

<<Date>>

<<Name>>

<<Address>>

<<Address>>

Dear <<Name>>:

I am pleased to offer you a faculty appointment as Working Retiree for the Department of <<Department>>. The period of employment is <<Start Date>> through <<End Date>> at <<FTE>> FTE for a total salary of <<\$>>, paid in monthly installments of <<\$>>

This is a temporary faculty appointment which may be renewed subject to the needs of the <<<Department>>>. The workload details of your employment are determined by the <<<Department Chairperson and the Dean>>> and includes <<<describe teaching load, etc.>>>

The ability to work post retirement is limited by UNM policy and law. See University Administrative Procedure 3625 <https://policy.unm.edu/university-policies/3000/3625.html> for more information. As a working retiree you must elect your fiscal year working retiree limit of either 0.25 FTE or \$15,000.00. To do so, please complete the "Supplemental Retirement Form" which can be found on the Human Resources website <http://hr.unm.edu/docs/retiree/supplemental-retirement-form.pdf>.

As when you were employed by UNM prior to retirement, your rights and responsibilities of UNM faculty are covered chiefly in the University of New Mexico Faculty Handbook, which can be found on the UNM website <http://www.unm.edu/~handbook/>, and additionally by other University policies found on the University Policy Office website <http://policy.unm.edu/>, and by <<<Department and College>>> practices and policies. Copies of these additional <<<Department and College>>> policies will be made available for your review upon request. Faculty Handbook, and <<<Department and College>>> practices and policies are subject to change from time to time.

If you agree to the terms of this offer, please sign the original copy of the letter and return it to <<<name>>>. This offer will remain in effect until <<<date>>> and is subject to final approval by the University Provost. When your signed acceptance is received and countersigned by the Provost, it becomes your official employment contract and will be legally binding upon the University and you.

Having served the University for many years, I hope you will enjoy your retirement, and we are very lucky to find you willing to return to the university. If you have any questions or if we can assist you in any way, please contact my office at <<contact>>.

We look forward to your acceptance of our offer.

Sincerely,

<<<Hiring Official>>>

Date

Dean

Date

Acceptance of offer and agreement to comply with, and be bound by, the policies, procedures and rules of I agree to comply with and be bound by the policies, procedures and rules of the University, as now and hereafter enacted, and I acknowledge my obligation to assign all right, 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 of the UNM Faculty Handbook.

<<<Retiree Name>>>

Date

APPROVED:

Chaouki Abdallah, Provost
University of New Mexico

Date