# UNM College of Fine Arts SAC Policy

In accordance with Faculty Handbook Policy C. 180, **"Special Administrative Components,"** the College of Fine Arts provides the following types of SACs to faculty members:

## Office of the Dean:

1) ***Associate Dean of Faculty, Equity, & Excellence***, AY $16,000; $4,000 for continued summer service (split across June and July).
   a) Oversee CFA Tenure & Promotion
   b) Chair the CFA Personnel Committee
   c) Work with departments on faculty compensation, including equity and compaction issues, and requests for raises.
   d) Consult as needed on the CFA Hiring Plan, faculty searches, and hiring processes.
   e) Advises faculty in faculty/student conflicts.
   f) Serve as the CFA representative for the Associate Deans of Faculty Council (Academic Affairs)
   g) Serve as the CFA representative on the LEAD (Liaisons in Equity, Advocacy, and Diversity) Council (Division for Equity and Inclusion).
   h) Receive, address, and triage when appropriate reports regarding faculty conflicts and concerns.
   i) Form and oversee a college committee centered on equity, inclusion and excellence in faculty matters, such as hiring practices, tenure/promotion, and workplace climate.
   j) Recommend needed changes to policies and procedures needed for success in advancing equity and inclusion in hiring and tenure and promotion practices.
   k) In collaboration with the Office of the Provost and its collaborators (e.g. Division of Equity and Inclusion, ADVANCE, etc.), inform faculty of opportunities for professional and leadership development.
   l) Help ensure compliance with the UNM Diversity Curriculum Requirement courses offered by the College.
   m) Periodically analyze undergraduate/graduate student, staff, and faculty demographics within the CFA
   n) Serve as a consultation role for UNM Foundation as needed to pursue faculty and/or chair endowments concerning excellence and equity.
   o) Work with and advise department chairs and work with Academic Affairs as needed to address faculty concerns.

2) ***Associate Dean of Student Success,*** AY $16,000; $4,000 for continued summer service (split across June and July).
   a) Work with and advise department Chairs and work with the Dean of Students Office and as needed to address student concerns..
   b) Act as a liaison between the Dean of Student's office and departments in matters of student concerns.

c) Act as a liaison between departments and Accessibility Resource Center (ARC) and Student Heath and Counseling (SHAC).
d) Advises students in faculty/student conflicts.
e) Act as a liaison between CFA, departments and UNM Legal Counsel
f) Serve as CFA contact for CEEO regarding student concerns.
g) Serve on Provost Committee on Academic Success
h) Serve on other University Committees with regard to faculty and student concerns as needed.
i) Sign Petitions of Substitution from all departments
j) Sign all Scheduling and Update forms from all departments.
k) Oversee CFA scholarship awards process.
l) Work with the Foundation on new scholarship awards
m) Work with OGS to award GA Excellence Scholarships and Student Success Awards.
n) Oversee CFA Assessment Committee CARC and hold 3 – 5 meetings per year
o) Represent CFA in NMHEAR conference.
p) Collect, analyze and upload (store) all data from Programmatic Assessment
q) Assist Dean in preparing yearly assessment reports.
r) Work with Chairs to reflect/plan for assessment in their units.
s) Work with Chairs to select GEN ED Assessment trials.
t) Serve as a mentor and coach to departments regarding assessment.
u) Oversee CFA Curriculum Workflow process.
v) Final signature on CFA Workflow

3) ***Associate Dean of Research***, AY $16,000; $4,000 for continued summer service (split across June and July).
a) Oversee research grants within the college
b) Supervise the College Faculty Research Support Officer (FRSO)
c) Chair the CFA Research Committee: administer internal funding each semester, and work with OVPR in support of this funding
d)
e) Support faculty in targeting appropriate research funding, both internal and external to UNM
f) Work closely with the CFA Development Officer to coordinate and support fundraising efforts for faculty research that also serves curricular initiatives.
g) In dialogue with Community Engaged Research office, support faculty in community engaged projects Oversee external research grant responsibilities for CFA: compliance, accounting.
h) Represent the CFA at monthly Research Council meetings
i) Represent the CFA on the Research Technology Advisory Council
j) Represent the CFA on the Chemical and Laboratory Safety Committee

k) Work with department chairs and OVPR to advocate for and administer start-up plan funds from Central Start-up pool
l) Ensure CFA representation on Research Policy Committee (RPC) in charge of research policy and CERL and ARL awards
m) Represent CFA at multiple annual research events supporting graduate and undergraduate research
n) Administer the UNM Excellence in Undergraduate Arts Research Award: form ad hoc committee and support committee in awarding funding
o) Represent the College at HAPE research meeting with School of Architecture and Planning (SAAP), College of Education and Human Sciences (COEHS) and Honors College.

4) ***Director***, Arts Leadership + Business and Interdisciplinary Arts, AY $8,000; $4,000 for continued summer service (split across June and July)
a) Faculty advisor for ALB program and BAIA degree
b) Manage adjuncts for course coverage and coordinate with departments.
c) Work with area arts organizations and departments on internship opportunities
d) Hold several information fairs per semester related to the ALB program and the BAIA degree.

