

**DIRECTIONS:** Chairs and Directors may complete this form to identify TPT faculty who meet the eligibility criteria and to determine if the two-semester course assignment meets the requirements under Unit 2, Article 8.B.

Departments seeking Term Teacher appointments, should consultant with their School/College. All Term Teacher appointments require the approval of the School/College Dean.

**ELIGIBILITY:** Per Article 8.B of the Unit 2 Collective Bargaining Agreement (CBA), between the University of New Mexico (UNM) and United Academics of the University of New Mexico (UA-UNM), TPT who have taught two or more courses for an academic unit in each of the past three academic years are eligible and may be offered a two-semester Term Teaching appointment.

### SECTION 1: GENERAL INFORMATION

**TPT/ADJUNCT  
NAME**

UNM ID #

Email Address

Phone #

**CHAIR/DIRECTOR  
NAME**

Academic Unit of  
Chair/Director  
Chair/Director  
Email Address  
Chair/Director  
Phone #

**REQUESTED FULL-TIME EQUIVALENT (FTE) / TEACHING LOAD (select one)**

1.0 FTE / 8 three-credit hour courses  
per academic year

0.75 FTE / 6 three-credit hour courses  
per academic year

0.50 FTE / 4 three-credit hour courses  
per academic year

OTHER.  
*Please explain.*

**REQUESTED SALARY PER COURSE (select one)**

Pay per \*

OTHER  
*Please explain.*

\* This pay rate must correspond to the TPT pay rate per course/credit pay rate published on the Office for Academic Personnel Website Note: Payrates may be subject to annual rate increase.

**TOTAL REQUESTED ANNUAL SALARY\***

\*When budgeting for the position, please be sure to consider implication of fringe.

**SOURCE OF FUNDS FOR TERM TEACHER APPOINTMENT**

Index	Type of Funds (e.g., F&A, AOP revenue)	Estimated amount needed for the total requested <u>annual</u> salary

## SECTION 2: TEACHING HISTORY

List in order all the courses that the TPT has taught for the academic unit during the previous three academic years. Course information (including enrollments) can be retrieved from the Registrar's Credit Hours by Course Reports ([here](#)).

*\* For any course that had cross-lists, the **Total 30-Day Enrollment** should reflect the sum of primary course's 30-day enrollment and the 30-day enrollments of all cross-listed courses.*

AY #1:										
TERM	SUBJECT CODE	COURSE NUMBER	COURSE SECTION	CRN	COURSE TITLE	*TOTAL 30-DAY ENROLLMENT	TYPE OF COURSE <small>(select all that apply)</small>			
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
X	Fall						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
X	Spring	<b>SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)</b>					X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE

AY #2:

TERM	SUBJECT CODE	COURSE NUMBER	COURSE SECTION	CRN	COURSE TITLE	*TOTAL 30-DAY ENROLLMENT	TYPE OF COURSE <i>(select all that apply)</i>	
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE

AY #3:

TERM	SUBJECT CODE	COURSE NUMBER	COURSE SECTION	CRN	COURSE TITLE	*TOTAL 30-DAY ENROLLMENT	TYPE OF COURSE <i>(select all that apply)</i>	
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE
X	Fall					X	UNM GEN ED COURSE	X UNM DIVERSITY & INCLUSION COURSE
X	Spring	SUBJECT, NUMBER, AND SECTION OF CROSS-LISTED COURSES (if any)				X	MAJOR/MINOR REQUIREMENT	X NONE OF THE ABOVE

## SECTION 3: ANTICIPATED COURSES

List all the courses that would be assigned to the Adjunct should they be extended  
a Term Teacher appointment for the two-semester appointment.

*\* If the Course Section and CRN of a course are not yet known, write TBD in the appropriate field.*

*\*\* If a course is to be cross-listed with other courses, the **Total Enrollment Cap** should reflect  
the sum of the primary course's enrollment cap and the enrollment caps of all cross-listed courses.*

### SEMESTER #1

SUBJECT CODE	COURSE NUMBER	COURSE SECTION*	CRN*	COURSE TITLE	TOTAL ENROLLMENT CAP**	TYPE OF COURSE <i>(select all that apply)</i>			
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									

### SEMESTER #2

						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									
						X	UNM GEN ED COURSE	X	UNM DIVERSITY & INCLUSION COURSE
						X	MAJOR/MINOR REQUIREMENT	X	NONE OF THE ABOVE
<b>SUBJECT AND NUMBER OF POSSIBLE CROSS-LISTED COURSES</b>									

## SECTION 4: ADDITIONAL COURSE INFORMATION

[1] Please address (in no more than 4,000 characters) the unit's need for offering the courses listed in Section 3 and the unit's need to have these courses taught by a Temporary Part-time Faculty Member during the forthcoming academic year.

[2] Please address (in no more than 5,000 characters) the likelihood that the courses listed in Section 3 would meet enrollment minimums. In your answer, please [a] include the average enrollment of the courses listed in Section 3 during the previous 2 years, and [b] indicate whether any section of a course listed in Section 3 has been canceled due to inadequate enrollment during the previous 2 academic years.