

**MEMORANDUM**

May 12, 2015

**14-15:28**

TO: Carol Parker, Senior Vice Provost for Academic Affairs

FROM: S. Hector Ochoa, Dean, College of Education 

Subject: Special Administrative Component Policy

In accordance with Faculty Handbook Policy C.180, "Special Administrative Components", the College of Education submits the following policy for review.

The College of Education will provide for a Special Administrative Component to be added to a faculty member's contract under the following circumstances:

1. Assignment of Dean responsibilities: for faculty members that are willing and have been selected to assume responsibilities of the Dean's office in accordance with Faculty Handbook Policy C.35 a SAC of \$12,000 per calendar year will be provided for the duration of the faculty member's appointment as Dean.
2. Assignment of Associate Dean responsibilities: for faculty members that are willing and have been selected to assume Associate Dean responsibilities a SAC of \$12,500 per academic year will be provided for the duration of the faculty member's appointment as Associate Dean. A separate summer administration agreement for 2/9 of the faculty member's base academic year salary will also be processed each summer for the duration of the faculty member's appointment.
3. Assignment of Department Chair responsibilities: for faculty members that are willing and have been selected to assume Department Chair responsibilities in accordance with Faculty Handbook Policy C.40 a SAC of \$7,500 per academic year will be provided for the duration of the faculty member's appointment as Department Chair. A separate summer administration agreement for 2/9 of the faculty member's base academic year salary will also be processed each summer for the duration of the faculty member's appointment.
4. Assignment of Associate Department Chair responsibilities: for faculty members that are willing and have been selected to assume Associate Department Chair responsibilities a SAC of \$4,000 per academic year will be provided for the duration of the faculty member's appointment as Associate Department Chair. A separate summer administration agreement for 2/9 of the faculty member's base academic year salary may be processed each summer for the duration of the faculty member's appointment based upon discretion of the Chair.
5. Assignment of distance education coordinator responsibilities: for a faculty member willing to serve as the liaison between all COE academic units, the Dean's office, and Extended University to align and monitor COE programs with accepted quality standards and best practices, a SAC of \$5,000 per academic year will be provided for the duration of this appointment. A separate summer administration agreement for 2/9 of the faculty member's base academic year salary will also be processed each summer for the duration of the faculty member's appointment.
6. Assignment of LAPE center director: for the faculty member willing to serve as the LAPE center director, a SAC of \$1,800 per academic year will be provided for the duration of this appointment.