5) ***Director of ARTSLab,*** AY $8,000; $2,000 for continued summer service (split across June and July)
a) Serve as Chair to the ARTSLab Faculty Advisory Committee
b) Schedule, organize, and moderate ARTSLab Faculty Advisory (fac) meetings.
c) Train ARTSLab Manager, graduate student project assistant, and faculty on technology and tools in the ARTSLab.
d) Locate relevant grants and funding opportunities (both internal and external) for ARTSLab.
e) Help in developing grants that are related to ARTSLab.
f) Act as PI or co-PI on ARTSLab related grants.
g) Write letters of support on the part of ARTSLab for relevant grants.
h) Advocate and explain ARTSLab to researchers outside of the CFA and UNM.
i) Advocate and explain ARTSLab to the general public and engage communities in NM.
j) Continue to develop and refine ARTSLab mission statement as it relates to the larger strategic plan of CFA and UNM.
k) Develop and maintain the ARTSLab website.

6) ***UNM Fine Arts Brand Ambassador,*** *$10,000 AY*; no summer service expectation
a) Chair the College of Fine Arts Recruitment Committee.
b) Representing the Departments Brand: Embodying the institution's values, ethics, and identity to motivate, inspire, and attract interest.

c) Creating Relationships: Establishing and nurturing connections with students, parents, potential students, and the wider community.
d) Promoting the Departments Brand: Advocating the brand through public speaking, social media engagement, event participation, and networking.
e) Participating in national and local Events: Speaking on behalf of the department, showcasing events through social media, and engaging with event highlights.
f) Interacting with Potential Students at Designated Conferences: Communicating opportunities to prospective students, understanding their preferences, and conveying the department's offerings and value proposition.
g) Gathering Data/Feedback: Providing valuable insights and feedback to assist in enhancing overall development and growth that will be reported to the Dean annually.
h) Collaborating with the Marketing Team: Collaborating with the marketing team to drive and execute effective marketing campaigns.

7) ***Department Chair Responsibilities***
a) Represent the interests of the department in a fair and equitable way, including regular consultation with faculty and staff, establishing appropriate committees and other mechanisms of department governance, and making difficult decisions when necessary.
b) Manage all department personnel matters, including the development of a faculty and staff hiring plan that coordinates department needs with college objectives.
c) Manage all department fiscal matters, including the development of a budget plan that identifies the department's projected needs while keeping projected expenses within the available resources.
d) Serving on the Dean's Policy Council and participating regularly in its bimonthly meetings.
e) Working closely and cooperatively with the administrators of other units and with the Dean's Office to coordinate and carry out college objectives.
f) Coordinate the College Strategic Plan with department operations and planning, including the development and implementation of a department strategic plan
g) Communicate in a regular and timely manner with the Dean's Office, including submission of all required reports and paperwork by the stipulated deadlines.

## Department of Art:

1) ***Chair,*** $15,000 *AY*; $4,000 for continued summer service (split across June and July)

2) ***Associate Chair,*** $4,000 AY; no summer service expectation
a) Consults regularly with Department Chair on matters of department personnel and governance.
b) Serves as liaison to CFA Advisement Office, answering general curricular questions and helping individual students navigate programmatic questions.
c) Point person for recruitment questions about the undergraduate program.

d) Manages student requests for transfer credits and study abroad credits.
e) Serves on Art Department DASC and Executive Committees.

3) ***Graduate Director,*** $4,000 AY; no summer service expectation
a) Coordinate decisions, in consultation with faculty, Chair, and Associate Chair, that affect graduate curriculum and graduate student experience.
b) Assist Graduate Program Coordinator with prospective student inquiries.
c) Coordinate graduate recruitment efforts, including outreach and marketing for graduate programs.
d) Attend and assist with graduate student orientations, advancement, and qualifying meetings.
e) Coordinate and track nominations for funding from Office of Graduate Studies; write letters of support for nominees.
f) Approve forms from Office of Graduate Studies.
g) Supervising and conducting performance evaluation for Graduate Program Coordinator and Graduate Studio Lab Manager.
h) Coordinating facilities maintenance and upgrades, in consultation with Chair, Associate Chair, and Lab Manager.
i) Handle graduate student grievances and personnel issues.
j) Serve on DASC and EXEC committees as representative of the Graduate Office.
k) Communicate in a regular and timely manner with Chair regarding all issues related to graduate programs.
l) Leads and participates in graduate student recruitment activities—including campus tours and information sessions—while also serving as the primary point of contact for current and prospective students and supporting the onboarding and orientation of incoming graduate students.

4) ***Director of the Center for Environmental Arts and Humanities,*** $15,000 AY; no summer service expectation
a) Administrative duties to ensure the oversight of the Center of Environmental Arts and Humanities.
b) Research, fieldwork, and publication addressing biodiversity through visual arts, culture, and history.
c) Fundraising for the Center for Environmental Arts and Humanities.
d) Raising the international visibility of the Center for Environmental Arts and Humanities.
e) Supervise staff and students connected of the Center for Environmental Arts and Humanities.

