

TO: Barbara Rodriguez, Senior Vice Provost for Academic Affairs, University of New Mexico

FROM: Mark Peceny, Dean, The College of Arts and Sciences, University of New Mexico

DATE: August 8, 2020

The College of Arts and Sciences (CAS) is among the largest and most complex units at the University of New Mexico (UNM), currently serving as the home to 22 departments, 9 academic programs and institutes, over 10 Category I research centers, 2 major science museums, and the School of Public Administration. Units in the CAS offer a broad range of graduate and undergraduate degree programs, and collectively, they coordinate a schedule of classes that produces over 300,000 student credit hours per year and manage sponsored research that consistently totals over \$35 million per year. CAS departments, programs, museums, and research centers also oversee a wide variety of student support services, research programs, and outreach activities. For instance, different CAS units are responsible for the New Mexico State Legislature Internship Program (Political Science); the Statistics Consulting Clinic (Mathematics and Statistics); the Center for Astrophysical Research and Technologies (Physics and Astronomy); the operations of the Sevilleta Field Station in La Joya, New Mexico (Biology); and the quarterly publication of the *New Mexico Historical Review* (History).

To maintain these types of unique programs and initiatives, and more generally, to maintain the normal and normally complex operations of the CAS, it is not uncommon for CAS faculty members to be assigned tasks that are not considered a part of their normal faculty service workload, and, with approval from the Dean of the CAS, to be compensated for such tasks with a Special Administrative Component (SAC).

The CAS policy for assigning SACs is detailed in what follows. Pursuant to Policy C180 of the UNM Faculty Handbook (and in compliance specifically with item #3 under "Procedures"), the CAS SAC Policy addresses:

- The general types of (and standard titles for) administrative appointments for which SACs are awarded in the CAS;
- The factors that are used in the CAS to determine the workload associated with these administrative appointments, and in turn, that are used to ensure equity when SAC amounts are assigned; and
- The standard term of appointment, the criteria for renewal of appointment, and the range of the SACs that may be awarded for each general type of administrative appointment in the CAS.

Though not required, for clarification and convenience we provide in Appendices 1 and 2 a complete listing of the administrative appointments for which the CAS is currently awarding a SAC. Appendix 3 includes a list of administrative appointments currently held by CAS faculty members that are not overseen by the CAS. The SAC amounts associated with the appointments listed in Appendices 1 and 2 are both informed by and consistent with the general principles detailed in The CAS SAC Policy. The SAC amounts associated with the positions listed in Appendix 3 are neither determined nor funded by the CAS.

I. The General Types of Administrative Appointments in the CAS

According to Policy C180 (“Special Administrative Component”) of the UNM Faculty Handbook, “A SAC is a component of a faculty member’s salary that is paid to the faculty member for carrying out certain specified administrative duties that are in addition to the faculty member’s non-administrative duties.”

In the CAS, the administrative appointments for which SACs are awarded fall under two broad categories:

Category A: Administrative appointments directly supervised by the Dean of the CAS.

Category B: Administrative appointments directly supervised by a Chair or Director in the CAS.

The required duties and specific titles associated with the administrative appointments in Category A are stipulated by the Dean of the CAS. The required duties and specific titles associated with the administrative appointments in Category B are stipulated by a Chair or Director in the CAS. (Chairs and Directors are given discretion when assigning job title, because Chairs and Directors are most familiar with the norms of their respective disciplines and the traditional practices of their respective units.)

As depicted in the accompanying organizational chart, and also detailed in Tables A and B below, the general types of appointments that fall under Category A and under Category B will require a faculty member either to provide *administrative oversight* or to provide *administrative assistance*. Namely:

Faculty members with **Category A** appointments that require them to provide **administrative oversight** are responsible either for overseeing College-level programs, initiatives, and administrative activities, or for overseeing all of the activities (curricular, financial, personnel, etc.) of a department, a school, a museum, an academic program, an academic institute, a research center, a research cooperative, or a research institute. (cf. A1, A3, A4, and A5.)

