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**Temporary Part-Time Faculty Letter of Understanding**

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

This letter will confirm our understanding regarding your conditional appointment as a temporary part-time (TPT) faculty member of the University of New Mexico Health Sciences Center. By signing this document you also 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.

Description of duties/additional information regarding appointment:

You have agreed to the following appointment(s) for the salary listed below:

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| --- | --- | --- | --- | --- | --- | --- |
| **Subject/Course/Section** | **Credit Hours OR Total****Hours** | **Appt****%** | **Start Date** | **End Date** | **Salary** | **Index-Account Code** |
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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](http://handbook.unm.edu/), and additionally by other University policies found on the University Policy Office website [http://policy.unm.edu](http://policy.unm.edu/), and by school/college/departmental practices and policies. Copies of additional school/college/departmental policies will be made available for your review upon request, or at the beginning of your appointment at the latest. University, Faculty Handbook, and school/college/ departmental 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 comply with and be bound by the policies, procedures and rules of the University, now and as adopted in the future.

To disclose to UNM hiring officials if you are simultaneously working for other UNM units or divisions, or other New Mexico public education employers, as these positions may impact your ability to earn New Mexico Educational Retirement Board (ERB) service credits.

To 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.

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

(For new employees) This offer of employment is contingent upon demonstrated compliance with the University of New Mexico’s Administrative Mandate on Required COVID-19 Vaccination. Prior to your start date, you must provide either (1) documentation of full vaccination and, if eligible according to the FDA, proof of a booster dose of the vaccine using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA) or (2) if [exemptions](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html) are requested, they must be fully approved on or before the start date of employment.

This contract supersedes any prior agreements, understandings, or negotiations, whether written or oral; and that this contract can only be amended through a written document signed by you and the appropriate UNM officials.

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Chairperson/Director Date Temporary Part-Time Faculty Date

# Benefits Eligibility

Effective July 1, 2016, eligibility for certain UNM benefits was expanded for UNM employees classified as Temporary Part-Time Faculty. The criteria for benefit eligibly 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

UNM Employees classified as Temporary Part-Time 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 you NetID, it is displayed in your record in the UNM employee directory: [**http://directory.unm.edu**](http://directory.unm.edu/). Information about NetIDs and email is available at IT’s website:[**http://it.unm.edu/accounts/faq.html**](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**](http://my.unm.edu/).

Revised 08/11/2022