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DATE: April 4, 2016
TO: NMSU Las Cruces Faculty & Staff
FROM: Garrey Carruthers, Chancellor
SUBJECT: Hold on Staff and Faculty Personnel Actions

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In keeping with the initiatives set forth in our Transforming NMSU into a 21st Century University, and as part of our ongoing plan to “right size” the NMSU System, I have placed a hold on staff and faculty personnel actions with unrestricted funding. Although the hold for staff actions has been in effect since early February, I am sending out this written communication as a follow-up to last month’s open forum. We believe that these steps will help us achieve savings through a more efficient and effective utilization of our valuable resources.

For the Las Cruces Campus only, the following personnel actions relating to regular positions with any portion paid on unrestricted funding will be impacted:

1. Staff Position Reclassification or Faculty Position Attribute Changes
2. Staff and Faculty New Position Requests
3. Staff In-Range Adjustments
4. Division/Unit/Department Reorganizations

Faculty position attribute changes do not include changes associated with the tenure and promotion process. It is limited to actions such as changing a vacant position rank from a lower rank to a higher rank.

Utilizing the criteria stated above, the Provost Office and HRS will return all unprocessed actions to the Division/College. If there is an immediate need with a clear and distinct business purpose, a memorandum requesting an exception can be added as an attachment to the appropriate electronic or paper action and submitted through the standard routing. These requests must align with the ongoing plans to “right size” NMSU or result from regulatory requirements.

As I stated in the *Town Hall Thank You and Follow Up Memo* on March 10, 2016, the one piece of good news is that we lifted hiring moratorium on non-I&G positions, effective April 1.

Thank you for everything you do to support our great institution and to ensure that New Mexico State University (NMSU) remains a caring community, transforming lives through discovery.

Questions regarding staff actions can be addressed to TeamHRS@nmsu.edu and for faculty actions Provost@nmsu.edu.