Faculty members with **Category A** appointments that require them to provide **administrative assistance** are responsible for assisting the Dean and Associate Deans of the CAS with College-level programs, initiatives, and administrative activities. (cf. A2.)

Faculty members with **Category B** appointments that require them to provide **administrative oversight** are responsible either for overseeing the graduate or undergraduate degree program(s) of a CAS Unit, or for overseeing an academic program, student support program, research center, or other initiative that is administered by a CAS unit. (cf. B2, B3, and B4.)

Faculty members with **Category B** appointments that require them to provide **administrative assistance** are responsible either for assisting a Department Chair with the oversight and administration of departmental activities, or for assisting a Chair, Director, or other designated faculty member with the oversight and administration of an academic program, a student support program, a research center, or some other initiative that is administered by a CAS unit (cf. B1 and B5).

**ORGANIZATIONAL CHART OF THE
ADMINISTRATIVE APPOINTMENTS IN THE CAS**

DEAN OF THE UNM COLLEGE OF ARTS AND SCIENCES

CATEGORY A ADMINISTRATIVE APPOINTMENTS

A1	A2	A3	A4	A5
Oversee College-level programs, initiatives, and administrative activities	Assist with College-level programs, initiatives, and administrative activities	Oversee all activities (curricular, financial, personnel, etc.) of a CAS department, school, or museum	Oversee all activities (curricular, financial, personnel, etc.) of a CAS academic program or institute	Oversee all activities (curricular, financial, personnel, etc.) of a CAS research center, cooperative, or institute

CATEGORY B ADMINISTRATIVE APPOINTMENTS

B1	B2	B3	B4	B5
Assist Department Chair with oversight and administration of department activities	Oversee the graduate degree program(s) of a CAS unit	Oversee the undergraduate degree program(s) of a CAS unit	Oversee an academic program, student support program, research center, or other initiative that is administered by a CAS unit	Assist with an academic program, student support program, research center, or other initiative that is administered by a CAS unit

TABLE A: ADMINISTRATIVE APPOINTMENTS DIRECTLY SUPERVISED BY THE DEAN OF THE CAS

	Appointment Type (Work Performed)	Standard Title(s)	Payroll Classification	Administrative Effort (General Workload)	Range or Amount of SAC
A1	Oversee College-level programs, initiatives, and administrative activities	- Associate Dean - Senior Associate Dean	FY Fiscal Year (12 month)	Equal or near 100%; administrative duties continue in summer	\$30,000
A2	Assist with College-level programs, initiatives, and administrative activities	- Special Assistant to the Dean	F9 Academic Year (9 month)	50% but less than full time; administrative duties continue in summer	\$5,000 to \$10,000
A3	Oversee all activities (curricular, financial, personnel, etc.) of a CAS department, school, or museum	- Chair - Director	F9 Academic Year (9 month)	50% but less than full time; administrative duties continue in summer	\$15,000 to \$20,000
A4	Oversee all activities (curricular, financial, personnel, etc.) of a CAS academic program or institute	- Director	F9 Academic Year (9 month)	50% but less than full time; administrative duties continue in summer	\$6,000 to \$10,000
A5	Oversee all activities (curricular, financial, personnel, etc.) of a CAS research center, cooperative, or institute	- Coordinator - Director	F9 Academic Year (9 month)	50% but less than full time; administrative duties continue in summer	\$2,500 to \$10,000

