# UNM and SOM Policies on Faculty Pay Outside of Normal Duties

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| **SOM & FCM Professional Leave Policy** | Leave that is granted to the faculty member and is seen as beneficial to both the faculty member and the institution. Is granted at the discretion of the Chair. | • Participation in an educational conference for CME  
• Participation on a study section or peer review activity  
• Conducting unpaid volunteer health-related activities  
• Lectures or speaking engagements (see honorarium payments below) | N/A | • Up to 12 work days may be approved in a fiscal year.  
• Leave beyond 12 work days is considered exceptional and requires both strong justification and approval by the Chair. | • Professional Leave – up to 12 days per year |
| **Honorarium Payments** | Any remuneration provided to a faculty member in return for the faculty member's participation in an event of short duration not paid for or sponsored by the University. | • Speaking services at a conference  
• Reviewer, seminar participant, author  
• Attending a conference, meeting, social event, meal or like gathering | • Honoraria cannot be paid by UNM to employees of UNM (UNM BP&P# 2170) | • If personally accepting honoraria, i.e., depositing in your own personal bank account - the check can be accepted. You will have to take Annual Leave (not professional leave) for this.  
• If donating the check to the University, you should either have the check made out to UNM or signed over – “Pay to the Order of FCM.” You will take professional leave for this. | • Must take Annual leave if personally accepting the honoraria.  
• Use Professional Leave if declining honoraria or donating to the dept. |
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| FHB # C140  | Compensating faculty for work done outside of their normal contractual obligations and department for another department within UNM. | • Teaching or other professional services to an academic unit (HSC or UNM) outside of the primary dept.  
  o Speaker at UNM conferences  
  o Call or clinical coverage on another service  
  o Committee participation | • Increasing effort above 1.0 FTE  
  • Performing duties that are within the normal contractual duties  
  • Conflict in time with regular University duties and assignments  
  • Cause a “conflict of interest” situation for the faculty member | • FTE scenario – used for ongoing activity of a regular nature with an outside dept.  
  o Dept/Program negotiates with FCM Chair  
  o Funds transferred to FCM  
  o Funds used to support FTE  
  • Incentive Scenario – used for a one-time activity  
  o Dept/Program negotiates with FCM Chair  
  o Funds transferred to FCM  
  o Funds used to pay Incentive (FCM processes NSPF)  
  o Faculty Paid | • Faculty member is **not** required to take annual or professional leave.  
  • If appropriate under specific terms negotiated, faculty member may be relieved of normal duties in proportion to the effort required. |
| Health Sciences Center Faculty Outside Professional Activities | Activities conducted on a faculty member’s private time (“on your own time”)  
  For example:  
  • locum tenens  
  • private practice or consulting | • Activities conducted outside normal duty hours  
  • Activities conducted in lieu of private, family, recreational activities | • Activities may not involve the use of University staff, buildings, facilities, equipment, supplies, postage, telephones, computers, internet access, letterhead, etc.  
  • Activities on faculty member’s own time are not covered by UNM’s malpractice insurance, may require a business license and may need to report pay Gross Receipt Taxes.  
  (Exception – locum tenens). | • Faculty members are not required to report the amounts of personal time devoted to outside employment, identities of outside employers, or the payment amounts received (unless by a vendor – see full policy, Section 7, for discussion on this topic). | • N/a |