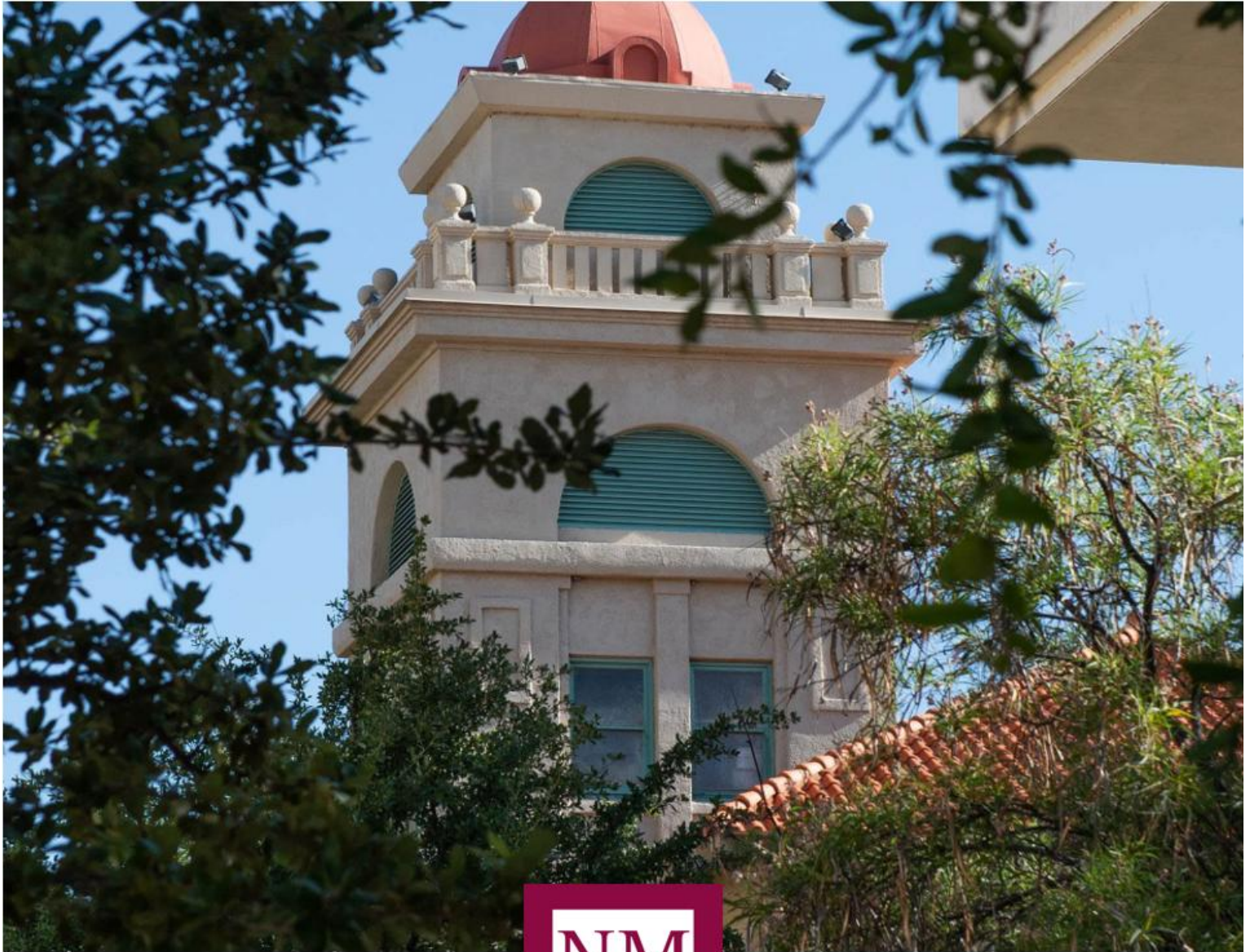


New Mexico State University

Candidate Welcome & Benefits Overview



NM
STATE

BE BOLD. Shape the Future.

