

College of Education, Dean's Office  
MSC05 3040  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
Phone: (505) 277-2231 Fax: (505) 277-8427

**MEMORANDUM**

17-18: 19

TO: Dr. Rich Wood, Interim Senior Vice Provost for Academic Affairs

FROM: S. Hector Ochoa, Dean, College of Education 

DATE: April 10, 2018

SUBJECT: Revision to COE Special Administrative Component Policy

In accordance with Faculty Handbook Policy C. 180, "Special Administrative Components," the College of Education submits for your review the following revisions to our COE SAC policy as outlined in my memo 17-18:02 from August 22, 2017.

The College of Education will provide for a Special Administrative Component to be added to a faculty member's contract under the following circumstances:

1. Assignment of Dean responsibilities: for faculty members that are willing and have been selected to assume responsibilities of the Dean's office in accordance with Faculty Handbook Policy C.35 a SAC of \$12,000 per calendar year will be provided for the duration of the faculty member's appointment as Dean.
2. Assignment of Associate Dean responsibilities: for faculty members that are willing and have been selected to assume Associate Dean responsibilities a SAC of \$12,500 per academic year will be provided for the duration of the faculty member's appointment as Associate Dean. A separate summer administration agreement for up to 2/9 of the faculty member's base academic year salary will also be process each summer for the duration of the faculty member's appointment.
3. Assignment of Department Chair responsibilities: for faculty members that are willing and have been selected to assume Department Chair responsibilities in accordance with Faculty Handbook Policy C.40 a SAC of \$10,000 per academic year will be provided for the duration of the faculty member's appointment as Department Chair. A separate summer administration agreement for up to 2/9 of the faculty member's base academic year salary will also be processed each summer for the duration of the faculty member's appointment.

4. Assignment of Associate Department Chair responsibilities: for faculty members that are willing and have been selected to assume Associate Department Chair responsibilities of SAC of \$4,000 per academic year will be provided for the duration of the faculty member's appointment as Associate Department Chair. A separate summer administration agreement for up to 2/9 of the faculty member's base academic year salary may be processed each summer for the duration of the faculty member's appointment based upon discretion of the Chair.
5. Assignment of distance education coordinator responsibilities: for a faculty member willing to serve as the liaison between all COE academic units, the Dean's office, and Extended University to align and monitor COE programs with accepted quality standards and best practices, a SAC of \$5,000 per academic year will be provided for the duration of this appointment. A separate summer administration agreement for up to 2/9 of the faculty member's base academic year salary may also be processed each summer for the duration of the faculty member's appointment.
6. Assignment of LAPE center director: for the faculty member willing to serve as the LAPE center director, a SAC of \$1,800 per academic year will be provided for the duration of this appointment.
7. Assignment of Special Assistant to the Dean or Associate Dean: responsibilities include working on special projects and/or academic endeavors specified by the Dean or Associate Dean, and other duties as assigned by the Dean. Amount awarded could be used as a SAC, course release(s), or a combination of both. This will be determined by Dean based on the responsibilities associated with this special assignment. This SAC will not exceed that given to the Associate Deans and may be offered during the regular academic year, summer or both.
8. Special Department Administrative Assignment: Based on the recommendation of the Department Chair, a faculty member can be assigned responsibilities which would include assignment of special departmental or program project or unit responsibilities or assuming more than one departmental program coordinator role. Amount awarded could be used as a SAC, course release or both. The Dean has the discretion to determine the amount of the SAC based on the special departmental administrative assignment. This SAC will not exceed that given to the Department Chairs and may be offered during the regular academic year, summer or both.