



## University College Special Administrative Components Policy (rev. June 2022)

University College awards Special Administrative Components (SACs) for the following positions. In all cases, the SACs are paid only so long as the person is in the position. We recognize that the time commitment required in these positions comes at the cost of research and teaching productivity, productivity that may be rewarded through merit raises when funding is available. As a result, the base salaries of faculty members who agree to take on these roles can be adversely affected.

Existing SAC levels were established by a prior dean. Moving forward, and through the establishment of the guidelines below, we will renegotiate these amounts to assure that they reflect the time, including time spent during the summer, for each of these critical contributions to our mission, and the interruption in academic advancement (and possible merit increases to base) that these services impose. In addition to these considerations, equity and the impact of the SAC on a faculty member's total compensation will be considered. It is important to note that as administrators in University College have an academic home in other colleges that a mixture of SAC and course buyouts are used to create an equitable situation for all involved in the appointment.

Associate Dean for Student Success. The Associate Dean for Student Success in UC earns a \$15,000 SAC during the academic year. The Associate Dean is responsible for:

- Work with department chairs to address student concerns
- Act as a liaison between the Dean of Student's office and college in matters of student concerns
- Act as a liaison between departments and ARC and SHAC
- Represent students in faculty/student conflicts
- Act as a liaison between CFA, departments and UNM Legal Counsel
- Serve as CFA contact for OEO regarding student concerns
- Serve on other University Committees with regard to student concerns as needed
- Developing innovative curricular approaches to enhance the success of UC students,
- Responsible for Assessment and Curriculum for the college including:
  - curriculum development
  - Oversee UC Assessment Committee CARC and hold 3 – 5 meetings per year
  - Collect, analyze and upload (store) all data from Programmatic Assessment
  - Assist Dean in preparing yearly assessment reports
  - Work with Directors to reflect/plan for assessment in their units
  - Work with Directors to select GEN ED Assessment trials
  - Serve as a mentor and coach to departments regarding assessment
  - Oversee UC Curriculum Workflow process
- Serve as core member of UC Leadership team
- Other duties as assigned

The SAC and course buyout for this position reflects a 0.5 FTE time commitment to UC during the academic year. The Associate Dean's term will extend for three years and can be renewed at the completion of each term for additional three-year terms.

Associate Dean for Faculty & Staff Development. The Dean for Faculty & Staff Development earns a \$15,000 SAC during the academic year. The Associate Dean is responsible for:

- Oversee Tenure & Promotion for UC Faculty (Fall & Spring semesters)
- Oversee faculty searches and hiring process
- Recommend needed changes to policies and procedures needed for success in advancing equity and inclusion in hiring and tenure and promotion practices
- Coordinate the assignment of committee work for UC
- Ensuring Compliance with UNM Collective Bargaining Agreement
- Work with the Dean to create a Hiring Plan for UC
- Provide oversight and supervision for the University College Advisement Center
- Developing new initiatives to provide pathways to graduation and professional school for UNM student
- Providing professional development to faculty and staff
- Work with and advise directors to address faculty and staff concerns
- Meet with Dean, Senior Vice Provost, Associate Provost of Faculty Success and Legal Counsel about serious faculty cases
- Represent faculty in faculty/student conflicts
- Act as a liaison between SVP office and departments in matters of faculty concerns
- Serve as contact point for website redesign and maintenance
- Serve as core member of UC Leadership team
- Other duties as assigned

The SAC and course buyout for this position reflects a 0.5 FTE time commitment to UC during the academic year. The Associate Dean's term will extend for three years and can be renewed at the completion of each term for additional three-year terms.

Director of Liberal Arts and Integrative Studies. The Director of Liberal Arts and Integrative Studies earns a \$10,000 SAC during the Academic Year and receives one course release per semester. The director is responsible for providing strategic academic leadership for the LAIS programs, administering and developing the LAIS academic programs, including the LAIS budget, curriculum, and faculty, and representing and promoting LAIS within the UNM community and to external constituencies.

The SAC and course buyout for this position reflects a 0.5 FTE time commitment to UC during the academic year. The Director's term will extend for three years and can be renewed at the completion of each term for additional three-year terms.

Director of Academic Communities. The Director of Academic Communities earns a \$10,000 SAC during the Academic Year and receives 0.5 FTE course releases per semester. The director is responsible for providing strategic academic leadership for the AC programs, administering and developing the AC academic programs, including the AC budget, curriculum, and faculty, and representing and promoting AC within the UNM community and to external constituencies.

The SAC and course buyout for this position reflects a 0.5 FTE time commitment to UC during the academic year. The current Director's term will extend for two and one-half years and can be renewed at the completion of each term for additional three-year terms.