



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: _____