

HSC Faculty Contracts Office & SOM Office of Faculty Affairs & Career Services

present

SOM Budget FIBCI – FY18 Overview
February 2, 2017



SOM FY18 Budget FIBCI's

- SOM Finance Guidelines
- Promotions
- Equity and Market Adjustments
- Research B
- Incentives
- Department Chair FIBCI's
- Explanations Box
- New Hires Since February 13th, 2018
- Administrative Assignments
- FIBCI Deadline
- Technical Assistance

SOM Finance Guidelines

Per SOM Finance - Kristin Gates:

- Faculty Compensation Guidelines for FY18 are pending
- Once announced approvals for FIBCI compensation changes outside the standard guidelines (equity, increase in Incentive, adjustments to base due to new hires, Admin B additions or changes, etc) will require approval by SOM OFACD and SOM Finance



ALLDEPTS

Fiscal Year:

Main Menu

- FY17 Budget FIBCI
- Faculty
- Volunteer Faculty
- LATs and Postdocs
- Mail Log
- Reports
- Exit Database

FIBCI

REMINDERS

- Base dollar amount is guaranteed and cannot be reduced
- Base split percentage cannot fall below 51%

Base CANNOT be Reduced

Base Split % Cannot Fall Below 51%

1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY	2. INCENTIVES (Not guaranteed except as noted below)
a) UNM BASE (Guaranteed)	0.00%	71%	\$122,362.00	a) CLINICAL \$0.00
b) VA SALARY			\$176,969.00	b) EDUCATIONAL \$0.00
c) SUPPLEMENT				c) RESEARCH \$0.00
i) PERFORMANCE RELATED (Guaranteed for FY 2015)				d) ADMINISTRATIVE \$0.00
a) CLINICAL			\$4,926.10	e) EQUITY I \$0.00
b) EDUCATIONAL			\$4,926.10	f) SRMCI \$0.00
c) RESEARCH A			\$27,093.55	g) INCENTIVE TOTAL \$0.00
d) RESEARCH B			\$0.00	
e) ADMINISTRATIVE			\$12,315.25	
d) PERFORMANCE TOTAL		29%	\$49,261.00	SUM OF PARTS 1 AND 2
SUBTOTAL	0.78%		\$348,592.00	\$186,623.00
ii) ADMINISTRATIVE B -- Guaranteed only for duration of administrative assignment --			\$15,000.00	ANNUAL SALARY RATE @ 1.0 FTE
e) TOTAL CONTRACT SALARY	0.75%		\$363,592.00	\$363,592.00
TOTAL UNM PORTION	0.00%		\$186,623.00	

Promotions

Rank

- Once approved (usually sometime in May), Rank will be revised in the Database by SOM Office of Faculty Affairs and Career Development (OFACD)
- OFACD will contact the department of any potential negative decisions

Salary increase related to promotion

- Standard amounts (2K for Associate Professor, 3K for Professor) go into the **Base**
- **Any amount above the standard promotion increase goes into the Supplement**
- No standard increase for tenure

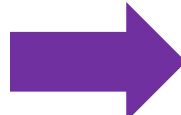
Equity and Market Adjustments

- Market & Equity adjustments are due to SOM OFACD no later than FEBRUARY 28TH
- We ask Departments submit requests as early as possible...don't wait!
- If you have not scheduled a meeting with SOM OFACD to discuss your FY18 Equity/Market Adjustment plan call and make an appt today
- SOM Finance – In addition to SOM OFACD approval, Kristin Gates will need to approve all proposed Market and Equity adjustments

Research B

- Submit (by email) to HSC FCO:
 - Department Research B work sheet documenting the calculations and formula
 - Current department FIBCI plan
- HSC FCO would prefer to review these early, prior to the FIBCI signature deadline (if possible)

1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY
a) UNM BASE (Guaranteed)	0.00%	83%	\$202,000.00
b) VA SALARY			\$0.00
c) SUPPLEMENT			
i) PERFORMANCE RELATED (Guaranteed for FY 2017)			
a) CLINICAL			\$33,976.40
b) EDUCATIONAL			\$4,247.05
c) RESEARCH A			\$0.00
d) RESEARCH B			\$0.00
e) ADMINISTRATIVE			\$4,247.05
d) PERFORMANCE TOTAL		17%	\$42,470.50
SUBTOTAL	0.00%		\$244,470.50
ii) ADMINISTRATIVE B -- Guaranteed only for duration of administrative assignment --			\$138,825.00
e) TOTAL CONTRACT SALARY	0.00%		\$383,295.50
TOTAL UNM PORTION	0.00%		\$383,295.50



2. INCENTIVES (Not guaranteed except as noted below)

a) CLINICAL	\$35,000.00
b) EDUCATIONAL	\$0.00
c) RESEARCH	\$0.00
d) ADMINISTRATIVE	\$0.00
e) EQUITY I	\$0.00
f) SRMCI	\$0.00
g) INCENTIVE TOTAL	\$35,000.00

