic Titles Policy (Interim)
- XI. B. EHRA Performance Bonus Policy
- XI. C. Severance of Physicians Quadrangle C
- XI. D. Severance of Medical Pavilion

Action: These items require a vote by the full Board of Trustees.

AGENDA ITEM

XI. A. Interim Policy on Conferral of Honorary Academic Titles..... Robin N. Coger, PhD
Provost and Senior Vice Chancellor for Academic Affairs

Situation: Chapter VI, Section 611 of the UNC Code (<https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=58>) addresses Appointment of Affiliate Faculty. To ensure that ECU is compliant, this interim policy is being proposed.

Background: On May 25, 2023, the UNC System amended Chapter VI Academic Freedom and Tenure. Section 611 of that policy concerns the “Appointment of Affiliate Faculty,” which states:

SECTION 611. APPOINTMENT OF AFFILIATE FACULTY

Institutions may confer honorary academic titles to outstanding individuals who have primary employment responsibility outside the university but provide professional expertise or contributions to an academic program. Such honorary academic appointments are necessary to recruit and recognize professionals, especially those in healthcare fields, to serve in critical roles such as preceptors for clinical clerkships or experiential learning. Processes for the selection and appointment of these unpaid faculty roles must reside outside the tenure policies and regulations of each constituent institution as these appointments are not eligible for permanent tenure and shall not be entitled to any rights under any other Section of this Chapter.

Assessment: An interim policy is being presented for Board consideration to ensure that East Carolina University is compliant by having a policy in place. The interim status is requested to allow the University community additional time to vet the policy before finalizing.

Action: This item requires a vote by the full Board of Trustees.

Policy	##
Title	Interim Policy on Conferral of Honorary Academic Titles
Category	Personnel
Sub-category	
Authority	Board of Trustees
History	First Issued: [DATE]
Contact	Deans' Offices
Related Policies	Chapter VI, Section 611 of the UNC Code (https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=58)
Additional References	Part VIII, Section I(I) of the ECU <i>Faculty Manual</i>

1. PURPOSE:

The university benefits from the contributions of individuals who have primary employment responsibilities outside the university but who volunteer their professional expertise and other services to their respective academic programs. To recruit and recognize these professionals, especially those in healthcare and related fields who serve as preceptors for clinical clerkships or experiential learning, colleges or schools may confer upon them honorary academic titles with appointments as unpaid affiliate faculty. Persons with affiliate faculty appointments have no access rights to ECU resources or services, are not eligible for permanent tenure, and are not entitled to any of the rights afforded to tenured, probationary or fixed-term faculty in Chapter VI of *The Code* of the Board of Governors of the University of North Carolina ("UNC Code") and/or the ECU *Faculty Manual*.

2. APPOINTMENT OF HONORARY AFFILIATE FACULTY:

Each college or school shall establish a Rule, as defined by ECU's policy on [Formatting, Adopting and Publishing Policies, Regulations, and Rules](#), for the selection, appointment, and advancement in title for affiliate faculty. The relevant Dean should consult its faculty in the development and revision of these Rules. All Rules must be approved by the Provost and respective Dean, but are not subject to any of the requirements of the ECU *Faculty Manual* applicable to tenured, probationary and/or fixed-term faculty.

3. AFFILIATE FACULTY TITLES:

No school or college may confer an academic title otherwise designated for tenured, probationary or fixed-term faculty in the ECU *Faculty Manual*.

4. TERMINATION OF AFFILIATE FACULTY APPOINTMENTS:

The Chancellor, the Provost, or the Chancellor's or Provost's designees may revoke an affiliate faculty appointment for any reason not prohibited by law. Termination is not subject to appeal.

