



Dean of Instruction Office

To: James Paul Holloway, Provost & Executive Vice President for Academic Affairs
Barbara Rodriguez, Sr. Vice Provost

From: Daniel Primožic, Dean of Instruction

Re: Amended UNM Gallup SAC Policy

Date: October 2, 2019

In accordance with Faculty Handbook Policy C, 180 “Special Administrative Components”, The UNM Gallup Campus submits the following policy.

Rationale

This policy is designed to ensure appropriate oversight, fairness, and transparency in the establishment and allocation of Special Administrative Component (SAC). A SAC is a salary amount, in addition to faculty base salary, designed to provide incentive to and compensation for a faculty member who is willing to take on extra administrative duties.

Policy Statement

SACs cannot be paid for work that is considered a normal part of a faculty workload. SACs are approved by the Dean of UNM-Gallup based on recommendations from Division Chairs or based on need as determined by the UNM Gallup Dean of Instruction. All SACs are incorporated into the faculty contract, and thus are ultimately approved by the Office of the Provost. Proposals for SACs will specify the work for which the appointment is intended and the title (if any) associated with the assignment, as well as the amount of additional compensation.

SACs for UNMG

1. Service:
 - a. Faculty Assembly President - \$5,000
 - b. Chair of the Curriculum - \$5,000
 - c. Chair of Assessment - \$5,000
 - d. Secretary of the Faculty Assembly - \$2,000
 - e. Chair of Distance Learning Committee - \$5000

2. Coordinators of disciplinary groups within a Division:
 - a. Fine Arts, Humanities & Social Science, English Coordinator - \$5,000
 - b. Mathematics, Physical & Natural Sciences, Math Coordinator - \$5,000
 - c. Division of Business and Applied Technology:
 - Automotive Program Coordinator - \$5,000
 - Construction Program Coordinator - \$5,000
 - Cosmetology Program Coordinator - \$5,000
 - Welding Program Coordinator - \$5,000
 - d. Education, Health & Human Services, EMS Coordinator - \$5,000

3. For regular F9 Faculty members who serve in interim appointments as Division Chairs (due to retirement, leave, or resignation of the incumbent, etc.), compensation will be determined at



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the discretion of the Dean and approval of the Provost. A Summer Administrative Agreement may also be assessed.