



Office of the Executive Vice President and Provost

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Date: January 15, 2019

To: Deans
Campus Presidents

From: April Mason [signature]
Interim Provost

Re: 2019-2020 Dates for Notification to Faculty of Nonrenewal

Tenure-Track Faculty

Nine-month tenure-track faculty

Please follow the notification schedules below for faculty members whose temporary contracts will not be renewed. Departments that are not renewing faculty contracts need to notify those faculty members via a Contract Status and Dossier Review Form (http://provost.nmsu.edu/forms/) 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: Faculty with 3+ years of service (March 2019), Faculty in second year (Oct 4, 2019), Faculty in first year (Jan 10, 2020).

Twelve-month tenure-track faculty

For faculty members whose temporary contracts will not be renewed at the end of the 2019-2020 fiscal year, the effective date of termination will be June 30, 2020.

Table with 3 columns: Faculty length of service, Form due in the Provost's Office, Faculty notification deadline. Rows include: Faculty with 3+ years of service (March 2019), Faculty in second year (Nov 8, 2019), Faculty in first year (Feb 21, 2020).

**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 2019–2020 academic year, the effective date of nonrenewal will be May 19, 2020. All faculty need to be notified in writing of non-renewal.

<b>Faculty service category</b>	<b>Notification to Provost’s Office</b>	<b>Faculty notification deadline</b>
College faculty members with more than one year of service at NMSU	Friday, October 4, 2019	Friday, October 25, 2019 (ensures 6-month notice)
College faculty members in their first year of service at NMSU	Friday, January 10, 2020	Friday, January 31, 2020 (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 2019-2020 fiscal year, the effective date of nonrenewal will be June 30, 2020.

<b>Faculty service category</b>	<b>Notification to Provost’s Office</b>	<b>Faculty notification deadline</b>
College faculty members with more than one year of service at NMSU	Friday, November 8, 2019	Friday, December 6, 2019 (ensures 6-month notice)
College faculty members in their first year of service at NMSU	Friday, February 21, 2020	Friday, March 13, 2020 (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 Policies:**

- 6.35 (formerly 5.15.40), Appointments – Non-Tenure Track
- 9.43, Tenure Track Faculty- Process of Non-Renewal for Annual Contract

cc: HR Employee & Labor Relations