



Faculty Administrative Appointment and/or SAC Request Form

Purpose: To initiate a Faculty Administrator appointment and/or to add, modify, or end a Special Administrative Component (SAC) pursuant to Faculty Handbook Policy C.180. Faculty Administrator Appointments must be consistent with current guidelines which can be found here: <http://ofas.unm.edu/academic-administrators/appointments-overview/index1.html>. The SAC must also be consistent with the school, college or program SAC guidelines which can be found here: <http://ofas.unm.edu/faculty/compensation/sac.html>

Name: _____ Contact Name: _____
 UNM ID: _____ Contact Phone: _____
 Department: _____
 ORG: _____ Position Number: _____

Requesting to add an Admin Appt. Start Date: _____
 Requesting to end an Admin Appt.
 Requesting change to an Admin Appt. End Date: _____

Proposed Admin Appt. Title: _____ Appt. Admin Effort %:
 Proposed Admin Appt. Total: _____

SAC Payable Over: Academic Year < 20%*
 Fiscal Year 20% - 49%
 Other: _____ 50% but less than full time
 100%

Comments: For new Admin Appts. and changes to duties and/or effort associated with existing Admin Appts., please provide a description of the administrative work to be performed. If the awarding of the Admin Appt. includes an offer letter, please attach.
*Refer to instructions and definitions.

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF.

Index	Percent	Index	Percent	Index	Percent	Index	Percent

Faculty Member Date

Dean Date

Chair/Director Date

Sr. Vice Provost (If Applicable) Date

Faculty Administrative Appointment and/or SAC Request Instructions

Faculty Handbook Policy C.180, SACs provide a mechanism to compensate faculty who are taking on extra administrative duties. SACs cannot be paid for work that is considered a normal part of faculty service workload, for example, serving on search committees or other assignments that are limited in scope and time, and for which special qualifications are not required. If this policy does not apply, refer to Faculty Handbook Policy C.140 or contact OFAS at faculty@unm.edu. The SAC must also be consistent with the school, college or program SAC guidelines which can be found here: <http://ofas.unm.edu/academic-administrators/appointments-overview/index1.html>

For Faculty Administrative Appointments, please see the OFAS website at <http://ofas.unm.edu/faculty/compensation/sac.html>.

The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

Definitions

Proposed Admin Appt. Total: The total amount of the Admin Appt. to be paid over the designated period of time. Admin Appts. are paid in equal installments.

SAC Payable Over: Select the period of time for which the SAC is to be paid. Note: academic year faculty can only be paid a SAC during the Academic Year. Administrative payments earned over the summer should be paid via summer administration.

Sr. Vice Provost Approval: Is required when a requested SAC is an exception to the published SAC policies and guidelines.