



Summer Session Instruction Agreement Form For use for Faculty with Continuing Appointment

UNM ID: _____

Date Prepared: _____

Name: _____

Dept. Contact: _____

Dept: _____

Contact Phone: _____

OrgCode: _____

Position Number/Suffix: F9 _____ / T _____



It is understood that cancellation of classes or other necessary changes in the summer work schedule of the department may result in revision or cancellation of this agreement. Faculty appointments are governed by applicable policies stated in the Faculty Handbook, as amended from time to time, published and distributed by the University. Summer Session Agreement is contingent upon class enrollment. Undergraduate minimum class size must be 13. Graduate class size must be 6. Please check with your department, college, or branch campuses for specific policies they may have regarding minimum enrollments and/or class cancellations related to online, EU, or other specialized course

| Subject/Course/Section or Preceptor/Proctor | Credit Hours Total Hours | Appt. % | Start Date | End Date | Salary | Earn Code | Index | Account Code |
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I further certify that I have declared to the appropriate department administration all other summer compensation I may be receiving for research/instruction and/or administrative work, and that my total summer compensation for all sources will not exceed any policy limits on summer compensation, e.g., 1.25 FTE for instruction or 1.00 FTE for grant effort certification, etc.

I accept the assignment described above:

Faculty Member Date

Please sign the original and return to the Department of : _____

After consultation with appropriate University authorities, it has been determined that you hold a continuing Faculty appointment and thus are eligible to work during the summer session.

*If the teaching assignment occurs in a department other than the faculty member's home department, the faculty member's home department chair and dean are required to approve/sign the overload form.

Department Chair Date
Signature not required if submitted via EPAF

Dean Date
Signature not required if submitted via EPAF

**Non-Continuing Faculty (e.g., Adjuncts, research professors, etc.) should NOT be paid via summer Session Instruction Form. Instead a new non-continuing appointment should be made.*

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMITTING THE FORM TO FACULTY CONTRACTS OFFICE