



Extend Non-Continuing Faculty Appointment Request

Purpose: To be used to extend either a Visiting Faculty, Research Faculty, Term Teaching Faculty, or Working Retiree appointment. Not to be used to change a faculty member's type of appointment and pursuant to Faculty Handbook Policy B3.1.

Name: _____ Contact Name: _____
 UNM ID: _____ Contact Phone: _____
 Department: _____
 ORG: _____ Position Number: _____

Requesting to extend for the upcoming fiscal year
 Requesting to extend for the upcoming academic year
 Other Time Period: _____

Proposed Base Salary: _____ Academic Year
 Fiscal Year
 Proposed Appointment Percent: _____

Justification Comments: Please provide a brief statement addressing the need for the extension request.

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF.

Index	Percent	Index	Percent	Index	Percent	Index	Percent

Faculty Member Date

Dean Date

Chair/Director Date

Provost (If Applicable) Date

Non-continuing faculty appointments are subject to the terms and conditions set forth in the University of New Mexico Faculty Handbook and renewed based on department need and restrictions given in the FHB. Any reduction in non-I&G funding will require the hiring unit to find other funding resources and/or decrease the appointment FTE.

I acknowledge that I am aware that change in appointment percent or contract duration may impact my benefits and am familiar with the relevant policies (Benefits Policies, UBP 3600-3650; Tuition Remission Program, UBP 3700; Faculty Contracts, FHB C50) and have been advised to discuss any other questions with the Office of Faculty Affairs and Services.

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The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

Definitions

Proposed Base Salary: This is the full-time equivalent salary. If the person has an appointment percent (FTE) less than 1.0, their total salary will be pro-rated based on their appointment percent and length of contract. Select Academic or Fiscal Year to identify if the base salary is a 9 month base salary (AY) or 12 month base salary (FY). Most non-continuing appointments have Fiscal Year base salary.

Provost Approval: Required for visiting appointments extension requests beyond the three year limit. OVPR approval will be required for extension requests for research faculty that include a salary increase that is outside of the currently approved salary guidelines.