

 The University of New Mexico Faculty Handbook	Policy C180 Section: Faculty Rules and Benefits
	Approved By: Faculty Senate
	Issued:
	Last Updated: Draft 8/21/13
	Responsible FS Committee: Policy and Operations
Office Responsible for Administration: Office of the Provost and HSC VC Academic Affairs	

Special Administrative Components

POLICY RATIONALE

This policy is designed to ensure appropriate oversight, fairness, and transparency in the establishment and allocation of Special Administrative Components. A 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

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 academic faculty and administrators, including the Health Sciences Center and Branch Campuses.

DEFINITIONS

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.

Revisions to the Policy Statement, Policy Rational, Definitions, and Applicability sections of this document must be approved by the full Faculty Senate. Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committees in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

WHO SHOULD READ THIS POLICY

- Professors and academic staff
- Academic deans and other executives, department chairs, directors, and managers
- Administrative staff responsible for academic appointments

RELATED DOCUMENTS

Policy C50 “Faculty Contracts”
Policy C140 “Extra Compensation”
Related HSC Procedures

CONTACTS

Direct any questions about this policy to the Office of the Provost or the Office of the Chancellor for Health Sciences, as appropriate.

PROCEDURES

1. SACs are generally built into departmental budgets and based on historical labor-cost calculations. In some cases they are set by negotiation to persuade a faculty member to assume a particular responsibility. For administrative efforts within an academic department, the chair normally sets the value of each SAC, and the college or school deans review and approve the departmental SACs; for deans and directors the Provost or the Chancellor for Health Sciences sets the value of the SAC. For SACs awarded in independent centers and institutes, and for cross-college activities, SAC recommendations may be made collaboratively by appropriate administrative officers; these recommendations require approval by the Provost or the Chancellor for Health Sciences. The Chancellor for Health Sciences may define different procedures and guidelines for HSC SACs provided they are consistent with items 2, 3, 4, and 5 below.
2. The Office of the Provost or the Chancellor for Health Sciences has the responsibility to approve all SACs. Therefore, guidelines governing the creation and administration of SACs are set by those offices. The following guidelines set the appropriate values, eligibility requirements, and processes for initiating and terminating SACs. Equity considerations and the tracking and reporting of SACs are functions of those offices as well. The Associate Provost

for Academic Personnel or the HSC Vice Chancellor for Academic Affairs is charged with implementing and monitoring these guidelines.

3. Colleges and other administrative unit policies should include the following:

a. The work and title for which the SAC is awarded should be specified (this should make clear the duties and responsibilities connected with this work).

b. A compensation amount should be assigned to the SAC; this amount could be based on the following factors: the numbers of people being managed (faculty, staff, graduate/undergraduate students); budget; grants administered by the unit; and special programs or projects which have impact and contribute to the larger University mission. If other factors are used, these should be clearly identified.

c. The compensation amount referred to in 3.b. should derive from a general standardized payment scale; the amount of the SAC should reflect the factors identified in 3.b., and in the interests of equity should be awarded consistently. (The amounts could be a set dollar amount or a range, or the SAC could be a set percentage of base pay.)

d. The term of the SAC should be defined, and criteria for renewals should be clear. Once the term of service is complete, the SAC will also end.

4. In practice, when a SAC is awarded, the request to create the appropriate faculty contract should include a brief description of the specific qualifications of the individual for the carrying out the duties and responsibilities as described above. That request should also include the term of the SAC.

5. At the end of each fiscal year the Office of the Provost or the Office of the Chancellor for Health Sciences will submit a report to the Faculty Senate Operations Committee that lists all SACs. This report will be posted on the Provost's and Chancellor's websites. The report will include each faculty member's name, college or school, amount of SAC, and purpose of the SAC.

HISTORY

Effective:

Draft— Proposed policy will go to the Faculty Senate on August 27, 2013, to for approval.

August 1, 2013—Campus review and comment period, which ended August 19, 2013.

June 18, 2013 – – Approved by Faculty Senate Policy Committee.

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