TABLE B: ADMINISTRATIVE APPOINTMENTS DIRECTLY SUPERVISED BY A CHAIR OR DIRECTOR

	Appointment Type (Work Performed)	Standard Title(s)	Payroll Classification	Administrative Effort (General Workload)	Range or Amount of SAC
B1	Assist Department Chair with oversight and administration of departmental activities	- Associate Chair - Chair - Special Assistant to the Chair	F9 Academic Year (9 month)	20%-49%	\$1,500 to \$4,500
B2	Oversee the graduate degree program(s) of a CAS unit	- Advisor - Associate Chair - Chair - Director	F9 Academic Year (9 month)	20%-49%	\$1,500 to \$5,000
B3	Oversee the undergraduate degree program(s) of a CAS unit	- Advisor - Associate Chair - Chair - Director	F9 Academic Year (9 month)	20%-49%	\$750 to \$5,000
B4	Oversee an academic program, student support program, research center, or other initiative that is administered by a CAS unit	- Area Head - Associate Chair - Chair - Coordinator - Director	F9 Academic Year (9 month)	20%-49%	\$750 to \$10,000
B5	Assist with an academic program, student support program, research center, or other initiative that is administered by a CAS unit	- Assistant Director - Associate Director	F9 Academic Year (9 month)	20%-49%	\$1,000 to \$3,000

II. Determining Workload and SAC Amounts

To ensure equity, the precise value of the SAC awarded to a faculty member with an administrative appointment in the CAS must be commensurate with:

[a] The anticipated workload (“administrative effort”) associated with the appointment; and

[b] The additional compensation that a faculty member may be awarded for the work performed. (Such additional compensation might include a release from normal teaching duties, a summer salary, or a stipend awarded through a grant supporting the appointment.)

When determining [a] the anticipated workload (or “administrative effort”) associated with an administrative appointment, the supervising Dean, Chair, or Director is to consider the amount and complexity of work that is being assigned, where, pursuant to #3.b. of Policy C180 of the UNM Faculty Handbook, the amount and complexity of work will depend on:

- The number of people (faculty, staff, and students) a faculty member is charged with supervising;
- The size of the budget a faculty member has been assigned to manage;
- The sponsored research and number of grants that are administered by the unit, research center, or program that a faculty member is overseeing; and
- Whether the faculty member is overseeing or assisting with “special programs or projects which have impact [*sic.*] and contribute to the larger University mission.”

In the CAS, determinations of the workload associated with administrative appointments are also to be informed by these additional considerations:

- The scope and complexity of the academic curriculum (and thus, the schedule of classes) that a faculty member is coordinating.
- The number and complexity of the special events and public outreach activities (e.g., for fundraising and recruitment) that the faculty member is coordinating.
- The number and duration of the meetings, workshops, and other such events the faculty member is required to coordinate and/or attend.
- Whether there are available to the faculty member resources (e.g., funds, supplies, and support staff) to assist with the work assigned.
- Whether the faculty member is sharing the responsibilities of the administrative appointment with another faculty member, or with a staff member or student.
- Whether completing the work assigned will require the faculty member to complete special training or learn specialized technical or computing skills.

There can be notable variation in the workload associated with appointments that fall under the same general class, because of notable variations in the size, make-up, and general complexity of different CAS units. Namely, across CAS units one can find significant differences in: the number of full-time and part-time faculty members; the number of undergraduate majors and graduate students; the number of degree programs that are offered; the amount of sponsored research that is managed; and the availability of staff support. To account for this variation, and thereby ensure equity in compensation, it is necessary in the CAS to have a broad range of SAC amounts for each type of administrative appointment.

The specific amount of the SAC that is awarded for a Category A administrative appointment is determined by the Dean of the CAS. The specific amount of the SAC that is awarded for a Category B administrative appointment is determined by a Chair or a Director in the CAS, subject to final approval by the CAS Dean.

III. The Terms of Appointment and Criteria for Renewal

TERMS OF APPOINTMENT: The terms for Category A appointments are determined by the Dean of the CAS, and the terms for Category B appointments are determined by a Chair or a Director in the CAS. The initial terms of service typically assigned to each type of administrative appointment are listed below. These terms may vary depending on, among other things, the complexity of the projects to be completed, the specific circumstances of a faculty member (whether, e.g., they have a forthcoming sabbatical), and/or the budgetary constraints of a CAS unit.

Also listed below are brief descriptions of the work and responsibilities that may be associated with each type of appointment. (The full job titles for the appointments that belong to each general class are listed in Appendices 1 and 2.) As per the guidelines of the UNM Office of Faculty Affairs and Services (OFAS), detailed explanations of the work and responsibilities associated with each administrative appointment in the CAS are provided with the Faculty Administrative Appointment and/or SAC Request Form, which is used to justify specific SAC amounts and subject to OFAS approval.

