



Office of the Executive Vice President and Provost

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Date: July 13, 2016

To: Deans, Associate Deans, and College Business Managers

From: Daniel Howard, Executive Vice President and Provost

A handwritten signature in blue ink that reads 'Dan Howard'.

Re: Revised Academic Line Management Procedures

In accordance with policy **5.20.20.E.1.**, one of the roles of the Executive Vice President and Provost is to equitably allocate faculty resources. We have moved away from this policy in recent years, but this movement has frozen our colleges at their present sizes and made it difficult to respond to the changing interests of our students, the changing needs of New Mexico and the United States, and strategic research opportunities. In order to reinstate the role of the Provost in the allocation of faculty resources, an annual review of all vacant I&G faculty positions will be conducted to ensure that faculty resources are allocated equitably and strategically among colleges. The purpose of this memo is to document the new procedure for academic position management.

This does not affect positions that became vacant prior to July 1, 2016.

I&G Faculty Vacancy – Since November 2015, all funding for vacant faculty lines over that of entry level for the position's CIP code have been transferred from colleges to the Provost Permanent Faculty Pool (PPFP). Under this new procedure, the salary savings for the resulting entry-level position will continue to remain with the college until an annual review process (described below) has been completed. At that time, the position will be available for the college to fill or will be transferred.

Entry Level – Entry level for tenure/tenure-track positions will be set at the current funding level or at market for a tenure-track assistant professor using the CIP code assigned to that position, whichever is lower. Entry level for non-tenure track will be set at 75% of assistant professor (tenure/tenure-track) market data based on the CIP code assigned to the position. Market data are available at <http://hr.nmsu.edu/academicpersonnel/compensation/>.

Annual Review Process – Positions vacated by the end of the academic year will be reviewed each year beginning on June 1. Resignations and retirements announced between the end of the academic year and July 1 will be reviewed in July. Each college will submit a rationale explaining why a vacant position should remain within the current department or moved to another specified department within the college. These rationales are due by June 1 for positions vacated before the end of the academic year and by July 14 for positions vacated by July 1. The Provost will review the rationales and determine

whether the college will keep the position or whether the position will be eliminated and the funds moved to the PFPF for future faculty positions and compensation needs. If a rationale for retention is not received by the appropriate deadline, the position will be eliminated and the funds moved to the PFPF. It is intended that a portion of the vacant faculty lines will revert to the pool each year in order to ensure equitable allocation of faculty lines and to make strategic faculty investments across the campus. For faculty lines that are retained by the college, searches can begin as soon as approval is received.

Colleges can request new faculty lines from the PFPF annually, as well. The target date for requests will be June 1, and requests should address the teaching, research, and service needs that will be served by the new faculty line.

New faculty lines funded from the PFPF will be available by June 20 for the first review of positions and by August 1 for the second review, for posting during the upcoming academic year. The funding will be available effective the following academic year, and the College will receive the position budget when the position is filled. For example, if a new line is awarded in June 2017, recruitment may begin immediately upon creation of the new position in 2017 and the funding will be available on July 1, 2018 (12-month line) or Fall 2018 (9-month line). The salary savings related to the new positions will remain in the Provost pool until the position is filled. These Provost pool funds will be utilized for academic needs such as enrollment management.

Department Heads – Department head positions will be excluded from this process.

Retreat Lines – When a faculty member moves from regular faculty to an interim administrative position such as Department Head, the position will be held open for that faculty member to retreat to, and the salary savings will remain with the unit. If the unit seeks to fill the position, the salary will be adjusted to entry level and the position will be part of the next Annual Review Process.

Transition – This process will be applied to all I&G faculty positions that become vacant beginning with the 2016–17 academic year and the first review cycle will be conducted in June 2017 with submissions for justifications and requests due June 1, 2017. Forms and process instructions are forthcoming.