

**The University of New Mexico**

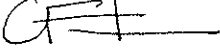
School of Architecture & Planning  
MSC04-2530

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Date: February 2, 2016

*Approved*  
*2/9/16*  
*Carol Parker*

To: Carol Parker, Sr. Vice Provost for Academic Affairs

From: Geraldine Forbes Isais, Dean 

Re: SAC Policy / Revised January 2016

Below are descriptions of faculty administrative titles and Special Administrative Components (SAC) for the School of Architecture and Planning revised in January 2016 to include the Technologies and Facilities Coordinator role. With the recent expansion of both the Fabrication Lab and the Computing/Printing Lab, the responsibilities for this role have increased. Prof. Alf Simon will continue as Student Services and Technologies Coordinator for Spring 2016 and will assist in transitioning Prof. Geoff Adams into the role of Technologies and Facilities Coordinator to meet the organizational needs.

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

Associate Deans

Associate Dean for Research

AY SAC \$5,000

The Dean of the School of Architecture and Planning appoints the Associate Dean for Research. The Associate Dean for Research 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 and Summer Salary (if applicable) will end upon completion of the appointment. The Associate Dean will oversee research and sponsored project activity, serve as liaison to the Office of the Vice President for Research and will serve on the University Associate Dean for Research Committee, assist SA+P academic programs to identify areas of research, and work closely with junior faculty on pre-award and post-award processes and procedures. The Associate Dean for Research will respond to matters related to student affairs including grievances, appeals, and advisement.

### **Associate Dean for Outreach and Public Engagement**

AY SAC \$5,000
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The Dean of the School of Architecture and Planning appoints the Associate Dean for Outreach and Public Engagement. The Associate Dean for Outreach and Public Engagement 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 and Summer Salary (if applicable) will end upon completion of the appointment. The Associate Dean for Outreach and Public Engagement provides broad oversight of matters related to University and public outreach undertaken by, primarily the faculty, and to a lesser extent, the students and staff of the SA+P and will interface with UNM Government Relations. The Associate Dean for Outreach and Public Engagement will assist academic programs with accreditation logistics and oversee the School's centers and institutes, mission-centric SA+P and public events and SA+P website.

### **Special Assistant to Dean, Outcomes Assessments and Quality Measurements**

AY SAC \$3,000	
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The Dean of the School of Architecture and Planning appoints the Special Assistant to Dean. The Special Assistant's performance shall be reviewed annually by the Dean. The Special Assistant to Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to Dean will serve as the School's Outcomes Assessment coordinator to oversee assessment reporting for the three academic programs and two graduate certificate programs. The Special Assistant to Dean will serve as the SA+P CARC (College Academic Reporting Committee). In the role of CARC, the Special Assistant to Dean will review and assess Program and Certificate Outcomes Assessment Reports and make recommendations to Directors. The Special Assistant to Dean will serve on the Provost's Committee for Assessment. The Special Assistant to Dean will oversee the collection and analysis of metrics and data, (including application, admission, and graduation rates) for various School reports as needed. The Special Assistant to Dean for Outcomes and Quality Measurements will compare the SA+P with peer institutions, studying other similar schools ranked and where the SA+P ranks, based on published information.

Program Directors

- Architecture Program (ARCH)
- Community & Regional Planning Program (CRP)
- Landscape Architecture Program (LA)

Program	AY SAC
ARCH	\$5,000
CRP	\$5,000
LA	\$5,000

The Dean of the School of Architecture and Planning, following consultation with the faculties of the respective Degree Programs, appoints the Directors of the Architecture, Community and Regional Planning, and Landscape Architecture Programs. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. Internal recommendations for degree program directors 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 a Degree Program Director. The initial term for a Director is three years or as negotiated with the Dean. A faculty member may serve a maximum of two consecutive terms. Before a second term is decided, the Program Faculty shall re-recommend the Director. The Dean shall consider the Director's performance evaluations and confer with the Director regarding the decision for continuance.

The Degree Program Directors shall: act as executive officers of their respective program and shall have general administrative responsibility for the affairs of their respective program 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 Programs 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 Program's faculty and the Dean in the annual review of their performance. Degree Program Directors are to 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 program on an annual basis.

Associate Director, Architecture Program

AY SAC
\$3,000

The Associate Director of the Architecture Program is appointed, as needed, by the Director of Architecture and approved by the Dean of the School of Architecture and Planning. The Associate Director 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 Director of Architecture is to work closely with the Director of the Architecture Program to conceptualize new curricular initiatives and participate in strategic discussions

about the future of the Bachelor of Arts in Architecture, the Master of Architecture, as well as the Master of Science in Architecture. The Associate Director is also expected to contribute to effective communication with the students and faculty of the program, to assist the Director in the process of making teaching assignments and coordinating levels of the curriculum, and occasionally advising students. When the Director is out of town, the Associate Director will have authority to sign relevant paperwork, and make decisions as needed. The Associate Director of Architecture will facilitate accreditation including data collection and writing the NAAB APR and coordinate the NAAB team room preparation.

**Graduate Certificate Program Directors**

- **Historic Preservation & Regionalism Graduate Certificate Program (HPR)**
- **Urban and Regional Design Graduate Certificate Program (URD)**

Certificate Program	AY SAC
HPR	Former Director, Prof. Chris Wilson stepped down as Director of HPR; Francisco Uviña was appointed Visiting Lecturer 3 and Interim Director of HPR; for AY 2015/16 the administrative duties and salary are included in the Visiting Lecturer 3 appointment - no additional SAC
URD	URD Director is not appointed for AY 15/16 due to low enrollment in the program

The Dean of the School of Architecture and Planning, following consultation with the Directors of the Architecture, Community and Regional Planning, and Landscape Architecture Programs, appoints the Directors of the Urban and Regional Design (formerly Town Design) and Historic Preservation and Regionalism Graduate Certificate Programs. The Director of Historic Preservation and Regionalism also serves as Director of the Southwest Summer Institute. The SAC and Summer Salary (if applicable) will end upon completion of the appointment.

Certificate Program Directors act as executive officers of their respective programs and shall have general administrative responsibility for the affairs of their programs in the areas of budgets, recruitment, admissions, student advisement, curriculum development and outcomes assessment reporting. Because the Certificate Programs do not have separate course prefixes, Certificate Program Directors develop their course offerings in consultation with the respective Degree Program Directors.

**Technologies and Facilities Coordinator**

AY SAC
\$2000

The Dean of the School of Architecture and Planning appoints the Technologies and Facilities Coordinator to oversee the School's facilities as well as Fabrication Lab and Computing/Printing Lab operations. The Technologies Facilities Coordinator will serve as a liaison between Program Directors and Dean to coordinate technological needs related to pedagogy and curricula in the

Architecture, Landscape Architecture and Planning programs. 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 Technologies and Facilities Coordinator will supervise the Systems Network Analyst 3 and Fabrication Lab Director, monitor Student Course Fee budgets, expenditures and renewal funds for both Labs, and oversee facilities including faculty office assignments, furniture purchases, installations, building remodels and FAMIS space allocation reporting. The SAC will end upon completion of the appointment.