



# Special Administrative Component Request Form

Purpose: To add, modify, or end a Special Administrative Component (SAC) pursuant to Faculty Handbook Policy C.180. The SAC must also be consistent with the school, college or program SAC guidelines which can be found here: <http://ofas.unm.edu/php/sacPolicies.php>

Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 UNM ID: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 ORG: \_\_\_\_\_ Position Number: \_\_\_\_\_

Requesting to add a SAC Start Date: \_\_\_\_\_  
 Requesting to end a SAC  
 Requesting change to a SAC End Date: \_\_\_\_\_

Proposed SAC Title: \_\_\_\_\_  
 Proposed SAC Total: \_\_\_\_\_  
 SAC Payable Over: Academic Year  
 Fiscal Year  
 Other: \_\_\_\_\_

Comments: For new SACs and changes to duties associated with existing SACs, please provide a description of the administrative work to be performed. If the awarding of the SAC includes an offer letter, please attach.

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF.

Index	Percent	Index	Percent		Index	Percent	Index	Percent

\_\_\_\_\_  
 Faculty Member Date

\_\_\_\_\_  
 Dean Date

\_\_\_\_\_  
 Chair/Director Date

\_\_\_\_\_  
 Provost (If Applicable) Date

### ***Special Administrative Component Request Instructions***

Handbook Policy C.180. The SAC must also be consistent with the school, college or program SAC guidelines which can be found here:  
<http://ofas.unm.edu/php/sacPolicies.php>

The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

### ***Definitions***

**Proposed SAC Total:** The total amount of the SAC to be paid over the designated period of time. SACs are paid in equal installments.

**SAC Payable Over:** Select the period of time for which the SAC is to be paid. Note: academic year faculty can only be paid a SAC during the Academic Year. Administrative payments earned over the summer should be paid via summer administration.

**Provost Approval:** Is required when a requested SAC is an exception to the published SAC policies and guidelines.