5) ***Lannan Endowed Chair,*** $10,000 AY; no summer service expectation
a) Continue the development of the Land Arts of the American West program.
b) Lead fundraising efforts to grow the Lannan endowment.
c) Increase the national and international visibility of the program.
d) Prepare annual report on the accomplishments and activities associated with this role.

6) ***Outcomes Assessment Coordinator,*** $1,500 AY; no summer service expectation
   a) Organize and report the outcome assessments to the department and to the college.

## Department of Theatre and Dance:

1) ***Chair***, AY $12,000; $6,000 for continued summer service (split across June and July)

2) ***Associate Chair***, $3,000
   a) Assists chair in administrative roles and responsibilities.
   b) Stands in for the chair when the chair cannot attend meetings.
   c) Represents the department in recruitment activities.
   d) Acts as head of the department personnel committee.
   e) Represents the department in situations where the chair cannot.

3) ***Graduate Dance Advisor***, $1,000 AY; no summer service expectation
   a) mentors and is academic advisor to all graduate students in the dance program.

4) ***Undergraduate Dance Advisor***, $1,000 AY; no summer service expectation
   a) mentors and is academic advisor to all undergraduate dance majors in the dance program.

5) ***Undergraduate Theatre Advisor***, $1,000 AY; no summer service expectation
   a) mentors and is academic advisor to all graduate students in the design program.

6) ***Undergraduate Design Advisor***, $1,000 AY; no summer service expectation
   a) mentors and is academic advisor to all graduate students in the design program.

7) ***Visiting Flamenco Coordinator***, $1,000 AY; no summer service expectation
   a) Schedule visiting line classes, obtains Visas, coordinates protocol for creative work in student ensemble, and coordinates housing and travel.

8) ***Dramatic Writing Grad Director***, $2,000
   a) This role supports admissions, advisement, budgeting, booking guest artists, curriculum, reporting on program endowments, and assigning scholarships.

## Department of Film & Digital Arts:

1) ***Chair***, AY $12,000; $6,000 for continued summer service (split across June and July)
2) ***Associate Chair***, $4,000

## Department of Music:

1) ***Chair***, AY $15,000; $6,000 for continued summer service (split across June and July)
2) ***Associate Chairs*** (two), $4,000 AY each, $2000 for continued summer service if available
    a Assist with department administrative duties
3) ***Undergraduate Advisor***, $1,000 AY; no summer service expectation
    a Advise undergraduate students with course requirements and scholarship questions
4) ***Director of Choral Activities***, $2,000 AY; no summer service expectation
    a Facilitate operations of all 6 choirs, Serve as UNM Choral Music representative to NM Music Educators Association and NM Chapter of American Choral Directors Association, make hiring recommendations to the Chair for TPT hires,
5) ***Coordinator of Composer's Symposium***, $2,000 AY; no summer service expectation
    a Coordinate all guest lectures, concerts, and presentations associated with the Robb Composers Symposium, budget and submit financial requests to ensure operations of Robb Composers Symposium
6) ***Arts of the Americas Administration***, $2,000 AY ; no summer service expectation
    a Coordinate all guest lectures, concerts, and presentations associated with the Music of the Americas Concert Series, budget and submit financial requests to ensure operations of Music of the Americas concert series
7) ***Coordinator of Vocal Area***, $1,000 AY; no summer service expectation
    a Coordinate combined activities of the Voice Area including recruitment efforts, outreach, voice studio placements, jury scheduling, curricular and policy recommendations, and audition scheduling
8) ***Coordinator of Brass Area***, $1,000 AY; no summer service expectation
    a Coordinate combined activities of the Brass Area including recruitment efforts, curricular and policy recommendations, outreach, and auditions
9) ***Music Theory Co-Coordinator***, $750 AY; no summer service expectation
    a Coordinate placement exams for incoming students, make recommendations to the chair for faculty and TPT assignments to Music Theory courses, lead regular meetings to evaluate curriculum and make curricular revision suggestions to the chair
10) ***Director of the Music Prep School***, $10,435 AY; $2000 for continued summer service.
    a . Lead the Music Prep School and String Lab School staff and non-credit teachers. Develop strategic initiatives leading to improved impact of the Music Prep School, seek external grant funding for the Music Prep School.
11) ***Graduate Advisor***, $3,000 AY; no summer service expectation
    a serve as faculty advisor of graduate students, correspond with prospective and incoming graduate students
12) ***Director of Bands***, $3,500 AY; $1/9$^{th}$ base salary for continued summer service paid in one summer month.
    a Oversee and Facilitate operations of all bands, supervise faculty and staff in Bands and Athletic Bands

13) ***Associate Director of Bands,*** $2,500 AV; 119th base salary for continued summer service.
    a ) Assist in oversight for operations of all bands, supervise faculty and staff in Bands and Athletic Bands
14) ***NM All-State Involvement,*** $500 AV.; no summer service expectation
    a Assist New Mexico Music Educators Association with acquiring percussion instruments and equipment for their All-State Bands/Orchestras each January.