Welcome to NMSU

At New Mexico State University (NMSU), we believe that people are at the heart of everything we do. Whether you are applying for your first job or continuing a seasoned career in higher education, we are excited you are considering joining our community.

We are a comprehensive research, land-grant university excelling in teaching, research and public service. NMSU is truly a reflection of the region's vibrant communities – an exciting place to tackle challenges, find answers to important issues and prepare for the future.

The mission of the New Mexico State University system is to serve the diverse needs of the state through comprehensive programs of education, research, extension and outreach, and public service. As the state's land-grant and space-grant university, and as a Hispanic-Serving Institution, NMSU fosters learning, inquiry, diversity and inclusion, social mobility, and service to the broader community.

Our Heritage

NMSU was founded in 1888 as Las Cruces College. The Territorial Legislature of 1889 established the land-grant Agricultural College and Experiment Station, which officially opened on January 21, 1890. During its first full academic year, the college became known as the New Mexico College of Agriculture and Mechanic Arts, the first degree-granting institution in the Territory. Under the provisions of the Morrill Act of 1862 and subsequent federal legislation, the special mission of land-grant institutions has been to provide a liberal and practical education for students and to sustain programs of research, extension education, and public service.

New Mexico is Our Campus

NMSU connects education, research, and public service across New Mexico. Our Las Cruces campus, Doña Ana Community College, and campuses in Alamogordo and Grants serve students in their communities, while Cooperative Extension offices in all 33 counties and research and science centers bring practical knowledge and discovery throughout the state. Online programs extend that reach beyond our physical locations.

NMSU Main Campus

Las Cruces, NM

The Las Cruces campus is the center of NMSU's research university. Here, faculty and staff work across disciplines to educate students, advance discovery, and address challenges facing New Mexico and beyond. The 900-acre campus brings together academic programs, research, arts, athletics, and the traditions of a land-grant university.

Doña Ana Community College

Dona Áña County, NM

Founded in 1973 in collaboration with local school districts to support occupational education, DACC is now a leading community college that provides transformative educational opportunities that meet the workforce needs of Doña Ana County. With a focus on access, innovation and excellence, DACC offers over ninety degrees and certificates, adult education, specialized workforce training, and small business assistance.

Alamogordo Campus

Alamogordo, NM

Established in 1958 to serve the needs of the airmen and families stationed at Holloman Air Force Base located only 10 miles west of Alamogordo, NMSUA is a community college with a long history of excellence that is supported by a caring community of hard-working students and dedicated faculty and staff. The campus is situated “on the hill” above Alamogordo and provides inspiring views of the city and the Tularosa Basin, offering the perfect venue for creative and motivated learning.

Grants Campus

Grants, NM

NMSU Grants was established as a branch of New Mexico State University in 1968 through the cooperative efforts of New Mexico State University and Grants Municipal Schools. As a two-year branch community college, NMSU Grants serves the local communities in Cibola and McKinley counties, including the Pueblos of Acoma, Laguna, and Zuni, as well as Tohajiilee, San Mateo, San Rafael, Cubero, the City of Grants, and the Village of Milan.

Cooperative Extension

The Cooperative Extension Service provides practical, research-based knowledge throughout New Mexico and beyond. Extension staff, located in all 33 counties and tribal offices, deliver 4-H programs, conduct trainings, and share research-based information about livestock, nutrition, horticulture, and many other topics.

New Mexico Department of Agriculture (NMDA)

Located on the Las Cruces campus, the New Mexico Department of Agriculture works with producers, businesses, and consumers across the state. Its regulatory, educational, and support programs help protect the food supply, support fair markets, and steward natural resources. NMSU’s Board of Regents also serves as the state board of agriculture, reflecting the university’s longstanding connection to this work.

Why Work at NMSU?

