



Office of the Provost

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Date: July 25, 2022
To: Deans
Campus Presidents
From: Dorothy "Dee Dee" Campbell
Interim Provost and Chief Academic Officer
Re: 2023-2024 Dates for Notification to Faculty of Nonrenewal

Tenure-Track Faculty
Nine-month tenure track faculty

For faculty members whose temporary contracts will not be renewed at the end of the 2023-2024 academic year, the effective date of nonrenewal will be May 21, 2024. Departments that are not renewing faculty contracts need to notify those faculty members via a Contract Status and Dossier Review Form (https://inside.nmsu.edu/provost/wp-content/uploads/sites/4/2020/04/Contract-Status-Change-Form-4-2020.docx) and should work with HR Employee & Labor Relations (646-2449) on a notification letter.

Table with 3 columns: Faculty length of service, Form due in the Provost's Office, Faculty notification deadline. Rows include 3+ years of service, second year of service, and first year of service.

Twelve-month tenure-track faculty

For faculty members whose temporary contracts will not be renewed at the end of the 2023-2024 fiscal year, the effective date of termination will be June 30, 2024.

Table with 3 columns: Faculty length of service, Form due in the Provost's Office, Faculty notification deadline. Rows include 3+ years of service and second year of service.

Faculty members in their first year of service at NMSU are notified on nonrenewal by a Contract Status Change Form	Friday, February 16, 2024	Friday, March 8, 2024 (ensures 3-month notice)
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Non-tenure track (College) faculty

If the employee’s offer letter includes the appointment period with both a start date and an end date, this constitutes written notice. In this instance, the employee should be informed as soon as possible whether employment will be available for the semester or year following the appointment end date. The following schedule gives the minimum written notice for nonrenewal of regular non-tenure track appointments that do **not** include a written appointment end date.

Departments can collaborate with HR Employee & Labor Relations (646-2449) on a notification letter.

Nine-month non-tenure track faculty with no specified end date

For regular non tenure-track faculty members who will not be renewed after the 2023-2024 academic year, the effective date of nonrenewal will be May 21, 2024. All faculty need to be notified in writing of non-renewal.

Faculty service category	Notification to Provost’s Office	Faculty notification deadline
College faculty members with more than one year of service at NMSU	Friday, September 29, 2023	Friday, October 20, 2023 (ensures 6-month notice)
College faculty members in their first year of service at NMSU	Friday, January 5, 2024	Friday, January 26, 2024 (ensures 3-month notice)

Twelve-month non-tenure track faculty with no specified end date

For regular non-tenure track faculty members who will not be renewed at the end of the 2023-2024 fiscal year, the effective date of nonrenewal will be June 30, 2024.

Faculty service category	Notification to Provost’s Office	Faculty notification deadline
College faculty members with more than one year of service at NMSU	Friday, November 3, 2023	Friday, December 1, 2023 (ensures 6-month notice)
College faculty members in their first year of service at NMSU	Friday, February 16, 2024	Friday, March 8, 2024 (ensures 3-month notice)

Extension Associates should be notified of non-renewal three months (if in the first year) or six months (if second or more year) prior to their anniversary date.

Please ensure that performance evaluation policies are reviewed and followed for tenure-track and non-tenure track faculty prior to issuing notification of nonrenewal.

Applicable polices:

- [6.35, Appointments – Non-Tenure Track](#)
- [9.43, Tenure Track Faculty – Process of Non-Renewal for Annual Contract](#)

cc: HR Employee & Labor Relations