



Term Teacher Appointment Request Form

The Term Teacher Appointment Request Form must be accompanied by a Term Teach offer letter found on the OAP website: [Appointment Letter Templates :: Office for Academic Personnel | The University of New Mexico \(unm.edu\)](#)

Faculty Name:

Contact Name:

Faculty Banner ID:

Contact Phone:

Department:

Position Number:

Org:

New Appointment (If new send *[Payment Installment Form](#))

Appointment Renewal

Change to Existing Appointment (example adding credit hours)

Explanation of Change

Contract Start Date:

Contract End Date:

Credit Hours Fall:

Minimum 6 credit hours

Credit Hours Spring:

Minimum 6 credit hours

Appt % (FTE) Fall:

Enter as decimal
Must be .50 FTE minimum

Appt % (FTE) Spring:

Enter as decimal
Must be .50 FTE minimum

Total Payment Fall:

Total Payment Spring:

AY Credit Hours:

AY Appt %:

Total Contract Amount:

This amount will be the 9 month
payment in the offer letter

Per Credit Hour Pay Rate on TPT Rate Chart:

Per Credit Hour Rate:

Must be at least 10% above current TPT credit hour
rate

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF. Labor distribution must equal 100%.

Index	Percent	Index	Percent		Index	Percent	Index	Percent

Term Teacher Contract Request Instructions

Purpose: To initiate, renew, or modify a Term Teacher Contract.

Term Teachers must be an Academic Year (Fall/Spring ONLY)

Term Teacher must meet .50 FTE threshold per semester, based on a minimum of 12 credit hours per academic year.

The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

*If a payment installment form is not submitted, a default of 10 installments (August to May) will apply

Definitions:

New Term Teacher Contract: First Time Term Teacher Contract, this will require an offer letter

Renewal: Term Teacher Contract is being renewed, this will require an offer letter

Change to Existing: When a change happens, for example credit hours are added, this will require the offer letter be revised

Contract Start Date: Date the contract starts per FHB: C80

Contract End Date: Date the contract ends

Credit Hours Fall: How many credit hours will be taught in the Fall semester

Credit Hours Spring: How many credit hours will be taught in the Spring semester

Appointment Percent (FTE) Fall: Based on the Credit Hours using the Hours Per Pay Table

Appointment Percent (FTE) Spring: Based on the Credit Hours using the Hours Per Pay Table

[Hour Per Pay Table :: Office for Academic Personnel | The University of New Mexico \(unm.edu\)](#)

Total Payment in Fall: The total payment for the Fall using the per credit hour rate on the TPT chart or the per credit hour rate above the rate on the TPT chart

Total Payment in Spring: The total payment for the Spring using the per credit hour rate on the TPT chart or the per credit hour rate above the rate on the TPT chart

AY Credit Hours: Credit hours annualized for the Academic Year (this will auto populate on the form)

AY Appointment Percent (FTE): FTE annualized for the Academic Year (this will auto populate on the form)

Per Credit Hour Rate per TPT Chart: Credit Hour rate listed on the TPT Chart

Per Credit Hour rate: 10% above current TPT credit hour rate

Total Contract Amount: Total Payment for Fall in Spring (this will auto populate on the form). This is the payment amount that will go in the offer letter