<<Date>>

<<Name>>

<<Address>>

<<Address>>

Dear <<Name>>:

I am pleased to offer you a faculty appointment as Working Retiree for the Department of <<Department>>. Your appointment will have an effective start date of <<Start Date>>. Your initial contract period is <<Start Date>> through <<End Date>> at <<FTE>> FTE. Your 12-month base salary for FY <<Year>> will be $<<XX.XXX.XX>>, paid in monthly installments of <<$ XX.XXX.XX >>>. [IF PRO-RATING NEEDED ADD: Your total salary from <<Start Date>> through <<End Date>> will be <<$ XX.XXX.XX >>> on a pro rata basis, paid in monthly installments of <<$ XX.XXX.XX >>.

This is a temporary appointment which may be renewed for additional periods subject to the needs of the <<<Department>>>. The workload details of your employment are determined by the <<<Department Chairperson and the Dean>>> and includes <<<describe teaching load, etc.>>.

The ability to work post retirement is limited by UNM policy and law. See University Administrative Procedure 3625 <https://policy.unm.edu/university-policies/3000/3625.html> for more information.  As a working retiree you must complete the [Return to Work Application form](https://hr.unm.edu/docs/employment/nmerb-return-to-work-application.pdf) from NMERB. This form must be approved by the NMERB and returned to Payroll prior to your start date.

As when you were employed by UNM prior to retirement, your 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 <http://www.unm.edu/~handbook/>, and additionally by other University policies found on the University Policy Office website <http://policy.unm.edu/>, and by <<<Department and College>>> practices and policies. Copies of these additional <<<Department and College>>> policies will be made available for your review upon request. Faculty Handbook, and <<<Department and College>>> practices and policies are subject to change from time to time.

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

If you agree to the terms of this offer, please sign the original copy of the letter and return it to <<<name>>>. This offer will remain in effect until <<<date>>> and is subject to final approval by the University Provost. When your signed acceptance is received and countersigned by the Provost, it becomes your official employment contract and will be legally binding upon the University and you.

Having served the University for many years, I hope you will enjoy your retirement, and we are very fortunate to find you willing to return to the university. If you have any questions or if we can assist you in any way, please contact my office at <<contact>>.

We look forward to your acceptance of our offer.

Sincerely,

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<<<Hiring Official>>> Date

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

Dean Date

I hereby assign all rights, title, and interest in my intellectual property to the University when required to do so in accordance with the terms of the Intellectual Property Policy in E70 (<http://handbook.unm.edu/section-e/e70.html>) of the UNM Faculty Handbook.

If an invention on which I am an inventor arises from a project funded in whole or in part by a federal agency or is a ‘Subject Invention” under the Bayh-Dole Act and regulations, I hereby assign my rights to such invention to the Board of Regents of the University of New Mexico, and agree to cooperate in assuring that the University’s obligations to the funding agency and under the Bayh-Dole Act and regulations are met. and I acknowledge my obligation to assign all right, title and interest in my intellectual property to the University when required to do so in accordance with the terms of the Intellectual Property Policy in E70 of the UNM Faculty Handbook.

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

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<<<Retiree Name>>> Date

APPROVED:

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James Holloway, Provost Date

University of New Mexico