




OFFICE OF ACADEMIC AFFAIRS

MEMORANDUM

To: UNM Faculty, Department Chairs, Directors, Deans, and Academic Operations Officers

From: James P. Holloway, Ph.D. 
Provost & EVP for Academic Affairs

Cc: Barbara Rodriguez, Ph.D., CCC-SLP
Senior Vice Provost

Date: June 16, 2025

Re: Mandatory FERPA Training for Faculty – Triennial Requirement
Beginning AY 2025-26

In our continued commitment to safeguarding student privacy and ensuring compliance with federal regulations, the Office of the Provost is instituting a new policy requiring all faculty to complete Family Educational Rights and Privacy Act (FERPA) training every three years, effective Academic Year 2025-2026.

FERPA, or the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 CFR Part 99), established in 1974, is a federal law that protects the privacy of student Education Records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Key Details:

- All full-time and part-time faculty, including adjuncts, visiting instructors, and all graduate teaching assistantship contract holders are required to take this training.
- This training must be completed every three years, beginning AY 2025-26.
- The training will be delivered online via Learning Central – Course Title: AACRAO FERPA Training for UNM Personnel.
- Completion will be monitored by Academic Affairs through reporting from Employee Organizational Development/Human Resources Department. Faculty and teaching assistants will receive reminders when their training is due.