

Working Retiree Hiring Guidelines

This form will be used to hire working retirees. Working Retiree requests are currently **not** processed through UNM Jobs. The purpose hiring working retirees is to fill specific needs, such as:

- To meet departmental needs
- To conduct or complete a competitive search
- To meet patient care needs
- Other

To initiate these requests, departments will submit the Working Retiree Hire Request Form and required documents (listed on the form) to their Faculty Employment Area (Main Campus Faculty Contracts Office, School of Medicine Faculty Hiring and Contracts Office, or School of Medicine Office of Academic Affairs). The Faculty Employment Area will then route the form and documents for approvals per the document routing noted at the bottom of the form. Once the form is approved, the Faculty Employment Area will notify the department that the request has been approved and will send a courtesy copy to OEO. A faculty contract will be generated once all approvals are received on the form.

If you have questions contact:

Faculty Contracts and Services Office – 277-4528

School of Medicine Faculty Hiring and Contracts Office – 272-4231

School of Medicine Office of Academic Affairs – 272-8268

Faculty Visiting Extension/Working Retiree Form definitions and field descriptions:

Faculty Name: the name of the faculty member being hired as a Working Retiree

Banner ID: the Banner ID for the faculty member that is being hired as a Working Retiree

Position Number: the pooled position number for the faculty member that is being hired as a Working Retiree

College/Unit/Department: the College, Unit and/or Department that is hiring the Working Retiree

Banner Index: the Banner Index that is being used to pay the Working Retiree

Org Code: the Organizational Code for the Department that is hiring the Working Retiree

Job Title: the title and rank of the Working Retiree

Contract Salary: the contract salary amount for the Working Retiree

Start Date: the date the Working Retiree appointment starts

Required Documentation: each required document should be attached to the form

Justification Memo

Letter of Offer

Faculty Supplemental Retirement Form

SOM-1 – School of Medicine only

PRC Approval – School of Medicine only

Contract Memo – Main Campus only

Approvals:

Department Chair/Hiring Official – Should be the Department Chair, or a person designated by the Department Chair to sign in their absence

Dean/Director – Should be the Dean or Director for the College of the Department that is initiating the form

Provost/VP HSC – For HSC, PRC approval will be adequate for this signature

Department Contact: the person that is completing the form and/or the person that the Faculty Employment Area can call if they have any questions related to the information on the form

Department Routing: once the department routes the form and required documentation to the Faculty Employment Area, the Faculty Employment Area will facilitate routing to all other areas