

Instruction and General (I&G) Faculty Positions

General Description: Budget office monitors (I&G) Faculty positions and makes salary adjustments and attribute changes as requested by HR or departments. Budget office also processes the Market Sweeps when positions become vacant.

Purpose: Use this reference guide to understand the Budget Office process for I&G funded faculty positions. Details and forms on hiring, recruitment, and other personnel action processes are provided on the HR and Office of the Provost websites:

HR Toolkit - <https://hr.nmsu.edu>

Academic Processes & Procedures - <https://provost.nmsu.edu/>

New Faculty Positions

1. Requesting department submits the completed *Faculty Position Request Form* to the Human Resource (HR) Office.
2. HR Office will complete the *Position Maintenance* section at the bottom of the Faculty Position Request form and will send the form to the Budget Office.
3. The Budget Office creates the new position. (Allow for up-to two business days for this step).
4. The Budget Office will email the form and position number back to the HR office. The HR office will inform colleges/units of position setup completion.

Vacant Faculty Position Attribute Changes

Requesting department submits the completed *Faculty Position Request Form* to the Human Resources (HR) Office.

1. HR Office will complete the *Position Maintenance* section at the bottom of the Faculty Position Request form and will send the form to Budget and Payroll requesting the attribute changes
2. Payroll will modify NBAPOSN
3. The Budget Office will modify NBAPBUD
4. Payroll and Budget will notify the HR once the attributes changes are complete:
 - a. Note: Attribute changes will only be modified to vacant faculty positions. If the position has been recently vacated, the position salary budget must be compared to current market salary levels and may be adjusted before the requested salary adjustments per the Faculty Position Request form can be applied. For more information on this step, reference the Faculty Recruitment and Hiring Procedures on <https://provost.nmsu.edu>
5. The HR Office will notify the department that the changes are complete

Vacant Faculty Position Salary Sweeping Process

As faculty positions become vacant they will be reviewed by Budget Office and compared with Market level salaries provided by Human Resources (HR). HR provides Budget office with the market data applicable for the year, market data does not change every fiscal year. HR will also provide Budget office with a report that identifies CIP codes for the positions. Other than providing reports, HR is are not involved in this sweep process.

The Budget Office processes the adjustments on behalf of the Provost Office based on guidelines established by the Provost Office as follows:

1. The Budget Office reviews and calculates the market salary adjustment several times a year in following months: *January, May, June, July, August, September, and November.*
2. When positions becomes vacant, Budget office uses the market data that has already been adjusted for the salary increases. Any positions filled before the position has been reviewed will still be subject to the review process.
3. The market median amount listed on the market salary listing for assistant professor based on the CIP code is used for that position.
4. Exceptions:
 - For College track faculty, we use 75% of the median
 - Amounts are adjusted for FTE or 12-month faculty (data is for FT faculty at 9-months)
 - Sweep amounts are adjusted for % of the position which is I&G funded
5. Salaries higher than the market levels will be adjusted and the savings will be moved to the Provost Permanent Salary Pool (PPFP).
6. The Budget Office will only use the saving from the PPFP after approval is provided. Approval from the Provost in the form of an email or a signed form referencing the PPFP as the funding source to cover the increase will be accepted.
7. Any additional salary required to cover the current employee's salary will be covered by the department faculty salary pool index.
8. Departments will be notified by email with the updated salary budgets for positions impacted.

For additional questions, email the Budget Office at: position@nmsu.edu