

Date: April 23, 2024

To: Academic Affairs' Vice Presidents, Deans, Directors, and Chairs

From: James Paul Holloway, Provost/Executive Vice President

CC: Barbara Rodriguez, Senior Vice Provost for Academic Affairs  
Briony Jones, Manager of Operations, Office for Academic Personnel  
Nicole Dopson, Assistant Vice President for Academic Resources Management

Re: FY25 Mass Salary Update (MSU)for Non-Bargaining Faculty

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Consistent with the budget planning assumptions approved by the Board of Regents, departments should process salary increases for non-bargaining Main and Branch Campus faculty based on the following guidelines.

Non-bargaining faculty hired prior to January 1, 2024 with satisfactory performance, as documented in their annual performance review, are to receive a 3% base salary increase. Increases will be effective July 1, 2024. Annual salary increases should be entered into Salary Planner.

Postdoctoral fellows, research scholars, faculty working retirees, and visiting faculty hired prior to January 1, 2024 are eligible for 3% base salary increase, subject to available funding. To request an increase, the department should complete a [Compensation Change Form](#), documenting the availability of funding, and submit the Compensation Change Form to the Office for Academic Personnel ([faculty@unm.edu](mailto:faculty@unm.edu)), no later than **June 1, 2024**. Increases will be effective July 1, 2024. Departments do not need to submit a compensation change form for MSU increases for non-bargaining regular faculty (Associate Deans, Chairs, Directors). MSU increases for non-bargaining regular faculty will be applied via Salary Planner.

Future correspondence will provide guidance for bargaining unit faculty, as salary increases for bargaining unit faculty are subject to the applicable collective bargaining unit agreement. The Office for Academic Personnel will communicate the guidelines for bargaining unit faculty upon completion of compensation negotiations.

Please see the Academic Affairs Budget Guidelines for guidance on budgeting salary increases.