

**EPA Designation Request Form  
UNC General Administration**

**Institution:** North Carolina State University

**Division/School/Department:**

**EPA Designation Requested:**

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

**Proposed Position Information:**

Proposed Title: \_\_\_\_\_

Proposed Working Title (if different):

Proposed Position Number (if applicable): \_\_

**Current Position Information** (if applicable)

Current Status:  SPA (Salary Grade \_\_\_\_\_)  EPA  New Position

Current Title: \_

Current Position Number: \_\_

Name of employee in position:

Name and title of supervisor:

**Institutional Authorization:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: 919.515.4288 Fax: 919.515.7543 E-mail: [Terree\\_Kuiper@ncsu.edu](mailto:Terree_Kuiper@ncsu.edu)

**Submit completed form with the following required documentation:**

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

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

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

Phone: 919.515.4288

Email: [Terree\\_Kuiper@ncsu.edu](mailto:Terree_Kuiper@ncsu.edu)