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

SELECTION PROCESS:

STAGE 1: Initial Request for Adjunct Status
Requests for Adjunct Affiliate Status may be submitted to any faculty member of the UNM Department of Anthropology. Generally, adjunct status is granted to individuals who are engaged in current and/or ongoing research or other projects with department faculty and/or students. The department provides three years of a courtesy Adjunct appointment for recent graduates of the Anthropology doctoral program at UNM.

1) Individual expresses interest in becoming an adjunct faculty member to current faculty member;
2) Faculty member nominates the individual for Adjunct status and presents CV and rationale at faculty meeting;
3) Faculty approve or deny appointment of individual by faculty vote.

STAGE 2: Letter of Academic Title
The Letter of Academic Title (LAT) is the formal mechanism for activating the Adjunct status. It is generated by the Faculty Contracts office, and the appointment is formalized only upon receipt of the signed letter from the Adjunct candidate. The department generally requests LATs with a three year appointment period, but requires annual reviews of all Adjunct LATs every spring (see Stage 3 for exceptions).

4) The request for Letter of Academic Title (LAT) is submitted by the Department with the CV and Affiliate Demographic Form of the candidate to Arts and Sciences for Dean’s approval;
5) The Letter of Academic Title generated by Faculty Contracts when approval is received from Arts and Sciences;
6) The Adjunct candidate signs the Letter of Academic Title to accept Adjunct appointment and returns the LAT to the department for further processing;
7) The Letter of Academic Title is then sent to Faculty Contracts by the candidate (and copied to the department) or by the department for entry into the Human Resources System;
8) Benefits (listed below) are available 24 hours after data is entered by Faculty Contracts.

STAGE 3: Annual Review
All adjuncts are expected to provide an annual review regardless of the end date noted in their letter of academic title. The exception is recent graduates who receive a 3 year courtesy appointment. These individuals are not expected to participate in the annual review until the courtesy appointment has ended. At that point they may request
renewal on an annual basis through the annual review process as noted below. Other exceptions may be made on a case by case basis at the discretion of the department chair.

9) Faculty review the current CV and statement from each Adjunct Faculty prior to the final faculty meeting in May and make recommendations as to Adjuncts who should be removed or continued;
10) Recommendations are discussed at faculty meeting and final list approved;
11) Faculty contracts is then notified of any Adjuncts who should be removed from affiliation;
12) If an Adjunct has been approved for continuation but their Letter of Academic title has expired or will expire in the next year, a new request for LAT is submitted for approval to the College and processing by the Faculty Contracts office (See Stage 2 for details on process)

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.