

## COLLEGE OF FINE ARTS

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 Equity & Excellence*, AY \$8,000; \$4,000 for continued summer service.
  - a) Oversee CFA Tenure & Promotion (Fall & Spring semesters)
  - b) Work with departments on faculty equity and compaction issues and requests for raises
  - c) Oversee faculty searches and hiring process
  - d) Work with the Dean to create a Hiring Plan for CFA
  - e) Help ensure compliance of the UNM Diversity Curriculum Requirement courses offered by the College.
  - f) Work closely with UNM VP of Diversity, Equity and Inclusion and represent CFA on the University DEI committee
  - g) Form and oversee a college committee or steering committee centered on equity, inclusion and excellence in hiring practices, tenure/promotion, faculty matters, student success initiatives and workplace climate
  - h) Recommend needed changes to policies and procedures needed for success in advancing equity and inclusion in hiring and tenure and promotion practices
  - i) Periodically analyze undergraduate/graduate student, staff and faculty demographics within the College
  - j) Work with CFA Marketing, departments and UNM recruitment to propose new recruitment strategies to ensure equity, inclusion and excellence in faculty and student recruitment
  - k) In collaboration with the Office of the Provost and its collaborators (Office of DEI, ADVANCE, etc. provide opportunities for leadership development for diverse faculty and staff
  - l) Work with UNM Foundation to pursue scholarship and faculty/chair endowments concerning excellence and equity
  
- 2) *Associate Dean of Faculty and Student Concerns*, AY \$8,000; \$4,000 for continued summer service.
  - a) Work with and advise department Chairs to address faculty concerns
  - b) Meet with Dean, Senior Vice Provost and Associate Provost of Faculty Development and Legal Counsel about serious faculty cases
  - c) Act as a liaison between SVP office and departments in matters of faculty concerns
  - d) Work with department chairs to address student concerns
  - e) Act as a liaison between the Dean of Student’s office and department sin matters of student concerns

- f) Act as a liaison between departments and ARC and SHAC
- g) Represent students in faculty/student conflicts
- h) Act as a liaison between CFA, departments and UNM Legal Counsel
- i) Serve as CFA contact for OEO regarding student concerns
- j) Serve on Provost Committee on Academic Success
- k) Serve on other University Committees with regard to faculty and student concerns as needed
- l) Sign Petitions of Substitution from all departments
- m) Sign all Scheduling and Update forms from all departments
- n) Oversee CFA scholarship awards process
- o) Work with the Foundation on new scholarship awards
- p) Work with OGS to award GA Excellence Scholarships and Student Success Awards.

3) ***Associate Dean of Research***, AY \$8,000; \$4,000 for continued summer service.

- a) Oversee the Bachelor of Arts Interdisciplinary degree plan committee and interdisciplinary studies across the College
- b) Oversee and work with interested parties on internships and community engaged research
- c) Work closely with the CFA Development Officer to coordinate and support fundraising efforts for faculty research that also serves curricular initiatives.
- d) Oversee Development/Research grants within the College
- e) Oversee and chair the CGA Research Committee
- f) Oversee external research grant responsibilities for CFA
- g) Supervise the College FRSO
- h) Supervise ArtsLab staff and oversee faculty working group
- i) Attend (many) monthly ADR Committee meetings and other committees pertinent to research at UNM
- j) Research Policy Committee (RPC) in charge of research policy and CERL and ARL awards
- k) Represent the College at HAPE research meeting with SAAP, COE and ASA.

4) ***Director***, Arts, Leadership and Business, \$10,000 for summer service

- 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) ***Coordinator, CFA Curriculum and Assessment***, AY \$5,000 - \$3,000 Fall; \$2,000 spring

- a) Oversee CFA Assessment Committee CARC and hold 3 – 5 meetings per year
- b) Represent CFA in NMHEAR conference
- c) Collect, analyze and upload (store) all data from Programmatic Assessment

- d) Assist Dean in preparing yearly assessment reports
  - e) Work with Chairs to reflect/plan for assessment in their units
  - f) Work with Chairs to select GEN ED Assessment trials
  - g) Serve as a mentor and coach to departments regarding assessment
  - h) Oversee CFA Curriculum Workflow process
  - i) Final signature on CFA Workflow
- 6) ***Faculty Representative, Facilities***, AY \$5,000; \$1,000 June 2020
- a) With the Academic Operations Officer, assist the Dean in building a CFA team of participants that is representative (Integrated Planning Team)
  - b) With the Dean, lead key strategy discussions about the future of CFA and develop a high-level report that outlines broad goals and develop a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
  - c) Participate in development of integrated planning document and high-level concepts around top priorities
  - d) In a team approach with planners and CGA Academic Operations Officer, participate in data collection, analysis and narratives in integrated plan categories
  - e) With the Dean, serve as a spokesperson for the effort and develop an outreach strategy including participation I development of presentation materials.

**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 & Art History:***

- 1) Chair, AY \$12,000; \$4,000 for continued summer service
- 2) Associate Chair, \$4,000

- 3) Director of Graduate Studies, \$3,000
- 4) Undergraduate Director, \$3,000
- 5) Arita Porcelain Coordinator, \$2,000

***Department of Theatre and Dance:***

- 1) Chair, AY \$8,000; \$4,000 for continued summer service
- 2) Associate Chair, \$3,000
- 6) Graduate Dance Advisor, \$1,000
- 7) Graduate Theatre Advisor, \$1,000
- 8) Undergraduate Dance Advisor, \$1,000
- 9) Undergraduate Theatre Advisor, \$1,000

***Department of Cinematic Arts:***

- 1) Chair, AY \$7,000; \$4,000 for continued summer service
- 2) Associate Chair, \$4,000
- 3) Undergraduate Advisor, \$2,000

***Department of Music:***

- 1) Chair, AY \$12,000; \$4,000 for continued summer service.
- 2) Associate Chair, \$4,000
- 3) Undergraduate Advisor, \$1,000
- 4) Director of Choral Activities, \$2,000
- 5) Coordinator of Composer's Symposium, \$2,000
- 6) Arts of the Americas Administration, \$2,000
- 7) Coordinator of Vocal Area, \$1,000
- 8) Coordinator of Brass Area, \$1,000
- 9) Music Theory Co-Coordinator, \$750 - Undergraduate
- 10) Music Theory Co-Coordinator, \$750 - Graduate
- 11) Supervisor of Graduate Choral Conducting students, \$1,500
- 12) Director of the Music Prep School, \$10,435; \$1,750 for continued summer service.
- 13) Graduate Advisor, \$3,000
- 14) Director of Bands, \$3,500; \$11,243 for continued summer service (1/9 base salary).
- 15) Associate Director of Bands, \$2,500; \$6,070 for continued summer service (1/9 of base salary).
- 16) NM All-State Involvement, \$500.