

Office of the Dean

To: Richard Wood, Senior Vice Provost
From: Mark Peceny, Dean, College of Arts and Sciences
Re: SAC Guidelines
Date: 7/9/18

Department Chair

a. The primary responsibility of a department chair is the leadership and overall management of an academic department. Specific, not exclusive, duties include: ensuring the department's curriculum is offered in a manner allowing the timely graduation of students, planning and scheduling courses; ensuring that necessary course and program assessments are conducted; hiring instructors, faculty and staff as needed and as the budget allows; supervising the department office and staff, including administrative assistants, program specialists, and instructors; maintaining oversight and coordination of all budgets within the department; fostering research efforts of all faculty in the department; conducting annual and milestone reviews of all faculty, representing the department to the College of Arts & Sciences at Chairs' and Directors' Council and the greater University; and, maintaining and developing productive relations centered on teaching, research and service with other departments on the UNM main campus and relevant external community entities.

b. The amount of SACs given to department chairs varies based on the number of undergraduate and graduate students served by the department; the centrality of the program to the University's core curriculum; the size of the budget being managed; the size of the faculty; the amount of sponsored research conducted in the department; and the number and complexity of centers, institutes or special programs associated with the department.

c. Chairs of larger and more complex departments receive SACs of \$20,000. Chairs of smaller and less complex departments receive SACs of \$15,000. Chairs of departments at an intermediate level of size and complexity receive a SAC of \$17,500.

d. Chairs generally serve a four year term and are eligible for renewal for an additional term of service. When a chair's term of service ends, the SAC also ends.

Associate Chair

a. Associate Chairs assist the Chair in the overall management of an academic department. Specific duties of Associate Chairs vary considerably across units, with some commonly assigned responsibilities listed below.

b. The amount of SACs given to department chairs varies along similar dimensions as those of chairs.

c. SACs for associate chairs range from \$1,500 in smaller and less complex departments to \$4,500 in larger and more complex departments.

d. Terms of service vary considerably across departments, but when an associate chair's term is completed, the SAC also ends.

Director of an Interdisciplinary Academic Program

a. The primary responsibility of directors of interdisciplinary academic programs is the overall management of the academic program. Specific, not exclusive, duties include: planning and scheduling courses; ensuring that necessary course and program assessments are conducted; hiring instructors for program courses as needed and as the budget allows; supervising program offices and staff, including administrative assistants, program specialists, and instructors; maintaining oversight of program budgets; representing the program to the College of Arts & Sciences and the greater University; planning and coordinating special events; and maintaining and developing relations with the relevant external community.

b. The amount of SACs given to interdisciplinary academic program directors varies based on the number of undergraduate and/or graduate students served by the program; whether the program offers both graduate and undergraduate degrees, an undergraduate major and minor or only a minor; the centrality of the program to the University's core curriculum; the size of the budget being managed; the size of the faculty in the program and affiliated faculty with tenure homes in other units; and the number and complexity of centers, institutes or special programs associated with the program.

c. Directors of larger and more complex programs generally receive SACs of \$10,000. Directors of smaller and less complex programs generally receive SACs of \$6,000. There are two outliers with larger SACs that were set by other units.

d. Directors generally serve a three year term and are eligible for renewal for an additional term of service. When a director's term of service ends, the SAC also ends.

Directors of Museums, Research Centers, and Institutes

a. The primary responsibility of directors of research centers and institutes is the overall management of the center or institute. Specific, not exclusive, duties include: managing externally funded and non-externally funded research activities; supervising program offices and staff, including administrative assistants, program specialists, and research staff and faculty; maintaining oversight of program budgets; representing the program to the College of Arts & Sciences and the greater University; planning and coordinating special events; and maintaining and developing relations with the relevant external community.

b. The amount of SACs given to directors of centers and institutes varies based on the size and complexity of the units.

c. SACs for the directorship of the Museums of Southwest Biology and the Maxwell Museum of Anthropology are set at \$15,000. SACs for directors of other research centers and institutes generally do not exceed \$10,000 if they are paid from I&G funds. SACs funded by sponsored research and F&A often exceed this threshold depending on the terms of the grant or contract.

d. Terms of service generally range from two to four years. Some directors appointed by previous deans have, in essence, been granted the position for the duration of their faculty appointments at UNM. As those appointments end, new directors will be appointed for defined terms of service. When a director's term of service ends, the SAC also ends.

Graduate Director/Associate Chair for the Graduate Program

a. The primary responsibility of a graduate director or associate chair for a graduate program is the overall management of a graduate program. Specific duties include, but are not limited to: advising all current graduate students on how to complete their degree programs in an efficient and timely manner; convening a Graduate Admissions Committee and overseeing the annual graduate admissions process; consulting with faculty to clarify and revise policies governing graduate programs; assigning graduate students to TA and GA positions; managing graduate program assessment; scheduling M.A. thesis/paper and Ph.D. dissertation defenses; advising the Chair on graduate courses that should be scheduled to meet curriculum guidelines; and working with staff to ensure that required paperwork is submitted to the Office of Graduate Studies.

b. The amount of SACs given to graduate directors and/or associate chairs for graduate programs generally varies with the size and complexity of the program being managed, though historical factors have led to a less consistent pattern than is the case for department chairs. In many instances, larger and more complex departments use the title Associate Chair for the Graduate Program, while smaller and less complex programs are more likely to use the title Graduate Director.

c. SACs for directors range from \$1,500 in smaller and less complex programs to \$4,500 in larger and more complex programs.

d. Terms of service vary considerably across departments, but when a director's term of service ends, the SAC also ends.

Undergraduate Director/Associate Chair for the Undergraduate Program

a. The primary responsibility of an undergraduate director or associate chair for an undergraduate program is the overall management of an undergraduate program. Specific duties include, but are not limited to: updating the policies and procedures associated with the program; providing guidance to undergraduate majors; coordinating funding and scholarship programs for undergraduate students in a department; coordinating undergraduate assessment activities; and scheduling undergraduate courses and managing the curriculum.

b. The amount of SACs given to undergraduate directors and/or associate chairs for undergraduate programs generally varies with the size and complexity of the program being managed, though historical factors have led to a less consistent pattern than is the case for department chairs. In many instances, larger and more complex departments use the title Associate Chair for the Undergraduate Program, while smaller and less complex programs are more likely to use the title Undergraduate Director.

c. SACs for directors range from \$1,500 in smaller and less complex undergraduate programs to \$4,500 in larger and more complex undergraduate programs.

d. Terms of service vary considerably across departments, but when a director's term is completed, the SAC also ends.

Associate Deans

Associate Deans in the College of Arts & Sciences receive \$30,000 SACs.

Miscellaneous

There are more than two dozen additional SACs for specific positions in departments. We do not have well developed policies and procedures for managing the SACs for these positions, but have begun to develop policies for the SACs associated with these appointments.