

Special Administrative Component (SAC) Form

Purpose: To initiate, end or modify an existing Special Administrative Component (SAC) pursuant to Faculty Handbook Policy C.180: <https://handbook.unm.edu/c180/>

For appointments such as Department Chair, Program/Research Center Director, Assistant/Associate/Sr. Associate Dean requests use the **Administrative Appointment Request Form** found on the OAP website: <https://oap.unm.edu/academic-administrators/forms/index.html>

| | |
|-------------|------------------|
| Name: | Contact Name: |
| UNM ID: | EClass: |
| Rank/Title: | Position Number: |
| Department: | ORG: |

| | |
|-----------------------------------------------------------|----------------------------------------------------------|
| Effective Date: | Proposed SAC Total: |
| Proposed SAC Title: <small>Limit 30 characters</small> | Number of pay installments for current contract year: |
| Action: | Proposed Monthly Payments: |
| | SAC Payable Over: |
| | AY (10 months) |
| | FY (12 months) |
| | Other _____ through _____ |

Refer to instructions on the second page

Comments: Use this section to provide information that will assist in the review of this request

LABOR DISTRIBUTION

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF.

| Index | Percent | Index | Percent | | Index | Percent | Index | Percent |
|-------|---------|-------|---------|--|-------|---------|-------|---------|
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| | | | | | | | | |

Faculty Member Date

Dean Date
(not required if submitted via EPAF)

Chair/Director Date
(not required if submitted via EPAF)

Sr. Vice Provost Date
(not required if submitted via EPAF)

Faculty SAC Instructions

Faculty Handbook Policy C.180, SACs provide a mechanism to compensate faculty who are taking on extra administrative duties. SACs cannot be paid for work that is considered a normal part of faculty service workload. If this policy does not apply, refer to Faculty Handbook Policy C.140: <https://handbook.unm.edu/c140/>

This form is used to initiate a Special Administrative Component that does not impact bargaining unit status.

SAC Title Examples (this is not an exhaustive list):

- Associate Chair
- Undergraduate Advisor
- Coordinator

Do not use this for Administrative titles that do impact bargaining unit status

Administrative Titles: **must use an Administrative Appointment Request Form. These Titles include:**

- **Department Chair**
- **Program/Research Center Director**
- **Assistant/Associate/Sr. Associate Dean**

Definitions

Effective Date: The date the action takes effect (the first day of a month to Add SAC, last day of the month to End SAC). If the SAC starts outside of the AY or FY use the first date of the month the SAC is effective.

Proposed SAC Title: SAC titles should be consistent with the applicable SAC policies listed on the OAP website. The title is limited to 30 characters. Please abbreviate titles longer than 30 characters.

<https://oap.unm.edu/faculty/compensation/sac.html>

Action:

Add SAC - New SAC, SACs automatically renew and do not need to be renewed annually

End SAC: To end a SAC submit a SAC End EPAF. Follow the instructions to submit a SAC END Epaf on the OAP website

Modify an Existing SAC - Any modification to a SAC must be approved by the SVP

Proposed SAC Total: The total amount of the SAC to be paid over the designated period of time. SACs are paid in equal installments. If outside the AY or FY the amount listed should be prorated.

Number of pay installments for the current contract year Number of pay installments will be paid over the period of time the SAC is in effect for the current contract year.

- Academic Year (AY)= 10 installments
- Fiscal Year (FY) = 12 installments
- Other = chose the number of installments the faculty member is being paid for the period of time

Proposed Monthly Payment: Amount paid each month based on the Total and Installments.

This will auto calculate the amount that will be paid each month. This is not a fillable field.

SAC Payable Over:

- AY = August through May
- FY = July through June
- Other = Start and End month of contract. This must be full months

Note: academic year faculty can only be paid a SAC during the Academic Year. Administrative payments earned over the summer should be paid via summer administration.