

School of Architecture +Planning Faculty Administrative Titles and Special Administrative Components (SACs)

*There will be either one Associate Dean for Faculty and Student Success or both an Associate Dean for Faculty Affairs and an Associate Dean for Student Success

Associate Dean for Research

AY SAC \$10,000 + 1 course release each semester

The Dean of the School of Architecture and Planning appoints the Associate Dean for Research (ADR). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School to both internal and external constituencies. The Associate Dean's performance shall be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Associate Dean for Research will serve at the discretion of the Dean.

The ADR will oversee research and sponsored projects activity of the School, faculty, and the School's Centers and Institutions; will serve as liaison to the Office of the Vice President of Research; and will serve on the University Associate Deans for Research/Center Directors Committee, the Humanities, Arts and Professional Education (HAPE) committee, and other temporary or ad hoc OVPR committees and task forces as needed (e.g., interviewing committees, limited competition review committees, and pandemic task forces). In collaboration with UNM's government relations team, and ADR solicits proposals from SA+P faculty for federal and state funding priorities. The ADR will also assist SA+P academic programs in identifying areas of research and scholarship, supervise the Faculty Research Support Officer/Contract and Grant Administrator, work closely with faculty on pre-award and post-award processes and procedures, attend regular update meetings with the Office of Sponsored Projects (OSP), run the School's bi-annual internal funding competition, and coordinate with the Associate Dean for Students on fostering student research, creative works, and scholarship. For junior faculty in particular, the ADR should meet with each faculty member individually to understand scholarship and dissemination interests, assist with finding funding and collaboration opportunities, and ensure they create a strong foundation for scholarship toward tenure that is in line with UNM's expectations for scholarship at an R1 institution. In addition, the ADR should conduct workshops to help advance SA+P scholarship; topics can be selected based on expressed faculty interests, needs identified by the ADR, etc. Since SA+P faculty submit proposals for national/federal grants, professional service agreements (PSAs), foundation grants, internal UNM funding competitions (RAC, Women in STEM, Southwest Regional Studies, etc.), and SA+P funding competitions, it is important for the ADR to stay abreast of all relevant opportunities to assist faculty with funding. The ADR also manages the School's Research Office and the ADR financial accounts, and chairs the Faculty Awards + Fellowships committee, facilitating the nomination process for the School of Architecture + Planning. The ADR will also be asked to represent the School's diversity, equity, and inclusion (DEI) efforts by serving on the LEADs Council, which meets regularly; the associate deans of the SA+P have done so in rotation to ensure all associate deans are working together on our DEI efforts.

***Associate Dean for Faculty and Student Success**

AY SAC \$16,000 + 1 course release per academic year

The Dean of the School of Architecture and Planning appoints the Associate Dean for Faculty and Student Success Student (ADFSS). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School to both internal and external constituencies. The Associate Dean's performance shall be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Associate Dean will serve at the discretion of the Dean.

For student-related affairs, The ADFSS will oversee all matters related to student affairs including grievances, appeals and advisement. This includes management of the advising operations of the School and chairing the School's ad hoc Grade Appeals + Mediation Committee. The ADFSS will also coordinate with student organizations and will work with the Associate Dean for Research to support student research, creative works, and scholarship. The ADFSS also serves as the School's Equity and Excellence coordinator, working closely with the university's Vice President for Equity and Inclusion. In this capacity, the ADFSS chairs the School's Equity, Excellence +

Culture Committee and Co-Chairs the Student Learning Assessment Committee. Working with the Director of Recruitment, the ADFSS will also propose strategies for addressing achievement gaps, declining enrollments, and underrepresentation of historically underrepresented groups. The ADFSS will also work with various groups to strengthen student life and culture at the School. The ADFSS will also be asked to represent the School's diversity, equity, and inclusion (DEI) efforts by serving on the LEADs Council, which meets regularly. The ADFSS also works directly and supervises the School's Supervisor of Advising.

