

UNM and SOM Policies on Faculty Pay Outside of Normal Duties

Policy Name/#	What Is It	Permitted Uses	Non-Permitted Uses	Process	Leave Requirements
SOM & FCM <i>Professional Leave Policy</i>	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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Professional Leave – up to 12 days per year
<i>Honorarium Payments</i>	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.	<ul style="list-style-type: none"> • Speaking services at a conference • Reviewer, seminar participant, author • Attending a conference, meeting, social event, meal or like gathering 	<ul style="list-style-type: none"> • Honoraria cannot be paid by UNM to employees of UNM (UNM BP&P# 2170) 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 - Policy Concerning Extra Compensation Paid By the University	Compensating faculty for work done outside of their normal contractual obligations and department for another department within UNM.	<ul style="list-style-type: none"> • Teaching or other professional services to an academic unit (HSC or UNM) outside of the primary dept. <ul style="list-style-type: none"> ○ Speaker at UNM conferences ○ Call or clinical coverage on another service ○ Committee participation 	<ul style="list-style-type: none"> • Increasing effort above 1.0FTE • 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 	<ul style="list-style-type: none"> • FTE scenario – used for ongoing activity of a regular nature with an outside dept. <ul style="list-style-type: none"> ○ Dept/Program negotiates with FCM Chair ○ Funds transferred to FCM ○ Funds used to support FTE • Incentive Scenario – used for a one-time activity <ul style="list-style-type: none"> ○ Dept/Program negotiates with FCM Chair ○ Funds transferred to FCM ○ Funds used to pay Incentive (FCM processes NSPF) ○ Faculty Paid 	<ul style="list-style-type: none"> • 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	<p>Activities conducted on a faculty member’s private time (“on your own time”)</p> <p>For example:</p> <ul style="list-style-type: none"> • locum tenens • private practice or consulting 	<ul style="list-style-type: none"> • Activities conducted outside normal duty hours • Activities conducted in lieu of private, family, recreational activities 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • N/a