LETTERHEAD

DATE

Dear XXX:

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

You currently hold a 9-month, 1.0 FTE faculty appointment as an Assistant Professor in the Department of XXXXX in a probationary status. This appointment is annually renewable subject to the terms and conditions set forth in the University of New Mexico Faculty Handbook (FHB), which can be found on the UNM website <http://www.unm.edu/~handbook/>. Your appointment is subject to a mid-probationary retention review in year <<three>>, and a final tenure and promotion review in year <<six>>. You are in year XXX of your probationary period.

You recently requested that your <<<mid-probationary retention and/or your final promotion and tenure>>> review be accelerated and that it take place instead in AY20XX/XX.

FHB Section B3.2.1(b) provides that by written agreement with the Chair, and the approval of the Dean and the Provost, a probationary period may be reduced and different times for the mid-probationary and/or final tenure and promotion reviews may be specified. The FHB also provides that a faculty member shall be reviewed for tenure only once.

I have agreed to grant your request to shorten your probationary period so that your <<<mid-probationary retention and/or your final promotion and tenure>>> review will now occur in AY20XX/XX. In all other respects, the terms of your current faculty appointment will remain the same.

If you agree, please sign this letter and return and return it to me, keeping a copy for your records.

This agreement is subject to approval by both the Dean of XXX and the UNM Provost. When your signed acceptance is received and countersigned by both the Dean and the Provost, a copy will be provided to you and this letter will become part of your employment contract and will be legally binding upon UNM and you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Chair Date

ACKNOWLEDGEMENT:

I agree to the shortened probationary period and the new date for my <<<mid-probationary retention and/or final promotion and tenure>>> review stated above.

I acknowledge that I have requested this modification and I understand that by agreeing to it, neither the Chair, Dean nor Provost are indicating that my early review is certain to have a successful outcome.

I understand that the outcome will be determined by the standard review processes and criteria currently in place in the Department of XXXX, College of XXX, and at the Provost’s level.

I understand that I may be reviewed for tenure only once, and that if the result of my early review is negative, I will receive a notice of contract discontinuation and be offered a one-year terminal contract.

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Probationary Faculty Member Date

APPROVED:

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Dean Date

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Provost Date

OUC approved 9.8.15