

# FY20 Contract Renewals

The FY20 Faculty Salary Tracking Form (FSTF) and the Faculty Compensation and Workload (FCW) documents are attached and now posted on the Faculty Affairs website at the following link: <https://www.unthsc.edu/academic-affairs/faculty-affairs/faculty-contracts/>.

## FSTF and FCW:

- All faculty will need a FY20 FSTF and FCW
- Any Faculty member who has changes (increase/decrease) in salary any time during the year will need a revised FSTF and FCW
- Major responsibilities on the FSTF and FCW must match. Example: If the FCW lists FTE allocations: Research, Teaching and Service, the same responsibilities should be shown and funded on the FSTF.
- Each Faculty member will need at least 2 major responsibilities but no more than 3 (the only exception is a faculty who is 100% clinical).

## Non-renewal

- If you have faculty that needs a different contract end date, please contact Faculty Affairs at [FacultyAffairs@unthsc.edu](mailto:FacultyAffairs@unthsc.edu) with faculty name and contract end date.

## Routing

- On the FCW obtain signatures for faculty member's institute director (if applicable), and department chair **only**
- On the FSTF obtain the department chair and institute director (if applicable) signatures **only**
- FCW and FSTF should be sent as **separate** files.
- Use the following format to name the files:
  - Last name – FY20 FCW (i.e. Smith – FY20 FCW)
  - Last name – FY20 FSTF (i.e. Smith – FY20 FSTF)
  - Send PDF documents to [FacultyAffairs@unthsc.edu](mailto:FacultyAffairs@unthsc.edu)
- Faculty Affairs will route the FCW and FSTF for signatures through DocuSign and the contract initiator will receive a copy of the completed documents

## Deadline

- August 15<sup>th</sup> is the deadline to have all documents submitted to the Faculty Affairs Office.

For questions, please email [facultyaffairs@unthsc.edu](mailto:facultyaffairs@unthsc.edu)