

MEMORANDUM

To: Carol Parker, Senior Vice Provost for Academic Affairs
From: David Herring, School of Law
Subject: Special Administrative Component (“SAC”) Policy
Date: July 13, 2015

In accordance with Faculty Handbook Policy C.180, “Special Administrative Components”, the School of Law submits the following draft policy for review:

The School of Law provides three types of SACs to faculty members:

1. Administrative SACs

Administrative SACs are provided to faculty members on nine month contracts who hold the title of Associate Dean or Director.

These titles coincide with significant administrative assignments beyond the standard research, teaching, and service duties normally expected of faculty members on nine month contracts.

The level of SAC payment depends on the scope of administrative duties, with a range from \$9,000 to \$25,000.

Each SAC is awarded with a term of one year, subject to annual review and possible renewal.

2. Temporary SACs

Temporary SACs are provided to faculty members who hold the title of Interim Director, Acting Director, or Accreditation Program Coordinator.

These titles coincide with significant administrative assignments beyond the standard research, teaching, and service duties normally expected of faculty members.

The level of SAC payment depends on the scope of administrative duties, with a range from \$5,000 to \$20,000.

Each SAC is awarded for a term that extends to the time that a person is appointed to fulfill the duties on a permanent basis. Unless there are extenuating circumstances, these SACs should be in place for one year or less.

3. Law Library SACs

Administrative SACs are provided to law library faculty members who hold the title of Director, Deputy Director, Associate Director, or Assistant Director.

Temporary SACs are provided to law library faculty members who hold the title of Interim Director or Acting Director.

These titles coincide with significant administrative assignments beyond the standard librarianship, research, teaching, and service duties normally expected of law library faculty members.

The level of SAC payment depends on the scope of administrative duties, with a range from \$5,000 to \$25,000.

Each Administrative SAC is awarded with a term of one year, subject to annual review and possible renewal.

Each Temporary SAC is awarded for a term that extends to the time that a person is appointed to fulfill the duties on a permanent basis.