AGENDA ITEM

XI. B. Approval of EHRA Performance Bonus Policy Stephanie Coleman
Vice Chancellor for Administration & Finance

Situation: This is a policy that sets forth specific definitions and procedures for the payment of performance bonuses to permanent (benefits eligible) EHRA employees of East Carolina University. It is a requirement stated in the *Regulation on Delegated Authorities Regarding Non-Base Salary Compensation for University Employees Exempt from the State Human Resources Act* (UNC Policy Manual 300.2.14.2[R]). This regulation states “Constituent institutions that choose to award performance-based bonuses will establish written guidelines for determining which EHRA Faculty and EHRA Non-faculty employees will be eligible for this form of compensation and under what circumstances. These procedures shall be approved by the institution’s board of trustees, both initially and as subsequently revised. The institution’s approach in developing such guidelines should be to reward performance and retain talent while ensuring equal opportunity and consistency of application across similarly situated groups of employees and positions.”

Background: The UNC Board of Governors issued a resolution that “Delegated Authorities Regarding Non- Base Salary Compensation for University Employees Exempt from the State Human Resources Act,” adopted May 26, 2022, which gave authority to the boards of trustees and to the president, respectively, to establish non-base salary compensation for EHRA faculty and non-faculty employees, such as sign-on bonuses, retention bonuses, and performance-based bonuses, within prescribed limits. Subsequently, Section 300.2.14.2[R] of The UNC Policy Manual was adopted August 31, 2022 to implement this authority. On November 4, 2022, the BOT approved a resolution delegating authority to the Chancellor to approve bonuses such as sign-on bonuses, retention bonuses, and performance-based bonuses for employees exempt from the State Human Resources Act with the exclusion of Tier I Senior Academic and Administrative Officers (Tier I SAAOs).

Assessment: This policy seeks to establish written guidelines for determining which EHRA employees will be eligible for performance bonuses and under what circumstances.

Action: This item requires a vote by the full Board of Trustees.

Performance Bonuses for Permanent EHRA Employees

PRR Classification # (List POL, REG RULE and leave #blank. To be done by Legal)

PRR General Subject Matter (Leave blank. To be done by Legal)

Print-friendly version 

(Print-Friendly version is a word version of this template available for downloading)

Authority: Board of Trustees

History: [Insert dates the PRR was first enacted and last revised.]

Related Policies: [University Policy POL05.25.02, Nondiscrimination and Affirmative Action Policy;](#)
[UNC Board of Governors Regulation 300.2.14.2](#)

Additional References: [Section 1100.3 of the UNC Policy Manual;](#) [Employment Policy for Employees Exempt from the State Human Resources Act;](#) [Office of State Budget and Management](#)

Contact for Info: Associate Vice Chancellor for Human Resources and Chief Human Resources Officer, 252-328-9847

1. Introduction

This Policy sets forth specific definitions and procedures for the payment of performance bonuses to permanent (benefits eligible) EHRA employees of East Carolina University (“ECU” or the “University”). Performance bonuses may be awarded only for an employee’s extraordinary achievements in the course and scope of their University employment, as defined in this Policy. Any such bonuses will be paid only in accordance with the provisions of this Policy. This Policy is intended to meet the requirements for performance-based bonuses as outlined by [UNC Board of Governors Regulation 300.2.14.2\[R\]](#).

2. Scope of Applicability

This Policy applies to all permanent (benefits eligible) EHRA employees at ECU, except the Chancellor, Athletic Director, and Head Coaches. The Athletic Director and Head Coaches are otherwise subject to [Section 1100.3 of the UNC Policy Manual](#).

3. Policy

3.1 Policy Statement

Within the parameters outlined below, performance bonus compensation may be awarded to permanent (benefits eligible) EHRA employees to reward performance of extraordinary contributions, while ensuring equal opportunity and consistency of application across similarly situated groups of employees and positions. Performance bonuses are subject to the following requirements:

3.1.1 Decisions concerning performance bonus compensation must be consistent with [University Policy POL05.25.02, Nondiscrimination and Affirmative Action Policy](#), and may not be based in whole or in part on any employee's protected status.

