

STANDARD OPERATING PROCEDURES- GUIDELINES

FACULTY MOVING EXPENSES

SCOPE/APPLICABILITY:

Applies to all newly hired OB-GYN faculty members.

PURPOSE:

To outline the process for paying moving expenses to new faculty members.

PROCEDURE:

Newly hired faculty members are eligible for moving expenses per UNM guidelines. Faculty shall receive an amount based on the following:

Out-of-State Applicants:

<1000 miles = up to \$10,000 Moving Expenses

>1000 miles = up to \$15,000 Moving Expenses

In-State Applicants:

\$5,000 Signing Bonus

The Faculty Services Representative will determine the amount at submission of the PRC to hire/LOO paperwork. The FSR will notify the OB Finance Team of this amount. The FSR will ensure the paperwork is processed to pay out this amount.

If the faculty member does not complete one year of employment with the department, they may be required to pay back the moving expenses amount per their letter of offer.

APPROVALS:

SOP Owner:	Hanna Flatow	Date: 9/14/2022
Chair Approval:	Department Executive Committee and Eve Espey, MD	Date: 9/15/2022
Effective Date:	October 1, 2022	