<<Date>>

<<Full Name>>

<<Banner ID>>

<<Campus Address>>

Dear <<Name>>:

I am pleased to offer you a secondary appointment in the Department of \_\_\_\_\_\_\_ as an <Associate ><Assistant> Professor for a term of <one><two> ><three> years.

Because this secondary appointment does not carry any salary or FTE percentage, it does not include any specific obligations related to teaching, research, or service in the Department of \_\_\_\_\_\_\_. It is meant rather to confirm and convey our department’s enthusiastic interest in:

* your interaction with our students through seminars, courses, or honors/graduate committee service;
* your participation in our departmental events and speaker series;
* your participation in our listserv for affiliated faculty;
* the inclusion of your faculty profile on our web listing of affiliated faculty; and
* your annual feedback on the potential for cross listing courses with your department. ETC.

This secondary appointment is renewable by mutual agreement, and upon review by the faculty of the Department of \_\_\_\_\_\_\_ every \_\_\_\_ years. Upon acceptance of this offer, your secondary appointment in the Department of \_\_\_\_ will be noted in UNM’s official Banner data of record and will also appear in the UNM official directory.

If you accept this offer, please sign below and return to me via campus mail at MSC\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

<<Sponsoring Department Chair>> Date  
<<Sponsoring Department ORG Code>>

ACCEPTED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

<<Secondary Appointee>> Date

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

<<*Sponsoring Dean* >> Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*<<Home Dept. Chair>>* Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

<<*Home Dept.* *Dean* >> Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Senior Vice Provost*  Date