



Office of the Dean

MSC 3335
College of Arts and Sciences
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-3500
epontell@nmsu.edu

DATE: January 12, 2022

TO: Department Heads, College of Arts and Sciences

FROM: Enrico Pontelli, Dean

SUBJECT: Dates for Notification to Faculty of Nonrenewal, Tenure Track and Non-Tenure Track for Academic Year 2022-2023

For those 9-month faculty members whose temporary contracts will not be renewed at the end of the 2021-2022 academic year, the effective date of nonrenewal will be **May 09, 2023**. Departments that are not renewing faculty contracts need to notify those faculty members via a [Contract Status Change Form](#) and should work with HR Employee & Labor Relations (646-2449) and the Provost office on a notification letter.

The application below of the language in the policy yields the precise dates, based on the fact that Spring Grades next year are due by 5pm on 5/9/2023, which is how the end of the next academic year contracts should be determined. Thus, delivery of any notices must occur by 5pm on the following dates:

9-month contracts

For faculty members in their first year of service at this university, notification must be given 3 months or more before the end date of the annual contract.

Deadline for notification to faculty is 2/9/2023.

Due to Provost's Office – 1/9/2023

Due to Dean's Office – 12/9/2022

For faculty members in their second year of service at this university, notification must be given 6 months or more before the end date of the annual contract.

Deadline for notification to faculty is 11/9/2022.

Due to Provost's Office – 10/10/2022

Due to Dean's Office – 9/9/2022

For faculty members who will have 3 or more years of service at this university at the time of nonrenewal, notification must be given 1 year or more before the end date of the annual contract.

Deadline for notification to faculty is 5/9/2022.

Due to Provost's Office – 4/8/2022

Due to Dean's Office – 3/9/2022

12-month contracts:

For those 12-mo faculty members whose temporary contracts will not be renewed at the end of the 2021-2022 fiscal year, the effective date of termination will be **June 30, 2023**.

For faculty members in their first year of service at this university, notification must be giving 3 months or more before the end date of the annual contract.

Deadline for notification to faculty is 3/30/2023.

Due to Provost's Office – 2/28/2023

Due to Dean's Office – 1/30/2023

For faculty members in their second year of service at this university, notification must be given 6 months or more before the end date of the annual contract.

Deadline for notification to faculty is 12/13/22.

Due to Provost's Office – 11/11/2022

Due to Dean's Office – 10/13/2022

For faculty members who will have 3 or more years of service at this university at the time of nonrenewal, notification must be given 1 year or more before the end date of the annual contract.

Deadline for notification to faculty is 6/30/2022.

Due to Provost's Office – 5/27/2022

Due to Dean's Office – 4/29/2022