

MEMORANDUM

To: Chaouki Abdallah, Provost and Executive Vice President for Academic Affairs
From: Dean Sergio Pareja
Subject: Special Administrative Component (“SAC”) Policy
Date: April 9, 2018

In accordance with Faculty Handbook Policy C.180, “Special Administrative Components”, the School of Law submits the following proposed policy for review and approval:

The School of Law provides two types of SACs to faculty members:

1. Administrative SACs

Administrative SACs are provided to faculty members on nine-month contracts who hold the title of Vice Dean, Associate Dean, or Director.

These titles coincide with significant administrative assignments beyond the standard research, teaching, and service duties normally expected of faculty members on nine-month contracts.

The level of SAC payment depends on the scope of administrative duties, with a range from \$3,000 to \$25,000 per year.

Each SAC is awarded with a term of one year, subject to annual review and possible renewal.

2. Temporary SACs

Temporary SACs are provided to faculty members who hold the title of Interim Director, Acting Director, or Accreditation Program Coordinator.

These titles coincide with significant administrative assignments beyond the standard research, teaching, and service duties normally expected of faculty members.

The level of temporary SAC payment depends on the scope of administrative duties, with a range from \$5,000 to \$20,000.

Each SAC is awarded for a term that extends to the time that a person is appointed to fulfill the duties on a permanent basis. Unless there are extenuating circumstances, these SACs should be in place for one year or less.