- **Supportive Culture:** Our HR teams and campus partners provide the tools and guidance to help you navigate your employment experience.
- **Comprehensive Benefits:** From health insurance to retirement plans and tuition assistance, our programs support you and your family.
- **Life-Work Balance:** Generous leave, holidays, wellness resources, and flexible options.
- **Growth Opportunities:** Professional development, training, and education benefits are built into your experience.

NMSU Leadership

New Mexico State University is governed by the [Board of Regents](#), a group of five members appointed by the Governor of New Mexico. Oversight of the University is directed by academic and administrative leaders who include the [President](#), [Provost](#), [College Deans](#), and [Vice Presidents](#). Together, they ensure the fulfillment of the University’s mission, uphold its core values, and manage its operations and academic affairs.

This is a summary description of benefits available to eligible New Mexico State University employees. This information does not set a contractual commitment of benefits. NMSU reserves the right to interpret, change, modify, amend, or rescind these guidelines in whole or in part at any time without the consent of employees. If you have questions concerning benefits, please contact Benefit Services.

About Human Resource Services

We support the mission of NMSU by hiring and retaining talented, service-oriented faculty and staff who are passionate about making a difference. In this guide, you'll find information about working at NMSU, our benefits offerings, and the resources available to help you thrive—personally and professionally.

NMSU Human Resource Services cause is to serve as a trusted resource to empower confident and thriving employees that champion student success and shape organizational excellence.

NMSU Human Resource Services team supports the university through centralized systems, policies, and benefits administration, while also partnering with departments to address local HR needs. We aim to provide consistent, university-wide resources while allowing flexibility in unit-level support.

NMSU Employee Benefits

For additional information, visit benefits.nmsu.edu.

Eligibility

- Regular and term-appointment employees hired at .75 FTE (30 hours per week) or greater are eligible for NMSU's comprehensive benefits package, subject to each program's eligibility requirements.
- Optional dependent coverage is available on applicable plans with required documentation.
- Spouse benefits are provided to qualified domestic partners except where prohibited by law. The value of tuition and insurance benefits provided to the domestic partner is considered taxable income to the employee by the Internal Revenue Service and is subject to social security, federal, and state income tax withholding.

Premium Sharing

NMSU contributes to the cost of premiums for medical, life, and long-term disability insurance based on annual salary:

Annual Salary	NMSU %	Employee %
< \$58,346	82	18
\$58,346 – 84,865	70	30
> \$84,865	60	40

Use our [Benefits Calculator](#) to estimate costs.

Benefits Administered by the State of New Mexico Healthcare Authority

Medical and Prescription: Medical carriers include Presbyterian, Blue Cross Blue Shield of New Mexico, United HealthCare; each offers 4 plan options with standardized out-of-pocket costs to choose from--HMO, Clear Cost HMO, PPO, and High Deductible Health Plan (HDHP) PPO.

Evernorth (also known as Express Scripts) is the Pharmacy Benefit Manager for each of the medical plans. Combined out-of-pocket-maximum includes medical and prescription costs.

Dental: Dental carriers include Metlife Dental and Delta Dental, both offer a basic PPO plan and a buy-up plan.

Employee Assistance Program – Wellbeing Solutions: 24/7/365 free confidential counseling sessions for you and your family members living in your household.

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Benefits Administered by NMSU

Vision: Vision Service Plan (VSP) annual eye exams and savings on frames, contact lenses, and more.

Pretax Premium Plan: reduce your taxable income and increase your take-home pay by deducting medical, dental, and vision premiums prior to tax calculations.

Tax Advantaged Accounts: pay for eligible healthcare and dependent care expenses using pre-tax funds.

Health Savings Accounts (HSA): employee-owned long-term healthcare savings account, available to eligible employees enrolled in an HDHP, offers tax-free contributions, tax-free investment growth, and tax-free withdrawals for eligible expenses.

Healthcare Flexible Spending Account: set aside pre-tax funds for eligible out-of-pocket medical, dental, and vision expenses. Full annual election available on effective date. Plan year carry-over is limited to IRS maximum carry-over limit.

