

The Issuance process must be completed prior to notifying the nominee. The request form must be signed by the Dean and the Provost/EVPAA. Requests for national laboratory employees also require approval from their supervisor or national laboratory officer.

Nominee's Information

Nominee's Name: _____ Banner ID: _____ Date of Request: _____

Is the nominee employed at a national laboratory? Yes No

Current affiliation (National Laboratory, Outside Organization, or UNM Department): _____

Title and Term Requested

Nominee's Academic Title: _____

Note: Official titles of all LATs must include the phrase "(appointed via Letter of Academic Title)". Recipient should be clearly informed of requirement to include that full phrase wherever they list their position (CVs, syllabi, web page, etc.). Example: Research Assistant Professor (appointed via Letter of Academic Title)

Proposed Effective Date: _____ End Date: _____ (Max. 3 years)

Will the Nominee be listed as the Instructor of Record? Yes No If Yes, please describe

Proposed Academic role

Describe the academic role and duties which the nominee will perform under the terms of this Letter of Academic Title:

In occasional circumstances (primarily involving national lab scientists, sometimes others), UNM authorizes holders of LATs to serve as Principal Investigators (PIs) on grant proposals. Does the Nominator hereby request (subject to approval) that this nominee be authorized to serve as PI on grants submitted through Sponsored Projects? **Yes No**

Academic Unit/Nominator Information

Department _____ Org Code: _____

Nominator: _____

School or College: _____

Please attach the nominee's CV

Is this a new request or a renewal of an existing LAT? **New** **Renewal**

Signatures

Chair/Director: _____ Date: _____ Dean: _____ Date: _____

National Laboratory Manager/Officer: _____ Date: _____

EVP/Academic Affairs: _____ Date: _____

If requested (EVP check one):

Recipient is hereby authorized to serve as Principal Investigator on grants

Recipient is **NOT** authorized to serve as Principal Investigator on grants

Recipient is hereby authorized to serve as an Instructor of Record

Recipient is **NOT** authorized to serve as an Instructor of Record

Terms and Conditions Governing Issuance of Letters of Academic Title

- Academic volunteers (individuals with academic credentials and experience not employed or compensated by UNM), who participate in UNM's teaching and/or research missions in some way, e.g., as unpaid Instructors of Record or Principal Investigators/Project Directors or Co-PI/Co-PD, may be recognized with Letters of Academic Title (LATs). LATs grant the holder the right to use a UNM faculty title while the agreement is in effect. Example: Research Assistant Professor (appointed via Letter of Academic Title)
- Most faculty titles and ranks listed in UNM Faculty Handbook Section B.2. may be bestowed on academic volunteers via LATs. Appropriate use of a title would be, for example, Assistant Professor of Biology (LAT); Research Assistant Professor (LAT), etc. Ad hoc faculty titles, i.e., titles not recognized in Section B.2., may not be used. Academic units may independently confer other honorary titles they deem appropriate but those will not be formally conferred by the Office of Academic Affairs.
- Selection of an appropriate title and rank to be bestowed by a LAT should be consistent with the underlying criteria for holding the title and rank in general, e.g., written evidence of degrees and qualifications (C.V.), and consideration of the academic role to be fulfilled by the volunteer.
- At a minimum, holders of LATs are entitled to library privileges, to hold a UNM network account, and to be listed in the UNM Directory. Additional rights and responsibilities may be extended to LAT holders who actively participate in the academic mission of UNM. In those cases, academic units who seek to issue LAT should develop policies and guidelines describing the responsibilities, rights and privileges of LAT holders.
- All LATs must be approved by the relevant dean or director, signed by the Vice Provost/Vice Chancellor, and processed by the OFAS/HSC Contracts Office to become effective.
- LATs may be granted in renewable terms of up to three years. LATs are non-continuing, meaning there is no expectation of renewal at the expiration of their term. If the sponsoring academic unit does not actively seek renewal, a LAT will automatically expire at the end of its stated term.
- The right to hold a UNM faculty title conferred by a LAT also comes with the responsibility for the title holder to carry out the holder's role at UNM in accordance with UNM policies governing its faculty members as set forth in the UNM Faculty Handbook, in other University policies and procedures, and as governed by relevant governmental statutes and regulations. LAT holders actively involved in the academic mission are subject to compliance with annual or other training requirements similar to UNM faculty employees, e.g., Clery Act, Title IX, Preventing Sexual Harassment, etc. Failure of a LAT holder to abide by these policies can result in withdrawal of this Letter of Academic Title by the Office of Academic Affairs upon the request of the sponsoring academic unit.
- LATs do not create an employment relationship with UNM or confer a formal faculty appointment which is reserved for faculty who are employed by UNM. If the holder of an LAT is to be paid for their role in the academic mission, a formal employment relationship and faculty appointment must be established.