



Policies for Special Administrative Components (SAC)

(revision proposed August 2024)

The Honors College (HC) requires a high level of service from all its faculty members, whether tenured, tenure-track, or lecturers. HC awards Special Administrative Components (SACs) only to Unit 1 HC faculty for assignments requiring time and effort beyond typical faculty service workloads. HC does not award SACs to Unit 2 or TPT faculty. Therefore, to establish fair remuneration for overload commitments, the Honors College may award SACs to faculty members who assume responsibility for significant program and college matters that are distinguished from the service efforts typically expected of faculty members. In normal circumstances, positions requiring SACs, as outlined below, are filled through an application process initiated at least one (1) semester before the role is expected to be filled to ensure appropriate transitions and training as well as to open applications to the greatest number of possible applicants.

As outlined in these policies, compensation to HC faculty for SAC assignments is based on an investment of time and effort corresponding to what is typically expected for a one 3-CR honors course. Thus, to establish fair remuneration for overload commitments, compensation for Honors College SAC assignments is roughly equivalent to the time and effort faculty spend to prepare and teach a regular honors course based on the TPT per course pay rate. Payment for assignments requiring more or less time or effort are adjusted proportionately. For example, SAC assignments requiring half the time and effort commitment of one (1) course are compensated at half (.5) of HC's standard payment for teaching one (1) honors course. In comparison, assignments requiring double the time and effort commitment of one (1) honors course are compensated at twice (2X) HC's standard payment for teaching one (1) honors course. Except for #5 Special Assistant to the Dean roles, faculty may not hold more than one (1) SAC at a time. When a faculty member no longer serves in the role requiring the SAC, their pay will revert to their base salary. Below are the major initiatives for which HC provides SACs.

1. Department Chair:

Since the Honors College is a non-departmentalized college, the position of HC's Department Chair requires intensive attention to the operational details of the college. The Department Chair is compensated for both the workload of the position and the unavoidable loss of time spent on academic endeavors and lost academic capital while serving in this capacity. SAC compensation for the Department Chair is typically equivalent to two (2) courses during the Academic Year, plus one (1) course during the summer (based on the TPT per course pay rate). In addition, the Department Chair receives one (1) course release per semester during the Academic Year. Thus, the Department Chair's compensation is the equivalent of three (3) courses plus two (2) course releases for the Academic Year, which includes June and July when regular faculty contracts are not in effect. As discussed in HC's Bylaws and Constitution, "Faculty are not limited in the number of total terms they may serve as Chair, but the number of consecutive terms is limited to two; one cannot serve three consecutive terms but may serve multiple instances of two-term Chairs with others serving for at least one term between. The Department Chairs generally may serve no more than two (2) consecutive three-year terms."

2. Regents Scholars Faculty Advisor

The Regents Scholars (RS) Program serves students awarded UNM's most prestigious and competitive undergraduate scholarship by providing opportunities for Regents Scholars to gain enriched educational experiences, develop leadership skills, advance their future career prospects, and expand their cultural,



civic, and global awareness. The RS Faculty Advisor supports these goals by: supervising and coordinating the program's activities, events, and meetings; furnishing information and educational resources related to UNM and the Honors College; facilitating peer and faculty mentorship opportunities whenever possible; organizing and hosting orientation sessions and other support for RS transitioning to UNM; and supplying ongoing general academic support and advisement to RS. Typically, SAC compensation for the time and effort required of the RS Faculty Advisor is equivalent to three (3) regular honors courses (based on the TPT per course pay rate) for the Academic Year, which includes June and July when regular faculty contracts are not in effect. Applicants appointed as the RS Faculty Advisor serve a three-year term, renewable for a second three-year term, at the discretion of HC's Dean. At the end of six years, HC's Dean will open applications for the position. At that time, a new applicant may fill the position, or the person serving in the position may reapply and be reappointed to the position.

3. Scholars Community Advisor

The Scholars Community (SC) Advisor acts as the liaison between the residential component of the Honors College, currently housed in areas of Hokona Hall and the SRC Apartments. The SC Advisor holds regular office hours in Hokona Hall, supervises the publication of the Scholars Community newsletter, and supports student-initiated activities and other residence hall activities. The SC Advisor is also charged with providing and securing the maintenance of Honors-owned equipment located in the Scholars Community LLC (living-learning community), including computers, related peripherals, televisions, and other equipment. Typically, SAC compensation for the time and effort required of the SC Advisor is equivalent to three (3) regular honors courses (based on the TPT per course pay rate) for the Academic Year, which includes June and July when regular faculty contracts are not in effect. Applicants selected as the SC Advisor serve a three-year term, renewable for a second three-year term, at the discretion of HC's Dean. At the end of six years, HC's Dean will open applications for the position. At that time, a new applicant may fill the position, or the person serving in the position may reapply and be reappointed to the position.

4. Assessment Coordinator

The Assessment Coordinator supervises and coordinates university-wide and college-level curriculum assessments for the Honors College. As HC's liaison with UNM's Assessment Office, the Assessment Coordinator provides all required reports and maintains the assessment calendar. Further, the Assessment Coordinator serves as a member of the Honors College Curriculum Committee to advise and assist the committee on assessment matters. Typically, the SAC compensation for the time and effort required of the Assessment Coordinator is equivalent to one (1) regular honors course (based on the TPT per course pay rate) for the Academic Year. Applicants selected as the Assessment Coordinator serve a three-year term, renewable for a second three-year term at the discretion of HC's Dean. At the end of six years, HC's Dean will open applications for the position. At that time, a new applicant may fill the position, or the person serving in the position may reapply and be reappointed to the position.

5. Special Assistant to the Dean

Occasionally, faculty members may be asked to take on extraordinary service as defined by the Dean. If the assignment exceeds normal HC faculty service expectations, the Dean shall determine the compensation and/or course release equivalent when awarding the SAC.