

# HEALTH SCIENCES CENTER FACULTY CONTRACTS OFFICE

HSC Administrators Meeting  
February 8, 2012 8:30 – 10:00

# Agenda

- **The In's and Out's of Hiring Foreign Nationals at UNM**
  - Kevin Gick, Assistant University Counsel
- **EPAF Routing**
  - Marie Chestnut, Director, HSC Faculty Contracts
- **New Faculty Benefit Orientation – Critical Documents**
  - Catherine Anaya, Medical Faculty Services Rep
  - Krickett Marquez, Medical Faculty Services Rep
- **Position Analysis Memo (PAM) Update**
  - Katie Fletcher, Medical Faculty Services Rep
- **AAMC Physician Shortages Information**
  - Marie Chestnut, Director, HSC Faculty Contracts
- **Announcements**



# The In's and Out's of Hiring Foreign Nationals at UNM

**Kevin Gick**

Assistant University Counsel

Office of University Counsel

# Overview

- Types of Petitions UNM Submits
- Petition Process Flow Chart
- Questions

# Types of Petitions UNM Submits

- “Nonimmigrant” visa petitions
  - Student visas
  - “Cultural exchange” visas
    - a/k/a J-1 visas
  - Employment visas
    - H-1B visas
    - O visas

# Types of Petitions UNM Submits

- **H-1B Visas**
  - Bachelor's degree or higher/equivalent
  - Specialty skills
  - Two 3-year terms
    - Initial plus one extension
  - Can be amended
    - i.e. major change to employment terms
  - Can be transferred
- **O Visas: "Outstanding"**
  - Procedurally the same as H-1B processing

# Petition Process Flow Chart

- Department wants to hire someone
  - Consult with outside counsel
    - See: OUC Website:  
<http://www.unm.edu/~counsel/employment/immigration.html>
  - Based on circumstances, negotiate cost of sponsorship
    - H-1B/O Petitions: the Department must pay all costs and fees associated with the petition

# Petition Process Flow Chart

- Outside counsel sends OUC an informational email with general employment facts (name, title, etc.) and Employment Authorization form (EA) attached
  - No work will begin until EA executed
  - Signature of outside counsel, Department head, and University designee



# Petition Process Flow Chart

- **Outside counsel requires certain information to prepare petition**
  - Employment facts
  - Export control check
    - Department submits form to HSC/Main Campus export control office
    - Export control office performs check, resubmits to department (cc to OUC)
    - Department submits to outside counsel

# Petition Process Flow Chart

- **Departmental confirmations to OUC**
  - Employment facts
  - Salary/title/date of hire
  - Agreement for payment for immigration-related expenses
    - Email from department to beneficiary (cc to OUC)
- **Faculty contracts/HR confirmations to OUC**
  - Completion of hire

# Petition Process Flow Chart

- Outside counsel completes petition, submits to OUC for review and approval
- Designated signatory/University designee is the only person authorized to sign on behalf of the University
- Outside counsel submits public access file information to Department and OUC
  - Labor condition application, beneficiary receipt of LCA, copy of posting requirement, prevailing wage determination/attestation/determination, etc.
  - Department only maintains postings, OUC all else

# Questions?

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# EPAF Routing

## **EPAF Routing for Faculty Separations - Resignation & Retirement**

- SOM will continue to route faculty separations to the Office of Academic Affairs
- COP & CON will route to HSC Faculty Contracts
  - Katie Fletcher – COP
  - Krickett Marquez - CON

# New Faculty Benefit Orientation

## – Critical Documents

- **Documents verifying Employment Eligibility**, refer to page 3 of I9 form for list of Acceptable Documents.

**Note:** The I9 form (Employment Eligibility Verification form) must be completed no later than the first date of employment. Documents verifying Employment Eligibility cannot be faxed and originals must be brought with you to orientation.

- **Benefits enrollment**
  - Legal spouse (must Provide copy of marriage certificate)
  - Domestic partner (Required affidavit and proof) With back up documentation (<http://www.unm.edu/~ubppm/ubppmanual/3790.htm>)
  - Children up to age 26, (must provide copy of birth certificate)

# New Faculty Benefit Orientation

## – Critical Documents

Additional documents required in order to set up new faculty member in Banner

- Demographic Form
- W-4, Employee's Withholding Allowance
- Direct Deposit (Voided blank check required)
- I-9, Employment Eligibility Verification form
- NMERB Form

## Position Analysis Memo (PAM) Update

- Position Analysis Memos must be attached to competitive recruitment actions in UNM Jobs
- The memo should explain what you would like to do and the plans you have for completing a successful competitive search
- Sample PAMs are available on our website



# Position Analysis Memo (PAM) Update

- The memo should address the following:
  - That your department wants to begin a competitive search, either to fill a new position or to replace someone.
  - The minimum and preferred qualifications that will be in the posting and the advertisement.
  - How the search committee will determine if applicants meet the minimum and preferred qualifications (review CVs, cover letters, interviews, having candidates give presentations, etc.).
  - A list of who is on the search committee, their gender and ethnicity.
  - The recruitment plan that the search committee will follow (review applicants, identify bona fide candidates, select who to interview, etc.).
  - Affirmative Action Consideration language: “The department faculty and search committee are committed to giving candidates from the protected groups very serious consideration within the academic parameters of this position.”

## AAMC Physician Shortages

Over the past several years, a growing number of national, state and specialty specific studies have concluded that the US physician workforce is facing current or future shortages. This report presents a summary of these recent studies.

<https://www.aamc.org/download/100598/data/recentworkforcestudiesnov09.pdf>

- This report can be used to help justify non-competitive, specialized provider hires

# Announcements

## **SOM FIBCI's – CY12**

- **SOM Training Meeting**
  - February 22<sup>nd</sup>, 9:00 DLCRm
- **Open and Close Dates**
  - SOM FIBCI System Opens - 2/13/12
  - SOM FIBCI System Closes – 4/23/12

## **NSP Submission Deadline Reminder**

# Questions?



*Thank you for  
joining us today!*