



Temporary Part-time Faculty Letter of Understanding

Date: _____ **Dept:** _____ **Dept. Contact:** _____
Name: _____ **ORG:** _____ **Dept. Phone:** _____
Faculty Title: _____ **Position #:** _____ **Req #:** _____
Banner ID: _____

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:

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 to 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.

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 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.

You will not begin work at UNM prior to completing all necessary new-hire documents including Form W-4 and Form I-9 prior to earliest start date identified above; and that you will contact the UNM HSC Faculty Contracts Office as soon as possible to facilitate the new-hire process.

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 you and the appropriate UNM officials.

Chair Date

Dean Date

Temporary Part-Time Faculty Date

Benefits Eligibility

Certain UNM employees classified as adjunct faculty may be eligible for benefits. The criteria for benefit eligibility can be found under University Administrative Policy 3600: <https://policy.unm.edu/university-policies/3000/3600.html>. Information about employee benefits is available from the HR Benefits Office, or the HR Benefits website: <https://hr.unm.edu/benefits>.

New Mexico Education Retirement Act Benefits

The New Mexico Education Retirement Act (ERA) requires employees who work greater than .25 FTE be automatically enrolled in the defined benefit plan and make required contributions. Details about the ERA are available on the [New Mexico Education Retirement Board \(NMERB\) website](#). UNM is also required to make contributions into the fund on the employee's behalf. Temporary part-time (adjunct) faculty members' FTE may fluctuate depending on various circumstances including budget restrictions, class enrollment or other necessary changes. In order to ensure UNM complies with the requirement that employees working greater than .25 FTE participate and ensure consistent application in defining FTE for purposes of ERA participation, UNM determines whether or not you will exceed .25 FTE in each quarter (July-Sep, Oct.-Dec., Jan.-Mar., Apr-June) of the fiscal year based on the number of days of employment in each quarter. If you exceed .25 FTE in any quarter, you will make [payroll contributions](#) to the ERA and earn [service credit](#) for such quarter.

You must disclose to the UNM Payroll Department other employment with an ERA covered employer using the [NMERB Employee Data Form](#). The ERA requires FTE to be aggregated for all covered employers when determining membership. If you do not disclose that you are working for multiple ERA covered employers, the NMERB will notify UNM and you will be required to make retroactive ERA contributions if your aggregate FTE for all employers exceeds .25 FTE.

Notification of Changes of Eligibility

If FTE changes make you eligible or ineligible for either health insurance benefits or retirement benefits, you will receive an email notifying you of the change. These email notices will go to the email you have on record with UNM as your preferred account. Please monitor that account carefully. *Please be sure to maintain your personal information, including preferred email, in the LoboWeb portal to ensure that your contact information is current.*

UNM NetID and Accessing Employee Information

Your UNM email is based on a NetID which is assigned to all UNM employees. If you do not know your NetID, it is displayed in your record in the UNM employee directory: <http://directory.unm.edu>. Information about NetIDs and email is available at IT's website: <http://it.unm.edu/accounts/faq.html>. Once your NetID is activated, you can access Pay Stubs, W-2s and benefits information in the UNM employee portal, LoboWeb, <http://my.unm.edu>.