



Office of the Executive Vice President and Provost

MSC 3445
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-2127, fax: 575-646-6334
provost@nmsu.edu

Date: February 14, 2017

To: All Deans

From: Daniel J. Howard, Executive Vice President and Provost

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

Re: Spring Faculty Position Review

As previously outlined in a memo on July 13, 2016, vacant I&G faculty lines will be reviewed annually beginning on June 1. Resignations and retirements announced between the end of the academic year and July 1 will be reviewed in July.

When a position becomes vacant, any amount over entry level will be swept to the Provost Permanent Faculty Pool (PPFP). Entry level salaries for tenure and tenure-track position 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 or tenure-track) market data based on the CIP code assigned to the position. The resulting vacant position at the new entry level budget will remain with the college pending the outcome of the annual review process.

Each college will submit a Faculty Position Request explaining why a vacant position should remain within the current department or be moved to a specified department within the college. Requests are due June 1 for positions vacated before the end of the academic year and by July 14 for positions vacated by July 1. I will review the requests and determine whether the college will keep the position or whether the position will be eliminated and the funds moved to the PPFP for future faculty positions and compensation needs. Funding for positions that remain with the college, regardless of department, will remain with the college. For positions that are removed from the college, the funding will revert back to the Provost's Permanent Faculty Pool effective July 1 for the new fiscal year.

If a request for retention is not received by July 1, the position will be eliminated and the funds moved to the PPFP for future faculty positions and compensation needs. It is likely 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 PPFP 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.

Out of Cycle – Emergent critical faculty needs can be evaluated on a case-by-case basis out of cycle. Any position requested out of cycle must: 1) remain with the same department; 2) meet a critical emergent need; and 3) have an immediate search for permanent or visiting faculty member. If a visiting faculty is

chosen, the search for permanent faculty must occur in the next academic year. In addition to the standard fields on the request form, include how this request meets emergent critical need criteria on page 3.

Funding – Searches may begin immediately after notification of approved faculty lines. For lines new to the college, 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). Salary savings related to the new positions will remain in the Provost pool until the position is filled. The Provost pool funds will be utilized for academic needs such as enrollment management.

Department Heads – Department head positions are 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 for retreat, 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 begin with I&G faculty positions that become vacant during the 2016–17 academic year.

To facilitate this process, a list of vacant faculty lines will be provided to the colleges. The requests will need to be prioritized for the college and a Faculty Position Request will need to be completed for each position. Colleges may include requests for additional lines which are due to become vacant but are not yet reflected on the vacant position listing.

Timeline

Activity	First Review Cycle	Second Review Cycle
Reports to colleges with templates to be completed for requests.	May 18	July 1
Template and completed Faculty Position Requests are due to the Provost Office by 5:00. Submit the Template electronically in Excel format to krumford@nmsu.edu .	June 1	July 14
Notification of positions approved to colleges.	June 20	August 1

Out-of-cycle requests may be submitted any time using the Faculty Position Request form at <http://provost.nmsu.edu/forms/>. In-cycle requests should be submitted as part of the entire packet from the college according to the due dates above. A current vacant faculty position listing is being provided to Colleges this month to allow you to begin working on this process.

Your faculty position requests are due by 5:00 on Thursday, June 1 for the first review, and Friday, July 14 for the second review. Please submit the template electronically in Excel format to krumford@nmsu.edu.