Associate Dean for Research
AY SAC $6,200 (and 3CH course reduction)

The Dean of the School of Architecture and Planning appoints the Associate Dean for Research (ADR). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School to both internal and external constituencies. The Associate Dean’s performance shall be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Associate Dean for Research will serve at the discretion of the Dean.

The ADR will oversee research and sponsored projects activity of the School, faculty, and the School’s Centers and Institutions; will serve as liaison to the Office of the Vice President of Research; and will serve on the University Associate Dean for Research Committee. The ADR will also assist SA+P academic programs in identifying areas of research and scholarship, supervise the Faculty Research Support Officer/Contract and Grant Administrator, work closely with faculty on pre-award and post-award processes and procedures (facilitated through a committee chaired by the ADR on an ad-hoc basis), and coordinate with the Associate Dean for Students on fostering student research, creative works, and scholarship. The ADR also manages the School’s Research Office and chairs the Faculty Awards + Fellowships committee, facilitating the nomination process for the School of Architecture + Planning.

Associate Dean for Student Equity and Excellence
AY SAC $6,200

The Dean of the School of Architecture and Planning appoints the Associate Dean for Student Equity and Excellence (ADSEE). The Associate Dean shall assist the Dean in general administrative affairs of the School of Architecture and Planning and will represent the School to both internal and external constituencies. The Associate Dean’s performance shall be reviewed annually by the Dean. The Associate Dean appointment is a one-year term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Associate Dean for Research will serve at the discretion of the Dean.

The ADSEE will oversee all matters related to student affairs including grievances, appeals and advisement. This includes management of the undergraduate and graduate advising operations of the School and chairing the School’s Grade Appeals + Mediation Committee. The ADSEE will also coordinate with student organizations, and will work with the Associate Dean for Research to support student research, creative works, and scholarship. The ADSEE also serves as the School’s Equity and Excellence coordinator, working closely with the Vice President for Equity and Inclusion. In this capacity, the ADSEE chairs the School’s Equity, Excellence + Culture Committee and Co-Chairs the Student Learning Assessment Committee. Working with the Director of Recruitment, the ADSEE will also propose strategies for addressing achievement gaps, declining enrollments, and underrepresentation of
historically underrepresented groups. The ADSEE will also work with various groups to strengthen student life and culture at the School.

**Special Assistant to the Dean, Outcomes Assessments and Quality Measurements**

AY SAC $3,000

The Dean of the School of Architecture and Planning appoints the Special Assistant to the Dean for Outcomes Assessment and Quality Measurements. The Special Assistant’s performance shall be reviewed annually by the Dean. The Special Assistant to the Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to the Dean for Outcomes Assessments and Quality Measurements will serve at the discretion of the Dean.

The Special Assistant to the Dean will serve as the School’s Outcomes Assessment coordinator to oversee assessment reporting for the three academic programs and two graduate certificate programs. The Special Assistant to the Dean will serve as the SA+P CARC (College Academic Reporting Committee). In the role of CARC, the Special Assistant to the Dean will review and assess Program and Certificate Outcomes Assessment Reports and make recommendations to Chairs. The Special Assistant to the Dean will serve on the Provost’s Committee for Assessment. The Special Assistant to the Dean will oversee the collection and analysis of metrics and data (including application, admission, and graduation rates) for various School reports as needed. The Special Assistant to the Dean for Outcomes and Quality Measurements will compare the SA+P with peer institutions, studying other similar schools ranked and were the SA+P ranks, based on published information.

**Special Assistant to the Dean for Labs + Buildings**

AY SAC $3,000 (plus Summer Pay)

The Dean of the School of Architecture and Planning appoints the Special Assistant to the Dean for Labs + Buildings. The Special Assistant’s performance shall be reviewed annually by the Dean. The Special Assistant to the Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to the Dean for Labs and Buildings will serve at the discretion of the Dean. The Special Assistant to the Dean will serve as a liaison between Department Chairs and the Dean to coordinate technological needs related to pedagogy and curricula in the Architecture, Landscape Architecture and Planning Departments.

The Special Assistant to the Dean for Labs + Buildings will oversee the facilities including all teaching and learning spaces occupied by the School of Architecture and Planning in Pearl Hall. They will serve as a liaison to UNM PPD and outside contractors as needed, and will oversee building remodels and FAMIS space allocation reporting. This includes overseeing building modifications and temporary installations. The Special Assistant to the Dean will also oversee A/V needs and purchases and make recommendations for new equipment and upgrades; oversee furnishing purchases, repairs and replacements; and monitor research, labs and special use spaces.

