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. **Carruthers Chair:** will provide leadership, presence, and direction for promotional,
developmental, recruitment, and retention activities that raise the profile and effectiveness of
the Honors College on The University of New Mexico campus, throughout the state of New
Mexico, and beyond. Plan, organize, and execute a high-profile Carruthers Lecture during the t
appointment. Plan, organize, and execute two high-quality Honors student engagement
activities (one in the fall, one in the spring) that are designed to enhance the interactions of the
Honors student community.

7. **Associate Faculty Chair:** will work closely with the Faculty Chair to provide oversight of the
curriculum committee and in matters concerning curriculum; including posting deadlines and
managing forms and work with Honors College Chair to generate a list of adjunct faculty and
courses selected to be taught; support Honors College staff and Dean in generating teaching
contracts for adjunct faculty.

8. **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.

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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.