



Office of the Dean

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 only be provided for jobs that go beyond the scope of a faculty member's normal service requirements, and not awarded for committee work considered to be a part of the general functioning of the College. Therefore, the Honors College will award 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 to be paid to faculty members for such special assignments will be decided based on the number of hours expected for this work. As a rule, such assignments will be paid by assuming that a course overload is \$3,000 and that the same amount would be paid for an assignment requiring equal commitment.

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. Because serving in these positions displaces, at least temporarily, a faculty member's ability to advance his or her scholarly work, a SAC will generally be at least 10% of the faculty member's base salary. 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. In addition to these considerations, equity and the impact of the SAC on a faculty member's total compensation will be considered. 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 Honors 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 Honors Wing Advisor currently earns a SAC of \$14,063 for the Academic Year.

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 current Regents' Scholars Advisor is also the Legacy Coordinator. The SAC for these two tasks totals \$12,314 for the year. These two positions need not always be filled by the same faculty member, and so future assignments will consider the relative time spent on each task in splitting the SAC.

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. As noted above, the Legacy Coordinator and Regent's Scholars Advisor earn a total SAC of \$12,314.

4. Associate Dean and Director. The Honors College awards a SAC to the Director and Associate Dean. In its current configuration, one person serves both roles. The position of Associate Dean requires full-time, year round intensive attention to the operational details of the College. The Associate Dean 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 Associate Dean. During the Academic Year, the Associate Dean's SAC is \$36,455, an amount sufficient to bring the Associate Dean's annual salary to \$120,000. The Associate Dean is expected to serve a five-year term. Should he or she not continue in the position, the SAC will no longer be paid.