



Office of the Provost

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Date: July 7, 2023

To: Deans

Campus Presidents

From: Alan R. Shoho

Handwritten signature and date: 7/6/23

Provost and Chief Academic Officer

Re: 2023-2024 Dates for Notification to Faculty of Nonrenewal

Probationary and other non-tenured track faculty are required by ARP policy to be notified by "x" amount of months prior to their end date depending on their number of years of service at NMSU. All necessary reviews and approvals from the Provost Office must be completed before the delivery of the formal notice or you risk missing a deadline. Ideally, please plan to submit your notice of nonrenewal no later than a month before the notification deadline.

The application of policy language yields precise dates based on Spring 2024 grades being due by 5:00pm on May 14, which is how the end of the academic year contracts for 9-month faculty members should be determined.

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.

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

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

Nine-month tenure and non-tenure track faculty

Effective termination date: May 14, 2024

Table with 3 columns: Length of Service, # of Months Notification, Faculty Notification Deadline. Rows include 3+ years (12 months, May 14, 2023), 2 years (6 months, November 14, 2023), and 1 year (3 months, February 14, 2024).

Twelve-month tenure and non-tenure track faculty

Effective termination date: June 30, 2024

Length of Service	# of Months Notification	Faculty Notification Deadline
3+ years	12 months	June 30, 2023
2 years	6 months	December 23, 2023 <i>(Prefer notice to be delivered by the end of Fall 2023 semester)</i>
1 year	3 months	March 30, 2024

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