

**College of Education and Human Sciences**  
Special Administrative Components (SAC) Policy  
AY 2024-25

**Overview**

The College of Education and Human Sciences (COEHS) has utilized UNM Faculty Handbook Policy C180: Special Administrative Component (SAC), to develop the COEHS SAC Policy. As per the policy, the work is specified, compensation amounts have been assigned, and terms are defined.

**COEHS Administrative Appointment Details**

College-level faculty administrative appointments, which include Associate Deans, Department Chairs, and College Administration Directors, are 1.0 FTE at-will administrative appointments determined at the discretion of the Dean. The positions report directly to the COEHS Dean and are four (4) year administrative appointments, renewable annually with effective performance. The SAC is dispersed during the duration of the appointment. When a faculty member is no longer in the administrative role, the SAC will end and the faculty member will continue to receive their 9-month faculty base salary. College-level administrative appointments include two (2) months of summer administration compensation, paid as 1/9<sup>th</sup> of their 9-month faculty base salary in both June and July. If a faculty member who holds a college-level administrative appointment elects to teach during the academic year, they will be compensated with overload pay per current college practice and rates.

**COEHS Associate Deans**

The Associate Deans support the work of the COEHS and serve as key members of college administration. The Associate Deans are expected to establish and facilitate a diverse, collegial environment and perform actions with honesty, fairness, and transparency with all stakeholders, and the COEHS Dean. The Associate Deans provide leadership across key areas and are responsible for the execution of the Dean's vision for the college. These are 1.0 FTE appointments.

Associate Dean compensation is:

Academic Year (AY) SAC: \$15,000/ All courses reassigned

Summer: 2/9<sup>th</sup> of 9-month faculty base salary (1/9<sup>th</sup> paid in both June and July)

The Dean may select one of the Associate Deans to serve as **Senior Associate Dean**, with the responsibility for serving as Acting Dean in the Dean's absence and additional responsibilities as assigned. The SAC for the Senior Associate Dean will be \$17,500.

***Associate Dean for Equity, Inclusion, and Faculty Affairs***

The scope and responsibilities of the Associate Dean for Equity, Inclusion, and Faculty include, but are not limited to:

- Serve as the Diversity Officer for the college; oversee the diversity, equity, and inclusion mission of the college. Develop, implement, and oversee college initiatives to help establish and maintain an equitable and inclusive learning and working environment.
- Develop, implement, and coordinate faculty recognition programs and support faculty recruitment, orientation, mentorship, and development.
- Oversee faculty review and personnel processes. Mediate faculty concerns and review disagreements, disputes, grievances, and/or misconduct according to UNM policies and relevant collective bargaining agreements.

***Associate Dean for Research and Distance Education***

The scope and responsibilities of the Associate Dean for Research and Distance Education include, but are not limited to:

- Lead and coordinate a grant office that includes support for pre-awards, writing, post-award, and methodological support. Review and approval of internal and external proposals in coordination with college resources and administrative and operational structure.
- Oversee and coordinate the consistent implementation of distance education initiatives for college academic programs across all branch campuses and field centers. Collaborate with UNM branch campus and field center leadership in the delivery of courses, participation in initiatives, and planning of programs.
- Coordinate and oversee the assessment and integration of technology through the courses and programs within the college. Develop planning and implementation of supports for online pedagogy and teaching with technology.

***Associate Dean for Student Success***

The scope and responsibilities of the Associate Dean for Student Success include, but are not limited to:

- Coordination of undergraduate and graduate recruitment, marketing, communications, undergraduate student admissions, progress, advisement, retention, completion and graduation, undergraduate student funding supports, scholarships, international efforts and student support.
- Mediation of student concerns and review of disagreements, disputes, grievances, and/or misconduct according to UNM policies and relevant collective bargaining agreements.
- Coordination of graduate academic offerings including new program planning, program revisions, and curricular forms and processes.

### ***COEHS Department Chairs***

The Department Chairs lead department faculty and staff in the implementation of the goals of the department, in alignment with the goals of the college and university. While articulating a vision that is aligned with that of the college, the Chair advocates for and promotes faculty voice and governance. The Chair is expected to establish and facilitate a diverse, collegial environment and perform actions with honesty, fairness, and transparency with and among students, faculty, staff, Associate Deans, stakeholders, and the COEHS Dean.

The Department Chair provides leadership, management, and long-term planning for the direction of the academic, operational, and budgetary activities of the department. Duties and responsibilities are inclusive of, but not limited to tasks associated with the following broad administrative areas:

- General Departmental Oversight and Leadership
- Supervision of Departmental Staff
- Coordination and Supervision of Departmental Academic Affairs
- Coordination and Supervision of Departmental Faculty Affairs.
- Coordination and Supervision of Departmental Student Affairs

Department Chair compensation is:

AY SAC: \$10,000/all courses reassigned

Summer: 2/9<sup>ths</sup> of the 9-month faculty base salary (1/9<sup>th</sup> in both June and July)

### ***College Administration Directors***

College Administration Directors are administrative appointments to direct, manage, and provide leadership for college-level administrative functions. College Administration Directors serve as key members of administration and leadership.

