



Office of the Provost

MSC 3445  
New Mexico State University  
P. O. Box 30001  
Las Cruces, NM 88003-8001  
575-646-2594, fax: 575-646-6334  
provost@nmsu.edu

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TO: Faculty Compensation Studies Steering Committee

Laura Madson; Justin MacDonald; Gaylene Fasenko; Henrietta Pichon;  
Joe Tomaka; Rolston St. Hilaire; Martha Mitchell; Iván De La Rosa;  
Delia Valles-Rosales; Carol Flinchbaugh; Huiping Cao; Michael Kalkbrenner;  
Charlotte Gard; Tonghui Wang; Jeanette Haynes Writer; Manal Hamzeh;  
Dawn VanLeeuwen

FROM: Provost Carol Parker, Sr. Vice President for Academic Affairs  
Dr. Gena Jones, Associate Vice President of Human Resource Services

SUBJECT: Charge - Faculty Compensation Studies Steering Committee

Thank you for your willingness to serve on the Faculty Compensation Studies Steering Committee, which will be co-chaired by Dr. Laura Madson, Professor of Psychology, and Dr. Justin MacDonald, Associate Professor of Psychology. The committee is charged with articulating and overseeing a process whereby internal and external studies of faculty compensation can be routinely and transparently conducted to identify areas where equity and market adjustments are appropriate.

This is an appropriate time to critically examine NMSU's faculty compensation practices. The LEADS 2025 Strategic Plan identifies Objective 4.2 "Cultivate faculty and staff excellence." The Fall 2019 Survey of Employee Engagement identified compensation as the biggest area of concern among respondents. The External Review Report of Diversity, Equity, and Inclusion Organizational Structure and Strategy also conducted in Fall 2019 specifically encourages investing "in recruiting, advancing, and retaining minoritized faculty and staff (pg. 15).

Conducting regular and transparent external market and internal equity reviews, and validating internal compensation data, are best practices that should be part of our standard operating procedures, and are concrete ways to demonstrate NMSU's commitment to faculty equity and excellence, together with articulating bench-marks for improvement, and a specific plan for prioritizing funds to fill any identified compensation gaps, will help NMSU attract and retain excellent faculty members.

The Steering Committee is charged with the following responsibilities and tasks:

- Develop and recommend transparent procedures for regular external market competitiveness studies.

- Oversee an external market comparison study using data from HRS' licensed, cloud-based compensation management system to be undertaken during AY2020-2021.
- Develop and recommend transparent procedures for regular internal equity reviews, and for keeping the statistical analyses and accompanying code publicly available so that the process is transparent and subject to public scrutiny, challenge, and revision.
- Oversee validation of internal data streams (e.g., assure mechanisms for ensuring accuracy of employment records are in place for faculty members).
- Determine the principle predictor variables used in internal equity studies.
- Provide input to the internal equity review to be undertaken during AY2020-2021.
- Assist with the development of policies and standard operating procedures governing faculty compensation studies in the future.
- Articulate recommendations regarding the frequency of 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.
- Sign an agreement pledging to keep the project information confidential and not to use any of the compensation information provided to you for any purpose other than what is intended for this project.

This work is authorized by Regents Policy Manual (RPM), 6.10.B.

Again, thank you for participating in this important work.