

August 28, 2015

To: Main and Branch Campus Hiring Officials  
From: Chaouki Abdallah, Provost and EVP for Academic Affairs  
cc: Carol Parker, Senior Vice Provost for Academic Affairs  
Theresa Ramos, Director, Office of Faculty Affairs and Services  
Re: Verification of Completion of Requirements for Terminal Degrees



Effective immediately, all postings for continuing faculty appointments (tenure, tenure-track, lecturers and professors of practice) should include the following statement:

*Applicants who are appointed to a UNM continuing faculty position are required to provide an official certification of successful completion of all degree requirements prior to their initial employment with UNM.*

In other words, if you require a particular degree as a minimum requirement for a position, the candidates will need to provide written evidence that they have attained the degree.

The staff in the Office of Faculty Affairs and Services will work with your personnel to help with the implementation of this new requirement.