Date: July 11, 2012

To: Deans, Associate Deans, and College Business Managers

From: Kim Rumford, AVP Academic Budget Management

Through: Wendy K. Wilkins, Executive Vice President and Provost

Re: Amended Academic Position Management Procedure – Split of Vacant Faculty Lines

The purpose of this memo is to clarify and document the new procedure for academic position management.

J&G Faculty Vacancy – All Instruction and General faculty lines will be closed by the Budget Office when they become vacant (see further detail below). Colleges will keep the salary savings from that salary line in the fiscal year in which the position becomes vacant. Effective with the start of the fiscal year following the vacancy, the permanent salary line will be split with one half of the salary to the Dean’s Open Faculty Salary Pool and one half to the Office of the Provost for further distribution.

College Pool - Detailed plans for the permanent use of the Dean’s Open Faculty Pool dollars must be presented to the Provost for approval before the College may redistribute the funds. These plans are to be submitted annually with the comprehensive budget exercise (described below). Additional funds may be requested from the Office of the Provost during this process. Any other permanent adjustments outside of the annual process will need approval from the Office of the Provost. This includes, for example, funding for new positions, salary adjustments related to counter-offers, conversion from nine to twelve months, and differentials.

Salary savings – Temporary salary savings from the Dean’s Open Faculty Pool may be used by the College for instructional activities without prior approval from the Office of the Provost. However, an accounting of this may be required if additional funds are requested. Additional one-time fund requests may be presented during the Annual Comprehensive Budget Exercise. A portion of the temporary salary savings from the Office of the Provost may also be allocated to the Enrollment Management program to produce additional courses throughout the year.

Department Heads – Positions will remain with the department in principle, but will be frozen and subject to review. This will allow the Dean more flexibility with regard to possible department restructuring. Restructuring plans would require approval in accordance with Policy 6.05. The Department Head line and any salary savings will remain with the College during the vacancy.

Reassignment to administrative or leadership positions – Faculty lines which become vacant as a result of a faculty member accepting an internal NMSU Las Cruces campus administrative or leadership position, will be evaluated on a case by case basis for eligibility. Examples of eligible reassignments
include, but are not limited to, Academic Department Head, Associate Dean, Dean, and Associate Provost. If eligible, the faculty line will remain with the department in principle, but will be frozen and subject to review. This will allow the Dean more flexibility with regard to possible department restructuring. Restructuring plans would require approval in accordance with Policy 6.05. The faculty line and any salary savings will remain with the College during the vacancy.

Retreat Lines – When a faculty member serves as Department head or other administrative capacity on an interim status, the regular position will not be closed, but will be frozen and remain with the College as a “Retreat Line” for when the faculty member steps back from Department Head or administration into the faculty position. The position and any related salary savings will remain with the College until the Department Head position is filled. If the interim appointment becomes permanent, the remaining faculty position will be considered vacant and treated accordingly.

In cases in which a position becomes vacant as a result of tenure not being recommended by a department, the position and any related budget will remain with the department, subject to approval by the Dean.

Annual Comprehensive Budget Exercise - Each spring, each College will be asked to perform a comprehensive budget exercise which will include requests for new faculty lines; including those which will be funded by the College as well as those which are requesting funds from the Office of the Provost.

Centrally funded - For those which are funded either in part or in their entirety from the Office of the Provost, the new faculty lines will be available to the College to advertise effective July 1 of the next fiscal year. For example, a Spring 2011 allocation will allow for the search to begin July 1, 2011. The funding will be available effective for July 1, 2012 (12-month line) and, Fall 2012 (9-month line) and the College will receive the position budget when the position is filled.

College funded - For those positions funded entirely from the College, the funds will be converted to the faculty line when the position is created.

Search Limitations - With permission of the Provost, a college may extend a search beyond one year. However, if the position is still not filled the second year, the funding for the unfilled position will revert to the original source. For example, if a position is created in Spring 2011, permission will need to be obtained from the Provost’s Office to continue the search beyond Fall 2012, or the unfilled position will be dissolved and the funding will revert back to the original source. If permission is granted and the position is still not filled by Fall 2013, it will be dissolved and the funding will revert back to the original source.

Any funding allocated for Academic Affairs from University budgeting will come to the Provost for distribution through the annual budget process.