

Honors College Special Administrative Components (SAC) Policy

The Honors College requires a high level of service from all its regular tenure-track faculty members. Special Administrative Components (SACs) will be provided only for jobs that go beyond the scope of a faculty member's normal service requirements and not awarded for committee work considered part of the general functioning of the College. Therefore, the Honors College awards SACs to faculty members who assume full responsibility for major College initiatives, as distinguished from the service efforts expected of all faculty members.

In an effort to establish fair remuneration for overload commitments, the amount paid to faculty members for such special assignments will be decided based on the time and effort expected for this work. As a rule, such assignments will be paid by assuming that a course overload is \$4,000. That amount would be paid for an assignment requiring a time and effort commitment similar to the time and effort invested in a one-semester course. Payment for assignments requiring more or less time or effort will be adjusted proportionately.

SAC recipients will be asked to document all time spent on the task for which the SAC is paid to assure that he or she is fairly compensated for the additional time devoted to the tasks of the position. To the extent the position requires presence on campus or other service outside of the academic year, for example during the summer, the SAC will take into consideration the number of full day equivalents devoted to the position. The major initiatives for which SACs are paid are:

1. **Honors Wing Advisor:** The Honors Wing Advisor acts as the liaison between the residential component of Honors, currently the Scholars Wing in Hokona Hall, and the Honors College. The advisor holds regular office hours in Hokona Hall, supervises the publication of the Honors Wing newsletter, and supports the student-initiated social activities, study groups and other residence hall based activities. The advisor is also charged with providing and securing the maintenance of Honors-owned equipment located in the Honors Wing, including computers and related peripherals and televisions. The time and effort level, and therefore the SAC, for the Honors Wing Advisor will typically be equivalent to one course per semester.
2. **Regents Scholars Advisor:** The Regents Scholars Advisor supervises and coordinates all activities surrounding the recruitment, selection, and mentoring of Regents Scholars. These tasks require the Advisor's attention throughout the calendar year because the selection of new scholars occurs over the holiday break; summers are devoted to orienting new scholars prior to the start of the school year. During the academic year, the Regents Scholars Advisor hosts events for the Scholars, meets individually with each scholar and complies with all scholarship reporting requirements. The work required is equivalent to one course per semester plus half a course during the summer.
3. **Legacy Coordinator:** Legacy Courses are the 100-level courses required of all Honors students and serve as a formal, structured introduction to interdisciplinary scholarship in the context of timely and timeless topics. Legacy instructors meet regularly before and during the semesters with the Legacy Coordinator to assure delivery of high-quality curriculum that meets the Learning Objectives of the Legacy series and prepares students for the rigors of upper division Honors coursework. The Legacy Coordinator reviews syllabi for the seminars, conducts classroom visits and provides professional development for all Legacy instructors. The work required is equivalent to .5 course per year.

4. Chair: The position of Chair requires full-time, year round intensive attention to the operational details of the College. The Chair is compensated for both the workload of the position and the unavoidable loss of time spent on academic endeavors and lost academic capital while serving in the capacity of Chair. During the Academic Year, the Chair's SAC is equivalent to 2.5 courses. In addition, the Chair's effort level during the summer is compensated in an amount equal to 2.5 courses. To allow adequate time to complete the tasks of Chair, Chairs receive one course release per semester.

5. Assessment Coordinator: The Assessment Coordinator supervises and coordinates all assessment for the Honors College. These tasks require the attention of the coordinator at various times throughout the academic year. This person will act as liaison with the university assessment director, will provide all required reports and will maintain the assessment calendar. The Assessment Coordinator will assist the Honors Curriculum Committee on assessment matters and also by acting as the CARC representative of that committee for the college. This position is roughly equal to one-half course each semester.

6. Additional Assignments: From time to time a faculty member may be asked to take on an extraordinary service assignment in the College. A SAC may be awarded in connection with that service if, in the Dean and the Chair's determination, the assignment exceeds the normal service expectations of the Honors College. The Dean and Chair shall determine the course equivalent in awarding the SAC.

In every case, when a faculty member no longer serves in the position for which the SAC was paid, the faculty member's compensation will revert to his or her base salary.