December 9, 2022

<<Full Name>>

<<Address>>

<<Address>>

Dear <<Name>>:

It is with great pleasure we extend to you this offer for a 9-month, <<X.XX>> FTE faculty appointment as an <<Rank>> in the Department of <<Department Name>> in a probationary status. Your faculty appointment will have an effective start date of <<Start Date>>. Your initial contract period will be <<Start Date>> through <<End Date>>. This appointment will be annually renewable subject to the terms and conditions set forth in the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://handbook.unm.edu>. Your mid-probationary review will be no later than June 30, <<Year>>. Your tenure decision will be no later than June 30, <<Year>>.

Your 9-month appointment base salary for AY<<Year>> will be $<<XX.XXX.XX>>, payable in your choice of either 10 or 12 monthly installments. Subject to University guidelines, as a faculty member in a continuing employment status you will be eligible to earn compensation during the summer session, up to a maximum of 3/9ths of your academic year faculty salary.

New and rehired faculty must provide either (1) documentation of full COVID-19 vaccination and, if eligible according to the FDA, proof of a COVID-19 booster dose of the vaccine using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA) or (2) if COVID-19 vaccination [exemptions](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html) are requested, they must be fully approved on or before the start date of employment.

In addition to salary, your appointment carries with it a variety of fringe benefits which are described on the UNM Benefits Office web site: <http://hr.unm.edu>. If your appointment FTE and salary are reduced because of a change in FTE, UNM’s contribution to various insurance premiums may be reduced. Please verify eligibility and enrollment information with the Benefits Office: <http://hr.unm.edu/benefits/enrollment>. Information regarding fringe benefits will also be given to you during UNM’s new faculty orientation in August. You should make every effort possible to attend this orientation which is held the week before classes start in August.

Your workload and duties as a faculty member will be assigned by the Chair in accordance with curriculum and program needs and departmental, college, and UNM Faculty Handbook and workload policies, and is subject to change over time. For the initial year of your appointment, your workload is <<describe>>. Thereafter it is determined in accordance with the department’s workload policy as required by the Unit 1 Collective Bargaining Agreement, Article 13.  In addition, you will be expected to participate in the academic and educational mission of the University through departmental service and mentorship of undergraduate and graduate students.

In accordance with UNM Policy, you will receive a moving relocation allowance of $X,000 to cover expenses incurred in moving to Albuquerque. This will be processed as a taxable, one- time, lump sum payment after your contract start date on August XX, 202X. If you choose to work with a UNM Purchasing Agent to hire a moving company, it will not be necessary to pay for this expense out-of-pocket and it will be deducted from your total relocation allowance amount. Any remaining amount will be paid by Payroll after your official start date. See Moving Expenses Policy 4020: <http://policy.unm.edu/university-policies/4000/4020.html>.

Faculty holding research appointments are included in the bargaining unit represented by United Academics of UNM (UA-UNM). The terms and conditions of your appointment are covered chiefly by the University of New Mexico and United Academic-UNM Unit 1 Collective Bargaining Agreement (CBA) which can be found on the UNM website <https://provost.unm.edu/faculty-unionization/docs/collective-bargaining-agreement-unit-1.pdf>

Additionally, terms and conditions of your appointment not addressed in the Unit 1 CBA are governed by the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://handbook.unm.edu>, and additionally by other University policies found on the University Policy Office website <http://policy.unm.edu>, and by <<school/college/departmental>> practices and policies. Copies of these additional <<school/college/departmental>> policies will be made available for your review upon request, or at the beginning of your appointment at the latest. University, Faculty Handbook, and <<School/College, and Departmental>> practices and policies are subject to change from time to time.

Matters such as office space, administrative support, assigned duties, and duty location are determined at the discretion of the <<Dean/Director>> according to UNM policies.

Current University policy requires that all UNM faculty members comply with periodic or annual training required by UNM policy or law such as FERPA, Clery Act, Title IX, Preventing Sexual Harassment, etc.

Matters concerning intellectual property rights are governed by the terms of the Intellectual Property Policy in Faculty Handbook Section E70, <http://handbook.unm.edu/section-e/e70.html>.

By selecting “Accept” in the online hiring system, you will be agreeing to the terms and conditions described in this offer letter and that your acceptance constitutes an electronic signature which is the legal equivalent of your manual signature on this Agreement. When your electronic signature is received, this letter will become your official employment contract and will be legally binding upon UNM and you.

Let me emphasize how enthusiastic the members of the <<Department>> are about you joining us as a colleague.

Sincerely,

ELECTRONICALLY SIGNED

James Paul Holloway

Provost and Executive Vice President for Academic Affairs

Professor of Nuclear Engineering

I consent to be legally bound by this Agreement’s terms and conditions.

I agree that his document, together the various policies described above, constitutes the entire employment agreement between me and UNM.

I agree that this contract supersedes any prior agreements, understandings, or negotiations, whether written or oral; and that this contract can only be amended through a new written document signed by me and the appropriate UNM officials.

I agree to comply with and be bound by the policies, procedures and rules of UNM, as stated now and enacted in the future.

I acknowledge that I may not begin work at UNM prior to completing all necessary new-hire documents including Form W-4 and Form I-9; and that I will contact the UNM Office of Faculty Affairs and Services as soon as possible to facilitate the new-hire process.

I acknowledge my obligation to complete required trainings required by law and UNM policy.

I hereby assign all rights, title, and interest in my intellectual property to the University when required to do so in accordance with the terms of the Intellectual Property Policy in E70 (<http://handbook.unm.edu/section-e/e70.html>) of the UNM Faculty Handbook. If an invention on which I am an inventor arises from a project funded in whole or in part by a federal agency or is a ‘Subject Invention” under the Bayh-Dole Act and regulations, I hereby assign my rights to such invention to the Board of Regents of the University of New Mexico, and agree to cooperate in assuring that the University’s obligations to the funding agency and under the Bayh-Dole Act and regulations are met.

I agree that my electronic signature is the legally binding equivalent to my handwritten signature and I will not at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding. I also agree that no certification authority or certification of a third-party verification is necessary to validate my electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of my electronic signature or the resulting contract between me and the University of New Mexico.