CRITERIA FOR RENEWAL: All administrative appointments in the CAS are eligible for renewal, subject to satisfactory work performance and final approval from the Dean of the CAS. Assessments of work performance are made by the supervising Dean, Chair, or Director, and such assessments may be informed by feedback a supervisor has solicited from the faculty, students, staff, and other stakeholders in a CAS unit.

USE OF FUNDS: Normally the SAC will be paid as salary to the faculty member during the term of the appointment. However, it is possible for the faculty member to request that all, or part, of the SAC for a given year be paid to them as unrestricted funds to support research, just as F&A return may be paid into a faculty member's PI account held by the department.

TERMS FOR THE TYPES OF ADMINISTRATIVE APPOINTMENTS IN THE CAS:

A1 Primary Responsibility Oversee College-level programs, initiatives, and administrative activities

Job title(s) Associate Dean, Senior Associate Dean

Initial Term of Appointment Three to five years

Representative Work and Responsibilities *(list is not exhaustive)* May oversee: the milestone reviews of faculty; faculty grievances; changes to CAS governance documents; faculty hiring procedures; the applications submitted by CAS units for internally and externally sponsored research; student advising services; student support and scholarship programs; part-time instruction allocations; changes to the curriculum; programs and best practices for the recruitment, retention, and promotion of faculty.

A2 Primary Responsibility Assist with College-level programs, initiatives, and administrative activities

Job title(s) Special Assistant to the Dean

Initial Term of Appointment Two to four years

- Representative Work and Responsibilities**
(list is not exhaustive) May assist with: the composition of documents detailing policies and procedures; the selection and communication of best practices (for hiring requests, tenure and promotion processes, etc.); the coordination of programs (such as Outcomes Assessment) that ensure CAS compliance with University-level mandates; the coordination of CAS-level programs that have been initiated by the CAS Dean.
- A3 Primary Responsibility** Oversee all activities (curricular, financial, personnel, etc.) of a CAS department, school, or museum
- Job title(s)** Chair, Director
- Initial Term of Appointment** Four years
- Representative Work and Responsibilities**
(list is not exhaustive) Oversees the unit's overall budget, outreach activities (lectures, workshops, fundraising events, etc.), and curriculum and schedule of classes. Also oversees the hiring of all faculty and staff members; the annual performance reviews of staff members; and the annual and milestone reviews of faculty members. Responsible for: fostering the teaching and research efforts of faculty and graduate students; maintaining collegiality among the unit's constituents; attending meetings with the Dean and with other Chairs and Directors.
- A4 Primary Responsibility** Oversee all activities (curricular, financial, personnel, etc.) of a CAS academic program or institute
- Job title(s)** Director
- Initial Term of Appointment** Three years
- Representative Work and Responsibilities**
(list is not exhaustive) Oversees the unit's overall budget, outreach activities (lectures, workshops, fundraising events, etc.), and curriculum and schedule of classes. Also oversees the hiring of all faculty and staff members; the annual performance reviews of staff members; and the annual and milestone reviews of faculty members. Responsible for: fostering the teaching and research efforts of faculty and graduate students; maintaining collegiality among the unit's constituents; attending meetings with the Dean and with other Directors.
- A5 Primary Responsibility** Oversee all activities (financial, personnel, etc.) of a CAS research center, cooperative, or institute
- Job title(s)** Coordinator, Director
- Initial Term of Appointment** Two or three years

