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DEAN'S OFFICE
COLLEGE OF ARTS & SCIENCES

Adjunct Faculty Letter of Understanding

Date: 11/14/2017
Name: [Redacted]
Faculty Title: Adjunct Lecturer I
Banner ID: [Redacted]

Dept: Philosophy
ORG: 901A
Position #: FT0172

Dept. Contact: Mercedes Nysus
Dept. Phone: 277-8937
Posting #:

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
PHIL 101.007 Intersession Online /	3 /	25 /	Dec19, 2017 /	Jan 12, 2018 /	\$ [Redacted] /	285007-2007 /

Description of duties and additional information regarding this appointment:

Dr. [Redacted] will teach and grade a Fall 2017 intersession online section of PHIL 101.007 (CRN#61580) for 3 credits with a cap of 40 students.

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.

You will assign all right, 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 of the UNM Faculty Handbook, <http://handbook.unm.edu/section-e/e70.html>.

(For new employees) 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 Office of Faculty Affairs and Services 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.

Chairperson/Director 11/15/17 Date

Adjunct Faculty 11-16-17 Date

11/21/17

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>.

ERB Retirement Benefits

Certain UNM Employees classified as adjunct faculty are eligible to earn retirement credits with the New Mexico Employee Retirement Board (ERB). ERB retirement credits are earned if an employee works 0.26 FTE or greater for a quarter as defined by ERB. Employee contributions toward retirement credits are withheld from the employee's paycheck if it is determined that the employee is expected to meet the 0.26 FTE threshold for the quarter. In addition, Temporary Part-Time Faculty are eligible to participate in voluntary supplemental retirements plans. Retirement plan information is available from the HR Benefits Office, or the HR Benefits website: <https://hr.unm.edu/retirement>.

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>.