

## Proposed Policy on SACs

UNM recently approved a new policy on SACs (special administrative components that augment faculty salaries), which states that “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.” A later section of the policy provides greater details:

*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.*

For the complete policy, please visit [http://handbook.unm.edu/under-review/c180\\_draft.html](http://handbook.unm.edu/under-review/c180_draft.html)

In order to fulfill the mandate generated by UNM Policy C180 and to promote greater transparency, we propose an Anderson SAC policy as follows:

### Anderson School Policy on SAC Compensation

- 1. SACs should be granted for administrative or other service activities that do not fall within a faculty member’s normal duties and, as such, require additional effort. These activities should enhance Anderson as an institution and should generally be considered short-term. Further, all SACs should be evaluated in light of Anderson’s limited financial resources and should reflect ASM’s mission and values.**
- 2. All SACs should include a formal written agreement between the faculty member, department chair and Dean. These agreements should be disclosed as part of the Policy and Planning Committee’s annual budget review. Please note that the Provost’s office will also disclose an annual list of all SACs issued across the campus.**
- 3. The agreement should include the following:**

- a. **A DESCRIPTION OF THE REASON FOR THE SAC:** The agreement should list the duties required. The description should also explain why these duties fall outside the faculty member's normal activities.
  - b. **SELECTION PROCESS:** Explain how the faculty member was selected for the position and what steps were taken to ensure that the process was open and equitable. SAC recipients must be chosen through an open competitive process.
  - c. **EVALUATION:** Explain how the faculty member's administrative activities will be evaluated. Evaluation must occur annually. Explain how performance will be evaluated and how evaluations will impact continuation of the SAC.
  - d. **LENGTH OF SERVICE:** Although SACs may be renewed, each term should be open to competitive application at regular periods to exceed no more than four years and should not be used to supplement a faculty member's base salary for an indeterminate period. SACs that are due for renewal should be posted so that any faculty member may apply. Incumbent SAC recipients are eligible to re-apply.
4. SACs issued by the Anderson School using Anderson funds and/or Anderson Foundation funds should generally not exceed the equivalent of 1/9th of the faculty member's 9-month base salary. SACs should reflect differential workloads. Exceptions for Anderson-funded SACs exceeding this amount must be reviewed by the P&P committee.
  5. A list of SACs including compensation levels and job descriptions will be created and disseminated annually.
  6. Positions with equivalent titles and workload should be associated with equivalent SAC compensation levels.

The P&P committee will work with school administrators and the current recipients of SACs to create the job description for each position receiving a SAC.