- Representative Work and Responsibilities**
(list is not exhaustive) Oversees the unit's overall budget and outreach activities (lectures, workshops, fundraising events, etc.). Also oversees the hiring and annual performance reviews of all staff members. Responsible for: fostering the research efforts of the unit's faculty and graduate students; maintaining collegiality among the unit's constituents; attending meetings with the Dean and with other Coordinators and Directors.
- B1 Primary Responsibility** Assist Department Chair with oversight and administration of departmental activities
- Job title(s)** Associate Chair, Special Assistant to the Chair
- Initial Term of Appointment** Two to four years
- Representative Work and Responsibilities**
(list is not exhaustive) May assist with: the scheduling of courses; the management of sponsored research; the hiring and milestone reviews of faculty; budget allocation decisions.
- B2 Primary Responsibility** Oversee the graduate degree program(s) of a CAS unit
- Job title(s)** Advisor, Associate Chair, Chair, Director
- Initial Term of Appointment** Two to four years
- Representative Work and Responsibilities**
(list is not exhaustive) May oversee: the admissions process for the unit's graduate degree program(s); revisions to the curriculum for the unit's graduate degree program(s); annual performance reviews of graduate students; the equitable assignment of TA/GA positions; annual assessments of the graduate program. May be responsible for: advising all current graduate students on how to complete their degree programs in an efficient and timely manner; advising the Chair on graduate courses that should be scheduled to meet curriculum guidelines; scheduling M.A. thesis/paper and Ph.D. dissertation defenses; reviewing requests for transfer credits; serving as a liaison between the unit and the UNM Office of Graduate Studies; coordinating with staff and graduate students to ensure that required graduation paperwork is submitted to the UNM Office of Graduate Studies.
- B3 Primary Responsibility** Oversee the undergraduate degree program(s) of a CAS unit
- Job title(s)** Advisor, Associate Chair, Chair, Director
- Initial Term of Appointment** Two to four years
- Representative Work and Responsibilities**
(list is not exhaustive) May oversee: revisions to the curriculum for the unit's undergraduate degree/major program(s); annual assessments of the unit's undergraduate program(s). May be responsible for: advising undergraduate majors and

minors on how to complete their degree programs in an efficient and timely manner; advising the Chair on undergraduate courses that should be scheduled to meet curriculum guidelines; reviewing requests for transfer credits; serving as a liaison between the unit and the CAS Advisement Center; coordinating funding and scholarship opportunities for undergraduate students.

- B4 Primary Responsibility** Oversee an academic program, student support program, research center, or other initiative that is administered by a CAS unit
- Job title(s)** Area Head, Associate Chair, Chair, Coordinator, Director
- Initial Term of Appointment** Two to four years
- Representative Work and Responsibilities**
(list is not exhaustive) May oversee: specialized academic programs; student support and tutoring services; on-line course and degree programs; outreach initiatives; outcomes assessment. May be responsible for: the management of facilities, buildings, and laboratory space; the publication of an academic journal; the operations of academic and research centers.
- B5 Primary Responsibility** Assist with an academic program, student support program, research center, or other initiative that is administered by a CAS unit
- Job title(s)** Assistant Director, Associate Director
- Initial Term of Appointment** Two to four years
- Representative Work and Responsibilities**
(list is not exhaustive) May assist with the administrative, curricular, outreach, and student support activities of an academic program or other CAS unit.

APPENDIX 1

ADMINISTRATIVE APPOINTMENTS DIRECTLY SUPERVISED BY THE DEAN OF THE CAS, FY20

List current as of October 2019

A1: Oversee College-level programs, initiatives, and administrative activities

	Appointment Type	Full Job Title	SAC
1	Senior Associate Dean	Senior Associate Dean & Associate Dean of Faculty	\$30,000
2	Associate Dean	Associate Dean for Faculty Development	\$30,000
3	Associate Dean	Associate Dean for Instruction, Curriculum, and Student Success	\$30,000
4	Associate Dean	Associate Dean for Research	\$30,000

A2: Assist with College-level programs, initiatives, and administrative activities

	Appointment Type	Full Job Title	SAC
5	Special Assistant to the Dean	Special Assistant to the Dean for Outcomes Assessment	\$5,000
6	Special Assistant to the Dean	Special Assistant to the Dean for Policies, Procedures, and Practices	\$10,000

A3: Oversee all activities (curricular, financial, personnel, etc.) of a CAS department, school, or museum

