

MEMORANDUM

To: University Community

From: Eileen Goldgeier *Eileen Goldgeier*
Vice Chancellor and General Counsel

Date: August 15, 2018

Subject: Updates to Policies, Regulations and Rules (PRRs)

For fiscal year ending 2017-2018 to date, twenty-nine PRRs were revised, in addition 103 post tenure review (PTR) and reappointment promotion tenure (RPT) rules were revised, 16 new, and 14 PTR and RPT rules repealed, one new rule was enacted, and two regulations were repealed. The following list highlights the most significant revisions affecting multiple campus-wide constituents. All revisions made to any PRR can be tracked and viewed under the “[What’s New](#)” section of the [PRR website](#) as well as the “[Policies Recently Enacted](#)” website.

Policy Updates

Code of Student Conduct ([POL 11.35.01](#)) – This policy was revised to comply with the EEO policy, made technical corrections and clarifications.

Employees Exempt from the State Human Resources Act (EHRA) ([POL 05.15.01](#)) - At the Chancellor’s discretion, two edits were recommended and approved by the Board of Trustees regarding the method of discharge for cause notification (Section 4.3), and accepting the transfer of leave from other institutions (Section 8.2.2).

Equal Opportunity, Non-Discrimination and Affirmative Action ([POL 04.25.05](#)) – This policy was revised to clarify the values statement and to make technical corrections and clarification edits.

Faculty Grievance and Non-Reappointment Review ([POL 05.25.01](#)) – Revised to adjust requirements for the grievance / review committee membership to account for colleges that appoint faculty only on non-tenure track contracts.

Freedom of Speech and Expression ([POL 04.25.01](#)) – The policy was revised to comply with the UNC Board of Governors newly adopted policy 1300.8 titled “Free Speech and Free Expression with the University of North Carolina” based on a new State law, N.C.G.S. 116-300.

Non-Salary and Deferred Compensation ([POL 05.15.03](#)) - The Non-Salary and Deferred Compensation Policy has not been reviewed for substantive changes since 2010. The policy was reviewed recently by Human Resources with input from the Chancellor's Office, the Office of the Provost, the Office of Finance & Administration, the Department of Athletics and the Office of General Counsel. As a result, the policy has been adjusted to increase the cap on the amounts of

certain non-salary compensation (the amounts were out of date) that could be approved by the Chancellor (or designee); to refine what is included and exempted from the definition of non-salary compensation; and to make other changes which would allow for more flexibility with respect to the authority to approve certain non-salary compensation at the campus level.

Parking and Transportation Ordinance ([POL 07.60.01](#)) – Several administrative and technical revisions were made to this policy. In addition, the definitions have been renumbered to accommodate added definitions and corrected General Statute 20-222 to 20-219.11.

Watauga Medal ([POL 01.30.03](#)) – This policy was revised to clarify the nomination procedures for efficiency; and to clarify membership and criteria for selection of nominee.

Regulation and Rule Updates

Annual Evaluation of EHRA Non-Faculty ([REG 05.50.08](#)) - Human Resources revised REG 05.50.08 in order to comply with mandatory policy directives from the University of North Carolina System. The UNC System has required each constituent institution to comply with the University of North Carolina System Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty) based on section 300.2.18[R] of the UNC Policy Manual.

Campus Workplace Violence Prevention ([REG 04.05.02](#)) – The EMMMC document reflects the elimination of the business continuity group and PRR and consolidation of activity into the Emergency Management and Mission Continuity Group. The regulation was reorganized with some definition changes but most importantly now requires reporting of protective orders to police (if for example one spouse has a protective order against another that would prohibit one spouse from coming to campus).

Computer Use ([REG 08.00.02](#)) - Professors Taylor and Goodwin requested a review of section 2.13 regarding email signature lines in accordance with First Amendment principles. Also revised Section 3.1.5.

Continuation of Undergraduate Enrollment ([REG 02.05.01](#)) – This regulation was revised to remove summer suspension deferred to streamline and update current business practice to align with changes made to REG 02.70.02 Financial Aid- Eligibility for Continued Receipt of Financial Aid.

Delegations of Signature Authority ([REG 01.20.02](#)) - The Provost's Office and Office of Research, Innovation and Economic Development (ORIED) revised REG 01.20.02, Delegation of Signature Authority, to allow for sub-delegation on International collaboration MOUs and for SPARCS documents.

Endpoint Protection Standard ([NEW RUL 08.00.18](#)) – New rule established to comply with NC State University REG 08.00.02 - Computer Use Regulation, which requires authorized users to take appropriate security precautions to protect and secure data residing in or on assigned university accounts or other university and non-university IT Resources, this standard outlines the minimum requirements for information system components connected to NC State's network.

Faculty Grievance and Non-Reappointment Review Procedures (REG 05.25.04) – The regulation was revised to make technical corrections to clarify eligible membership for grievance and non-reappointment panels.

Family Education Rights and Privacy – FERPA (REG 11.00.01) – The regulation was revised to further protect privacy due to a number of recent telephone or email scams. Also revised the regulation to review the overall definition of directory information to match our practices.

