

## **UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY Adjunct Faculty Letter of Academic Title (LAT) Policies and Procedures**

### **SELECTION PROCESS:**

#### **STAGE 1: Initial Request for Adjunct Status**

Requests for adjunct affiliate status may be submitted to any tenure-stream 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 provides to Anthropology faculty member:
  - a. current CV
  - b. letter of intent describing rationale for becoming adjunct faculty member;
- 2) Faculty member nominates the individual for Adjunct status and presents CV and rationale at faculty meeting, including the specific adjunct title requested and whether or not the candidate is requesting permission to serve as a Principal Investigator on a grant;
- 3) Faculty vote to approve or deny request.

#### **STAGE 2: Letter of Academic Title**

The Letter of Academic Title (LAT) is the formal mechanism by which UNM confers Adjunct status. The LAT is generated by the Office for Academic Personnel (OAP). The appointment is formalized only upon receipt of the signed LAT 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.

- 4) The Request for Issuance of Letter of Academic Title is submitted by the Department with the CV and Banner ID (or Affiliate Request to establish Banner ID) of the candidate to Arts and Sciences for Dean's approval;
- 5) The Request and CV are submitted via an Affiliate request in HR Reports when approval is received from the College of Arts and Sciences;
- 6) A representative of OAP/Human Resources processes the Request and obtains the Provost signature, then sends the LAT electronically to the candidate;
- 7) The adjunct candidate signs the LAT to accept adjunct appointment and returns the LAT to OAP;
- 8) The LAT is then entered into the Human Resources System;
- 9) Benefits (listed below) are available 24 hours after data is entered by OAP.

#### **STAGE 3: Annual Review\***

All adjuncts are expected to provide an annual review regardless of the end date in their LAT. The annual review materials include a current CV and a memo describing activities during the previous year. Annual reviews are reviewed at the last faculty meeting of the semester in May, when the faculty vote whether to continue each appointment. Materials are due at least 2 weeks prior to the last faculty meeting. ***Adjunct faculty who do not submit annual review materials will have their appointment revoked.***

- 10) Faculty review the current CV and statement from each adjunct faculty prior to the final spring-term faculty meeting in May;
- 11) At the May faculty meeting, faculty vote to continue/discontinue the appointment
- 12) OAP is notified of any Adjuncts who should be removed from affiliation;
- 13) If an adjunct has been approved for continuation but their LAT title has expired or will expire in the next year, a new request for LAT is submitted for approval to the College of Arts and Sciences and processing by OAP office (See Stage 2 for details on process)

#### **Adjunct Titles \*\*:**

Selection of an appropriate title and rank to be bestowed by a LAT should be consistent with the underlying criteria for holding the title and rank in general, e.g., written evidence of degrees and qualifications (CV), and consideration of the academic role to be fulfilled by the volunteer.

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

Titles should be used in full (as shown above) on CV and any other relevant materials.

\*\*Research titles are used for LAT holders working primarily in UNM affiliated research positions or who will be approved to serve as Principal Investigators (PI)s on grant projects.

#### **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 (fees will apply) and other campus recreational facilities; Campus Museums;

- 3) Listing on the UNM Anthropology website (for UNM employees, entry will be on the Affiliate Faculty page; for non-UNM LAT holders, entry will be on the Adjunct Faculty page);
- 4) 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;
- 5) In some cases, the nominating faculty member may request that the LAT holder be allowed to serve as a Principal Investigator on a grant. This is a special request which must be approved by the Provost office.

**Conditional Benefits:**

The Department of Anthropology will support the administration of contracts and grants awarded to Adjunct faculty on the following conditions:

- 1) That the LAT allows the holder to serve as a Principal Investigator (PI);
- 2) That the proposal is reviewed, approved, and sponsored by a UNM Department of Anthropology Faculty member and the Department Chair. The UNM Faculty member will be responsible for the programmatic and financial fulfillment of the award;
- 3) That the proposal includes at least 26% IDC for off campus research or 52.5% IDC for on campus research, the PI portion of which will be retained by the department;
- 4) That if salary is to be included in the grant, the LAT holder will consult with the Department Administrator regarding job title options BEFORE the proposal is submitted;
- 5) That the adjunct faculty member follow all departmental procedures in submitting the contract/grant and in requesting reimbursement/payment;
- 6) That the adjunct faculty member will adhere to all University regulations and requirements in regard to grant management and reporting, to include monitoring all grant expenditures and ensuring there are no inappropriate expenses or a deficit at the end of the grant.

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 LAT Principal Investigator also agrees to provide the department with a final report of research and findings associated with the project. This report 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 if the following three criteria must be met:

- 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.