3.1.2 No University employee is automatically entitled to a performance bonus.

3.2 Sources of Funds

Performance bonuses may be funded from any source, including state or non-state appropriations, so long as the funding source permits an expenditure for this purpose. For state funds, such use must be permissible under the policies of the Office of State Budget and Management.

3.3 Eligible Employees and General Requirements

3.3.1 Only employees in permanent (benefits eligible) EHRA positions are eligible for performance bonuses under this Policy.

3.3.2 EHRA Non-Faculty

3.3.2.1 The award of a performance-based bonus shall be tied to a completed annual performance appraisal for covered non-faculty. Performance bonuses may be awarded only after an annual performance appraisal of the employee has been completed in accordance with applicable University policies.

3.3.2.2 Athletics staff are exempt from policy if they are covered under a separate and properly approved Athletics nonsalary compensation plan.

3.3.3 EHRA Faculty

3.3.3.1 The award of a performance based-bonus shall be tied to the provisions of a written incentive compensation plan for covered faculty. A written incentive compensation plan should be for all faculty in a unit or college and must be approved by the Chief Academic Officer.

3.3.3.2 Faculty who are subject to a department-based written incentive compensation plan established prior to the effective date of this policy are exempt from this policy for extraordinary research performance.

3.3.3.3 Performance-based pay for clinical faculty is subject to the relevant approved clinical incentive pay plans and is exempt from this policy.

3.3.4 The University will not award any performance bonus under this Policy to an employee who:

3.3.4.1 has received an end of appointment notice;

3.3.4.2 did not receive an overall rating of at least "Meeting Expectations" on their most recent annual appraisal;

3.3.4.3 is currently working under a performance improvement plan; or

3.3.4.4 is no longer actively employed in their position.

3.3.5 Receipt of a performance bonus does not preclude an employee from receiving a retention bonus as may be allowed under UNC Board of Governors Regulation 300.2.14.2.

3.3.6 Receipt of a performance bonus does not preclude an employee from receiving a retention base salary increase for a competitive offer as allowed by existing salary administration policy and regulation.

3.4 Performance Bonuses for EHRA Employees

3.4.1 Purpose of Performance Bonuses

Performance bonuses are discretionary and are intended to reward **extraordinary achievements** in the course and scope of an employee's University employment. "Extraordinary achievements" means exceptional performance beyond normal expectations of the employee's position.

Performance bonuses are not intended to supplant base salary adjustments when deemed necessary and appropriate, such as addressing essential labor market or equity situations.

3.4.2 Performance Achievements

A performance bonus must be based on at least one of the following specific, demonstrated, extraordinary achievements, as documented in the employee's annual performance appraisal and in alignment with the strategic goals of the University:

3.4.2.1 Extraordinary Contributions: The employee has made extraordinary contributions to the fulfillment of the goals, mission, and objectives of the department, school/division, and/or University. Such contributions must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.

3.4.2.2 Extraordinary Collaboration/Creativity: The employee has identified and implemented extraordinary creative and innovative ideas or solutions that increase efficiency or effective use of University resources, the effects of which must be apparent at the school/division or University level and must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.

3.4.2.3 Extraordinary Results: The employee has delivered extraordinary results in the areas of teaching, research, and/or service, the results of which must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.

3.4.3 Bonus Amount

University will annually determine pools of available funding. A performance bonus awarded to an employee in a single fiscal year may not exceed the thresholds established in [UNC Board of Governors Regulation 300.2.14.2](#). Recommended performance bonus amounts are subject to funding availability.

3.4.4 Bonus Payout

3.4.4.1 A performance bonus should be paid as close to the most recent year's performance appraisal cycle as reasonably possible.

3.4.4.2 A performance bonus may be paid in one lump sum or in installments, at the University's discretion, and paid in the fiscal year in which it was awarded. Each fiscal year, the Chancellor or Chancellor's designee(s) will determine the method in which performance bonuses will be paid.

3.4.4.3 Performance bonuses are subject to retirement contributions to either the Teachers' and State Employees Retirement System or the UNC Optional Retirement Program for employees participating in one of those programs.

