

# Job Posting & Offer Letter Checklist for UNM Faculty Appointments (Main, HSC & Branch Campuses)

## Guide to Titles, Ranks and Statuses Recognized in the Faculty Handbook

“Automatically Renewing” refers to [FHB B3.1](#) presumption that appointment will continue unless discontinued per [FHB B4](#) procedures.

“Renewable” indicates appointment will automatically cease at the end of its stated term unless hiring officer exercises his/her discretion to request renewal (no presumption of renewal).

“Non-Renewable” indicates the appointment will automatically cease at the end of its stated term with no option of renewal.

Handbook Section	Title	Rank	Status (B3.1)	Renewability (B3.1)	Typical Appointment Length	Term Limits if Any	Typical FTE	Notes
<b>Professorial Appointments</b>								
B2.2.1	Assistant Professor		Continuing Probationary	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC]	Max. of 6 Years in Probationary Status	0.5-1.0	Pt. time faculty up to 12 years in Probationary Status
B2.2.2	Associate Professor		Continuing Probationary	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	Max. of 4 Years in Probationary Status [FHB B3.2.1]	0.5-1.0	
B2.2.2	Associate Professor		Continuing Tenured	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	
B2.2.3	Professor		Continuing Probationary	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	Max. of 3 Years in Probationary Status [FHB B3.2.1]	0.5-1.0	SOM appoints full profs. to 1- to 2-yr probationary periods
B2.2.3	Professor		Continuing Tenured	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	
B2.2.5	Distinguished Professor		Continuing Tenured	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	
B2.3.4	Instructor		N/A	N/A	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	Expectation of advancement to Asst. Prof. rank upon terminal degree attainment
<b>Continuing Non-Tenure Track Appointments</b>								
B2.3.2	Lecturer I, II or III	Lecturer	Continuing non-tenure track	Automatically Renewing 1-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	
B2.3.2	Lecturer I, II or III	Senior Lecturer	Continuing non-tenure track	Automatically Renewing 2-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	
B2.3.2	Lecturer I, II or III	Principal Lecturer	Continuing non-tenure track	Automatically Renewing 3-Year Terms	9 Mos. [12 Mos. HSC & Libraries]	N/A	0.5-1.0	
B2.3.14	Professor of Practice	N/A	Continuing non-tenure track	Automatically Renewing 3-Year Terms	9 Mos.	N/A	0.5-1.0	Limited to a maximum of 10% of continuing faculty
B2.3.1	Clinician Educator	Assistant	Continuing non-tenure track	Automatically Renewing 1-Year Terms	12 Mos.	N/A	0.5-1.0	Limited to HSC use
B2.3.1	Clinician Educator	Associate or Full	Continuing non-tenure track	Automatically Renewing 3-Year Terms	12 Mos.	N/A	0.5-1.0	Limited to HSC use

B.2.3.3	National Laboratory	Professor	Continuing non-tenure track	Automatically Renewing 5-Year Terms	9 Mos.	N/A	N/A [not employed by UNM]	For dist. Scientists & Engineers at Natl. Labs (3-yr term set by OVPR policy)
<b>Non-Continuing Appointments</b>								
B2.3.6	Visiting Scholar	N/A	Temporary	Non-Renewable	9 Mos. [12 Mos. HSC & Libraries]	Max. of 1 Year	Varies	FHB C60 provides detailed info on usage, limitations
B2.3.7	Visiting Professor	Assistant, Associate, Full	Temporary	Non-Renewable	9 Mos. [12 Mos. HSC & Libraries]	Max. of 3 Years	0.5-1.0	
B2.3.7	Visiting Lecturer I, II or III	Lecturer, Senior Lecturer, Principal Lecturer	Temporary	Non-Renewable	9 Mos. [12 Mos. HSC & Libraries]	Max. of 3 Years	0.5-1.0	
B2.3.9	Artist in-Residence	N/A	Temporary	Renewable	9 Mos.	N/A	Varies	Typically do not teach
B2.3.10	Adjunct Lecturer	N/A	Temporary	Renewable	1 semester [2-yr SOM and CON]	N/A	Limited	Primary employment is outside UNM or for UNM staff who teach (TPT category in Banner)
B2.3.10	Adjunct Instructor	N/A	Temporary	Renewable	1 semester [2-yr SOM and CON]	N/A	Limited	Primary employment is outside UNM or for UNM staff who teach (TPT category in Banner)
B2.3.10	Adjunct Professor	Assistant, Associate, Full	Temporary	Renewable	1 semester [2-yr SOM and CON]	N/A	Limited	Primary employment is outside UNM or for UNM staff who teach (TPT category in Banner)
B2.3.11	Clinical	Instructor, Asst. Prof., Assoc. Prof., Prof.	Temporary	Renewable	2-yr [HSC]	N/A	N/A [not employed by UNM]	Community practitioners who assist with clinical medical education
B2.3.15	Term Teacher	N/A	Temporary	Renewable	9 Mos. [12 Mos. HSC]	N/A	0.26-1.0	Primary employment is with UNM
<b>Non-Continuing Research Appointments</b>								
B2.3.8	Research	Lecturer, Asst. Prof., Assoc. Prof., Prof.	Temporary	Renewable	6-12 Mos.	N/A	Varies	Typically supported by Extramural Funding
B2.3.8	Visiting Research Scholar	N/A	Temporary	Non-Renewable	6-12 Mos.	Max. of 1-3 Years	Varies	For laboratory research exchange prgs. participants
B2.3.7	Visiting Research Professor	Assistant, Associate, Full	Temporary	Non-Renewable	6-12 Mos.	Max. of 1-3 Years	Varies	Typically supported by Extramural Funding
B2.3.12	Postdoctoral Fellow	N/A	Temporary	Non-Renewable	6-12 Mos.	Max. of 5 Years	Varies	Typically supported by Extramural Funding
<b>Joint and Secondary Appointments</b>								
B3.2.3	Joint Appointments	FHB B3.2.3 "Appointments in Two or More Units" <b>Contact Academic Affairs for Guidance and Appropriate Templates for Offer Letters</b> Compensation is shared between one or more department						
B2.3.13	Associates	For secondary appointments with UNM departments other than primary assignment. HSC calls these "Secondary Appointments;" other units have called these "Affiliated Faculty" <b>Contact Academic Affairs for Guidance and Appropriate Templates for Offer Letters</b> These appointments do not come with compensation from the secondary departments.						