

Appointment Change Request

Purpose: To make changes to a faculty member's appointment such as rank, title, status. Appointment changes require an offer letter to be attached to the request. Can also be used to hire a faculty member in a working retiree status.

Name: UNM ID: Department:		Contact Name: Contact Phone:				
ORG:	Position I	Number:				
Effective Date of Change: Administrative Title:	_	Review Dat	es (if applicable) Mid-			
(if applicable) Proposed Rank:			Probationary Tenure			
Proposed Status: Proposed Base Salary:		Academic Y Fiscal Year	'ear			
Proposed Appointment Percent:		Number of Installments (AY Only) 10 12				
Justification: Please provide justification of requested	changes. A sep	oarate memo	can be attached if needed.			
Labor Distribution: Note future dated labor distribution Distribution Change EPAF.	ns changes are	e to be submit	tted via a Labor			

Index	Percent	Index	Percent	Index	Percent	Index	Percent

Appointment Change Request Instructions

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

Administrative Title: Only to be used if the appointment change is for an administrative assignment such as Director, Associate Dean, Dean, etc. If the administrative appointment does not change the individual's employee class (FE) or position number and just adds a SAC, pleas use the SAC Request form.

Proposed Rank: Select the appropriate rank. For visiting and working retiree positions, visiting or working retiree status will be noted under the "Proposed Status" field.

Proposed Status: Select the appropriate status. The status and rank combination must reflect what is identified in the offer letter.

Example: If changing the appointment of a faculty member to a Visiting Assistant Professor, the following rank and status fields should be competed as:

Proposed Rank: Assistant Professor

Proposed Status: Visiting

Example: If changing the appointment of a faculty member to working retiree with the rank of Professor, the following rank and status fields should be competed as:

Proposed Rank: Professor

Proposed Status: Working Retiree

Proposed Base Salary: Full-time equivalent base salary indicating either Academic Year (9 month) or Fiscal Year (12 month) consistent with the attached offer letter.

Note: The base salary refers to the full-time (1.0 FTE) Academic Year or Fiscal Year base salary. It does not include SACs. Check the Academic year or Fiscal Year box to indicate the appropriate base salary based on the faculty member's appointment.

Appointment Percent: The faculty member's FTE. The total salary paid to the faculty will be based on the faculty member's base salary and appointment percent.