



Office of Faculty Affairs and Services Request for Issuance of Letter of Academic Title

Date of Request: \_\_\_\_\_

No written notification may be given to the individual until the process has been completed and this form has been signed by the Dean and the Provost/EVPAA. Letter of Academic Title requests for national laboratory employees required approval from the employee’s supervisor or national laboratory officer.

**Nominee’s Information:**

Name of Individual: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Is this individual employed at a national laboratory? \_\_\_\_\_

National Laboratory, Outside Organization, or UNM Staff Department: \_\_\_\_\_

**Title and Term Requested:**

Appointee’s Academic Title: \_\_\_\_\_

Proposed Effective Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (Max 3 years)

**Proposed Academic role:**

Please describe the academic role and duties which the appointee will perform under the terms of this letter of the Academic Title:

**Academic Unit/Nominator Information:**

Nominator: \_\_\_\_\_

Department: \_\_\_\_\_ Org Code: \_\_\_\_\_

School or College: \_\_\_\_\_

Please attach a completed CV and an Affiliate Demographic Form (<http://hr.unm.edu/docs/affiliate/affiliate-demographic-form.pdf>)

Is this a new request or a renewal of an existing LAT? New          Renewal

Chair/Director: \_\_\_\_\_ Dean: \_\_\_\_\_

National Laboratory Manager/Officer: \_\_\_\_\_

VP/Academic Affairs: \_\_\_\_\_