### ***Director of Licensure***

This 1.0 FTE faculty administrative appointment directs and manages the leadership and administrative functions of licensure programming within the COEHS. Additional responsibilities include, but are not limited to:

- Coordinates with the Associate Dean for Student Success and Department Chairs, ensures compliance with program, college, university, and state policies and procedures, relevant to licensing and accrediting bodies connected to licensure programming in the COEHS.
- Oversees and serves as a resource for related fiscal affairs, student certification procedures, academic programming, curriculum alignment, faculty and staff personnel management, student field placement, and internal and external stakeholder relations.
- Acts as liaison with other University departments, school districts, clinical field sites, state entities, and professional associations on behalf of the COEHS.

Director of Licensure compensation is:

AY SAC: \$12,500/all courses reassigned

Summer: 2/9<sup>ths</sup> of the 9-month faculty base salary (1/9<sup>th</sup> in both June and July)

### **Directors of Research Centers, Institutes, Departmental Level-Clinics and Labs**

Directors of Research Centers, Institutes, and Departmental-Level Clinics and Labs are part-time at-will administrative appointments determined at the discretion of the respective Department Chair, Associate Dean, or Dean.

Directors of Category II Centers report to the COEHS Associate Dean for Research and Distance Education. Directors of Category I Centers report to the respective Department Chair. The SAC, if applicable, is dispersed during the duration of the appointment, generally over the 9-month academic year. When a faculty member is no longer in the role, the SAC will end and the faculty member will continue to receive their 9-month faculty base salary. SAC amounts, course reassignments, summer administration compensation, and duration of appointment terms vary based on scope of work and responsibilities, and are detailed in this policy.

These administrative appointments direct, manage and provide leadership for administrative functions related to specialized, disciplinary, departmental, or research related programming.

#### ***Exercise Science Lab Director***

AY SAC: N/A

AY Course Reassignment: One 3-credit hour course per semester (fall and spring)

Summer: \$6,000

Provides leadership and oversight for the research processes, safety and functions of the Exercise Science lab. This Director is appointed by and reports to the Department Chair of the Department of Health, Exercise, and Sports Sciences and serves a three-year term, renewable based on effective performance.

#### ***Institute for American Indian Education***

AY SAC: \$6,000

AY Course Reassignment: One 3-credit hour course per academic year (fall or spring)

Summer: 1/9<sup>th</sup> of the 9-month faculty base salary

Provides leadership to conduct outreach, facilitate workshops, and develop seminars in the area of curriculum development, preparation for teacher licensure tests, American Indian charter school development, and American Indian language revitalization and instructional planning. The Director provides administrative leadership for other educational programming focused on supporting community intergenerational well-being and educational outcomes of Indigenous Peoples by cultivating the quality of educational professionals through community engagement with Native Nations and collaborative

partnerships with educational stakeholders. This Director is appointed by and reports to the Dean, and serves for a three-year term, renewable based on effective performance.

***Manzanita Counseling Clinic***

AY SAC: \$5,000

AY Course Reassignment: One 3-credit hour course per semester (fall and spring)

Summer: N/A

Provides oversight and administrative support for Manzanita Clinic, a counselor training facility affiliated with the Counselor Education Program. The clinic offers free, confidential counseling to individuals, couples and families and the Clinic leader oversees and manages compliance, patient care, student supervision, and other daily operations. This Director is appointed by and reports to the Department Chair of the Department of Individual, Family, and Community Education, and serves for a three-year term, renewable based on effective performance.

**Other Administrative Assignments as Needed**

***Associate Department Chair***

AY SAC: \$4,000

AY Course Reassignment: One 3-credit hour course per semester (fall and spring)

Summer: 1/9<sup>th</sup> of the 9-month faculty base salary

Associate Department Chairs will provide administrative support to Department Chairs as needed. The Associate Chair will serve as Acting Chair when the Chair is unavailable. The Associate Chair will work with faculty, staff and students and support the curricular, teaching, and administrative goals of the Department. Associate Chairs are appointed as needed (eg. to support a transition of Department Chairs, based on Department size). Associate Chairs are appointed by the Department Chair, and as approved by the Dean, for a one-year term, renewable based on effective performance.

***Special Assistant to the Dean, Associate Dean, or Department Chair***

AY SAC: determined by Dean

AY Course Reassignment: determined by Dean

Summer: determined by Dean

Occasionally, a faculty member may be asked to take on extraordinary service to as defined by the Dean, Associate Dean, or Department Chair. If the assignment exceeds the standard service expectations, the Dean shall determine the compensation, and or course equivalent in awarding the SAC. The SAC will be dispersed during the duration of the appointment (e.g., if the assignment is for an academic year, the SAC will be paid over the 9 month period). When a faculty member no longer serves in a Special Assistant role, the faculty member's compensation will revert to their 9-month faculty base salary. Special Assistants are appointed as needed by the Dean, Associate Dean or Department Chair, as needed for a specified term.