SUM OF PARTS 1 AND 2

\$418,295.50

ANNUAL SALARY
RATE @ 1.0 FTE

\$383,295.50

Incentives

- **All incentives**, including administrative compensation*, **should** be documented on the FIBCI in Section 2

* Administrative Compensation not reflected in Contract Supplement Admin B



1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY
a) UNM BASE (Guaranteed)	0.00%	83%	\$202,000.00
b) VA SALARY			\$0.00
c) SUPPLEMENT			
i) PERFORMANCE RELATED (Guaranteed for FY 2017)			
a) CLINICAL			,976.40
b) EDUCATIONAL			,247
c) RESEARCH A			\$0.00
d) RESEARCH B			\$0.00
e) ADMINISTRATIVE			\$4,247.05
d) PERFORMANCE TOTAL		17%	\$42,470.50
SUBTOTAL	0.00%		\$244,470.50
ii) ADMINISTRATIVE B -- Guaranteed only for duration of administrative assignment --			\$138,825.00
e) TOTAL CONTRACT SALARY	0.00%		\$383,295.50
TOTAL UNM PORTION	0.00%		\$383,295.50

There should be no dollar amount placed in Equity I



2. INCENTIVES (Not guaranteed except as noted below)	
a) CLINICAL	\$35,000.00
b) EDUCATIONAL	\$0.00
c) RESEARCH	\$0.00
d) ADMINISTRATIVE	\$0.00
e) EQUITY I	\$0.00
f) SRMC I	\$0.00
g) INCENTIVE TOTAL	\$35,000.00

SUM OF PARTS 1 AND 2	\$418,295.50
-----------------------------	--------------

ANNUAL SALARY RATE @ 1.0 FTE	\$383,295.50
-------------------------------------	--------------

Department Chair FIBCI's

HSC FCO will enter the Department Chair FIBCI information (from the Roth/ Dean's memo) and prepare it for the Chairs signature

- Any variations from the total compensation approved by Dr. Roth (now or during FY18) **must** be approved by the Dean or Executive Vice Dean.
- FCO will contact you once they are ready for pick up

Explanations Box

Use this box to include explanations of approved increase related to:

- promotions
- equity or market adjustments
- etc

Also use this space for additional information related to:

- Incentives
- Research B



EXPLANATIONS OF ABOVE AMOUNTS

Supplement: for multiple duties; managing clinical care and clinical research at UNMCC clinic at Las Cruces. Incentive based on productivity/RVU's.
FY17 Incentive based on meeting criteria and availability of funds.


NAME/SIGNATURE of DEPARTMENT CHAIR

Date Signed

NAME/SIGNATURE of FACULTY MEMBER

Date Signed

* The signatures above indicates a discussion has occurred between the faculty member and the Chair/Division Chief concerning a proposed salary and the agreement of the faculty member to sign a faculty contract for the next fiscal year, pending approval of the Dean of the School of Medicine.

 Indicates a calculated field

Administrative Assignments

- **ALL** SOM, Admin A, Admin B, and HSC Administrative Assignment titles **print on the contract**
- **However, ONLY** the Admin B dollar amounts print on the contract

REMINDER - Be sure you enter a Title for the Admin B Component

Faculty Lookup:

Monday, January 23, 2017

SOM WORKSHEET FOR FACULTY SALARY COMPUTATION

FISCAL YEAR 2017

UNM ID SSN
 Name
 Rank
 Org Code
 Department
 Subspecialty
 Division

Admin. Assignments: Effective Date:
 SOM:
 Admin A: Vice Chair of Education 10/1/2016
 Admin B: Medical Director 7/1/2015
 HSC:
 HS:
 Incentive Assignments:

Total FTE UNM FTE

1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY
a) UNM BASE (Guaranteed)	<input type="text" value="0.00%"/>	<input type="text" value="70%"/>	<input type="text" value="\$175,000.00"/>
b) VA SALARY			<input type="text" value="\$0.00"/>
c) SUPPLEMENT			
i) PERFORMANCE RELATED (Guaranteed for FY 2017)			
a) CLINICAL			<input type="text" value="\$75,000.00"/>
b) EDUCATIONAL			<input type="text" value="\$0.00"/>
c) RESEARCH A			<input type="text" value="\$0.00"/>
d) RESEARCH B			<input type="text" value="\$0.00"/>
e) ADMINISTRATIVE			<input type="text" value="\$0.00"/>
d) PERFORMANCE TOTAL		<input type="text" value="30%"/>	<input type="text" value="\$75,000.00"/>
SUBTOTAL	<input type="text" value="-3.85%"/>		<input type="text" value="\$250,000.00"/>
ii) ADMINISTRATIVE B -- Guaranteed only for duration of administrative assignment --			<input type="text" value="\$10,000.00"/>
e) TOTAL CONTRACT SALARY	<input type="text" value="0.00%"/>		<input type="text" value="\$260,000.00"/>
TOTAL UNM PORTION	<input type="text" value="0.00%"/>		<input type="text" value="\$260,000.00"/>