The Special Assistant to the Dean for Labs + Buildings will also oversee the School’s Fabrication Lab and Computing/Printing Lab operations, including supervision of its two managers. The School’s Labs provide digital and fabrication services to students enrolled in the design degree programs and are funded 100% on monies from Differential Tuition and Student Course Fees. The Special Assistant to the Dean will monitor budgets, expenditures and renewal funds for both Labs. The Special Assistant to the Dean will Chair the Computer + Fabrications Committee and will Co-Chair the Building Safety Committee.
**Special Assistant to the Dean for Career Services**
AY SAC $3,000

The Dean of the School of Architecture and Planning appoints the Special Assistant to the Dean for Career Services. The Special Assistant’s performance shall be reviewed annually by the Dean. The Special Assistant to the Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to the Dean for Career Services will serve at the discretion of the Dean.

The Special Assistant to the Dean will oversee the management of job-related services provided to School of Architecture and Planning students. This includes providing job search advice, resources, and opportunities for students and professional community representatives who may want to hire SA+P students. The Special Assistant will be the School’s principal liaison with UNM’s Office of Career Services, working with this office each year to coordinate a SA+P Career Week, including providing students with information about internships and externships. To prepare our students, the Special Assistant to the Dean will also work with Department Chairs and faculty to set up interviewing and portfolio workshops, to help our students improve their skills and job placement strategies. The Special Assistant to the Dean will also regularly work with liaisons representing various professional associations of Architecture, Landscape Architecture and Planning, who may provide mentoring opportunities for our students. The Special Assistant to the Dean will also work with the Dean to ensure that important Career Services information and resources are included in the School’s website.

**Special Assistance to the Dean for External Affairs**
AY SAC $3,000

The Dean of the School of Architecture and Planning appoints the Special Assistant for External Affairs. The Special Assistant’s performance shall be reviewed annually by the Dean. The Special Assistant to the Dean appointment is a one-year term. The SAC will end upon completion of the appointment. The Special Assistant to the Dean for External Affairs will serve at the discretion of the Dean.

The Special Assistant to the Dean will work to improve the School’s relationship with two groups of people: recent SA+P graduates and potential students. They will oversee the management of a New Alumni Liaison, who will be in charge of collecting pertinent data from our recent graduates (up to five years out) so the School can better track post-graduation activity. This includes licensing exam passing rates and examination testing patterns; varying or consistent interests and pursuits in post graduate studies at the graduate and doctoral levels; internship and externship activity; and relevant changes in disciplinary pursuits. The Special Assistant to the Dean will work with this new alumni community to explore organized activities, including the establishment of an association for mutual support and to provide continuous connections with the SA+P community. This may also expand to include resource building within the School to support post-graduate endeavors, such as preparation for licensing exams and certifications. The second group that the Special Assistant to the Dean will work with involves close work with the Director of Recruitment to identify potential students in the region, with a special focus on recruitment from community colleges and tribal colleges.
Department Chair
AY SAC $6,200
- Architecture Department
- Community + Regional Planning Department
- Landscape Architecture Department

The Dean of the School of Architecture and Planning, following consultation with the faculties of the respective Departments, appoints the Chairs of Architecture, Community and Regional Planning, and Landscape Architecture Departments. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. Internal recommendations for Department Chairs must be tenured members of the School of Architecture and Planning Faculty and hold professional rank of Associate Professor or Professor. A faculty member who holds a joint appointment within the School or another University academic unit, or is part-time, must become full time for the duration of his or her appointment as Department Chair. The initial term for a Chair is three years or as negotiated with the Dean. The Chair serves at the discretion of the Dean.

The Chairs shall: act as executive officers of their department and shall have general administrative responsibility for the affairs of their respective department in the areas of curriculum, outcomes assessment reporting, budget, hiring for academic positions, and teaching and service assignments; assist the Dean and the faculty of their Department in all matters consistent with the responsibilities of their respective appointments; ensure faculty involvement in matters of curriculum and compliance with applicable School and University policies and procedures governing curriculum; cooperate with their respective department’s faculty and the Dean in the annual review of their performance. The Chair will foster a climate in which students: are given the opportunity to receive an education that adequately prepares them for their chosen professions; are made aware of the Student Code of Conduct; and are made aware of the respective accreditation requirements of their Department on an annual basis.

