



Term Teacher Guide

What you need to know under the new Unit 2 Contract

Becoming a Term Teacher



All Unit 2 faculty who have taught an average of 6 credit hours/semester for the last six semesters are eligible to apply (not including summer terms).



To apply to become a **Term Teacher** you need the following:

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- **Student Teaching Evaluations** - Included in the course evaluations that students do every semester and [accessible here](#)
- **Classroom Teaching Evaluation** - This must be provided upon request from your Department or Division Chair. An Evaluations Article provides procedural guidelines for the teaching evaluation process.
- **Evidence of Professional Development** in your field or in higher education pedagogy - just show that you have completed some sort of training that enhances your ability to teach in your field. This could also include free trainings offered by the [Center for Teaching and Learning](#).
- **Statement of Teaching** - just like you would for a job application

If you want to apply, let the Chair (and/or person who handles contracts in your department) know that you are requesting a term teacher appointment and submit your materials. Please do reach out to info@uaunm.org if you run into issues.

Benefits for **Term Teachers**

- **Two semester contract** that specifies your course load (at least .5 fte)
- Option to **spread your pay** over 9 or 12 months
- Term Teachers **must receive at least 10% above the minimum pay rate** for their campus

*All Temporary Part-time Instructors and Term Teachers currently receiving benefits **CAN receive benefits over the summer IF** their department intends to re-hire them for the Fall semester. Whether this means you have to have a contract issued, or just a written intent to rehire sent to HR is not clear. Please reach out to info@uaunm.org if you need help with this.*

Related points for all **Unit 2 faculty**

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- **All Adjuncts teaching at 0.5 FTE are eligible for benefits as of Fall 2026.** Contact info@uaunm.org with questions.
- **Unit 2 faculty can receive extra compensation** for professional development activities (see Article 17).
- **Unit 2 contracts start one week before** the semester begins, with prorated compensation for course preparation prior to the start of classes.
- **A course cancellation provision guarantees prorated compensation** for any days worked while on contract, even if a course is cancelled.
- The **Grievance Procedure is clearer** with greater flexibility.
- **Disciplinary Action is defined more clearly** and is more consistent with long-standing University practices.
- **Academic Freedom** is defined to include:
 - Research
 - Teaching
 - Selection of library resources
 - Freedom to speak as citizens.

The **full contract** is available at <https://uaunm.org/contracts/>

Additional Information about Retirement

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- As a faculty employee you are eligible to **earn retirement credits** with the New Mexico Educational Retirement Board (ERB) if you work **over** 25 percent FTE for a fiscal quarter. (This means those teaching only 3 credit hours are not eligible).
- If you notice any missing credits or discrepancies, please e-mail info@uaunm.org.

Instructions for checking your ERB:

1. Go to: <https://www.erb.nm.gov/>, the New Mexico Educational Retirement Board website.
2. Register to get access.
3. Once registered, you can log in and choose "Work History" from the main menu.
4. You will be able to download a pdf that will detail your credits accrued and payment amounts.