

REG. 05.50.01  
EHRA Employee Appointment Regulation

**Authority:** Vice Chancellor for Finance and Administration

**History:**

- First Issued: August 21, 2013
- Revised: September 25, 2019

**Contact Information:** Assistant Vice Chancellor of Human Resources (910-521-6279);  
Associate Provost for Academic Affairs (910-521-6224)

**1. REGULATORY STATEMENT**

1.1 Academic-year appointments are either nine (9) or ten (10)-month employment periods. Contract dates for nine (9)-month employees shall be established by the Office of Academic Affairs and approved annually by the Provost and Vice Chancellor for Academic Affairs. Contract dates for nine (9)-month employees typically begin seven (7) to ten (10) calendar days prior to the first day of classes in the fall semester, and end two (2) – three (3) calendar days in the spring semester following commencement. Contract dates for ten (10)-month employees are August 1 to May 31 of the academic year. Contract dates will be specified in the contractual documents issued to the employee annually.

1.2 Calendar-year appointments are twelve (12)-month employment periods. Initial appointments may begin at any time but typically follow the fiscal year period of July 1 through June 30.

1.3 EHRA salaries for all appointments are payable in twelve (12) monthly installments. Employees on nine (9)-month academic appointments, July and August pay include prepayment for the upcoming academic year; May and June pay include post-payment for the preceding academic year. For initial academic-year appointments pay installments begin in August (2/12<sup>th</sup> of salary) and end in June (12/12<sup>th</sup>), unless otherwise specified by the Payroll Office, in consultation with the Office of Academic Affairs. Employees on ten (10)-month academic appointments, July pay will be a prepayment and June pay will be a post-payment. Faculty, whose employment with the university ends prior to the completion of the fall semester, will owe the university for a proportionate amount of the prepayment.