2. INCENTIVES (Not guaranteed except as noted below)	
a) CLINICAL	<input type="text" value="\$0.00"/>
b) EDUCATIONAL	<input type="text" value="\$0.00"/>
c) RESEARCH	<input type="text" value="\$0.00"/>
d) ADMINISTRATIVE	<input type="text" value="\$0.00"/>
e) SRMC I	<input type="text" value="\$0.00"/>
INCENTIVE TOTAL	<input type="text" value="\$0.00"/>

SUM OF PARTS 1 AND 2

ANNUAL SALARY RATE @ 1.0 FTE



This contract is entered into by the University of New Mexico ("University"), SAMPLE Q. CONTRACT, MD., (UNMID: 100000001), ("Faculty Member"), under and pursuant to the HSC Faculty Compensation Plans (adopted by College of Nursing (CON) 2012, College of Pharmacy (COP) 2011, College of Population Health (COPH) (under development), and School of Medicine (SOM) 1999) and all applicable departmental and divisional compensation plans and arrangements. Faculty Member is hereby appointed a member of the faculty of the University subject to conditions set forth in subsequent paragraphs.

1. The period of this contract is from 7/1/2016 to 6/30/2017.
2. Faculty Member appointment status and code are:

Assistant Professor of Internal Medicine
FTE 1.00

Appointment Code: V-F (6/30/2018)

Appointment Code: **Admin B \$\$**
the back of this contract: **amounts and title**

3. Faculty Member's annual salary under this contract is \$260,000.00, which includes a Base component of \$175,000.00, a Performance Supplement component of \$85,000.00, and a VAMC component (if applicable) of \$0.00. University will pay \$260,000.00 of Faculty Member's annual salary. In addition to the contract salary, the University may, at its sole discretion and pursuant to guidelines approved by the appropriate Dean and pursuant to the Faculty Compensation Plan adopted (as noted above) and applicable departmental and divisional compensation plans and arrangements, augment the Faculty Member's annual salary. If the salary is to be so augmented, the additional amount will be paid in the Incentive component of compensation. If this is a part-time contract, the full-time equivalent salary will be \$260,000.00.

4. This contract includes in the Administrative Supplement B Component or other specific administrative supplement \$10,000.00 for administrative services as Medical Director. Administrative assignments may be terminated by either party during the period of this contract. Should this occur, the University reserves the right to make an appropriate adjustment in Faculty Member's annual salary. Other administrative assignments include: Vice Chair of Education

5. Faculty Member shall obtain and maintain a license in the State of New Mexico and such professional licensure as is required to fulfill the obligations, responsibilities and clinical duties assigned in connection with the Faculty Member's Chair, Team Leader or Dean; Faculty with clinical duties agree to (a) obtain and maintain in good standing all applicable licenses, permits and clinical privileges at clinical components of UNM Health Sciences Center, VAMC (if applicable), and/or other health care facilities to which assigned, including facilities owned and/or operated by UNMMG and (b) to maintain eligibility for payment from all applicable federal health programs, including, but not limited to Medicare and Medicaid. Notwithstanding any provision in University Policies to the contrary, failure to obtain and maintain such licensure, appointments, privileges and eligibility shall constitute an admission of "adequate cause" for terminating this contract and Faculty Member's faculty appointment within the meaning of the UNM Faculty Handbook.

All other Admin titles – no \$\$ amounts



New Hires since February 13th

News hires since February 13th (when the FY18 FIBCI system opens) will be added by HSC FCO.

FY18 VA Salaries

VA salaries will be uploaded into the Budget FIBCI system by February 13th

FTE EFFORT (Not %)

	UNM	SRMC	CC	UNMMG	VA	Total
Research	0.000	0.000	0.000	0.000	0.000	0.000
Education	0.150	0.000	0.000	0.000	0.000	0.150
Admin/Service	0.000	0.000	0.000	0.000	0.000	0.000
Clinical	0.000	0.000	0.000	0.000	0.850	0.850
Contracted Labor	0.000	0.000	0.000	0.000	0.000	0.000
Total	0.150	0.000	0.000	0.000	0.850	1.0000

Effective Date

VA Assignment

VA Eighths:	<input type="text" value="8"/>
Full VA Base	<input type="text" value="\$121,147.00"/>
VA Market Pay	<input type="text" value="\$98,383.00"/>
New VA Actual Pay:	<input type="text" value="\$219,530.00"/>
VA Last Modified	<input type="text" value="2/29/2016"/>

FIBCI Deadline

- FY18 FIBCI budget system will be locked at 5:00 pm on **April 17th, 2017**
- Signed FIBCI's are due to the HSC FCO on Wednesday, **April 24th, 2017**
- Any revisions after this date will need to be entered manually by HSC FCO staff

FIBCI Technical Assistance

- If you need new access to the FY18 Budget FIBCI system email April Rodriguez in SOM OFACD
- 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
- HSC FCO Front Desk 272-4231



Any Questions?