



## College of Arts and Sciences

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**Date:** December 10, 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 for Academic Year 2021-2022

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For those 9-mo 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 17, 2022**. Departments that are not renewing faculty contracts need to notify those faculty members via a Contract Status Change Form <https://provost.nmsu.edu/forms/index.html> and should work with HR Employee & Labor Relations (646-2449) 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 5/17/2022, 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 2/17/2022.

Due to Provost's Office – 1/7/2022

Due to Dean's Office – 12/15/2021

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 11/17/2021.

Due to Provost's Office – 10/15/2021

Due to Dean's Office – 9/17/2021

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 5/17/21.

Due to Provost's Office – 4/9/2021

Due to Dean's Office – 3/5/2021

**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, 2022**.

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 3/30/2022.

Due to Provost's Office – 2/18/2022

Due to Dean's Office – 1/28/2022

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 12/17/21.

Due to Provost's Office – 11/12/2021

Due to Dean's Office – 10/15/2021

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 6/30/21.

Due to Provost's Office – 4/9/2021

Due to Dean's Office – 3/5/2021