February 15, 2022

<<Full Name>>

<<Address>>

<<Address>>

Dear <<Name>>:

It is with great pleasure we extend this offer to you for an academic year <<FTE>> FTE Visiting <<Appointment>> in the <<Department>>. Your 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 up to a maximum of three years 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. A Visiting faculty appointment may not be renewed after three years.

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.

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.

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](file:///%5C%5CIT153CFS02.colleges.ad.unm.edu%5CPro%5Cshared%5Cfco%5CAppt%2C%20Offer%20Letter%20%26%20Non-Renwal%20Templates%5CTMS%20Templates%5C%3A%20http%3A%5Chr.unm.edu). If your appointment FTE and salary 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>. Information regarding fringe benefits will also be given to you during UNM’s new faculty orientation in August.

Your workload and duties as a faculty member will be assigned by the Chair in accordance with curriculum and program needs and departmental, college and UNM Faculty Handbook academic workload policies, and is subject to change over time. For the initial year of your appointment, your workload is <<<DESCRIBE HERE or state “described on the attached Addendum>>. In addition, you will be expected to participate in the academic and educational mission of the University through departmental service and mentorship of undergraduate and graduate students.

The 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 <<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.

In accordance with the Unit 1 Collective Bargaining Agreement, Article 2, for the duration of your role as <<title>>, your position is not covered by collective bargaining.

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,

ELECTRONICALLY SIGNED

James Paul Holloway

Provost and Executive Vice President for Academic Affairs

Professor of Nuclear Engineering

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 that I may not begin work at UNM prior to completing all necessary new-hire documents including Form W-4 and Form I-9; and that I will contact the UNM Office of Faculty Affairs and Services as soon as possible to facilitate the new-hire process.

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.

I agree that my electronic signature is the legally binding equivalent to my handwritten signature and I will not at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding. I also agree that no certification authority or certification of a third-party verification is necessary to validate my electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of my electronic signature or the resulting contract between me and the University of New Mexico.