

Special Administrative Component Policy

Per the Faculty Handbook Policy C.180, “Special Administrative Components”, Graduate Studies has established guidelines for additional compensation for faculty serving in the following administrative roles:

1. Associate Dean of Graduate Studies

Associate Dean is a 0.50FTE position with considerable administrative responsibility. The Associate Dean leads initiatives to support graduate programs; consults with graduate programs on policy; oversees the delivery of workshops, training and professional development opportunities focused on best practices in graduate education; provides oversight for graduate curriculum and policy; reviews the strengths and weaknesses of graduate programs through the Academic Program Review process; facilitates informal resolution of student issues raised under Handbook Policy D176; serves as a member of the Graduate Studies core leadership team; and serves as Acting Graduate Dean in the absence of the Dean. This position reports directly to the Dean of Graduate Studies, with a renewable three-year term.

The Special Administrative Component for this role is \$20,000 per year, paid in increments of \$2,000 per month, with an additional \$4,000 provided as summer administrative compensation. In addition, Graduate Studies provides teaching release funds directly to the Associate Dean’s home department for two courses per academic year.

2. Director of the Water Resources Program

WRP Director is a 0.50FTE position with responsibility for executive and academic leadership of the Masters in Water Resources interdisciplinary graduate program. Duties include oversight of curriculum, coordination of teaching, implementation of learning assessment, recruitment and advising of students, communication with and coordination of participating faculty, and supervision of the program’s administrative staff. Teaching responsibilities include two courses per year. This position reports directly to the Dean of Graduate Studies, with a renewable two-year term.

The Special Administrative Component for this role is \$10,000 per year, paid in monthly increments. In addition, Graduate Studies pays 50% of the director’s base salary as determined by the home department.

3. Faculty Fellow for Special Initiatives

Faculty Fellow is a 0.25FTE position with specialized administrative responsibility. Faculty Fellows lead focused initiatives to support strategic advancement of graduate education priorities in line with the needs of Graduate Studies, Academic Affairs, and UNM schools

and colleges. The Faculty Fellow advises the Graduate Studies core leadership team and participates in university-level committees and advisory boards as appropriate. This position reports directly to the Dean of Graduate Studies, with a renewable annual term.

The Special Administrative Component for this role is \$10,000 per academic year, paid in increments of \$1,000 per month, with an additional \$2,500 provided as summer administrative compensation. In addition, Graduate Studies provides teaching release funds directly to the Faculty Fellow's home department for one course per academic year.

The current SAC policies and agreements will remain in effect for the term of each current assignment. The terms may change upon termination of the current incumbents. At that time, the policy will be reviewed and may change due to the needs of the department.







SAC Policy Change- Graduate Studies May 2025

Final Audit Report

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