<<Date>>

<<Name>>  
<<Title>>

Dear Professor <<Name>>:

I am delighted to offer you the administrative appointment of Department Chair of the <<Department>> effective <<Date>>. This is an academic year (9-month), <<0.X>> FTE, administrative appointment for a <<# Years>> (X) year term, ending <<date>>. Your administrative appointment is effectuated through annual contract renewals.

Your 9-month base salary as Chair will be $<<XXX,XXX>>. You will receive an annual Special Administrative Component (SAC) of <<$XX, XXX>> during the academic year and <<$X,XXX>> during the summer for your administrative role as Chair. Subject to University guidelines, you will be eligible to earn compensation during the summer session, up to a maximum of 3/9ths of your academic year faculty salary, inclusive of any summer salary provided for your administrative role as Chair.

If your administrative role should end for any reason, SAC will end, your 1.0 FTE faculty appointment of <<Rank/Title>> in a tenured status in the <<Academic Home>> will continue at the stated 9-month base salary inclusive of with any associated annual increases as allowed under UNM practices in place for each fiscal year.

As Chair, your primary responsibilities in this role include, but are not limited to:

* Duty 1
* Duty 2

In your role as Chair, you will report directly to me. Current University policy requires that all UNM faculty members with continuing appointments receive annual written reviews to help establish goals and objectives for the coming year. For your appointment as Chair, you will be reviewed annually by the Dean for your administrative responsibilities. Current University policy also requires that all UNM faculty members comply with periodic or annual training required by UNM policy or law such as FERPA, Clery Act, Title IX, Preventing Sexual Harassment, etc

In accordance with the Unit 1 Collective Bargaining Agreement, Article 2, for the duration of your role as Chair, your position is not covered by collective bargaining.

Your appointment as Chair is subject to terms and conditions set out in the UNM Faculty Handbook related to appointment of chairs, and renewable conditioned upon satisfactory performance. Please note that per Faculty Handbook (FHB) Policy C40: *Appointment and Continuation of Chairs*, it is within the University’s discretion whether or not to renew the administrative appointment annually, or to end it early if appropriate.

The rights and responsibilities of UNM faculty are covered chiefly in the University of New Mexico Faculty Handbook, which can be found on the UNM website <https://handbook.unm.edu/>, and additionally by other University policies found on the University Policy Office website <http://policy.unm.edu/>, and by <<College/School>> practices and policies. Copies of these additional <<College/School>> policies will be made available for your review upon request, or at the beginning of your appointment at the latest. University, Faculty Handbook and <<College/School>> practices and policies are subject to change from time to time.

Matters such as office space, administrative support, assigned duties and duty location are determined at the discretion of the Dean according to UNM rules and regulations.

Matters concerning intellectual property rights are governed by the terms of the Intellectual Property Policy in Faculty Handbook Section E70, <http://handbook.unm.edu/section-e/e70.html>.

This offer is subject to final approval by the UNM Provost. When your signed acceptance is received and countersigned by the Provost, a copy will be provided to you and this letter will become your official employment contract and will be legally binding upon UNM and you.

Let me emphasize how enthusiastic the staff and faculty of the <<Department>> are about the prospect of your acceptance of this offer. If you have any questions or if I can assist you in any way, please contact my office at <<contact>>.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Dean>> Date

Acceptance of offer and agreement to comply with, and be bound by, the policies, procedures and rules of the University, as now and hereafter enacted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Faculty Name>> Date

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

James Paul Holloway Date  
Provost and Executive Vice President for Academic Affairs