



**Contract (Offer) Letter Checklist for Continuing Faculty Appointments
UNM Main and Branch Campus Faculty
April 3, 2015**

Faculty contracting authority on behalf of Main and Branch campuses has been delegated by UNM to the Provost and to those he has authorized to sign on his behalf (Senior Vice Provost). [UAP 2010](#). Academic Units may use this template to draft offer letters. A signed offer becomes the employment contract when countersigned by the Provost.

Academic Units are urged to prepare templates that reflect their individual needs and to submit those to the Senior Vice Provost for pre-approval. If there is ever any question as to format or content, please get guidance from the Office of Faculty Affairs and Services prior to sending to a candidate. Offer letters will not be countersigned by the Provost if they contain defects.

(1) Required opening statement

This letter specifies your proposed terms of employment as a member of the UNM faculty.

(2) Title, Rank, Appointment Type, Status, Length and FTE must be specified and consistent with those recognized in the Faculty Handbook

Possible Appointment Length:	9-Month (Academic Year) 12-Month (Fiscal Year) Other term (state date range)
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Examples:

We are pleased to offer you a 9-Month, 1.0 FTE faculty appointment as an Assistant Professor in the Department of _____ in a probationary status.

-or-

We are pleased to offer you a 9-Month, 1.0 FTE faculty appointment as a Professor in the Department of _____ in a tenured status.

-Or-

We are pleased to offer you a 9-Month, 1.0 FTE faculty appointment as a Lecturer III in the Department of _____ in a continuing non-tenured status.

(3) Appointment Start Date and Renewability

Academic Year or Single-Semester Appointments begin one week prior to the official semester start date as defined by the Registrar: <http://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html>

Example: Your faculty appointment will have an effective start date of August 11, 2014. Your initial contract period will be August 11, 2014 through May ___, 2015. This appointment will be annually [renewed/renewable] subject to terms and conditions set forth in the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://www.unm.edu/~handbook/>.

(4) Conditional appointment statement for tenure-track faculty who have not completed terminal degree

Your offer is conditional upon conference of your terminal degree by the time your appointment begins. Should you fail to meet this minimum qualification for the position, you will instead be given the faculty title of Instructor (see Faculty Handbook Section B.2.3.4.). At such point as your terminal degree is awarded, your title will be changed to _____. Per current practice you may hold an Instructor appointment for up to one year while you work on completing your terminal degree. Should you fail to do so by the beginning of the next academic year, you will receive a terminal contract, following which your appointment contract will not be renewed.

(5) Tenure clock should be confirmed in cases of probationary appointments

Example: Your mid-probationary review will be no later than June 30, ___. Your tenure decision will be no later than June 30, ____.

(6) Base salary should be clearly identified as being associated with the underlying faculty appointment

Example: Your 9-month appointment base salary for AY2014/2015 will be \$100,000, payable in your choice of either 10 or 12 monthly installments.

(7) Alternate language if Base Salary is partly on soft money

Example: Your 1.0 Full Time Equivalent (FTE) 9-month appointment for AY2014/2015, with a base salary of \$100,000, will be funded 80% (\$80,000) with recurring revenue allocated to the [academic unit] from the University's instructional and general revenue, and funded 20% (\$20,000) with non-recurring sources of revenue you secure such as contracts, grants, endowments, unrestricted and discretionary funds. The [academic unit] will commit its recurring funds to 0.8 FTE of your appointment going forward and you will be required to actively participate in obtaining the balance of funding in order to sustain your appointment at a 1.0 FTE in any given year. If sufficient funds are not obtained in any given year, your appointment FTE will be adjusted downward accordingly.

Normal teaching duties will be assigned by the Chair in accordance with curriculum and program needs and UNM Faculty Handbook academic workload policies. Assigned workload will not be reduced by any downward adjustment of FTE, including teaching workload. In addition, you will be expected to participate in the academic and educational mission of the University through teaching and mentorship of undergraduate and graduate students as long as you maintain an appointment of at least 0.8 FTE.

(8) For 9-month continuing appointments, clarify that summer compensation may be earned [non-continuing appointments and 12-month appointments are not eligible for summer compensation]

Example: Subject to university guidelines, as a faculty member in a continuing employment status you will be eligible to earn compensation during the summer session, up to a maximum of 3/9 of your regular academic year faculty salary.