	Appointment Type	Full Job Title	SAC
7	Chair	Chair, American Studies	\$15,000
8	Chair	Chair, Anthropology	\$17,500
9	Chair	Chair, Biology	\$20,000
10	Chair	Chair, Chemistry	\$17,500
11	Chair	Chair, Chicana and Chicano Studies	\$15,000
12	Chair	Chair, Communication and Journalism	\$17,500
13	Chair	Chair, Earth and Planetary Sciences	\$17,500
14	Chair	Chair, Economics	\$15,000
15	Chair	Chair, English	\$20,000
16	Chair	Chair, Foreign Languages and Literatures	\$17,500
17	Chair	Chair, Geography and Environmental Studies	\$15,000
18	Chair	Chair, History	\$17,500
19	Chair	Chair, Linguistics	\$15,000
20	Chair	Chair, Mathematics and Statistics	\$20,000
21	Chair	Chair, Native American Studies	\$15,000
22	Chair	Chair, Philosophy	\$15,000
23	Chair	Chair, Physics and Astronomy	\$17,500
24	Chair	Chair, Political Science	\$15,000
25	Chair	Chair, Psychology	\$20,000
26	Chair	Chair, Sociology	\$17,500
27	Chair	Chair, Spanish and Portuguese	\$17,500
28	Chair	Chair, Speech and Hearing Sciences	\$15,000
29	Director	Director, School of Public Administration	\$15,000

30	Director	Director, Maxwell Museum	\$15,000
31	Director	Director, Museum of Southwest Biology	\$15,000

**A4: Oversee all activities (curricular, financial, personnel, etc.) of a
CAS academic program or institute**

	Appointment Type	Full Job Title	SAC
32	Director	Director, Africana Studies	\$10,000
33	Director	Director, Institute for Medieval Studies	\$6,000
34	Director	Director, International Studies Institute (ISI)	\$6,000
35	Director	Director of Academic Programs, Latin American and Iberian Institute (LAI)	\$6,000
36	Director	Director, Masters of Public Policy (MPP)	\$6,000
37	Director	Director, Museum Studies	\$6,000
38	Director	Director, Religious Studies	\$10,000
39	Director	Director, Sustainability Studies	\$6,000
40	Director	Director, Women Studies	\$6,000

**A5: Oversee all activities (financial, personnel, etc.) of a
CAS research center, cooperative, or institute**

	Appointment Type	Full Job Title	SAC
41	Coordinator	Coordinator, Interdisciplinary Sciences Cooperative (IS Co-Op)	\$6,000
42	Director	Director, Center for the Advancement of Spatial Informatics Research and Education (ASPIRE)	\$6,000
43	Director	Director, Comparative Human and Primate Physiology (CHmPP) Center	\$6,000
44	Director	Director, Center for Quantum Information and Control (CQuIC)	\$6,000
45	Director	Director, Center for Social Policy (CSP)	\$6,000
46	Director	Co-Director, Center for Stable Isotopes Lab (CSI)	\$4,000
47	Director	Director, Center for Stable Isotopes Lab (CSI)	\$6,000
48	Director	Director, Institute for American Indian Research (IFAIR)	\$6,000
49	Director	Director, Feminist Research Institute (FRI)	\$6,000
50	Director	Director, Institute of Meteoritics (IoM)	\$2,500
51	Director	Director, Institute for Social Research (ISR)	\$6,000

APPENDIX 2
ADMINISTRATIVE APPOINTMENTS DIRECTLY SUPERVISED BY
A CHAIR OR A DIRECTOR IN THE CAS, FY20

List current as of October 2019

B1: Assist Department Chair with oversight and administration of departmental activities

