

When cancelling a PTI LOU that is already in the system but has a *future* end date (earlier than the original end date), do the following:

**** Example below of a PTI LOU that has to be cancelled by 09/30/2021****

1. Using the original PTI LOU, cross out the original end date.
2. Below the original end date, write in the new end date **in red** (09/30/2021 in this example) and initial it so that OAP can visually see the date change
3. In the upper right-hand corner of the PTI LOU, **in red**, date it, write a note to change the end date to (09/30/2021 in this example) in the system and CANCEL the PTI LOU for the rest of the term.
4. Initial the comment
5. Email the revised PTI LOU to OAP at faculty@unm.edu and copy Shirley Reay and Brisha.

 **09/29/2021 – Please change the end date to 09/30/2021 in the system and CANCEL the PTI LOU for the rest of the term.** *ORR*

Adjunct Faculty Letter of Understanding

Date: August 5, 2021 **Dept:** CCS **Dept. Contact:** A. Rael
Name: Jessica Helen Lopez **ORG:** 476A **Dept. Phone:** 277-6414
Faculty Title: Adjunct Lecturer I **Position #:** FT00069 **Posting #:** 0835069
Banner ID: 100779471

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
CCST 2110 001	3	25	08/23/2021	12/17/2021 9/30/21 <i>ORR</i>	4284.80	475005 2007