Date: January 29, 2019
To: Academic Department Heads, College of Arts & Sciences
From: Enrico Pontelli, Dean
Subject: Faculty Line Requests

The College of Arts and Sciences is opening the yearly process for requests of faculty lines – both regular and visiting. The process and the timeline have been modified to reflect the new protocols that have been put in place by the Office of the Provost.

All the requests should be submitted electronically via email to Sheri Pettit (spettit@nmsu.edu). The strict deadline for the submission of the requests is March 1st, 2019.

Each request is composed of 2 documents:
- A job description document (e.g., a sample ad for the position)
- A document providing responses to the Line Request Criteria. The attached document provides the list of criteria items that are required for each request. Please structure your request as a collection of bullet items that correspond to the bullet items listed in the attached document. Any deviation from such request structure will prevent us from having sufficient information to make a recommendation and to prepare the requests for the Provost.

Please submit a separate document for each faculty line you are requesting. If your department is requesting more than one line, please include a cover memo that describes a prioritization among the different line requests. We expect a strict prioritization of your requests.

Finally, please bear in mind that the number of open lines is expected to be small. Furthermore, there is an expectation from the upper administration that line requests are aligned with the strategic priorities that are being formed.
Faculty Line Requests Criteria  
2019-20

Position Request Basic information:
• Information of the Department Head making the request  
  o Contact Name  
  o Phone Number  
  o Email address  
  o Department Name  
• Short description of the requested position  
• If you are seeking to fill a position that is replacing someone that left NMSU within the last year, please provide  
  o Date when the person left  
  o Name of the person that left  
  o Reasons for the person leaving

Position Description:
• Title of the position  
• Rank of the position  
  o College-track or Tenure-track?  
  o Instructor, Assistant Professor, Associate Professor, Professor?  
• Requested salary  
• FTE of the position  
• Estimated start-up package amount

Position Information and Needs:
• Describe how the position contributes to strategic research mission/creative activities of the department  
• Describe how the position meets the strategic goals proposed in the Vision 2025 recently announced by the Chancellor as well as the objectives of Vision 2020  
• Describe how the position contributes to research and creative activities of the department, with particular emphasis on collaborative work  
• Describe the teaching needs that are met by this position (e.g., meeting accreditation needs, sustainability needs of the curriculum, eliminate dependence on temporary funds)  
• Describe how the position supports activities relevant to the broader mission of the university, including interdisciplinary efforts, honors education, distance education, internationalization, diversity  
• Describe what intellectual areas will be left uncovered in the department if the position is not provided

Department Description:
• Number of Regular Tenure Track Faculty members in Fall 2018  
• Number of Regular College Track Faculty members in Fall 2018  
• Number of FTEF in Fall 2018 (including part-time and adjuncts)  
• Number of majors in Fall 2018  
• SCHs produced during the 2018-19 academic year
Position Request Basic information:
• Information of the Department Head making the request
  o Contact Name
  o Phone Number
  o Email address
  o Department Name
• Short description of the requested position
• If you are seeking to fill a position that is replacing someone that left NMSU within the last year, please provide
  o Date when the person left
  o Name of the person that left
  o Reasons for the person leaving

Position Information and Needs:
• Describe how the position contributes to research and creative activities of the department, with particular emphasis on collaborative work
• Describe the teaching needs that are met by this position (e.g., meeting accreditation needs, sustainability needs of the curriculum, eliminate dependence on temporary funds)
• Describe how the position supports activities relevant to the broader mission of the university, including interdisciplinary efforts, honors education, distance education, internationalization, diversity
• Describe what intellectual areas will be left uncovered in the department if the position is not provided