	Appointment Type	Full Job Title	SAC
1	Associate Chair	Associate Chair, Anthropology	\$3,000
2	Associate Chair	Associate Chair, Biology	\$4,500
3	Associate Chair	Associate Chair, Biology	\$4,500
4	Associate Chair	Associate Chair, Communication and Journalism	\$3,000
5	Associate Chair	Associate Co-Chair, Earth and Planetary Sciences	\$1,500
6	Associate Chair	Associate Co-Chair, Earth and Planetary Sciences	\$1,500
7	Associate Chair	Associate Chair, History	\$1,500
8	Associate Chair	Associate Chair, Mathematics and Statistics	\$2,000
9	Associate Chair	Associate Chair, Sociology	\$1,500
10	Chair	Chair of Scheduling, Mathematics and Statistics	\$2,000
11	Special Assistant to the Chair	Special Assistant to the Chair of Mathematics and Statistics	\$2,000
12	Special Assistant to the Chair	Special Assistant to the Chair of Physics and Astronomy	\$2,000

B2: Oversee the graduate degree program(s) of a CAS unit

	Appointment Type	Full Job Title	SAC
13	Advisor	Graduate Advisor, Linguistics	\$2,000
14	Advisor	Graduate Advisor, Speech and Hearing Sciences	\$2,000
15	Associate Chair	Associate Chair for Graduate Studies, Chemistry	\$4,000
16	Associate Chair	Associate Chair for Graduate Studies, English	\$3,000
17	Associate Chair	Associate Chair of Graduate Studies, Physics and Astronomy	\$3,000
18	Associate Chair	Associate Chair of Graduate Programs, Psychology	\$4,000
19	Chair	Graduate Chair, Mathematics and Statistics	\$2,000
20	Director	Director, Graduate Studies, American Studies	\$3,000
21	Director	Director, Graduate Committee, Anthropology	\$2,000
22	Director	Graduate Director, Economics	\$1,750
23	Director	Director, Graduate Studies, Foreign Languages and Literatures	\$2,000
24	Director	Graduate Director, History	\$1,500
25	Director	Graduate Director, Philosophy	\$1,500
26	Director	Graduate Director, Political Science	\$2,000
27	Director	Faculty Graduate Director, Sociology	\$3,000

B3: Oversee the undergraduate degree program(s) of a CAS unit

	Appointment Type	Full Job Title	SAC
28	Advisor	Undergraduate Faculty Advisor, Economics	\$1,750
29	Advisor	Undergraduate Advisor, History	\$1,500
30	Advisor	Undergraduate Advisor, Linguistics	\$1,500
31	Advisor	Pre-Law Advisor, Political Science	\$3,000
32	Advisor	Undergraduate Adviser, Political Science	\$5,000

33	Advisor	Faculty Undergraduate Advisor, Sociology	\$750
34	Associate Chair	Associate Chair for Undergrad Education, Chemistry	\$4,000
35	Associate Chair	Associate Chair for Undergrad Studies, English	\$4,000
36	Associate Chair	Associate Chair for Undergrad Studies, Physics and Astronomy	\$3,000
37	Associate Chair	Associate Chair for Undergrad Studies, Psychology	\$3,000
38	Chair	Undergraduate Chair, Mathematics and Statistics	\$2,000
39	Director	Director, Undergraduate Studies, American Studies	\$2,000
40	Director	Director, Undergraduate Committee, Anthropology	\$2,000
41	Director	Director, Undergraduate Studies, Foreign Languages and Literatures	\$2,000

B4: Oversee an academic program, student support program, research center, or other initiative that is administered by a CAS unit

