

## HSC Faculty Fiscal Year FIBCI/FCP and Contract Renewal Guidelines

The purpose of these guidelines is to provide clear, consistent information and deadlines for the HSC Faculty fiscal year FIBCI/FCP and contract renewal process.

### FIBCI/FCP

#### SOM

- SOM database for FIBCI entry will be open from the beginning of March to the end of April. Signed FIBCI's are due a week after system closing. HSC FCO will send an email each year with the exact dates.
- Signed FIBCI's/FCP's must be submitted to HSC FCO by the due date.
- SOM Base cannot be reduced and cannot be below 51%.

SOM increases: OFACD and SOM Finance will need to review and approve any increases outside of the standard promotion amount or approved increase %.\***Please work with OFACD as soon as you are aware of any equity increases/adjustments.** This includes but is not limited to:

- Market and equity adjustments
- Increase in incentive
- Admin B additions or changes
- etc.
- SOM standard increases for promotion are \$2k for Associate Professor and \$3k for Professor this amount is added to Base. For Senior Lecturer \$1500 and \$2000 for Principal Lecturer added to Supplement. Anything more requires OFACD and SOM Finance approval.
- SOM Research B:
  - Submit Research B worksheet documenting calculations and formula along with Department FIBCI plan to HSC FCO at least a week prior to signed FIBCI due date.
  - Department FIBCI plan must include Research B language.
- SOM incentives: ALL incentives should be documented in Section 2 of the FIBCI.
- Please utilize the Explanation box to provide information related to:
  - Approved promotions
  - Approved market and equity adjustments
  - Approved changes to Admin B or incentives
  - Research B
  - Etc.

### CON, COP, COP, and HSLIC

- CON, COP, COPH, HSLIC database for FIBCI/FCP entry will be open from the beginning of March to the first week of May. Signed FIBCI's/FCP's are due a week after system closing. HSC FCO will send an email each year with the exact dates.

- Signed FIBCI's/FCP's must be submitted to HSC FCO by the due date.
- CON, COP, Copenh, and HSLIC increases: the Vice President of Academic Affairs will need to review and approve any increases outside of the standard promotion amount or approved increase %. This includes but is not limited to:
  - Market and equity adjustments
  - Increase in incentive
  - Admin B additions or changes
  - etc.
- Please review your FIBCI/FCP for standard increases for promotion.
- Please utilize the Explanation box to provide information related to:
  - Approved promotions
  - Approved market and equity adjustments
  - Approved changes to Admin B or incentives
  - Research B
  - Etc.

### **SOM, CON, COP, Copenh, and HSLIC**

- HSC Leadership and SOM Chair FIBCI's/FCP's will be prepared by HSC FCO based on the memos received from the EVP, EVC and SOM Dean.
- Any FIBCI/FCP changes after the due date, need to be submitted by June 20 otherwise will need to be effective after July 1 and be submitted to the office/representative responsible for processing changes effective after July 1.

### **Contract (SOM, CON, COP, Copenh, and HSLIC)**

- Electronic contracts can only be sent to their @salud.unm.edu email address.
- At the request of legal/OUC, **contracts must be signed/accepted no later than July 1.** Contracts cannot be backdated.
- In the event the contract is not signed/accepted by July 1, the faculty may not be paid correctly or not at all and may need to stop working as it could be a liability to the University. Risk Management may or may not cover the faculty if a situation occurs between July 1 and when the contract is signed/accepted.
- Appeal Process may be initiated after the FIBCI/FCP and contract are signed.

### **FIBCI/FCP system Technical Assistance**

- Kyle Vick can assist you if you have problems accessing the FIBCI/FCP system or need a reminder of what your login and password are. Kyle can be reached at [kvick@salud.unm.edu](mailto:kvick@salud.unm.edu)
- If you need new access to the SOM FIBCI system email, April Rodriguez, in SOM OFACD at [AMRodriguez@salud.unm.edu](mailto:AMRodriguez@salud.unm.edu)
- HSC FCO Front Desk, 272-4231