Financial Aid – Eligibility for Continued Receipt of Financial Aid (REG 02.70.02) - The Office of Scholarships and Financial Aid received guidance from the U.S. Department of Education regarding satisfactory academic progress requirements for federal financial aid recipients. That guidance requires updates to the Satisfactory Academic Progress Policy for Financial Aid Eligibility. This regulation update will ensure the University will meet the required federal compliance standards. The following individuals were consulted and provided feedback in the policy revision: Dr. Louis Hunt, Sr. Vice Provost for Enrollment Management and Services and University Registrar, Dr. Peter Harries, Associate Dean for the Graduate School, and Kirk Nuss, College of Veterinary Medicine Student Services Specialist.

Membership in the Graduate Faculty (REG 02.40.01) - The changes to this regulation largely reflect the shifting expectations for tenure-earning faculty in conjunction with updating the current, anachronistic approach to one more in line with what is done nationally and among NC State's peer institutions. Given the expectations that tenure-earning faculty will be mentoring graduate students, including, where relevant, PhD students from the onset to their careers, the existing structure of Full and Associate levels no longer reflects the realities of the institution's expectations. Therefore, the change in this regulation entails the removal of Associate status resulting in a single Graduate Faculty status, and the creation of an Affiliate status for those who will only serve on committees and/or teach. There are also numerous other editorial changes that clarify various aspects of the Regulation.

Painting, Chalking, Posters and Temporary Outdoor Signage (REG 11.55.04) – DASA revised this regulations to reflect current practices and procedures, and to provide the conditions and requirements for the use of temporary outdoor signage.

Postdoctoral Scholars (REG 10.10.08) – The regulation was revised in section 5 as it pertains to minimum salary requirements in order to adapt to changing FLSA requirements. This revision has been endorsed by HR, General Counsel Office and the Graduate School after thorough study and research. Also updated the regulation to reflect the current organizational alignment and actual work flows.

Progress toward Undergraduate Degree (REG 02.05.03) – The regulation was revised to align SAP Pace of Completion (2/3 career instead of 2/3 annual) with changes made to REG 02.70.02 Financial Aid- Eligibility for Continued Receipt of Financial Aid. Also removed maximum timeframe due to the change in section 3.2.1 to evaluate on 2/3 career instead of 2/3 annual. Also the title changed from Satisfactory Academic Progress to Progress toward Undergraduate Degree.

Recognized Student Organizations (REG 11.55.06) - DASA revised REG 11.55.06, Recognized Student Organizations, to help with clarity regarding expectations related to student leaders and advisers. In part, this comes from an audit recently completed to help better prepare student organizations regarding fiscal compliance and other trainings pertinent to faculty and staff advisers. There were

also some formatting updates made along with removing the actual list of recognized student organizations.

Registered Student Organizations ([REG 11.55.07](#)) – DASA revised REG 11.55.07, Registered Student Organizations, in section 3.3 regarding student leadership training requirement.

Reserving Space in the Talley Student Center (Repealed [REG 11.60.03](#)) – This regulation was repealed. The current regulation conflicted with the reservation guidelines for reserving space in Talley Student Union. Since this current regulation governs and is specific for only one facility on campus, the regulation was repealed, and Campus Enterprises will provide this information on the Talley and Rave Events website where it will be easily accessible to anyone wishing to reserve a space.

Review of Academic Department Heads ([REG 05.50.03](#)) - The Vice Provost for Faculty Affairs recommended revisions to this regulation to be consistent with other regulations for academic leadership reviews. Specifically, the recommended edits describe when a department head review may be waived or delayed and expand those included in the report of outcomes to the department.

Scholarly Reassignment for Faculty ([REG 05.20.24](#)) – This regulation was revised to make updates on the following expectations on the faculty member upon conclusion of a scholarly reassignment.

SHRA Successive Discipline (Repealed [REG 05.70.01](#)) – This regulation was repealed. On September 7, 2017 the State Human Resources Commission approved revisions to the SHRA Disciplinary Action Policy, which was subsequently approved by the Governor. The revised policy applies to both agency and university SHRA employees for all disciplinary actions and related procedures occurring on or after November 1, 2017. Therefore Human Resources repealed this regulation in order to comply with the Disciplinary Action Policy revisions. Please refer to REG 05.00.03, Employees Subject to the State Human Resources Act.

Student Discipline Procedures ([REG 11.35.02](#)) – Revised the procedures to align with current processes and the revisions to the Code of Student Conduct (POL 11.35.01).

Tenure Clock ([REG 05.20.31](#)) – Revised to add a relevant paragraph (new section 3.5) on tenure clock extension that is currently only in POL 05.20.01.

Transfer of Sponsored Projects ([REG 10.10.07](#)) – This regulation was revised to update the existing language and strengthened by reference to SOPs and detailed guidance maintained by SPARCS and Human Resources. Since the Office of Contracts & Grants has a major role in project closeout, this regulation will be jointly owned by Research and Finance.

University Record Retention and Disposition ([REG 01.25.12](#)) – Revised the regulation to coincide with the new NCSU Specific Record Retention and Disposition Schedule.

Please note that NC State's PRRs should be reviewed on a periodic basis by the responsible senior officer to ensure relevancy, compliance with current laws, effectiveness, clarification and consistency.