MEMORANDUM

To: Deans, Directors and Department Heads

From: Eileen Goldgeier
              Vice Chancellor & General Counsel

Date: May 20, 2013

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

For fiscal year 2012-2013, thirty-three PRRs were revised, four new regulations were enacted and five regulations were repealed.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 on the PRR Website.

Research Policy – A major revision of the Research Policy (POL 10.00.02) was approved by the Board of Trustees on April 19, 2013. The new policy is better aligned with UNC Board of Governors and federal policies, is more consistent with other related policies, and will allow related regulations, rules and operating procedures to be implemented more effectively.

Policy on Illegal Drugs – On September 21, 2012, the Board of Trustees approved revisions to the policy on Illegal Drugs (POL 04.20.05). These revisions were made in response to the UNC Board of Governors' recent amendments to the UNC Illegal Drugs Policy, 1300.1. NC State's revised policy now allows for a range of penalties and sanctions to be enforced for a violation of the policy, depending on the nature and the seriousness of the offense. Previously, the policy prescribed minimum penalties that the university must enforce for certain offenses, regardless of any mitigating factors. In addition, the revised policy was reformatted to clearly reflect those penalties and sanctions applicable to students and those that are applicable to employees only.

Computer Use Regulation – On April 2, 2013 the University approved revisions to the Computer Use Regulation (REG08.00.02). The revisions clarify the required circumstances, authorized university officials and scope of permissible review of email and data residing on or passing over university IT resources. Employees using either university or personally-owned mobile devices must ensure the protection of the university's sensitive data stored on or passing over the device. The revisions further clarify and confirm that occasional, inconsequential personal uses of university IT resources are allowed, but not for an employee's own private commercial enterprise unless authorized by applicable External Activities for Pay regulation. In addition, the revised regulation incorporates software license requirements which allows for repeal of the separate regulation dealing exclusively with that topic.

Tenure Policy and Non-Tenure Track Ranks & Appointment Regulation – Both the Tenure Policy (POL05.20.01) and the Non-Tenure Track Ranks and Appointments Regulation (REG05.20.34) were revised. The first revisions incorporated the Division of Academic and Student Affairs (DASA) as an academic unit led by a dean, including the opportunity for academic departments in DASA (Music and Health and Exercise Studies) to have their own Department Voting Faculty and for DASA to have its own Division Promotion Committee for reviewing promotions to Teaching Associate Professor and Teaching Professor. The second revisions were to the structure for hiring and promotion and tenure reviews for joint and interdisciplinary appointments. These revisions were needed in light of increased interdisciplinary cluster hiring through the Chancellor's Faculty Excellence Program.

Professorships of Distinction Regulation – On May 6, 2013, the Professors of Distinction Regulation (REG05.20.17) was revised to clarify the appointment process for term professorships and the approval process for funded and non-funded professorships.

Tenure Clock Regulation - Revisions to the Tenure Clock Regulation (REG05.20.31) involved clarification that if a faculty member does not use an extension that has been awarded, the review is not considered early and there is not an option for a second review in the terminal year.

Consultation and Written Assessments Regulation – The Consultation and Written Assessments, Recommendations and Response in RPT Review (REG05.20.05) was revised to reflect procedures for recusals in Department Voting Faculty.

EPA Non-Faculty Employment Regulations – Two new regulations were developed to formalize the requirement for annual, written performance evaluations and the review and appeal procedures. (REG05.50.08 – Annual Evaluation of EPA Non-Faculty and REG05.25.06 – EPA Non-Faculty Employee Reviews and Appeals)

Tuition Waiver Regulation – The Tuition Waiver Regulation (REG07.55.08) was revised on April 2, 2013, which now requires employees to enroll in the course by the Census Date in order to use the tuition waiver. Applying the existing Census Date deadline for the tuition waiver form to course enrollment provides clarity for employees and the Cashier's Office and eliminates the need for the Cashier's Office to monitor late enrollments continually.

Crisis Communication – The Crisis Communication Plan (REG04.00.01) was revamped for efficiency and effectiveness. Changes were made for consistency purposes and to follow the Clery Act definitions for timely warnings and notifications. The branding of "WolfAlert" as the university's emergency notification system was enhanced. The crisis communication team and emergency operations group memberships were updated and responsibilities described more clearly.

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, and consistency.