For faculty-related affairs, the ADFSS will oversee all matters related to faculty affairs including distribution of committee work at the School level, reviewing overall workload distribution across departments, ensuring the mentoring of tenure-track faculty, and ensuring that the SA+P's T&P process is in line with the Faculty Handbook. As a representative of the School, the ADFSS is also charged with ensuring compliance with the new collective bargaining agreements. The ADFSS should provide support for a variety of faculty issues to ensure faculty governance. The ADFSS should also work closely with the university's Associate Provost for Faculty Success to ensure helpful resources are brought to faculty attention to support effective teaching. The ADFSS will also serve as the School's Outcomes Assessment coordinator to oversee assessment reporting for the three academic programs and graduate certificates. This includes serving on the SA+P CARC (College Academic Reporting Committee). In the role of CARC, the ADFSS will review and assess Program and Certificate Outcomes Assessment Reports and make recommendations to Chairs. The ADFSS will also serve on the Provost's Committee for Assessment and will oversee the collection and analysis of metrics and data (including application, admission, and graduation rates) for various School reports as needed. This includes comparing the SA+P with peer institutions, studying other similar schools ranked and were the SA+P ranks, based on published information. The ADFSS will also be asked to represent the School's diversity, equity, and inclusion (DEI) efforts by serving on the LEADs Council, which meets regularly.

***Associate Dean for Student Success**

AY SAC \$10,000 + 1 course release per academic year

The Dean of the School of Architecture and Planning appoints the Associate Dean for Student Success (ADSS). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School to both internal and external constituencies. The Associate Dean's performance shall be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Associate Dean will serve at the discretion of the Dean.

The ADSS will oversee all matters related to student affairs including grievances, appeals and advisement. This includes management of the advising operations of the School and chairing the School's ad hoc Grade Appeals + Mediation Committee. The ADSS will also coordinate with student organizations and will work with the Associate Dean for Research to support student research, creative works, and scholarship. The ADSS also serves as the School's Equity and Excellence coordinator, working closely with the university's Vice President for Equity and Inclusion. In this capacity, the ADSS chairs the School's Equity, Excellence + Culture Committee and Co-Chairs the Student Learning Assessment Committee. Working with the Director of Recruitment, the ADSS will also propose strategies for addressing achievement gaps, declining enrollments, and underrepresentation of historically underrepresented groups. The ADSS will also work with various groups to strengthen student life and culture at the School. The ADSS will also be asked to represent the School's diversity, equity, and inclusion (DEI) efforts by serving on the LEADs Council, which meets regularly; the associate deans of the SA+P have done so in rotation to ensure all associate deans are working together on our DEI efforts. The ADSS also works directly and supervises the School's Supervisor of Advising.

***Associate Dean for Faculty Affairs**

AY SAC \$10,000 + 1 course release per academic year

The Dean of the School of Architecture and Planning appoints the Associate Dean for Faculty Affairs (ADFA). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School to both internal and external constituencies. The Associate Dean's performance shall

be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Associate Dean for Faculty Affairs will serve at the discretion of the Dean.

The ADFA will oversee all matters related to faculty affairs including distribution of committee work at the School level, reviewing overall workload distribution across departments, ensuring the mentoring of tenure-track faculty, and ensuring that the SA+P's T&P process is in line with the Faculty Handbook. As a representative of the School, the ADFA is also charged with ensuring compliance with the new collective bargaining agreements. The ADFA should provide support for a variety of faculty issues to ensure faculty governance. The ADFA should also work closely with the university's Associate Provost for Faculty Success to ensure helpful resources are brought to faculty attention to support effective teaching. The ADFA will also serve as the School's Outcomes Assessment coordinator to oversee assessment reporting for the three academic programs and graduate certificates. This includes serving on the SA+P CARC (College Academic Reporting Committee). In the role of CARC, the ADFA will review and assess Program and Certificate Outcomes Assessment Reports and make recommendations to Chairs. The ADFA will also serve on the Provost's Committee for Assessment and will oversee the collection and analysis of metrics and data (including application, admission, and graduation rates) for various School reports as needed. This includes comparing the SA+P with peer institutions, studying other similar schools ranked and were the SA+P ranks, based on published information. The ADFA will also be asked to represent the School's diversity, equity, and inclusion (DEI) efforts by serving on the LEADs Council, which meets regularly.

Associate Dean for Academics and Curriculum

AY SAC \$10,000 + 1 course release per academic year

The Dean of the School of Architecture and Planning appoints the Associate Dean for Academics (ADAC). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School of Architecture and Planning to both internal and external constituencies. The Associate Dean's performance shall be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Associate Dean will serve at the discretion of the Dean.