3.4.4.4 If the employee leaves the position in which the performance bonus was earned prior to the full bonus being disbursed, then the employee will receive the remainder of the performance bonus at the time of separation from the position.

3.4.4.5 An eligible employee may receive only one performance-based bonus award per fiscal year and the bonus award shall not exceed the compensation limitations established by UNC System or Board of Governor's Policy.

3.4.5 Performance Bonus Requests

Following an employee's annual appraisal, the employee's supervisor and/or department chair may submit a performance bonus request to the appropriate Vice Chancellor, Dean, or division head.

For EHRA non-faculty employees, the Vice Chancellor or division head must submit all requests to award any performance bonuses to the Human Resources Department. For EHRA faculty, the Dean must submit all requests for any performance bonuses to the Office of the Provost.

All performance bonus requests for Tier I senior academic and administrative officers (Tier I SAAOs, [Employment Policy for Employees Exempt from the State Human Resources Act](#)) must be approved by the Board of Trustees.

All performance bonus requests must confirm employee eligibility requirements identified in 3.3 above are met and must include the documented justification based on the performance achievements identified in Section 3.4.2 above.

AGENDA ITEM

XI. C. Severance of Physicians Quadrangle C Stephanie Coleman
Vice Chancellor for Administration & Finance

Situation: ECU Health Physicians request severance Building C located at the Physicians Quadrangle Complex located at 1706 West Sixth Street.

Background: Physicians Quadrangle Complex is composed of several buildings owned by the State of North Carolina for ECU School of Medicine, Vidant Health, and Cambridge Highway USA, LLC. ECU School of Medicine owns three of the buildings: C, M, and N. Building C is uninhabitable and is a safety/liability issue.

Assessment: Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

Action: This item requires a vote by the full Board of Trustees



MEMORANDUM

TO: Stephanie Coleman

FROM: Kevin Carraway

DATE: July 17, 2023

SUBJECT: Request ECU Board of Trustees Approval to Sever \pm 2,484 Square Feet of Office Space
Known as Physicians Quadrangle Building C at 1706 W. Sixth Street

ECU Health Physicians (ECUP) requests ECU Board of Trustees approval to sever \pm 2,484 square feet of office space at 1706 West Sixth Street also known as Physicians Quadrangle Building C.

Quadrangle Building C is part of a complex of buildings built in 1966, comprised of various owners such as State of North Carolina (ECU Physicians), Vidant Health, and Cambridge Highway USA LLC. Building C is unoccupied and has safety/liability issues which renders it uninhabitable. It is a free-standing structure allowing for demolition without impact on the other buildings in the complex.

Source of funds is ECU Health Physicians Practice Plan

Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

cc: B. Bagnell

AGENDA ITEM

XI. D. Severance of Medical Pavilion Complex Stephanie Coleman
Vice Chancellor for Administration & Finance

Situation: ECU Health Physicians request to severance the Medical Pavilion Complex buildings located at 1800 West Fifth Street

Background: CU Physicians purchased this property in 2013 where it houses various Health Sciences departments. In its current state, the building is uninhabitable due to major facility issue that occurred February 2023 and ECU Health Physicians moved all of the occupants from the building.

Assessment: Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

Action: This item requires a vote by the full Board of Trustees



MEMORANDUM

TO: Stephanie Coleman

FROM: Kevin Carraway

DATE: July 17, 2023

SUBJECT: Request ECU Board of Trustees Approval to Sever the Medical Pavilion Complex buildings located at 1800 West Fifth Street

ECU Health Physicians (ECUP) requests ECU Board of Trustees approval to sever the Medical Pavilion Complex buildings located at 1800 West Fifth Street.

The Medical Pavilion Complex buildings were built in 1961. ECU Physicians purchased the last building on the property in 2013. Presently, the complex of buildings is uninhabitable due to a major facility issue that occurred February 2023. There are not any occupants in the building.

Source of funds is ECU Health Physicians Practice Plan.

Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

cc: B. Bagnell