

## COLLEGE OF FINE ARTS

In accordance with Faculty Handbook Policy C. 180, “**Special Administrative Components,**” the College of Fine Arts provides the following types of SACs to faculty members:

### **Office of the Dean:**

- 1) *Associate Dean of Faculty Affairs and Research*, AY 11,000; \$4,000 for continued summer service.
  - a) Oversee faculty tenure, promotion and sabbatical review in the College, coordinating the process from the Departments through the College Personnel Committee to the Office of the Dean.
  - b) Deal with faculty grievance issues.
  - c) Serve as Chair of the CFA Personnel Committee and on those committees that are necessary to carry out duties as assigned above.
  - d) Be responsible for overseeing elections and appointments of faculty to the Faculty Senate and to various committees on the Faculty Senate.
  - e) Serves as a member of the Dean’s Policy Council, working with senior administrators of the College to Formulate and implement policy.
  - f) In collaboration with the Deans and other Associate Deans, coordinate efforts within the College and University towards interdepartmental communication and hiring.
  - g) Serve as Acting Dean to represent the College in the Dean’s absence when necessary.
  - h) Oversee the development or research grants within the College, supervise the College grant coordinator, chair the College research committee, organize the annual college Research Colloquium and coordinate the grant initiatives of various units in the College, with both the Office of the Dean and Office of the Vice Provost for Research.
  - i) In collaboration with the Dean and other Associate Deans, identify, nurture and coordinate interdisciplinary communication and initiatives with the College and across the University.
  - j) Oversee the technical needs of the College by working closely with staff managers of these needs.
  - k) Work closely with the CFA Development Officer to coordinate and support fundraising efforts for faculty research that also serves curricular initiatives.
  - l) Serve on those committees that are necessary to carry out duties as assigned above.
  - m) Assume other duties as assigned.
  
- 2) *Associate Dean of Student Affairs*, AY \$13,000; \$4,000 for continued summer service.
  - a) Oversee and coordinate curriculum development in the College and serve as chair of the Undergraduate and Graduate Curriculum committee.
  - b) Supervise the CFA Advisement Center.
  - c) Deal with student grievances.

- d) Coordinate fall and spring Convocations.
- e) Serve as a member of the Dean's Policy Council, working with senior administrators of the College to formulate and implement policy.
- f) Serve as Acting Dean to represent the College in the Dean's absence when necessary.
- g) Serve on those committees that are necessary to carry out duties as assigned above.
- h) Assume other duties as assigned.

**3) *Associate Dean of Technology and Interdisciplinary Studies*, No Compensation**

- a) In collaboration with the Dean and other Associate Deans, identify, nurture and coordinate interdisciplinary communication and initiatives within the College and across the University.
- b) Oversee the technological needs of the College by working closely with the staff managers of these needs.
- c) Serve on those committees that are necessary to carry out duties as assigned above.
- d) Serve as a member of the Dean's Policy Council, working with the senior administrators of the College to formulate and implement policy.
- e) Assume other duties as assigned.

**4) *Director*, Arts, Leadership and Business, \$10,000 for summer service**

**Department Chair Responsibilities:**

- a) Represent the interests of the department in a fair and equitable way, including regular consultation with faculty and staff, establishing appropriate committees and other mechanisms of department governance, and making difficult decisions when necessary.
- b) Manage all department personnel matters, including the development of a faculty and staff hiring plan that coordinates department needs with college objectives.
- c) Manage all department fiscal matters, including the development of a budget plan that identifies the department's projected needs while keeping projected expenses within the available resources.
- d) Serving on the Dean's Policy Council and participating regularly in its bimonthly meetings.
- e) Working closely and cooperatively with the administrators of other units and with the Dean's Office to coordinate and carry out college objectives.
- f) Coordinate the College Strategic Plan with department operations and planning, including the development and implementation of a department strategic plan
- g) Communicate in a regular and timely manner with the Dena's Office, including submission of all required reports and paperwork by the stipulated deadlines.

***Department of Art & Art History:***

- 1) Chair, AY \$8,000; \$4,000 for continued summer service
- 2) Associate Chair, \$3,000
- 3) Director of Graduate Studies, \$4,000
- 4) Outcomes Assessment Coordinator, \$1,500

***Department of Theatre and Dance:***

- 1) Chair, AY \$8,000; \$4,000 for continued summer service
- 2) Associate Chair, \$4,000
- 3) Head of Performance, \$1,000
- 4) Head of Design, \$1,000
- 5) Head of Dance, \$2,000
- 6) Graduate Dance Advisor, \$1,000
- 7) Graduate Theatre Advisor, \$1,000
- 8) Undergraduate Dance Advisor, \$1,000
- 9) Undergraduate Theatre Advisor, \$1,000
- 10) Technical Director/ Manager of Rentals, \$6,000

***Department of Cinematic Arts:***

- 1) Chair, AY \$7,000; \$4,000 for continued summer service
- 2) Associate Chair, \$4,000
- 3) Undergraduate Advisor, \$2,000

***Department of Music:***

- 1) Chair, AY \$8,000; \$4,000 for continued summer service.
- 2) Associate Chair, \$4,000
- 3) Undergraduate Advisor, \$1,000
- 4) Director of Choral Activities, \$2,000
- 5) Coordinator of Composer's Symposium, \$2,000
- 6) Arts of the Americas Administration, \$2,000
- 7) Coordinator of Vocal Area, \$1,000
- 8) Coordinator of Brass Area, \$1,000
- 9) Music Theory Co-Coordinator, \$750
- 10) Music Theory Co-Coordinator, \$750
- 11) Supervisor of Graduate Choral Conducting students, \$1,500
- 12) Director of the Music Prep School, \$10,435; \$1,750 for continued summer service.
- 13) Graduate Advisor, \$3,000
- 14) Director of Bands, \$3,500; \$11,243 for continued summer service (1/9 base salary).

- 15) Associate Director of Bands, \$2,500; \$6,070 for continued summer service (1/9 of base salary).
- 16) NM All-State Involvement, \$500.

Revised 07/12/2017