

*Office of the Dean***Special Administrative Components (SACs) Policy**

This policy governs the award and payment of Special Administrative Components (SACs) for the College of University Libraries and Learning Sciences (UL&LS), effective March 1, 2015. Any SAC amount determined before July 1, 2014 (when this policy was first implemented) that does not conform to the policy will be honored but may be adjusted, if necessary, by the Dean of the College of UL&LS. A SAC addresses faculty members who serve as administrators or faculty members who take on significant additional assignments or work on special programs or projects. The amounts awarded for a SAC will be reviewed, and if necessary, adjusted by the Dean of the College of UL&LS.

**1. Administrators**

UL&LS library administrative positions are usually open-ended until the administrator leaves the position. SACs will be awarded to administrators either at the time of hiring or when a faculty member moves into an administrative position. Administrators' salaries will be composed of a base pay and a SAC. When administrators step down from their position and return to the regular faculty, their SAC will end.

**Title: Dean**

Reporting to the Provost, the Dean of the College of University Libraries and Learning Sciences provides administrative leadership for all college operations. At the time of hiring, the Dean's salary will be determined by the Provost.

**Title: Senior Associate Dean/Associate Dean**

The Senior Associate Dean/Associate Deans report to the Dean. They are responsible for specific functional units in the College and may serve on the Dean's leadership team. At the time of hiring, the Senior Associate Deans'/Associate Deans' salaries will consist of a base pay and a \$15,000 SAC. A faculty member hired into a Senior Associate Dean/Associate Dean position will receive a \$15,000 SAC.

**Title: Library Director**

Library Directors manage a large library unit such as access services, collections, research data services, etc. They supervise staff and/or faculty members. They manage large grants. They may serve on the Dean's leadership team. At the time of hiring, Library Directors' salaries will consist of a base pay and a \$10,000 SAC. A faculty member hired into a Library Director position will receive a \$10,000 SAC.

**Title: Library Coordinator**

Library Coordinators coordinate library functional operations that involve participation from multiple faculty and staff. They supervise staff and/or faculty members. At the time of hiring, Library Coordinators' salaries will consist of a base pay and a \$5,000 SAC. A faculty member hired into a Library Coordinator position will receive a \$5,000 SAC.

## **2. Library Building and Team Leaders**

SACs will be awarded to faculty members who manage libraries or who lead large teams outside their regular duties such as web content or user experience teams. A faculty member named a library or team leader will receive a \$2,500 SAC. An individual faculty member may be named leader to no more than two teams. Deans, Associate Deans, Directors, and Coordinators who take responsibility for a team are not eligible for an additional SAC.

## **3. Special Programs or Projects**

SACs will be awarded to faculty members asked to take on additional assignments or manage a special program or project. This assignment, special program or project should have organization justification, larger impact and/or contribute to the larger university mission. It may be accomplished in a defined time frame and it should fall outside the normal job duties of the faculty member. It may include supervision of staff and/or faculty. When the program or project is completed, the faculty member's SAC will end. The Dean of the College of UL&LS will decide the SAC amount based on the time and effort required. The SAC will range between \$2,500 and \$7,500. Deans, Associate Deans, Directors, and Coordinators who take responsibility for a project are not eligible for an additional SAC.