



Office of the Chancellor

MSC 3Z
New Mexico State University
P. O. Box 30001
Las Cruces, NM 88003-8001
575-646-2035, fax: 575-646-6334
chancellor.arvizu@nmsu.edu

DATE: July 19, 2021

TO: Deans, Vice Presidents, and University Administrative Council

FROM: Dan E. Arvizu, Chancellor
John Floros, President

Handwritten signatures in blue ink for Dan E. Arvizu and John D. Floros.

SUBJECT: Position management change to support flexibility

In an August 2020 memo to the NMSU community, as part of the budget management process, we announced that positions supported by Instruction and General (I&G) funds would need the approval of deans and vice presidents before the positions could be posted. This direction was re-affirmed in February 2021 in a communication from the Budget Realignment Initiative.

This approval allowed deans and vice presidents the flexibility to strategically allocate resources at the college and unit level when needed. Such flexibility is important. The higher education landscape changes quickly, and we must have the flexibility to change along with it. To assist with this process, we are extending indefinitely the requirement that deans, vice presidents, or their designees approve the posting of vacant positions. To this end going forward, an email or memo from the dean or vice president must be attached to all requests to post a position (in the PeopleAdmin system) that are supported by any percentage of I&G funds.

NMSU's branch campuses will submit approval through the Branch Executive Director or the NMSU-DACC President. Areas that do not report through a vice president or dean will require the approval of their director.

Please direct questions to president.floros@nmsu.edu.