The ADAC will Chair the College Assessment Review Committee (CARC) and coordinate unit assessments (APRs), serving as the school liaison with the Office of Assessment & Academic Program Review (OAAPR). This entails collecting all relevant material and reviewing it for submission to OAAPR and attending OAAPR meetings. In their role as curriculum overseer, the ADAC will coordinate and provide a "360 curricula" review annually for the School of Architecture and Planning to consider opportunities for inter-departmental coordination and curricular missions in line with the strategic plan, meeting with department curriculum committees when appropriate. This curricular overview gives the School of Architecture and Planning an opportunity to better align curricula with strategic plan goals. Certain items in the Strategic Plan may thus point to the ADAC as the lead in overseeing the implementation of specific goals and objectives. To ensure our curricular and academic offerings are clearly and accurately reflected in our public platforms, the ADAC will review annual course catalog information to see if it is up-to-date and reflective of School-wide and departmental offerings, working in coordination with chairs and departmental curriculum committees who have the responsibility to ensure relevant changes are submitted to the course catalog. The ADAC is expected to attend alternating weekly meetings with SA+P leadership, one meeting with the Associate Deans of the School, and the alternating meeting with the entire (A-Team) leadership team of ADs, chairs, and program directors.

Special Assistant to the Dean for Labs + Buildings

AY SAC \$3,000 (plus \$1,500 Summer Pay)

The Dean of the School of Architecture and Planning appoints the Special Assistant to the Dean for Labs + Buildings. The Special Assistant's performance shall be reviewed annually by the Dean. The Special Assistant to the Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to the Dean for Labs and Buildings will serve at the discretion of the Dean. The Special Assistant to the Dean will serve as a liaison between Department Chairs and the Dean to coordinate technological needs related to pedagogy and curricula in the Architecture, Landscape Architecture and Planning Departments.

The Special Assistant to the Dean for Labs + Buildings will oversee the facilities including all teaching and learning spaces occupied by the School of Architecture and Planning in Pearl Hall. They will serve as a liaison to UNM PPD and outside contractors as needed and will oversee building remodels and FAMIS space allocation reporting. This includes overseeing building modifications and temporary installations. The Special Assistant to the Dean will also oversee A/V needs and purchases and make recommendations for new equipment and upgrades; oversee furnishing purchases, repairs and replacements; and monitor research, labs and special use spaces.

The Special Assistant to the Dean for Labs + Buildings will also oversee the School's Fabrication Lab and Computing/Printing Lab operations, including supervision of its two managers. The School's Labs provide digital and fabrication services to students enrolled in the design degree programs and are funded 100% on monies from Differential Tuition and Student Course Fees. The Special Assistant to the Dean will monitor budgets, expenditures and renewal funds for both Labs. The Special Assistant to the Dean will Chair the Computer + Fabrications Committee and will Co-Chair the Building Safety Committee.

Special Assistant to the Dean for Career Services

AY SAC \$3,000

The Dean of the School of Architecture and Planning appoints the Special Assistant to the Dean for Career Services. The Special Assistant's performance shall be reviewed annually by the Dean. The Special Assistant to the Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to the Dean for Career Services will serve at the discretion of the Dean.

The Special Assistant to the Dean will oversee the management of job-related services provided to School of Architecture and Planning students. This includes providing job search advice, resources, and opportunities for students and professional community representatives who may want to hire SA+P students. The Special Assistant will be the School's principle liaison with UNM's Office of Career Services, working with this office each year to coordinate a SA+P Career Week, including providing students with information about internships and externships. To prepare our students, the Special Assistant to the Dean will also work with Department Chairs and faculty to set up interviewing and portfolio workshops, to help our students improve their skills and job placement strategies. The Special Assistant to the Dean will also regularly work with liaisons representing various professional associations of Architecture, Landscape Architecture and Planning, who may provide mentoring opportunities for our students. The Special Assistant to the Dean will also work with the Dean to ensure that important Career Services information and resources are included in the School's website.

Department Chair

AY SAC

- Architecture Department - \$10,000
- Community + Regional Planning Department - \$10,000
- Landscape Architecture Department - \$10,000

The Dean of the School of Architecture and Planning, following consultation with the faculties of the respective Departments, appoints the Chairs of Architecture, Community and Regional Planning, and Landscape Architecture Departments. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The SAC amounts vary by department according to number of students and faculty. Internal recommendations for Department Chairs must be tenured members of the School of Architecture and Planning Faculty and hold professional rank of Associate Professor or Professor. A faculty member who holds a joint appointment within the School or another University academic unit, or is part-time, must become full time for the duration of his or her appointment as Department Chair. The initial term for a Chair is three years or as negotiated with the Dean. The Chair serves at the discretion of the Dean.

