

A&S Dean's Office Paperwork Guide Sheet

(rev. 7.21.2023)

- **Forms that go directly to Brisha Cruz-Garcia (brisha1@unm.edu)**
 - Part-Time Instruction Letters of Offer (PTI LOU)
 - Teaching Overloads- cc Shirley Rey Lovato (srlovato@unm.edu)
 - Summer Session Instruction Agreements- cc Shirley Rey Lovato (srlovato@unm.edu)
 - Scheduling Forms
 - PAFs for any of the forms above (Payroll Adjustment Forms)
 - Online Course Proposals
- **Forms that go directly to asadmin@unm.edu and cc Shirley Rey (srlovato@unm.edu)**
 - CCRF- Compensation Change Request Forms
 - ENCFAR- Extended Non-Continuing Faculty Appointment Request
 - Faculty Hiring Documents (PAM, Ad, Search Committee Memo, Hiring Justification)
 - Food Purchase Approvals- also cc Vic
 - Funding Requests
 - LAT- Letter of Academic Title
 - Leave Requests
 - Parental
 - Sick- Extended Sick
 - LWOP- Leave Without Pay
 - NSPF- Non-Standard Payment Form
 - SAC- Special Administrative Component
 - SSAA- Summer Session Administrative Appointments
 - Summer Research Forms- also cc Eva Boross (evasanchez@unm.edu)
 - PAFs for any of the forms above (Payroll Adjustment Forms)
 - Other forms as needed
- **Forms that go directly to asadmin@unm.edu and cc Robin Armijo (rrarmijo@unm.edu)**
 - Staffing Requests
 - PANs- Personnel Action Notices
 - Staff NSPF
- **Forms that go directly to Karen Roberts (krgard11@unm.edu) and cc Shirley Rey (srlovato@unm.edu)**
 - Sabbatical Requests and Reports-
 - Academic Leave Requests and Reports