

Administrative Appointment Request Form

Purpose: To initiate or end a Faculty Administrative Appointment. A faculty administrative appointment is defined as an administrative appointment that is not covered by collective bargaining, including **Chairperson; Director; Sr. Associate Dean; Associate Dean; Assistant Dean**. See Unit 1 CBA, Article 2. Refer to [FHB C180: Special Administrative Component \(SAC\)](#) for information regarding administration of SACs.

Faculty Name:	Contact Name:
UNM ID:	EClass:
Rank/Title:	Position Number:
Department:	ORG:

ACTION REQUESTED:

Requesting to Start an Administrative Appointment. Requires appointment letter.

Requesting to End an Administrative Appointment. Requires Return from Administrative Appointment Notice.

Requesting to Modify an existing Administrative Appointment. Requires appointment letter.

Effective Date	BASE SALARY:
ADMINISTRATIVE APPOINTMENT:	DOES IS APPOINTMENT INCLUDE A SPECIAL ADMINSTRATIVE COMPONENT (SAC)?
Appointment Percent:	NUMBER OF PAY INSTALLMENTS FOR INITIAL CONTRACT YEAR:
SUPERVISOR NAME:	TOTAL SAC AMOUNT FOR INTIAL CONTRACT YEAR:
SUPERVISOR ID:	SAC MONTHLY PAYMENT:

LABOR DISTRIBUTION

INDEX	PERCENT	INDEX	PERCENT		INDEX	PERCENT	INDEX	PERCENT

Refer to instructions on second page

JUSTIFICATION: TO INITIATE AN ADMINISTRATIVE APPOINTMENT, DESCRIBE THE SELECTION PROCESS FOR THE ADMINISTRATIVE ROLE. APPOINTMENT OF CHAIR MUST FOLLOW [FHB: C40 APPOINTMENT AND CONTINUATION IN OFFICE OF DEPARTMENT CHAIRPERSON](#)

FORM INSTRUCTIONS:

Action Requested

- Request to Start – to add an administrative appointment. This requires an offer letter that can be found on the OAP website under Appointment Letter Templates
- Request to End – Return from Administrative Appointment Notice must be attached
- Request to Modify – make changes to an existing administrative appointment

<https://oap.unm.edu/academic-administrators/offer-letter-templates/index.html>

Effective Date: The date the action is to take effect.

Administrative Appointment: This form can only be used for the following administrative appointments:

- Department Chair
- Program/Research Center Director
- Assistant/Associate/Sr Associate Dean

Appointment Percent: The appointment percent for the Administrative Appointment.

Supervisor Name/UNM ID: Name of the supervisor and UNM ID.

Base Salary: Full-time equivalent base salary indicating either Academic Year (9 month) or Fiscal Year (12 month) consistent with the attached offer letter.

Note: The base salary refers to the full-time (1.0 FTE) Academic Year or Fiscal Year base salary. It does not include SACs.

Number of pay installments for initial contract year: This equates to the number of pay periods in the initial contact year.

- Academic Year Appointments: 10 Installments
- Fiscal Year Appointments: 12 Installments
- Partial Year Appointments: Number of pay periods in the initial contact year

Total SAC amount for initial contract year: The amount to be paid over the initial contract year. For partial year appointments, it is the pro-rated amount of the annual SAC amount.

Monthly SAC Payment: This is a calculated field that will display the SAC payment per month.

This form along with the appointment letter or return from administrative appointment notice must be sent to faculty@unm.edu for processing.