(9) Any administrative duties should be described, including any SACs, term lengths, and a statement addressing if/when the administrative duties cease

Example: We are also pleased to offer you the 12-month administrative position of _____. Your 12-month administrative duties will be compensated by a special administrative component (SAC) of \$_____ annually. Should your administrative responsibilities end for any reason, your SAC will end and your contract salary will revert to that associated with your 9-month base faculty appointment. Your administrative appointment will also have an effective start date of August 11, 2014. The positions of the Associate Directorship and the Endowed Chair are both for an initial appointment of _____ years and are renewable upon review by the _____.

(10) Any honorific appointment titles and terms should be described

Example: We are also pleased to offer you the _____ Endowed Chair to support your research and education mission at UNM. The Endowed Chair position is for an initial appointment of three years and is renewable upon review by the _____.

(11) Include a statement concerning fringe benefits eligibility and policies

Example: In addition to salary, your appointment carries with it a variety of fringe benefits which are described on the UNM Benefits Office web site: <http://hr.unm.edu>. If your appointment FTE falls below 1.0, UNM's contribution to various insurance premiums may be reduced. Please verify eligibility and enrollment information with the Benefits Office: <http://hr.unm.edu/benefits/enrollment.php>. Information regarding fringe benefits will also be given to you during UNM's new faculty orientation in August.

(12) Clarify typical teaching duties. If any course release is to be provided, clarify how much, when and for how long. Clarify whether a mentor will be assigned and any mandatory orientation programs that should be attended.

Example: Normal teaching duties will be assigned by the Chair in accordance with curriculum and program needs and UNM Faculty Handbook academic workload policies. Other assigned workload will reflect typical departmental duties as assigned by the Chair. In addition, you will be expected to participate in the academic and educational mission of the University through departmental service and mentorship of undergraduate and graduate students.

You will be provided with a two-semester (Fall 2014 and Fall 2015) release from your teaching obligations. After Fall 2015, you will be expected to resume the normal teaching load for departmental faculty members.

A faculty mentor will be assigned to advise you during your probationary appointment period. You should attend the annual orientation program for new faculty members which is held in August of each year.

(13) Clarify research start up packages and terms, including rescission if not used timely

Example: We realize that you have an active research program and we want to make sure that your transition to UNM is smooth. Hence, we have provided the following items as a part of your start-up package: a one-time sum of \$_____ will be provided to you to fund the start-up of your laboratory and research program. This will be available from FY14 through FY16. Thereafter any balances remaining will revert to the department. In addition, you will be provided with _____ graduate assistantships for _____ years (an estimated value of \$_____ at current stipend, tuition, health insurance and overhead rates). All the labor costs associated with facilitation of your laboratory will be covered by _____.

(14) Clarify if moving and relocation expenses will be reimbursed

Example: Your moving and relocation expenses incurred in moving to Albuquerque will be reimbursed up to a maximum of \$_____ in accordance with UNM policy. Relocation costs may include travel and lodging associated with your search for housing in advance of your move. If you work with a UNM Purchasing Agent to hire a moving company, it will not be necessary to pay for the move out-of-pocket; however, you may choose to do so and seek reimbursement if desired. See Moving Expenses Policy 4020: <http://policy.unm.edu/university-policies/4000/4020.html>.

(15) Required Policy Statements

The 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 [school/college/departmental] practices and policies. Copies of these additional [school/college/departmental] policies will be made available for your review upon request, or at the beginning of your appointment at the latest. University, Faculty Handbook, and [School/College, and Departmental] practices and policies are subject to change from time to time.

Current University policy requires that all UNM faculty members with continuing appointments receive annual written reviews to help establish goals and objectives for the coming year. These reviews will focus on your research, teaching, service and personal characteristics as defined in the UNM Faculty Handbook [and any administrative responsibilities].

Matters such as office space, administrative support, assigned duties, and duty location are determined at the discretion of the [Dean/Director] according to the UNM rules and regulations.

Matters concerning intellectual property rights are governed by the terms of the Intellectual Property Policy in Faculty Handbook Section E70, <http://handbook.unm.edu/section-e/e70.html>.

(16) Attestations, Signature Lines and Approvals:

If you agree to the terms of this offer, please sign the original copy of this letter and return (scan and send via email, or fax to 505_____), keeping a copy for your records. We must have a response no later than _____.

This offer is subject to final approval by the UNM Provost. When your signed acceptance is received and countersigned by the Provost, a copy will be provided to you and this letter will become your official employment contract and will be legally binding upon UNM and you.

Let me emphasize how enthusiastic the faculty members in the _____ are about the prospect of you joining us as a colleague. If you have any questions or if we can assist you in any way, please contact my office at 505 _____. We look forward to your acceptance of our offer and joining us in the Fall.

Sincerely,

[Hiring Officer]

Date

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

[Candidate]

Date

APPROVED:

[Provost]

Date