Associate Chair of Graduate Studies
AY SAC $3,000

The Associate Chair of Graduate Studies is appointed, as needed by the Chair of the Department, in consultation with the Dean. The appointment must be approved by the Dean of the School of Architecture and Planning. The Associate Chair for Graduate Studies appointment is a one-year term, renewable on an annual basis. The SAC and Summer Salary (if there is an administrative need) will end upon completion of the appointment. The primary responsibilities of the Associate Chair for Graduate Studies are to work closely with the Chair of the Department and the Dean of the School of Architecture and Planning, to conceptualize new curricular initiatives to increase enrollment and graduate study options. They will also participate in strategic discussions about the future of the degrees offered in the Department. The Associate Chair for Graduate Studies is also expected to contribute to effective communication with the students and faculty of the program, to assist the Chair in the process of making teaching assignments and coordinating levels of the curriculum, and occasionally advising students. They will be asked to serve as the face of Graduate Studies during Recruitment and Orientation sessions. They will also assist with accreditation reviews including data collection, writing self-study reports, and contributing to the preparation of the APR.
**Associate Chair**

AY SAC $3,000

The Associate Chair is appointed, as needed by the Chair of the Department, in consultation with the Dean. The appointment must be approved by the Dean of the School of Architecture and Planning. The Associate Chair appointment is a one-year term, renewable on an annual basis. The SAC and Summer Salary (if there is an administrative need) will end upon completion of the appointment. The primary responsibilities of the Associate Chair are to work closely with the Chair of the Department to conceptualize new curricular initiatives and participate in strategic discussions about the future of the degrees offered in the Department. The Associate Chair is also expected to contribute to effective communication with the students and faculty of the program, to assist the Chair in the process of making teaching assignments and coordinating levels of the curriculum, and occasionally advising students. When the Chair is out of town, the Associate Chair will facilitate in the operations. They will also assist with accreditation reviews including data collection, writing self-study reports, and preparation of the APR.

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**Level 2 Center Director SAC (ID+PI, DPAC)**

AY SAC $3,000

The Dean of the School of Architecture and Planning appoints the Directors of the Level 2 Centers. If teaching needs of the School permit, the Dean may give a Director a reduction of 3-credit hours of teaching in an academic year. The Center Director’s performance shall be reviewed annually by the Dean. The appointment is a one-year, renewable term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Director serves at the discretion of the Dean.

The Level 2 Center Directors are the primary contact for community members and organizations for engagement with a Center, for interaction in a Center-sponsored studio, and for projects funded by a Center. The Director manages relationships with communities and agencies on behalf of SA+P faculty, students, and staff. When applicable, the Director may also work to secure funding, manage contracts and grants, and monitor Center accounts. Responsibilities include cultivating and convening Center advisory committees in consultation with the Dean; receiving and managing requests from external entities for Center assistance (and developing best practices and protocols for these relationships); contributing and advising on Center presence on the SA+P website and social media; and managing Center funding and grant applications. The Center Director’s annual evaluation will be based on community engagement efforts, academic contributions to SA+P Departments, faculty, and students, and the amount of funding received from external sources.

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**Special Projects**

AY SAC $3,000

The Dean of the School of Architecture and Planning appoints the Special Project Directors of the SA+P, including the Director of Recruitment, the News Curator of the School, the JB Jackson Project Director, and the National Design and Innovation Forum Director. The Special Projects Director’s performance shall be reviewed annually by the Dean. The appointment is a one-year, renewable term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Program Director serves at the discretion of the Dean.
Program Director of Historic Preservation and Regionalism
AY SAC $3,000

The Dean of the School of Architecture and Planning appoints the Director of the Historic Preservation and Regionalism (HPR) Director. If teaching needs of the School permit, the Dean may give a Director a reduction of 3-credit hours of teaching in an academic year. The Program Director’s performance shall be reviewed annually by the Dean. The appointment is a one-year, renewable term. The SAC and Summer Salary (if applicable) will end upon completion of the appointment. The Program Director of Historic Preservation and Regionalism serves at the discretion of the Dean.

The HPR Program Director is the primary contact for community members and organizations for engagement with the HPR Program, for interaction in an HPR studio, and for projects funded by HPR. The Director manages relationships with communities and agencies on behalf of SA+P faculty, students, and staff. When applicable, the HPR Director may also work to secure funding, manage contracts and grants, and monitor HPR accounts. Responsibilities include receiving and managing requests from external entities for HPR engagement; contributing and advising on HPR presence on the SA+P website and social media; and managing HPR funding and grant applications. The HPR Program Director’s annual evaluation will be based on community engagement efforts, contributions to SA+P, and funding received from external sources.