Limited Purpose Flexible Spending Account: allows HSA participants to set aside pre-tax funds for eligible dental and vision expenses. Full annual election available on effective date. Plan year carry-over is limited to IRS maximum carry-over limit.

Dependent Care Flexible Spending Account: pre-tax reimbursement of out-of-pocket expenses related to dependent care while you (your spouse, if married) are working or in school.

Life Insurance: Basic and supplemental life insurance policies available through Dearborn National.

Disability: Long-Term Disability provides an income replacement program if you become disabled.

Voluntary Benefits: Critical Illness, Accident, and Hospital Indemnity coverages provide an extra measure of financial protection that can help reduce or eliminate out-of-pocket medical expenses. Predetermined benefits are paid directly to you.

Virtual Health & Wellbeing: TimelyCare provides free 24/7/365 virtual health and mental wellness services to all employees.

Leave & Time Off

Eligibility varies by employee classification.

- **Annual Leave:** Accrue up to 21 days per year for eligible 12-month employees
- **Sick Leave:** Accrue up to 12 days per year for eligible 12-month employees
- **Faculty Care Leave:** Accrue up to 9 days per year for eligible regular 9-month faculty
- **Observed Holidays:** 14 holidays including Winter Break, Spring Holiday, and more

Tuition Benefits

For You:

- Waive tuition and required fees included in cost of tuition: up to **6 credit hours per Fall and Spring semester** and **8 credit hours per Summer semester**

For Your Family:

- **Spouse/Domestic Partner:** Eligible to use unused employee benefit.
- **Children:** Discount equal to 50% of in-state tuition cost for qualified dependents under 25.

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Retirement Options

New Mexico Educational Retirement Board (NMERB): Employees hired above .25 FTE (more than 10 hours per week), excluding graduate assistants and student employees, automatically become a member of the Educational Retirement Board (ERB) defined benefit plan (DBP) as a condition of employment. (See [NMERB Member Handbook](#).)

- Retirement plan is funded by employee and employer contributions, [rates](#) are set by statute.
- Lifetime monthly pension with optional survivor benefit based on salary history and years of qualified service credit.

Alternative Retirement Plan (ARP): NMERB also administers the Alternative Retirement Plan (ARP) a defined contribution plan (DCP) for eligible faculty, coaches, and executive staff. The ARP is a participant-directed plan, the value of your investment will fluctuate over time; you may gain or lose money.

- 90-day period to opt-in and set up individual account with TIAA or Fidelity in lieu of DBP.
- Contribution rates are the same as the DBP minus 7.25% remitted to NMERB to reduce the actuarial impact of participation in the ARP.
- Retirement benefits are based on return on investment. You may rollover, cash out or annuitize funds.

Voluntary Retirement: Voluntary 403(b) and 457(b) retirement savings plans are available through payroll deduction on a pre-tax or Roth basis.

NMSU Retiree Designation and Benefits: Employees that meet the NMERB DBP retirement eligibility criteria and have at least 10 consecutive years of NMSU benefit-eligible service at the time of retirement may be designated as NMSU Retirees and become eligible for certain university retirement benefits.

Additional Perks

Professional Development: University training offered through the Center for Learning & Professional Development

LinkedIn Learning: Free access to thousands of online courses for faculty and staff to enhance personal and professional skills

Season Ticket Discount: Purchase football and basketball season tickets in reserved sections at a discount.

AggieFit Access: Low-cost membership for fitness centers and classes

Discount Programs: Reduced rates on events, merchandise, and services

Policies and Support

- Operational policies are available in the [Administrative Rules and Procedures \(ARP\)](#)
- Guidance for administrative, financial, procurement, and operational processes are available in the [Business Procedures Manual](#).

