

## Renew Non-Continuing Faculty Appointment Request

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Purpose: To renew the appointment of a Term Teacher, Visiting Faculty or Faculty Working Retiree

Renewals for Term Teacher, Visiting Faculty or Faculty Working Retiree require an offer letter found on the OAP website:

<https://oap.unm.edu/academic-administrators/offer-letter-templates/index.html>

Faculty Name:

Contact Name:

UNM ID:

EClass:

Rank/Title:

Position Number:

Department:

Org:

Effective Date: (mm/dd/yyyy)	Contract End Date: (mm/dd/yyyy)
Appointment Percent:	Base Salary:

Justification Comments: Please provide a brief statement addressing the need for the renewal request.

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF.

Index	Percent	Index	Percent		Index	Percent	Index	Percent

### ***Renew Non-Continuing Faculty Appointment Request***

***Purpose:*** to be used to renew an existing Term Teacher, Visiting Faculty or Faculty Working Retiree appointment with no compensation change. Not to be used to change a faculty member's type of appointment and pursuant to Faculty Handbook Policy B3.1.

Any compensation change requests must be consistent with Academic Affairs salary guidelines for non-bargaining faculty or the applicable collective bargaining agreement. To request a compensation change use the compensation change form found on the OAP website: <https://oap.unm.edu/academic-administrators/forms/index.html>

Visiting Faculty must not exceed the renewal limit of three years

#### ***Definitions***

**Effective Date:** The date the extension goes into effect.

**Contract End Date:** The date the contract ends.

**Appointment Percent:** The appointment percent (FTE) for the contract period.

**Base Salary:** This is the full-time equivalent salary. If the person has an appointment percent (FTE) less than 1.0, their total salary will be pro-rated based on their appointment percent and length of contract.