



01/25/2016

Timothy Cass

Albuquerque, New Mexico 87122

Dear Timothy,

I am pleased to extend to you a formal offer of employment with the University of New Mexico (UNM). The major terms and conditions of this assignment are listed below. **You must complete all new hire paperwork at least three (3) business days prior to your start date.** You can obtain all needed forms at the HR Service Center at 1700 Lomas NE, or you can download all forms at hr.unm.edu/documents-and-forms and bring the completed forms to the HR Service Center.

Department Name:	Athletics Administration
Position Class:	Professional Consultant
Appointment Type:	Staff - Term: Part Time
Appointment Percentage:	36
Exempt/Non-Exempt:	Exempt
Subject to Overtime:	No
Benefits Eligible Position:	No
Pay Grade:	16
Pay Rate:	\$1981.32 Per Month
Start Date:	01/24/2016
Term End Date:	01/23/2018
Probationary Period End Date:	07/23/2016
Orientation Date:	
Covered by Collective Bargaining:	No
Pre-Employment Post Offer Physical Exam Required:	No
Official Transcripts:	Yes

All UNM staff members must successfully complete a probationary period. Your probationary period gives UNM the opportunity to evaluate your performance and it allows you an opportunity to understand the mission and goals of UNM and the department and to demonstrate satisfactory performance. During this period your status will be considered "at will" and therefore can be terminated, with or without cause, at any time without prior notice. The terms and conditions of staff employment at UNM are described in University Administrative Policies (UAP) #3210, Recruitment and Hiring, which may be reviewed at: <http://policy.unm.edu/university-policies/3000/3210.html>.

This is an offer of a term appointment and is initially available through the term date stated above. Continuance beyond that date is subject to UAP #3200, Employee Classification. If your term assignment is scheduled to end prior to the probationary date stated above, you will be separated from the University at the conclusion of your term assignment. If your term assignment is extended, your probationary period will end on the date stated above or upon separation from employment, whichever occurs first.

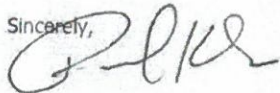
Regular and term appointment employees scheduled to work twenty (20) or more hours per week are benefits eligible. All benefits eligible employees are required to attend Lobo U-New Employee Orientation. Your benefits eligibility status and Lobo U-New Employee Orientation date is indicated above. New Employee Orientation begins

promptly at 8:00 a.m. and concludes at 12:30 p.m. At Lobo U-New Employee Orientation you will receive information pertaining to UNM's benefits and enrollment instructions. Please use the following URL to access all the new hire forms, benefits, and other important information pertaining to your employment with the University of New Mexico: hr.unm.edu/new-employee-toolkit.

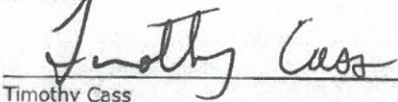
Your signature below signifies acceptance of the terms and conditions listed in this letter.

Thank you for choosing the University of New Mexico. If you have any questions, please feel free to contact me.

Sincerely,

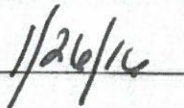


Paul Krebs
VP Athletics
925-5552



Timothy Cass

Date





UNIVERSITY OF NEW MEXICO

ADMINISTRATION

MEMORANDUM

TO: Dorothy T. Anderson, Vice President for Human Resources
FROM: Paul Krebs, Vice President for Athletics
DATE: November 24, 2015

RE: Term Position for Tim Cass – Professional Consultant

Mr. Tim Cass is the Associate Director for Athletics, Administration for Intercollegiate Athletics with a working title of Chief Operating Officer, he has served in this position since July 2006. He was previously employed by UNM from 1988-1996. He currently serves as the second-in-command for Athletics and is responsible for overseeing the day-to-day business and administrative operations of the department including fiscal management, program management and contract negotiations. He is also responsible for providing sport oversight for football, men's basketball, men's tennis and women's tennis.

In addition to his professional credentials, Tim is a long-time resident of New Mexico with strong ties to the community and to local businesses. Due to these relationships, Tim has assisted the department in various campaigns to enhance the services and facilities that we offer our students and our community supporters by securing major gifts in excess of \$10 million. Additionally, Tim has served as the liaison between the United States Tennis Association (USTA) and the College of Education (HESS Dept) to develop a Professional Tennis (PTM) at UNM to enhance student offerings and increase enrollment. The PTM process is well underway and has an expected completion date for the fall of 2017.

Due to his acceptance of a position as general manager with the USTA, Tim has submitted his resignation with a last day of employment of January 23, 2016. Tim has also submitted a request to reduce his full-time equivalency (FTE) from 1.0 to .50 beginning December 1, 2015 to allow time to prepare for his move to USTA. Tim's new position with USTA, is a tremendous professional opportunity for Tim; however, it does create a void for the University of New Mexico Athletics Department due to the level of responsibility associated with his position.

Based on his key role in Athletics, his experience, expertise, and strong ties to the Albuquerque community, I would like to request to hire Tim professional consultant for a two-year period at a .36 FTE. His employment period will be a term position effective January 24, 2016 – January 23, 2018 at a pro-rated salary of \$23,775.81.

Pursuant to Policy 3200 Section 4, *Term Appointment Employees*, I understand that no extension will be allowed for Tim to continue as a Term employee.

As a professional consultant, Tim will primarily:

1. Assist in the transition of his duties and responsibilities to other Athletic department staff;
2. Continue his involvement in UNM's petition for a PTM Program with the College of Education's Health, Exercise and Sports Sciences (HESS) department;
3. Assist with securing and scheduling of USTA junior, adult, collegiate events at UNM;
4. Work with other university employees to transition and develop relationships with major university donors in support of UNM initiatives; and
5. Assist with other special project as assigned by me.

Upon approval to proceed with this hire, I will work with Tim to specify the expectations associated with his continued employment with UNM and will submit a signed copy of the expectations to you for retention in his personnel file.

Thank you for your consideration of this request and please let me know if you need any additional information.