Explore NMSU & Local Area

NMSU Information and Resources: <https://hr.nmsu.edu/new/about.html>

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Campus Life & Services

- University Facts: <https://nmsu.edu/about/facts.html>
- Dining: <https://dining.nmsu.edu/>
- Parking: <https://services.nmsu.edu/parking/index.html>
- ID Services: <idcard.nmsu.edu>
- Campus Safety: <nmsupolice.com> | <safety.nmsu.edu>
- NMSU Bookstore: <https://services.nmsu.edu/bookstore-and-supplies.html>

Relocating?

- Explore the region: www.newmexico.org
- Campus locations: nmsu.edu/about/locations

Additional Resources

Explore detailed benefit documents and policies directly through our website:

- Benefits Eligibility Requirements <https://benefits.nmsu.edu/enrollment/eligibility.html>
- Insurance Plan Information <https://benefits.nmsu.edu/insurance/>
- Retirement Options Overview <https://benefits.nmsu.edu/retire/index.html>
- Voluntary Retirement Plans <https://benefits.nmsu.edu/retire/voluntary.html>
- Leave & Holiday Policies <https://benefits.nmsu.edu/leave/index.html>
- Collective Bargaining Agreements <https://opr.nmsu.edu/union-relations/index.html>

Questions?

Please visit benefits.nmsu.edu or contact our HR team at hrhelp@nmsu.edu or by phone at 575-646-8000.

Thank you for considering NMSU—where your work matters, your contributions are valued, and your professional journey continues.

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NMSU Notice of Non-Discrimination and Equal Opportunity

New Mexico State University (NMSU) prohibits discrimination in its programs and activities including admissions on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status, in accordance with federal and state laws and University policy.

The **Office of Institutional Equity (OIE)** is designated to receive and address internal complaints of unlawful discrimination, harassment, retaliation, and sexual misconduct at NMSU.

The **Director of OIE** serves as the University's **Title IX Coordinator** and is responsible for overseeing compliance with Title IX and related federal and state laws addressing sexual and gender-based harassment, including sexual assault, dating and domestic violence, stalking, and other forms of sexual misconduct based on sex, gender, sexual orientation, or gender identity.

NMSU is committed to providing access and support for individuals with disabilities and ensuring compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other laws prohibiting disability-based discrimination. The **Director of OIE** also serves as the **ADA and Section 504 Coordinator** for **reports** of disability-based discrimination in NMSU's employment, admission, access, and participation in NMSU programs or activities.

The **Associate Vice President (AVP) of Human Resource Services (HRS)** serves as the **ADA and Section 504 Coordinator** for matters involving **employee access** and accommodations.

The **Director of Student Access Services (DAS)** serves as the **ADA and Section 504 Coordinator** for **student access** and accommodations.

Reports or complaints related to equal opportunity, Title IX, ADA or Section 504 should be directed to:

Office of Institutional Equity
Director/Title IX and ADA/504 Coordinator
Office: (575) 646-3635
Website: equity.nmsu.edu
Email: equity@nmsu.edu

Inquiries related to ADA or Section 504 accommodations should be directed to:

Human Resource Services (Employees)

ADA/504 Accessibility Officer
Office: 575-646-7512
Email: Mlongpree@nmsu.edu

*Petitions for employee accommodations may also be submitted through the OIE website at equity.nmsu.edu. Petitions submitted through the OIE website are routed to NMSU's accessibility Officer for processing.

Disability Access Services (Students)

Director and ADA/504 Coordinator
Office: 575-646-6840
Website: das.nmsu.edu
Email: das@nmsu.edu

How to File a Complaint:

Complaints of discrimination, harassment, sexual misconduct, or retaliation may be submitted to OIE by email at equity@nmsu.edu, through the OIE website at <https://equity.nmsu.edu/> or via the University's reporting portal at <https://report.nmsu.edu/>. Complaints may also be filed externally with the following agencies:

[US Department of Education, Office for Civil Rights](#)
[U.S. Equal Employment Opportunity Commission](#)
[New Mexico Human Rights Bureau](#)