	Appointment Type	Full Job Title	SAC
42	Area Head	Area Head, Cognition, Brain & Behavior	\$2,500
43	Area Head	Area Head, Evolutionary and Developmental Psychology	\$1,500
44	Area Head	Area Head, Health Psychology	\$1,000
45	Area Head	Area Head, Quantitative Psychology	\$1,000
46	Associate Chair	Associate Chair of Core Writing	\$6,000
47	Coordinator	Internship Coordinator, Communication and Journalism	\$1,000
48	Coordinator	Coordinator, Online Greek Mythology Courses	\$2,000
49	Coordinator	Coordinator, New Mexico State Legislative Internship Program	\$3,500
50	Coordinator	Internship Coordinator, Political Science	\$2,000
51	Coordinator	Coordinator, Masters in Healthcare Administration Program	\$2,000
52	Coordinator	Outcomes Assessment Coordinator, Sociology	\$750
53	Coordinator	Coordinator, Portuguese Program	\$3,000
54	Coordinator	Coordinator, Spanish as a Second Language Program	\$6,000
55	Coordinator	Coordinator, Heritage Language Program	\$3,000
56	Coordinator	Coordinator, Educational Development, Sustainability Studies	\$2,525
57	Director	Director, Morrissey Hall	\$5,000
58	Director	Director, Sevilleta Field Station	\$5,000
59	Director	Director, Public Speaking, Communication and Journalism	\$2,000
60	Director	Director, Online Programs, Communication and Journalism	\$10,000
61	Director	Interim Director of eComp	\$4,000
62	Director	Acting Director, Comparative Literature and Cultural Studies	\$2,000
63	Director	Director, <i>New Mexico Historical Review</i>	\$10,000
64	Director	Director, Center for the Southwest	\$6,000
65	Director	Director, Navajo Language Program	\$6,000
66	Director	Director, Signed Language Program	\$3,000
67	Director	PreCalculus Director, Mathematics and Statistics	\$5,000
68	Director	Co-Director, Statistics Consulting Clinic	\$2,500
69	Director	Director, Center for Astrophysical Research and Technologies	\$3,000
70	Director	Director, UNM Psychology Clinical Neuroscience Center	\$5,000
71	Director	Director, Clinical Training, Psychology	\$10,000

**B5: Assist with an academic program, student support program, research center,
or other initiative that is administered by a CAS unit**

	Appointment Type	Full Job Title	SAC
72	Assistant Director	Assistant Director of Core Writing	\$3,000
73	Associate Director	Associate Director, Center for Astrophysical Research and Technologies	\$2,000
74	Associate Director	Associate Director, International Studies Institute	\$2,000
75	Associate Director	Associate Director, Museum of Southwest Biology	\$1,000
76	Associate Director	Associate Director, Religious Studies	\$1,500

APPENDIX 3
NON-CAS ADMINISTRATIVE APPOINTMENTS ASSIGNED TO CAS FACULTY, FY20
List current as of October 2019

ACADEMIC AFFAIRS / PROVOST'S OFFICE

	Full Job Title	SAC
1	Associate Provost for Curriculum and Assessment	\$50,000
2	Assistant Vice President of Research	\$10,000
3	Special Assistant to the Vice President (Division of Equity and Inclusion)	\$3,167
4	Acting Director, Latin American and Iberian Institute	\$20,000
5	Director, Southwest Hispanic Research Institute (SHRI)	\$10,000
6	Director, Writing Across the Curriculum (Center for Teaching and Learning)	\$15,000

FACULTY SENATE APPOINTMENTS

	Full Job Title	SAC
7	Faculty Senate President	\$10,000
8	Vice Chair, Academic Freedom & Tenure Committee	\$2,500
9	Chair, Faculty Senate Research Policy Committee	\$3,000
10	Chair, Faculty Senate Academic Council	\$3,000
11	Chair, Faculty Senate Curriculum Committee	\$2,000
12	Chair, Faculty Senate Athletic Council	\$2,500

BA/MD PROGRAM APPOINTMENTS

	Full Job Title	SAC
13	Director, BA/MD Program	\$25,000
14	Curriculum Committee, BA/MD Program	\$2,500
15	BA/MD Program Administrative Duties	\$2,500
16	Curriculum Committee, BA/MD Program	\$5,000
17	Curriculum Committee, BA/MD Program	\$2,500

OTHER ADMINISTRATIVE APPOINTMENTS

	Full Job Title	SAC
18	Director, Center for Regional Studies	\$20,000
19	Special Assistant to the Office of the Medical Investigator	\$12,083
20	Director, Center for Biomedical Engineering	\$8,000
21	President/CEO, Consortium for Materials Properties Research in Earth Sciences	\$39,939.33
22	Director, Center for High Technology Materials	\$30,000
23	General Co-Chair, Optical Science and Engineering Program	\$2,500