



Office of the Dean of Instruction

In accordance with Faculty Handbook Policy C, 180 "Special Administrative Components", The UNM Gallup Campus adheres 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 initiated by the UNM-Gallup Dean based on recommendations from Division Chairs or based on need as determined by the Dean. All SACs are approved by the Division Chair/Director, the Dean and ultimately 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.

Guidelines

- SACs at UNM-Gallup are equivalent to a 3-credit hour (CH) course release in each of the Fall and Spring semester, for a total of 6CH per academic year. This equates to .20 FTE per semester. Faculty may not receive two different SACs at the same time as this would take their FTE above 1.25.
- Generally, faculty will not receive both a teaching overload and a SAC in a given year.
- Generally, faculty will not receive both a SAC and a full 3CH course release in a given year.
- A standard Academic Year SAC is compensated at \$5000 (see current list below).
- For faculty who typically teach courses of more than 3CH an alternative approach to compensation can be applied to ensure equity from year to year.
 - This could include a combination of a pro-rated SAC and course release to equal the standard 6CH (regular SAC) of course release per academic year.
 - For example a 5CH course release plus a \$833 SAC (1/6 of \$5000).
- SACs for Faculty Assembly offices/committee chairs are competitive and based on the faculty vote.

- SACs for specific disciplines are based on need, the relevant experience of the applicant(s), the recommendation of the Division Chair/Director and the approval of the Dean.
- Summer SACs will be considered for program specific duties to ensure that academic programming is not affected while faculty are not on contract in the summer months (June/July). The compensation level of summer SACs will be based on the scope and scale of the work being undertaken.
- New SACs that impact faculty across the campus will be decided upon through a competitive process, defined by the Dean, and approved by the Dean and the Office of the Provost.
- If an emergency arises, the Dean has discretion in the awarding of a SAC to ensure continued operational effectiveness in Academic Affairs. An emergency SAC is compensated at levels based on need, scope of work, timeframe and the final approval of the Dean and the Office of the Provost.

Regular SACs at UNM-Gallup

- Faculty Assembly President
- Curricula Committee Chair
- Assessment Coordinator
- Faculty Assembly Secretary (\$2000)

Program Coordinators- Applied Technologies & Allied Health Sciences

- Dental Assisting
- Emergency Medical Services
- Medical Laboratory Technology
- Construction Technology
- Welding Technology
- Automotive Technology
- Cosmetology

Dean Approval John Zimmerman

Provost Office Approval Rebecca Sánchez
Rebecca Sánchez (Mar 12, 2026 09:39:31 MDT)












UNM_Gallup SAC Policy Update

Final Audit Report

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