




**College of Arts and Sciences**

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**Date:** September 14, 2020 / **UPDATED 9/14/2020**  
**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

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**Provost Updated September 14, 2020:**

As you know my office sends a memo every year reminding you of the Faculty non-renewal deadlines for probationary and other non-tenured (college track) faculty. The memo has traditionally used very conservative dates and does not precisely reflect actual, non-renewal deadlines based on the ARP language which states deadlines are determined by MONTHS PRIOR to contract end date.

The application below of the language in the policy yields the precise dates, based on the fact that **Spring Grades this year are due by 5 pm 5/18/21, which is how the end of the current academic year contracts should be determined.** Thus delivery of any notices must occur by 5 pm on the following dates:

**9-month contracts**

Six months prior notice deadline is **11/18/20**  
Three months prior notice deadline is **2/18/21**

**12-month contracts:**

Six months prior notice deadline is **12/23/20**, the date before winter break starts – OR— arguably **12/15/20**, the date Fall Grades are due, which would be preferable for obvious reasons  
Three months prior notice deadline is **3/31/21**

**Anyone who would be eligible for a terminal year contract:**  
**5/18/21**, which is the end of the current academic year

## TENURE-TRACK FACULTY

### Nine-month tenure-track faculty

For those faculty members whose temporary contracts will not be renewed at the end of the 2020-2021 academic year, the effective date of nonrenewal will be **May 18, 2021**. 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.

Faculty will have 3 or more years of service at NMSU must be notified of nonrenewal in writing (by a Contract Status and Dossier Review Form) no later than Contract Status Forms are due in the dean's office at the time of department review meetings (**March 2020**)

**May 1, 2020**  
(ensures 1-year notice)

Faculty members in their second year of service at NMSU must be notified of nonrenewal in writing (by a Contract Status and Dossier Review Form) no later than Contract Status Forms are due in the dean's office on **September 21, 2020**

**October 23, 2020**  
(ensure 6-month notice)

Faculty members in their first year of service at NMSU must be notified of nonrenewal in writing (by a Contract Status and Dossier Review Form) no later than Contract Status Forms are due in the dean's office on **December 15, 2020**

**January 29, 2021**  
(ensure 3-month notice)

### Twelve-month Contracts

For those faculty members whose temporary contracts will not be renewed at the end of the 2020-2021 fiscal year, the effective date of termination will be **June 30, 2021**.

The following dates have been established for written notification (by Contract Status and Dossier Review Form) of nonrenewal of temporary contracts:

Faculty members who will have 3 or more years of service at NMSU must be notified of nonrenewal in writing (by a Contract Status and Dossier Review Form) no later than Contract Status Forms are due in the dean's office at the time of department review meetings (**March 2020**)

**June 12, 2020**  
(ensures 1-year notice)

Faculty members in their second year of service at NMSU must be notified of nonrenewal in writing (by a Contract Status and Dossier Review Form) no later than Contract Status Forms are due in the dean's office on **October 26, 2020**

**December 4, 2020**  
(ensures 6-month notice)

Faculty members in their first year of service at NMSU must be notified of nonrenewal in writing (by a Contract Status and Dossier Review Form) no later than Contract Status Forms are due in the dean's office on **February 8, 2021**

**March 12, 2021**  
(ensures 3-month notice)

**RE: 2020-2021 Date for Notification to Non-Tenure-Track (College) Faculty of Nonrenewal**

If the employee is provided with an offer letter that includes the appointment period with both a start date and an end date, this will constitute written notice to the individual. In this instance, the employee should be informed as soon as possible whether he/she will be offered employment for the semester or year following the appointment end date. The following schedules gives the minimum written notice of nonrenewal of regular non tenure-track appointments that do not include an appointment end date.

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

**Nine-month non tenure-track (college) faculty with no specified end date on the hiring Personnel Action Form:**

For those regular non tenure-track faculty members whose temporary contracts will not be renewed at the end of the 2020-2021 academic year, the effective date of nonrenewal will be **May 18, 2021**.

College faculty members with more than one year of service at NMSU must be notified of nonrenewal in writing no later than Notification to the dean by **September 18, 2020**

**October 23, 2020**  
(to ensure 6 mos.' notice)

College faculty members in their first year of service at NMSU must be notified of nonrenewal in writing no later than Notification to the dean by **December 15, 2020**

**January 29, 2021**  
(to ensure 3 mos.' notice)

**Twelve-month non tenure-track (college) faculty with no specified end date on the Employment Authorization Form or the Hiring Confirmation Form:**

For those regular non tenure-track faculty members who will not be renewed at the end date of the 2020-2021 fiscal year, the effective date of nonrenewal will be **June 30, 2021**.

College faculty members with more than one year of service at NMSU must be notified of nonrenewal in writing no later than Notification to the dean by **October 26, 2020**

**December 4, 2020**  
(ensure 6-month notice)

College faculty members in their first year of service at NMSU must be notified of nonrenewal in writing no later than Notification to the dean by **February 1, 2021**

**March 12, 2021**  
(ensure 3-month notice)

**Please ensure that performance evaluation policies are reviewed and followed for tenure-track faculty and non-tenure track faculty prior to issuing notification of non-renewal.**

Applicable Policies:

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