The Chairs shall: act as executive officers of their department and shall have general administrative responsibility for the affairs of their respective department in the areas of curriculum, outcomes assessment reporting, budget, hiring for academic positions, and teaching and service assignments; assist the Dean and the faculty of their Department in all matters consistent with the responsibilities of their respective appointments; ensure faculty involvement in matters of curriculum and compliance with applicable School and University policies and procedures governing curriculum; cooperate with their respective department's faculty and the Dean in the annual review of

their performance. The Chair will foster a climate in which students: are given the opportunity to receive an education that adequately prepares them for their chosen professions; are made aware of the Student Code of Conduct; and are made aware of the respective accreditation requirements of their Department on an annual basis.

Associate Chair

AY SAC \$3,000

The Associate Chair is appointed, as needed by the Chair of the Department, in consultation with the Dean. The appointment must be approved by the Dean of the School of Architecture and Planning. The Associate Chair appointment is a one-year term, renewable on an annual basis. The SAC and Summer Salary (if there is an administrative need) will end upon completion of the appointment. The primary responsibilities of the Associate Chair are to work closely with the Chair of the Department to conceptualize new curricular initiatives and participate in strategic discussions about the future of the degrees offered in the Department. The Associate Chair is also expected to contribute to effective communication with the students and faculty of the program, to assist the Chair in the process of making teaching assignments and coordinating levels of the curriculum, and occasionally advising students. When the Chair is out of town, the Associate Chair will facilitate in the operations. They will also assist with accreditation reviews including data collection, writing self-study reports, and preparation of the APR.

Level 2 Center Director SAC (ID+PI, DPAC)

AY SAC \$3,000

The Dean of the School of Architecture and Planning appoints the Directors of the Level 2 Centers. If teaching needs of the School permit, the Dean may give a Director a reduction of 3-credit hours of teaching in an academic year. The Center Director's performance shall be reviewed annually by the Dean. The appointment is a one-year, renewable term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Director serves at the discretion of the Dean.

The Level 2 Center Directors are the primary contact for community members and organizations for engagement with a Center, for interaction in a Center-sponsored studio, and for projects funded by a Center. The Director manages relationships with communities and agencies on behalf of SA+P faculty, students, and staff. When applicable, the Director may also work to secure funding, manage contracts and grants, and monitor Center accounts. Responsibilities include cultivating and convening Center advisory committees in consultation with the Dean; receiving and managing requests from external entities for Center assistance (and developing best practices and protocols for these relationships); contributing and advising on Center presence on the SA+P website and social media; and managing Center funding and grant applications. The Center Director's annual evaluation will be based on community engagement efforts, academic contributions to SA+P Departments, faculty, and students, and the amount of funding received from external sources.

Program Director of Historic Preservation + Regionalism

AY SAC \$3,000

The Dean of the School of Architecture and Planning appoints the Director of the Historic Preservation and Regionalism (HPR) Director. If teaching needs of the School permit, the Dean may give a Director a reduction of 3-credit hours of teaching in an academic year. The Program Director's performance shall be reviewed annually by the Dean. The appointment is a one-year, renewable term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Program Director of Historic Preservation and Regionalism serves at the discretion of the Dean.

The HPR Program Director is the primary contact for community members and organizations for engagement with the HPR Program, for interaction in an HPR studio, and for projects funded by HPR. The Director manages relationships with communities and agencies on behalf of SA+P faculty, students, and staff. When applicable, the HPR Director may also work to secure funding, manage contracts and grants, and monitor HPR accounts. Responsibilities include receiving and managing requests from external entities for HPR engagement; contributing and advising on HPR presence on the SA+P website and social media; and managing HPR funding and grant applications. The HPR Program Director's annual evaluation will be based on community engagement efforts, contributions to SA+P, and funding received from external sources.

Special Projects

AY SAC \$3,000 - \$5,000

The Dean of the School of Architecture and Planning appoints the Special Project Directors of the SA+P, including the Director of Recruitment, the News Curator of the School, the On the Brinck Book Award + Lecture Director, and the Jeff Harnar Award Program Director, the Publications Director. The Special Projects Director's performance shall be reviewed annually by the Dean. The appointment is a one-year, renewable term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Program Director serves at the discretion of the Dean.

