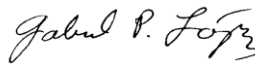


MEMORANDUM

Date: June 13, 2016

To: Carol Parker, Senior Vice Provost for Academic Affairs

From: Gabriel López, Vice President for Research 

Subject: OVPR Special Administrative Component Policy

In accordance with [Faculty Handbook Policy C180, "Special Administrative Components"](#) (SACs), the Office of the Vice President for Research (OVPR) endorses the following policy to be applied to all direct-report units. The amounts reflected in this policy represent caps that units should not exceed when requesting SACs for certain administrative positions. The OVPR recognizes that SACs will vary depending on the unit and business need. As a matter of practice, units should assign SACs based on the following criteria: (1) title, (2) level of administrative responsibility, and (3) availability of funds. Based on this criteria the Vice President for Research will assess requests for SACs to be added to a faculty member's contract under the following circumstances:

Section 1. Executive Appointments

- a. *Vice President:* For a faculty member that is appointed to serve as the Vice President for Research, a SAC up to \$50,000 per academic year may be provided for the duration of this appointment. This SAC is directly negotiated by and subject to the approval of the Provost/Executive Vice President for Research.
- b. *Associate Vice President for Research:* For a faculty member that is serving as the Associate Vice President for Research, a SAC up to \$40,000 per academic year may be provided for the duration of this appointment.
- c. *Assistant Vice President for Research:* For a faculty member that is serving as the Assistant Vice President for Research, a SAC up to \$30,000 per academic year may be provided for the duration of this appointment.

Section 2. Category III Center/Institute Directorships

- a. *Category III Center/Institute Director:* For faculty members that are willing and have been selected to assume Director responsibilities a SAC of up to \$30,000 per academic year may be provided from Category III center/institute funds, if available, for the duration of the faculty member's appointment.
- b. *Category III Center/Institute Associate Director:* For faculty members that are willing and have been selected to assume Associate Director responsibilities, SAC's will vary depending on the duties assigned by each Category III center/institutes of up to \$20,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.
- c. *Category III Center/Institute Assistant Director:* For faculty members that are willing and have been selected to assume Assistant Director responsibilities, SAC's will vary depending on the duties assigned by each Category III center/institutes of up to \$10,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.

Section 3. Unit/Program Directorships

- a. *Unit/Program Director:* For faculty members that are willing and have been selected to assume Unit/Program Director responsibilities a SAC of up to \$20,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.
- b. *Unit/Program Associate Director:* For faculty members that are willing and have been selected to assume Unit/Program Associate Director responsibilities a SAC of up to \$10,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.

- c. *Unit/Program Assistant Director*: For faculty members that are willing and have been selected to assume Unit/Program Assistant Director responsibilities a SAC of up to \$5,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.

Section 4. Compliance Administrative Appointments

- a. *Compliance Committee Chair*: For a faculty member that is serving on a standing compliance committee a SAC of up to \$20,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.
- b. *Compliance Committee Vice Chair*: For a faculty member that is serving on a standing compliance committee a SAC of up to \$10,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.

Section 5. Other Administrative Assignments

- a. For faculty members that are willing and have been selected to assume certain administrative responsibilities in the OVPR, Category III Center/Institute, or unit/program, SAC's will vary depending on the duties assigned by each unit a SAC of up to \$5,000 per academic year may be provided from unit funds, if available, for the duration of the faculty member's appointment.

Section 6. SAC Review and Approval

- a. Unless otherwise noted in this policy, all SACs within the OVPR or in the direct reporting line of the OVPR are subject to the review and approval of the Vice President for Research or their designee.
- b. Requests for exceptions to this policy must be submitted in writing to the Vice President for Research or their designee.

OVPR SAC Cap Table

Level	Research Administrative Titles	Unit/Project Type	SAC Cap <i>(not to exceed)</i>
I	<ul style="list-style-type: none"> • Other Administrative Appointments • Ad Hoc Committee Chair • Unit/Program Assistant Director 	<ul style="list-style-type: none"> • Ad hoc special projects/assignments • Ad hoc Committees • Units/Programs 	\$5,000
II	<ul style="list-style-type: none"> • Compliance Committee Vice Chair • Unit/Program Associate Director • Category III Centers/Institute Assistant Director 	<ul style="list-style-type: none"> • Compliance Committees • Units/Programs • Compliance Committees • Category III Centers/Institutes/Programs 	\$10,000
III	<ul style="list-style-type: none"> • Compliance Committee Chair • Unit/Program Director • Category III Centers/Institute Associate Director 	<ul style="list-style-type: none"> • Compliance Committees • Units/Programs • Category III Centers/Institutes 	\$20,000
IV	<ul style="list-style-type: none"> • Assistant Vice President for Research • Category III Centers/Institute Center Director 	<ul style="list-style-type: none"> • Office of the VP for Research • Category III Centers/Institutes/Programs 	\$30,000
V	<ul style="list-style-type: none"> • Associate Vice President for Research 	<ul style="list-style-type: none"> • Office of the VP for Research 	\$40,000
VI	<ul style="list-style-type: none"> • Vice President for Research 	<ul style="list-style-type: none"> • Office of the VP for Research 	\$50,000