

SCHOOL OF MEDICINE FACULTY HIRING & CONTRACTS OFFICE

Department Administrators Meeting
February 10, 2011 9:00 – 10:30



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Agenda

- Faculty Retirement Information — Dawn LaFleur
- Equity Requests for FY12 — Office of Academic Affairs
- Association of American Indian Physicians
- Hiring Proposal Approvals
- Announcements
- Questions and Answers — with prizes!



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Faculty Retirement

Dawn Lafleur, Employee Retirement Manager

Contact Information:

- ❖ dlafleur@unm.edu
- ❖ 277- -6947

Human Resources Retirement Information Website:

<http://hr.unm.edu/retirement/index.php>

Equity Requests FY12

April Rodriguez – Manager, Office of Academic Affairs



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Association of American Indian Physicians

AAIP

- Position Advertising
- Chancellor Roth is asking the Departments to utilize this website as an advertising resource for clinical faculty recruitments
- Doing so will hopefully assist the SOM in our efforts to meet minority faculty recruitment goals
- \$100 per post, per month
- Website address:
 - <http://www.aaip.org/>

Association of American Indian Physicians

The screenshot shows the homepage of the Association of American Indian Physicians. At the top left is the organization's logo, a circular emblem with a caduceus and the text 'ASSOCIATION OF AMERICAN INDIAN PHYSICIANS'. The main header features the organization's name in a large, dark blue font. Below the header is a navigation bar with links for 'Contact Us', 'Sign In', and 'Register'. The left sidebar contains a 'COMMUNITY SEARCH' box with a search input field and a 'Search »' button, followed by links for 'HOME' and 'BECOME A MEMBER'. Below these are a vertical menu of site sections: 'ANNUAL MEETING 2010', 'STAFF DIRECTORY', 'EVENT CALENDAR', 'MEMBER SEARCH', 'RESOURCE LINKS', 'LATEST NEWS', 'JOB CENTER', and 'CONTACTING CONGRESS'. An orange callout box points to the 'JOB CENTER' link with the text 'Click here to access Job Center and posting information'. The main content area is divided into three columns. The first column has a green header 'Our Mission:' followed by a paragraph: 'To pursue excellence in Native American health care by promoting education in the medical disciplines, honoring traditional healing principles and restoring the balance and spirit.' To the right of this text is a photograph of a blue stethoscope on a wooden surface. The second column has a dark green header 'WELCOME TO AAIP.ORG' followed by a news item: 'On-Site Community Outreach Specialist Position Opening' dated 'WEDNESDAY, DECEMBER 30, 2010'. The text describes a new initiative with the Kickapoo Tribe and includes a '>>Read More' link. The third column has a dark green header 'AAIP MEMBER NEWS' followed by a news item: 'Read Harvard Gazette article "Daily Battle to Improve Health" featuring AAIP Member Dr. Lyle Ignace' dated 'TUESDAY, JUNE 8, 2010'. The text describes Dr. Ignace's background and includes a '>>Read More' link. The right sidebar features a 'SIGN IN' section with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Sign In' button. Below this are links for 'Forgot your password?' and 'Haven't registered yet?'. At the bottom of the sidebar is a 'CALENDAR' section with a 'MORE' link. The footer of the page includes an 'Affiliates' section with a logo for the 'Association of Native American Medical Students'.

Association of American Indian Physicians

Contact Us | Sign In | Register

COMMUNITY SEARCH

Enter search criteria...

Search »

HOME

BECOME A MEMBER

Click here to access Job Center and posting information

ANNUAL MEETING 2010

STAFF DIRECTORY

EVENT CALENDAR

MEMBER SEARCH

RESOURCE LINKS

LATEST NEWS

JOB CENTER

CONTACTING CONGRESS

Affiliates

Association of Native American Medical Students

Our Mission:

To pursue excellence in Native American health care by promoting education in the medical disciplines, honoring traditional healing principles and restoring the balance and spirit.

