

UNM-Taos Policy: *Special Administrative Component*

POLICY RATIONALE (Per Section C180 of the UNM Faculty Handbook)

This policy is designed to ensure appropriate oversight, fairness, and transparency in the establishment and allocation of Special Administrative Components. A Special Administrative Component (SAC) is a salary amount, in addition to base salary, which is designed to provide incentive to and compensation for a faculty member who is willing to take on extra administrative duties. This policy is applicable to SACs and other similar salary components that are paid to faculty members for carrying out certain specified administrative duties.

POLICY STATEMENT (Per Section C180 of the UNM Faculty Handbook)

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. All SACs are incorporated into faculty contracts, and thus are ultimately approved by the Office of the Provost or the Chancellor for Health Sciences as a part of the faculty contract approval process.

Colleges and other administrative units which award SACs must have written policies that specify the type of administrative work for which a SAC may be awarded; how the compensation is determined, including a standardized payment scale to ensure equity; and established SAC terms and criteria for renewals. These policies must be approved by the Office of the Provost or the Office of the Chancellor for Health Sciences, and be available for review in the offices awarding the SACs (e.g. offices of the chair, dean, director or other administrator).

APPLICABILITY

All UNM Taos academic regular faculty and administrators.

DEFINITIONS (Per Section C180 of the UNM Faculty Handbook)

Special Administrative Component (SAC). A SAC is a component of a faculty member's salary that is paid to the faculty member for carrying out certain specified administrative duties that are in addition to the faculty member's non-administrative duties.

UNM TAOS SPECIAL ADMINISTRATIVE COMPONENT SCOPE OF WORK

1. Assignments determined to be in the best interest of the university and to serve a specific academic/administrative need, as determined by the Dean of Instruction.
2. Service to the university that includes significant leadership or supervisory responsibility (i.e., Area Coordinator, Curriculum Committee Chair, Coordination of Faculty Development, Accreditation Chair, etc.).
3. Summer term assignments that include significant leadership or supervisory responsibility. Summer teaching assignments do NOT fall within the scope of the SAC.
4. SAC awards are re-evaluated each academic year by the Dean of Instruction. They are term assignments.
5. Any SAC for the Dean of Instruction will be determined by the Branch Executive Director and approved by the Provost's office.

Compensation for SAC Awards

1. SAC awards are payments that temporarily augment the base appointment salary as a result of special assignments. When the assignment ends, salary reverts to the base appointment salary.
2. Standard SAC rates will vary from 5% to 10% of base appointment salary, to be determined by the Dean of Instruction based on the scope of work. However, under special circumstances, the amount of the SAC approved may be larger with the recommendation of the Executive Director or the Dean of Instruction, and the approval of the Provost.