

SERVICE LEVEL AGREEMENT
BETWEEN
UNC ADMINISTRATIVE SERVICE CENTERS &
UNC SUPPORTING DEPARTMENTS

April 2020

	<p>present financial data to reporting units (as needed). Project expenses and financial feasibility for hiring plans and monitor accounts on a monthly basis. Assist with fiscal policy development within the department.</p>	
<p>Enrollment/Course/ Scheduling Offering Analysis</p>	<p>Manage class schedules, develop and implement timetables and procedures for class scheduling. Create, maintain and modify the master class schedule, analyze department schedules to ensure compliance with state and university scheduling policies. Analyze historical data and make recommendations to associate dean on enrollment management decisions. Track and implement enrollment management recommendations and decisions.</p> <p>Compile scheduled and special reports, analyses, and feasibility studies such as annual data summaries and program status reports.</p>	<p>Registrar</p>
<p>Curriculum Development Support</p>	<p>Provide curriculum development support to faculty. This includes participation in the College Curriculum Committee; this position must determine the program changes effects on all UNC Colleges, on current students, transfer students, and new students. This position must be familiar with all Programs, UNC syllabi regulations, and the UNC Graduate and Undergraduate Catalogs.</p>	<p>Registrar?</p>
<p>Evaluation Coordination</p>	<p>Monitor all Performance Planning and Evaluation forms for all staff in the department.</p> <p>Provide support for program evaluation, formative and summative to meet</p>	

Terms of Agreement

- < This agreement commences on [Month date, 2020] with the mutual understanding that modifications may be required over time. Any and all modifications will be made in the spirit of the original Agreement and must be reviewed by representatives of the Administrative Service Center and Human Resources. A formal review of this Agreement and published modifications will occur on an annual basis prior to the start of the new fiscal year.
- < Unless agreed otherwise, daily hours of operation are 8:00 am to 5:00 pm Monday-Friday with the exception of approved holidays in accordance with the University calendar. Working hours may be adjusted due to system/power outages, emergency situations, or disaster.
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