December 9, 2022

<<Full Name>>

<<Address>>

<<Address>>

Dear <<Name>>:

It is with great pleasure we extend this offer to you for an academic year, <<FTE>> FTE, Term Teaching Faculty appointment in the Department of <<Department Name>> within the <<SCHOOL, COLLEGE>>.

Your term teaching faculty appointment will have an effective start date of <<Start date>>. Your initial contract period is <<Start Date>> through <<End Date>>. This is a temporary faculty appointment which may be renewed for one or more additional periods subject to the needs of the department and to the terms and conditions set forth in the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://handbook.unm.edu> and other relevant University policies.

New and rehired faculty must provide either (1) documentation of full COVID-19 vaccination and, if eligible according to the FDA, proof of a COVID-19 booster dose of the vaccine using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA) or (2) if COVID-19 vaccination [exemptions](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html) are requested, they must be fully approved on or before the start date of employment.

Your 9-month base salary will be <<9-month salary>>, payable in either 10 (August through May) or 12 (August through July) installments. If you elect to receive 12 installments, part of your academic year salary will be deferred to cover the June and July payrolls of each contract year. Any changes to your teaching schedule due to cancellation of classes due to under enrollments, significant mid-year budget rescissions (as determined by UNM administration) or other necessary changes in the work schedule of the department may result in a reduction in FTE or early termination of this contract.

In addition to salary, your appointment carries with it a variety of fringe benefits which are described on the UNM Benefits Office web site: <http://hr.unm.edu>. If your appointment FTE should ever decrease, UNM’s contribution to various insurance premiums may be reduced. Please verify eligibility and enrollment information with the Benefits Office: <http://hr.unm.edu/benefits/enrollment>.

Faculty holding research appointments are included in the bargaining unit represented by United Academics of UNM (UA-UNM). The terms and conditions of your appointment are covered chiefly by the University of New Mexico and United Academic-UNM Unit 2 Collective Bargaining Agreement (CBA) which can be found on the UNM website <https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-2.pdf>

Additionally, terms and conditions of your appointment not addressed in the Unit 2 CBA are governed by the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://handbook.unm.edu>, and additionally by other University policies found on the University Policy Office website <http://policy.unm.edu>, and by <<school/college/departmental>> practices and policies. Copies of these additional <<school/college/departmental>> policies will be made available for your review upon request, or at the beginning of your appointment at the latest. University, Faculty Handbook, and <<School/College, and Departmental>> practices and policies are subject to change from time to time.

The instructional responsibility for your Term Teaching appointment for the Academic Year <<Year>> is <<describe teaching load>>.

Matters such as office space, administrative support, assigned duties, and duty location are determined at the discretion of the Chair and the Dean according to UNM rules and regulations, and may vary from year to year.

Matters such as office space, administrative support, assigned duties, and duty location are determined at the discretion of the <<Dean/Director>> according to UNM policies.

Current University policy requires that all UNM faculty members comply with periodic or annual training required by UNM policy or law such as FERPA, Clery Act, Title IX, Preventing Sexual Harassment, etc.

Matters concerning intellectual property rights are governed by the terms of the Intellectual Property Policy in Faculty Handbook Section E70, <http://handbook.unm.edu/section-e/e70.html>.

By selecting “Accept” in the online hiring system, you will be agreeing to the terms and conditions described in this offer letter and that your acceptance constitutes an electronic signature which is the legal equivalent of your manual signature on this Agreement. When your electronic signature is received, this letter will become your official employment contract and will be legally binding upon UNM and you.

Let me emphasize how enthusiastic the members of the <<Department>> are about you joining us as a colleague.

Sincerely,

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[Hiring Officer] Date

I consent to be legally bound by this Agreement’s terms and conditions.

I agree that his document, together the various policies described above, constitutes the entire employment agreement between me and UNM.

I agree that this contract supersedes any prior agreements, understandings, or negotiations, whether written or oral; and that this contract can only be amended through a new written document signed by me and the appropriate UNM officials.

I agree to comply with and be bound by the policies, procedures and rules of UNM, as stated now and enacted in the future.

I acknowledge my obligation to complete required trainings required by law and UNM policy.

I hereby assign all rights, title, and interest in my intellectual property to the University when required to do so in accordance with the terms of the Intellectual Property Policy in E70 (<http://handbook.unm.edu/section-e/e70.html>) of the UNM Faculty Handbook. If an invention on which I am an inventor arises from a project funded in whole or in part by a federal agency or is a ‘Subject Invention” under the Bayh-Dole Act and regulations, I hereby assign my rights to such invention to the Board of Regents of the University of New Mexico, and agree to cooperate in assuring that the University’s obligations to the funding agency and under the Bayh-Dole Act and regulations are met.

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[Candidate] Date

APPROVED:

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James Paul Holloway Date

Provost and Executive Vice President for Academic Affairs

Professor of Nuclear Engineering