

Kempner, Brandon K

From: Ortega-Mathis, Prescilla S
Sent: Thursday, June 15, 2017 9:27 AM
Cc: Gonzales, Roxanne; Kempner, Brandon K; Ortega-Mathis, Prescilla S
Subject: Contingent Faculty Handbook and Acknowledgement - Summer 2017
Attachments: 00--Contingent Faculty Handbook April_2016.pdf; Acknowledgement and Receipt of Handbook.docx

Importance: High

[On behalf of Dr. Roxanne M. Gonzales, Provost and Vice President for Academic Affairs](#)

Good afternoon.

In the Spring Semester 2016, the Board of Regents approved the policies and procedures for faculty who are classified as Contingent faculty. As a member of the “per-course” faculty, you are classified as “contingent” faculty. Therefore, you are receiving the approved *Contingent Faculty Handbook* to read, review, and keep for reference purposes. The handbook is also available under the Academic Affairs link of Online Documents on the Highlands homepage and on the Faculty Resources webpage: <http://www.nmhu.edu/faculty/faculty-resources/>.

Also attached to this e-mail is the document to certify your receipt of this handbook. Please print it, sign it, and return it to this address: pomathis@nmhu.edu. Signed documents must be on file in this office by **Friday, July 14**. Please let us hear from you by the set deadline. If you have received this e-mail for a previous semester and you have responded, please disregard. If you have not acknowledged receipt of the handbook, please do so now.

Take time out to read and review the handbook to ensure that you follow the rules and regulations set forth in this manual.

Thank you. Enjoy your summer!

RMG/pom

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