



Data Entry Request - Faculty

NOTE: All requests must contain this form, an Employee Demographic Form, and additional paperwork as detailed below.

Date Submitted: _____ Submitted by: _____

Department: _____ Phone: _____ Email: _____

Name of new hire: _____

Comments / special requests: _____

Role (select one):

FACULTY ROLES		
ROLE NAME	ROLE DESCRIPTION	PAPERWORK REQUIRED
FACULTY POSTDOC	Postdocs	EDF & Offer Letter
FACULTY REG 12MONTH	12-month Faculty	EDF & Offer Letter
FACULTY REG 9MONTH	9-month Faculty	EDF & Offer Letter
FACULTY TEMP	Temporary Faculty (Part-time instructors)	EDF & Letter of Understanding
FACULTY TEMP NONCREDIT INSTR	Temporary Instructors for non-credit classes	EDF & Memo of Understanding

Date Entered: _____ Entered By: _____

UNM ID: _____ Email Sent: _____

Comments: _____
