



## Office of the Executive Vice President and Provost

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February 19, 2018

To: Academic Deans

From: Greg Fant, Deputy Provost

A handwritten signature in blue ink, appearing to read 'G. Fant', is written over the 'From:' line.

Cc: Dan Howard, Executive Vice President and Provost  
Andrew Burke, Senior Vice President for Administration and Finance  
Paula Pierson, Chief Budget Officer  
Gena Jones, Assistant Vice President for Human Resource Services

Re: Procedural Change regarding replacing Department Heads and Associate Deans

Effective Date: February 20, 2018

At the request of Provost Howard, we are simplifying the process for replacing academic department heads and associate deans. Rather than submitting a waiver for these positions, the process for replacing a position begins with an email to the Provost indicating that you need to initiate a search for a new academic department head or associate dean.

In your email, please include the following information:

- Position number and name of current/previous incumbent
- Whether the incumbent is returning to faculty\*, retiring, or leaving the university
- Whether you are going to do an internal search or a national search
- Current budget for the position
- Requested salary for the position and identified funding source

If the search will be internal, after you get an email response approving the search, attach the email to the posting request in PeopleAdmin and select the "Internal/Private" posting option. You can then ask the appropriate departmental employees to nominate individuals for the position. Invite those individuals to apply through the Internal/Private link and complete the search through standard protocol.

If the search will be a national search after you get an email response approving the search, attach it to the posting request in PeopleAdmin and follow the same search process as other national faculty searches.

This procedure only applies to current department head or associate dean positions on the Las Cruces campus, not for new position requests.

Please share this with your HR liaisons and let me know if you have any questions or concerns.

\*Note that in cases where department heads or associate deans are returning to faculty, a position must be identified for the retreat. Include position information on the retreat line in your email.

If a position is not available in the college, then the unit may need to limit the department head search to an internal process. Requests for new lines must follow the in-cycle or out-of-cycle position request procedures.