

Temporary Part-time Faculty Letter of Understanding

Date:
Name:
Faculty Title:
Banner ID:

Dept:
ORG:
Position #:

Dept. Contact:
Dept. Phone:
Req #:

This letter will confirm our understanding regarding your appointment as a temporary part-time (adjunct) faculty member of the University of New Mexico. You have agreed to the following appointment(s) for the salary listed below:

Subject/Course/Section OR Preceptor/Proctor	Credit Hours Or Total Hours	Appt %	Start Date	End Date	Salary	Index-Account Code

Description of duties and additional information regarding this appointment:

Faculty holding temporary part-time instructor appointments are included in the bargaining unit represented by United Academics of UNM (UA-UNM). The University of New Mexico and United Academic-UNM Unit 2 can be found on the UNM website <https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-2.pdf>.

Rights and responsibilities of UNM faculty are covered chiefly in 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 academic unit practices and policies. Copies of additional academic unit policies will be made available for your review upon request, or at the beginning of your appointment. University, Faculty Handbook, and academic unit practices and policies are subject to change from time to time.

By signing this document, you are stating that you understand and accept the terms of this agreement which are stated above, and you also agree with the following:

You acknowledge that 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 revision or cancellation of this agreement. Please check with your department, college, or branch campus administrators for specific policies they may have regarding minimum enrollments and/or class cancellations related to online or other specialized courses.

If this contract is canceled for any reason after the course has begun, compensation will be provided on a pro-rated basis, calculated from the contract start date to the cancellation date, based on the wage agreed upon in this contract. However, if the course is canceled before the official contract start date, no compensation will be provided.

You will comply with and be bound by the policies, procedures and rules of the University, now and as adopted in the future.

You will disclose to UNM hiring officials if you are simultaneously working for more than one UNM units or divisions, or other New Mexico public education employers such as other community colleges or universities, as these positions may impact your ability to earn New Mexico Educational Retirement Board (ERB) service credits.

You will complete required trainings mandated by law and UNM policy. Current University policy requires that all UNM faculty members complete with periodic or annual training on important topics such as FERPA, Clery Act, Title IX, Preventing Sexual Harassment, etc.

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

