

UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY
Adjunct Faculty Policies and Procedures

SELECTION PROCESS:

STAGE 1:

- 1) Individual expresses interest in becoming an adjunct faculty member to current faculty member
- 2) Faculty member proposes that the individual be offered Adjunct status-presents CV at faculty meeting
- 3) Faculty approve or deny appointment of individual

STAGE 2:

- 4) Request for Letter of Academic Title submitted with copy of CV to Arts and Sciences for Dean's approval
- 5) Letter of Academic Title generated by Faculty Contracts when approval received from Arts and Sciences
- 6) Individual signs Letter of Academic Title to accept Adjunct appointment and completes the Employee Demographic Form as required by Faculty Contracts
- 7) LAT and EDF both sent to Faculty Contracts for entry into the Human Resources System
- 8) Benefits (listed below) are available 24 hours after data is entered by Faculty Contracts

STAGE 3:

- 9) Faculty review the entire list of adjunct faculty prior to the final faculty meeting in May and make recommendations as to Adjuncts who should be removed or continued
- 10) Recommendations discussed at faculty meeting and final list approved
- 11) List of adjuncts sent to Faculty Contracts for removal or continuance

Levels of Adjunct Status (Based on Appropriate Level of Professional Experience):

- 1) Adjunct Assistant Professor
- 2) Adjunct Associate Professor
- 3) Adjunct Professor
- 4) Adjunct Research Assistant Professor
- 5) Adjunct Research Associate Professor
- 6) Adjunct Research Professor

BENEFITS:

- 1) UNM NetID for access to e-mail and Internet

- 2) UNM Lobo Card allowing access to all Campus Libraries: Zimmerman, Parish, Health Sciences Center and others; Johnson Center (charge for use) and other campus recreational facilities; Campus Museums
- 3) Any request that entails cost to the department, such as stationery, business cards, copying privileges or contract/grant management will be determined at the discretion of the Chair.

Conditional Benefits:

Contract/Grant Administration-The Department of Anthropology will support the administration of contracts and grants awarded to Adjunct faculty on the following conditions:

- 1) That the proposal is reviewed, approved, and sponsored by a UNM Department of Anthropology Faculty member or the Department Chair. The UNM Faculty member will be responsible for the programmatic and financial fulfillment of the award.
- 2) That the proposal includes at least 26% IDC for off campus research or 51.5% IDC for on campus research, the PI portion of which will be retained by the department
- 3) That the Adjunct faculty member follow all departmental procedures in submitting the contract/grant and in requesting reimbursement/payment
- 4) That the Adjunct faculty member will adhere to all University regulations and requirements in regard to grant management and reporting

In the event that these conditions have been met, the department will agree to administer a contract or grant for an Adjunct faculty member.

The Principal Investigator also agrees to provide the department with a final report of research and findings associated with the project. This data may be used for instructional purposes by the department, providing that it is presented with acknowledgement of the project and principal investigator.

Exceptions:

In rare cases, the department may make exceptions to the above policy concerning IDC funds. The following three criteria must be met for an exception to be considered:

- 1) Funding agency does not grant IDC or limits the amount of IDC that can be requested, and
- 2) The research/project will directly contribute to the immediate educational mission of the department, and
- 3) The research/project is deemed as significantly innovative and should be conducted for the betterment of the field of Anthropology as a whole

Exceptions may only be approved by the Department Chair. The Department Chair will determine if the project meets the above criteria and will set restrictions for the project. This may include designating a UNM Anthropology Faculty Member as Principal Investigator or Co-Investigator on the project.