WELCOME TO AAIP.ORG

On-Site Community Outreach Specialist Position Opening
WEDNESDAY, DECEMBER 30, 2010
Through a new Community-Based Diabetes Prevention initiative with the Kickapoo Tribe of Kansas the Association of American Indian Physicians is pleased to announce the opening of an On-Site Community Outreach Specialists position. [>>Read More](#)

AAIP MEMBER NEWS

Read Harvard Gazette article "Daily Battle to Improve Health" featuring AAIP Member Dr. Lyle Ignace
TUESDAY, JUNE 8, 2010
Ignace is just the second member of Idaho's Coeur d'Alene tribe to become a physician. The first is his father, Gerald, who is still practicing and to whom Ignace still turns for advice. Ignace said he became interested in medicine and passionate about the health problems facing Native Americans while watching his father work over the years. [>>Read More](#)

AAIP Executive Board Member at Large Dr. David Baines featured in AAMC Podcast: Incorporating Culture and Traditional Beliefs

SIGN IN

Username

Password

Remember Me

Sign In

Forgot your password?

Haven't registered yet?

LATEST NEWS MORE

9/2/2010
HHS Awards \$10 Million in Prevention and Wellness Grants to 10 National Organizations

12/22/2009
Researchers Identify Gene that Spurs Deadly Brain Cancer

12/16/2009
UMDNJ Physicians Develop Method Using Fist to Estimate Blood Loss at Scene of Trauma

CALENDAR MORE



Hiring Proposal Approvals

- All hiring proposals must have final approval (FHCO and OEO) on or before start date
- This includes VA hires – VA hires can no longer be back dated
- Any hires that have final approval after the actual start date skews compliance reporting for the SOM and jeopardizes federal funding for the University
- SOM was ~11% non-compliant last 2 AAP cycles
- SOM goal for this AAP cycle is 0%



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Announcements & Reminders

FIBCI' s:

- System Opens for data entry Tuesday 2/15/11
- Signed FIBCI' s are due to the FHCO on April 26th, 2011 and the FY12 FIBCI database will be locked at 5:00.
- Kyle Vick can assist you if you have problems accessing the FIBCI' s or need a reminder of what your Department login and password are. Kyle can be reached at 2-3085 or kvick@salud.unm.edu

NSP Deadline for March is Thursday, March 3rd



Announcements & Reminders

OEO Representative

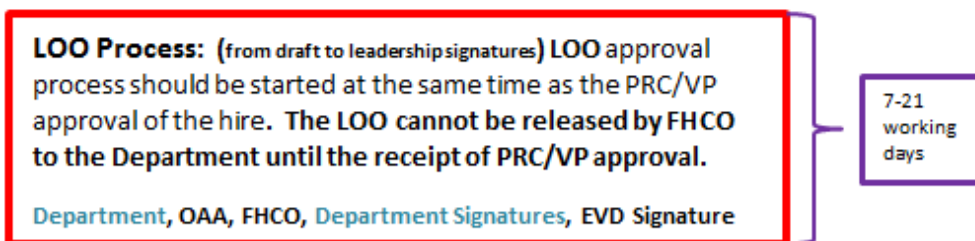
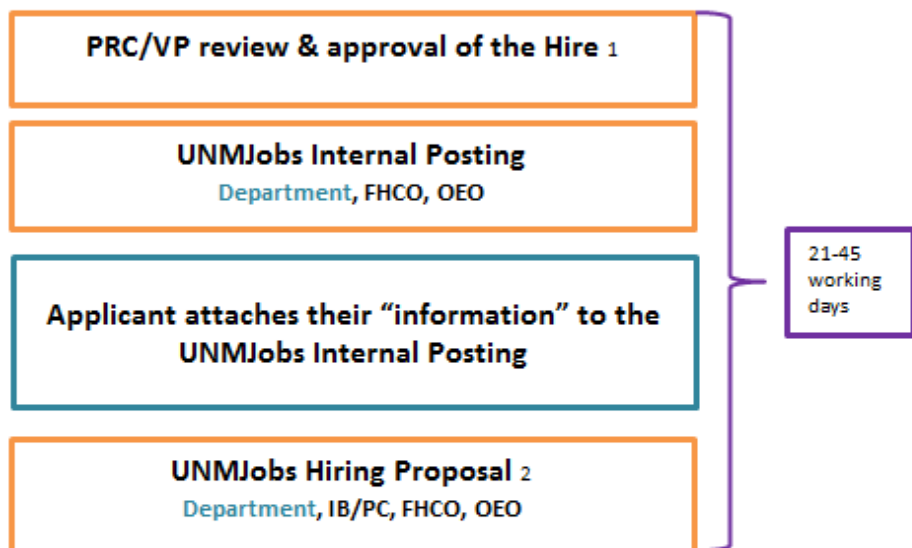
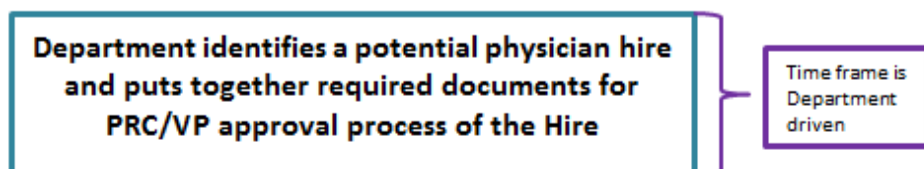
- SOM's OEO Representative is now Vanessa Willock (willock@unm.edu)

