<<Date>>

<<Name>>  
<<Title>>

Dear Professor <<Name>>:

I am writing to confirm that your administrative appointment as <<Administrative Title>> with <<Department>> has ended <<date>>. Effective <<date>> you will resume your 1.0 FTE faculty appointment of <<Rank/Title>> in a tenured status in the <<Academic Home>>.

Your <<9-month/12-month>> base salary will be $<<XXX,XXX>> which includes associated annual increases as allowed under UNM practices in place for each fiscal year you served in your administrative appointment.

For AY Faculty Only: Subject to University guidelines, as a faculty member in a continuing employment status you will be eligible to earn compensation during the summer session, up to a maximum of 3/9ths of your academic year faculty salary.

In accordance with the Unit 1 Collective Bargaining Agreement (CBA), Article 2, your position as <<Rank/Title>> is covered by collective bargaining.

Upon completion of your administrative appointment, the Special Administrative Component (SAC) has ended and your workload and duties as a faculty member will be assigned by the Chair in accordance with the department’s workload policy as required by the Unit 1 Collective Bargaining Agreement, Article 13.

The terms and conditions of your appointment as a tenured faculty member are covered chiefly by The University of New Mexico and United Academics-UNM Unit 1 CBA which can be found on the UNM website <https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-1.pdf>.

Additionally, terms and conditions of your appointment not addressed in the Unit 1 CBA, are governed by the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://handbook.unm.edu>, and additionally by other University policies found on the University Policy Office website <http://policy.unm.edu>, and by <<school/college/departmental>> practices and policies. Copies of these additional <<school/college/departmental>> policies will be made available for your review upon request, or at the beginning of your appointment at the latest. University, Faculty Handbook, and <<School/College, and Departmental>> 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 amendment 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.

Thank you for your dedicated service as <<Administrative Title>> with <<Department>>. If you have any questions or if I can assist you in any way, please contact my office at <<contact>>.

Sincerely,

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

<<Name>> Date

<<Title>>

Acceptance of amendment 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

cc: Personnel file