



**Office of the Executive Vice President and Provost**

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**Date:** May 7, 2012

**To:** Deans

**From:** Wendy K. Wilkins, Executive Vice President and Provost *wkw*

**Re:** Faculty Compensation Guidelines, 2012

For the 2012-13 fiscal year, we have a 2% compensation pool for faculty. In addition, \$189,394 plus fringes (\$250,000) has been allocated for addressing faculty salary structure problems such as inversion, compression, and distance from market.

**Guidelines for faculty salary adjustments related to the 2% compensation pool:**

One half of this pool, or 1%, will be used for an across-the-board base salary adjustment for all eligible faculty with performance that has been satisfactory or better when averaged over the last three years. Ineligible faculty include, but are not limited to: visiting faculty, emergency hires, and post-doctoral fellows.

Of the remaining 1%, 0.85% of the total faculty base salary for the college/library will be allocated to each constituent department and 0.15% will be allocated to the responsible dean. This latter 1% pool (.85% and .15%) will be used strictly for merit-based salary adjustments for eligible faculty, supported by annual evaluations over the past three years or since date of hire. Distribution of merit funds within each department will be based on department heads' recommendations, subject to approval by the dean; department heads will also make recommendations to the dean about allocation of the 0.15% pool. All faculty salary adjustments are subject to approval by the Executive Vice President and Provost.

All faculty with an employment start-date earlier than January 15, 2012 are eligible for a salary adjustment, unless there is documented unsatisfactory performance during the review period. Faculty with an employment start date between October 1, 2011 and January 15, 2012 are only entitled to the 1% across-the-board adjustment and are not eligible for any other allocations from this current salary adjustment exercise. Any individual merit salary adjustment of 0% or exceeding 7% of the current base salary must be justified in writing, with supporting documentation (such as annual evaluations).

For distribution of the 0.85% allocation, each department must develop and document a merit-based allocation method for approval by the dean. For distribution of the 0.15% allocation, each dean must develop an allocation method for approval by the Executive Vice President and Provost. Any funds not dispersed due to an individual's unsatisfactory performance will revert to the central compensation pool and may not be allocated for any other purpose during this process.

Vacant positions and employees terminating prior to July 1, 2012 are not included in the department or college faculty listing. This 2% total salary pool may not be used for promotions, counteroffers, equity adjustments or any other salary increase other than merit as outlined above.

### **Guidelines for faculty salary structure adjustments:**

Funds will be made available proportionally to the colleges based on the amount under market for all tenure system (tenure and tenure-track) faculty. This amount will be adjusted based on the I&G funded % as well as discounted rate for the RPSP funds for ACES. The amount that can be funded from the central pool is based on the amount of the position that is I&G funded. Note that this is the same approach as the \$100K allocation during fiscal year 2012. However, it will be based on new market data that is effective July 1, 2012. This market data is available at the following web link:  
<http://hr.nmsu.edu/academicpersonnel/compensation/>.

Deans will be responsible for recommending to the Executive Vice President and Provost how they wish to allocate their portion of the funds. Baseline requirements include:

- 1) The faculty member must be demonstrably meritorious (as demonstrated by recent receipt of a national-level or prestigious on-campus award; by having recently been a short-listed candidate for a position at another university or in a department somewhere other than NMSU of equal or better stature; by having received the highest annual evaluations in the home department over the last three years; by being a potential recruitment "target" because of disciplinary patterns of historical underrepresentation; etc.); and
- 2) The faculty member must be demonstrably below market salary for time in rank and/or for time since receipt of degree within the disciplinary specialty.
- 3) No adjustment from this source shall be for less than \$500.

In addition to submitting recommendations on faculty to receive a portion of this pool, each dean will submit a description of the method by which the recommendations were derived.

Note that promotion, Distinguished Achievement Professor awards, and adjustments from this latter pool will not figure in the 2% compensation pool. Faculty salary increases will be effective with the new contract period (July 1 for twelve-month faculty and August 20 for nine-month faculty). Salary planner instructions and worksheets for submitting proposed faculty (and department head) salary increases for the 2012-13 fiscal year will be distributed no later than May 25, 2012. Further details will follow in subsequent emails.

If you have questions or need additional information, please contact Kim Rumford at [krumford@nmsu.edu](mailto:krumford@nmsu.edu) or 575-646-2251.