

BY-LAWS OF THE FACULTY COMPENSATION ADVISORY COMMITTEE OF NEW MEXICO STATE UNIVERSITY

Article I – Name

The name of this organization shall be the Faculty Compensation Advisory Committee of New Mexico State University-Las Cruces. (Hereinafter called the Committee).

Article II – Charge and Responsibilities

- Review and implement transparent procedures for regular external market competitiveness studies and internal equity reviews.
- Oversee an external market comparison study, and an internal equity review, in alternate years.
- Review, recommend, and comment on all studies upon completion of the analysis, and before they are submitted to the Office of the Provost.
- Assist with the development of policies and standard operating procedures governing faculty compensation studies in the future, to ensure to include all faculty in all studies using the same type of data and same methodology as far as possible.
- Articulate recommendations regarding the frequency of ongoing external market and internal equity reviews.
- Articulate recommendations on how results of internal and external reviews should be used to drive compensation management decision-making.
- Assist with communicating the processes and results of the above work to the NMSU community.

Article III - Operation of the Committee

The Committee will conduct external market and internal equity reviews in 2 year cycles, with the two studies occurring in alternating years. Analyses will be timed to have results available near the beginning of the calendar year to enable them to be used appropriately in upcoming budgeting cycles unless otherwise requested by the Provost or NMSU Human Resource Services. The Committee will meet at least twice per semester to carry out the above work.

Results of the external market study and internal equity studies will be shared with the Provost, the Executive Leadership team, Faculty Senate Leadership, College Deans and other constituencies as determined by the Provost.

Article IV – Composition of the Committee

Members will be faculty members on the Las Cruces campus appointed by the Provost based on recommendations from current Committee Co-Chairs. Members should represent each of NMSU's five colleges, the Library, and Cooperative Extension. Members should either possess statistical expertise necessary to conduct the analyses required for regular faculty salary reviews or be senior faculty members able to help communicate results to the NMSU community.

Article V – Recordkeeping

NMSU maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm- Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as social security numbers.

Members of the Advisory Committee who are granted access to internally developed datasets detailing sensitive or confidential employee information, including compensation rates, of NMSU's academic workforce, as well as to similar data from other universities provided through third-parties in the context of national compensation rate surveys, must agree to maintain the terms and conditions of use under which NMSU was granted access to these data, and to comply with NMSU's internal policies governing access and use of its data, and all application state and federal laws and regulations.

The internally developed datasets detailing sensitive or confidential employee information, including compensation rates, and the third-party peer comparison data used in external compensation studies is solely intended for internal planning and budgeting purposes to facilitate unit and institutional improvement at NMSU.

Members of the Advisory Committee may not distribute, publish or display the internal data, or the external third-party data, except in the context of sharing the results of your work with NMSU officials to facilitate budgetary and operational decision-making, and/or with state officials or agencies as needed in support of accreditation of the institution by recognized institutional and programmatic accreditation organizations, and the institution's academic program review. Publication of reports derived from state mandated planning or in support of accreditation activities are permitted.

Article VI - Term of Service

Faculty members shall hold membership on the Committee for three years with term of office staggered so that about one-third of its members are appointed each year. No Committee member shall serve more than two successive terms of office or assume such a circumstance exceeding a total of six consecutive years.

In the case where a faculty member cannot serve on the Committee or upon resignation of a member, the Co-Chairs will recommend a replacement to the Provost in consultation with the Committee.

Article VII – Officers

Co-chairs will be appointed by the Provost, based on recommendations from the Committee. Terms of the Co-Chairs will be staggered so that at least one Co-Chair retains their office through the next cycle of studies. In the absence of a suitable replacement, either Co-Chair may serve through one extra cycle.

Article VIII – Amendments

Amendments to the Committee by-laws can be made by the Committee upon a 2/3 vote and with the approval of the Provost or upon request of the Provost.

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