

University of New Mexico-Taos

Pathway Check List for New Adjunct Faculty Members

- Pick up Course Proposal Packet with the Syllabus Template from the Department of Instruction.
- Preliminary meeting with Academy Head to determine need for course.
- Submit Course Proposal Form with Syllabus and Resume to the appropriate Academy Head by the 3rd week of prior semester.
- Academy Heads screen Course Proposal Forms, Syllabus, and Resume.
- Notification of approval status.
- If course is approved, then meet with Academy Head.
- Pick up New Hire Packet from the Department of Instruction.
- Submit New Hire Packet **with a copy of your Driver's License and Social Security Card** to Roberta Vigil, in the Department of Instruction.
- Once New Hire Packet information is in the Human Resources system at Main Campus, then establish a UNM Net ID (used for viewing class lists, dropping students, and for submitting grades at the end of the semester). See Kathleen Knoth, Roberta Vigil, or Patricia Gonzales for help establishing the UNM Net ID.
- Sign adjunct faculty contract with Roberta in the Department of Instruction.
- Attend mandatory New Faculty Orientation (usually the Saturday before the semester begins).
- Begin Instruction.
- Meet with Academy Head regarding progress of course.
- Grades are due 48 hours after final exams.