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| Please provide a brief summary and list of primary duties that will be evaluated to determine if a position meets the criteria to be exempt from overtime under the Fair Labor Standards Act and the UNM guidelines that govern postdoctoral, research and working retiree faculty positions [link](http://ofas.unm.edu/faculty/index.html).  |
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| **Department Information** |
| Dept Name: Click here to enter text. | Supervisor Name: Click here to enter text. |
| ORG Code: Click here to enter text. | Supervisor Title: Click here to enter text. |
| Position No.: Click here to enter text. |  |
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| **Faculty Information** |
| Name: Click here to enter text. | UNM ID No. : Click here to enter text. |
| Current Rank/Title: Click here to enter text. | Highest Degree Obtained: Click here |
|  |
| **Position Summary:** *Briefly summarize the intended purpose of this position.* |
| Ex. The postdoctoral fellow will teach a 3-2 course load for the department of \_\_\_. The postdoc is expected to teach course 1, course 2, course 3 or course 4. In addition, this position will assist the Principal Investigator to conduct research related to \_\_\_\_.  |
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| **Duties and Responsibilities:** *Please describe the major duties and responsibilities of the position. List the most important first and estimate the percent of time spent on each activity during the requested appointment period. Do not include duties which require less than 5% of the position's time.* |
| DUTY/RESPONSILBITY | % OF TIME |
| 1. | Ex. Teaching 2-3, 3 credit courses per semester | 60% |
| 2. | Ex. Within the predetermined research scope and methodology, conduct research experiments in the field of \_\_\_. | 20% |
| 3. | Ex. Analyze and evaluate data, utilizing specialized techniques. | 10% |
| 4. | Click here to enter text. | % |
| 5. | Click here to enter text. | % |
| 6. | Click here to enter text. | % |
| 7. | Click here to enter text. | % |
| 8. | Click here to enter text. | % |
| 9. | Click here to enter text. | % |
| 10. | Click here to enter text. | % |
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|  | Supervisor Signature  |  |  | Date |  |
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| **OFAS Review/Comments:** |
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