SOM Clinical Hire Process

- Developed to provide a broad overview of the SOM hiring process for competitive & non-competitive clinical hires

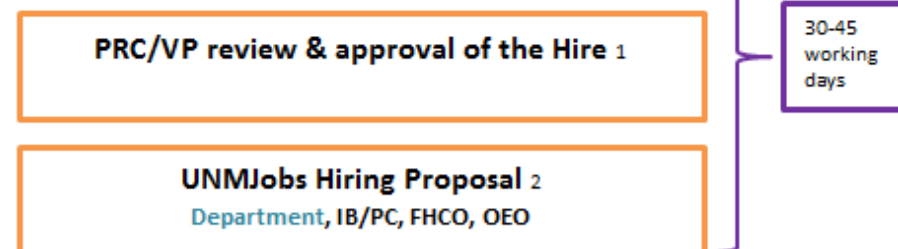
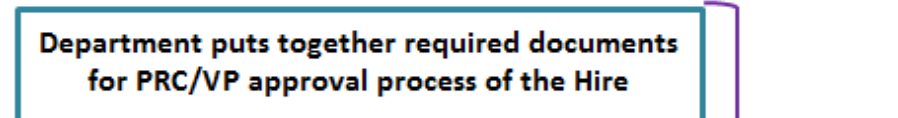
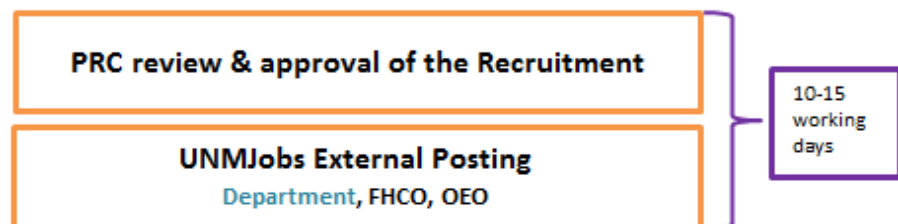
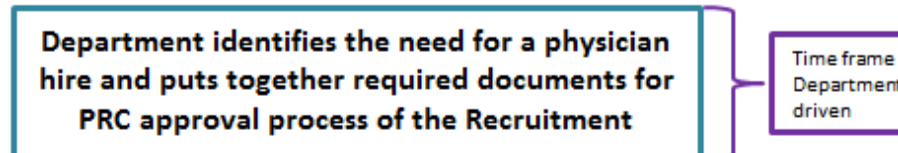
SOM Clinical Faculty Hire Process Flow 1-26-11

Clinical Non-Competitive Hire



1. LOO review process should be started simultaneously
2. LOO and PRC/VP approval must be attached to HP
3. Final approval (OEO and FHCO) **MUST** come before start date

Clinical Competitive Hire



- IMPORTANT NOTES:**
- Time frames **do not** include *credentialing* process
 - Processes are dependent upon the department providing complete documents in a timely manner



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Announcements & Reminders



Look familiar? Do you identify with this illustration?

We do too! FHCO Staff will be chained to our desks during FIBCI and Contract renewal season.

NO VACATIONS!



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Questions?

Thank you for joining us today!

Quiz and Prize Time!

What is the minimum number of years of UNM service that an employee has to work to qualify for benefits as a retiree?

- Five

What Federal form needs to be completed no later than an employee's start date?

- I-9, Employment Eligibility Verification form

What is the NSP Deadline for March 2011?

- Thursday, March 3rd

What website does Chancellor Roth want SOM departments to start using as an advertising resource for clinical faculty recruitments

- Association of American Indian Physicians

Does UNM have any other forms of retirement plans besides ERA and ARP?

- Yes, 403(b) and 457(b) plans are available

All hiring proposals must have _____ on or before start date. (Fill in the blank)

- Final approval (FHCO and OEO)