**Memorandum of Agreement**

Remote Work Arrangement for AY 20XX-20XX

Date:

1. **Purpose of the Agreement**

In accordance with the [Remote Work Guidelines—UNM Faculty,](https://oap.unm.edu/assets/docs/remote-work-guidelines/faculty-remote-work-guidelines.pdf) this Memorandum of Agreement (MOA) <<establishes//revises>> the terms and conditions of the remote work agreement for <<name>> (Faculty Member), <<rank/title>> in the <<department name>>. This MOA is between the <<name>>, <<department name>> and <<School/College>> is entered into effective <<date>>. The MOA is subject to final approval of the Provost/Executive Vice President for Academic Affairs.

1. **Performance Expectations**

While the MOA remains in effect, the Faculty Member must meet the obligations for each component (teaching, research or creative activity, and service) of assigned responsibilities, including:

* 1. **Student Engagement**

<<Describe how the faculty member will assist undergraduate and graduate students achieve success, including expectations regarding office hours, availability for students in formal and informal settings.>>

* 1. **Teaching**

<<Describe expectations regarding assigned teaching duties.>>

The Faculty Member will follow UNM’s Online teaching policies, including securing course approval by the Faculty Member’s respective department, and having completed the required trainings (e.g., EBPTO, RASI) in advance of the start of the remote work assignment. Assigned courses must have been published as online prior to student registration.

* 1. **Research or Creative Activity**

<<Describe expectations regarding assigned research or creative activity.>>

* 1. **Service**

<<Describe expectations regarding assigned service duties.>>

1. **Location and Work Environment**

Effective <<date>>, the Faculty Member’s work location will be <<address>>. The Faculty Member is responsible for verifying that their worksite address is accurately reflected in UNM’s Banner system via UNM Demographic Self Service (<https://dss.unm.edu>).

Any change in an approved work location requires a new MOA prior to commencing work at the new work location.

1. **UNM Equipment and Management of Institutional Data**

Faculty Member working remotely should use only UNM-owned IT devices that have been reviewed by IT support staff for compliance with IT policies and standards.

The <<department name>> will provide the Faculty Member with <<list equipment>> in order to perform assigned duties and meet the expectations (Section X) of this MOA. During the term of the MOA, the Faculty Member must follow <<directions>> to report any technical issues with UNM issued equipment.

The Faculty Member must save any institutional data <<describe procedures>>. Any hard copy material must be store <<describe storage procedures.>>

If the Faculty Member separates their employment with UNM while the MOA is in effect, all UNM equipment must be returned by <<describe return procedures>>.

1. **Communications**

The Faculty Member is responsible for maintaining accurate mailing address, worksite address, and other personal information in Banner.

The Faculty Member is expected to be available to students and colleagues on a consistent and timely basis. The Faculty Member should respond promptly to email inquiries made through their UNM email account.

1. **Renewal**

The Chair, Dean, and Provost will review remote work arrangements each academic year, no later than March 31. The Faculty Member must actively reach to colleagues and the chair to determine whether department needs are being met, and demonstrate to the chair that they are working effectively.

The Provost (or assigned delegate) retains the authority to modify or discontinue a remote work arrangement at any time.

1. **Faculty Member Acknowledgement**

By signing the MOA, the Faculty Member acknowledges and agrees to the following terms and conditions:

A remote work arrangement is an exception to UNM’s expectation that faculty will be regularly available on campus.

Remote work is not a right of an academic appointment, and the University retains the authority to modify or terminate any remote work arrangement at any time.

Assignment of a faculty member to a remote work arrangement does not set a precedent that the appointee will always be working under a remote work arrangement.

Agrees to follow UNM’s Online teaching policies and only teach online courses which have been approved by the Faculty Member’s respective department and published as online prior to student registration.

If teaching online, the Faculty Member agrees to complete the required trainings (e.g., EBPTO, RASI) in advance of the start of the remote work assignment.

The primary consideration in determining instructional modality must be student learning and student success.

The MOA will be implemented in compliance with the applicable tax, labor laws, and other policies.

UNM will not reimburse or provide a subsidy for a Faculty Member’s utilities, broadband service, or parking.

Upon termination of the MOA, the Faculty Member is expected to return to on-campus work. Refusal to return to campus as expected, the Faculty Member will be deemed to have resigned their UNM employment.

Noncompliance with Remote Work Guidelines—UNM Faculty (add link) not complying with the Remote Work Guidelines and each aspect of this MOA may result in modification or discontinuation of the remote work arrangement, may be reflected in faculty evaluations, and may result in disciplinary action up to and including termination in accord with applicable procedures.

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Faculty member, Rank/Title Date

By signing the MOA, the academic unit (department/center and school/college) agrees to ensure the out-of-state remote work arrangement will be implemented in compliance with the applicable tax, labor laws, and other policies.

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Name, Chairperson/Director Date

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Name, Dean Date

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Name, Chancellor (Branch Campus Only) Date

APPROVED:

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James Paul Holloway Date

Provost/Executive Vice President for Academic Affairs