

Regents' Lectureship or Professorship Awards — Department Responsibilities (rev. 7.2023)

Upon notification from the College office that a faculty member has been awarded a Regents' Lectureship or Professorship, **the first step is for the Department to obtain an index for this award** by following the steps below. Once the index is obtained, spending against the award may begin.

- 1) Request a new Banner Activity Code using the Chart of Account (COA) Application. This can be found on the Financial Services Support Center (FSSC) website, <http://www.unm.edu/~fssc/>, under "Resources".
 - a. Log into the application using your net ID and password.
 - b. Select "COA" Requests
 - c. Select "New Activity"
 - d. Enter "Desired Activity Title" as follows:

"Awardee Last Name/Department-Professorship"
Example: "Smith/Biology-Professorship"
 - e. Enter appropriate "Requestor Comments", such as "Professor Smith was awarded a Professorship with a stipend of \$8,300 per year for the years 2022-2024". New Activity Code needed for Professorship index."
 - f. Submit Request
 - g. FSM will e-mail the new Activity Code.

- 2) Upon receiving notification from FSM of the new Activity Code, log back into the COA Requests Application to request a new Index.
 - a. Select "COA" Requests
 - b. Select "New Index"
 - c. Enter "Desired Index Title" as follows:

"Awardee Last Name/Department-Professorship"
Example: "Smith/Biology-Professorship"
 - d. Enter 2U0008 for "Fund"
 - e. Enter P192 for "Program"
 - f. Enter the new activity code obtained from FSM for "Activity Code"
 - g. Enter appropriate "Requestor Comments", such as "Professor Smith was awarded a Professorship with a stipend of \$8,300 per year for the years 2023-2025. New Index Code needed for Professorship award."
 - h. Submit Request.
 - i. FSM will e-mail the new index number.

- 3) Submit a Journal Entry in Banner to allocate funding and budget to the new index. This will be a 6-line entry:

JE2: 454046-1660 (Debit for amount of award)

JE2: new index-1660 (Credit for amount of award)

BD4: new index-1660 (“+” for amount of award per letter)

BD4: new index-8060 (“+” for amount of award per letter)

Breakdown by more appropriate expense account codes is desirable, if known.

BD4: 454046-1660 (“-” for amount of award)

BD4: 454046-8060 (“-”for amount of award)

Required text for short description: school/college, awardee last name, award type, year of award.

Short description example: SOE Smith Lectureship Year 1 of 3

Note: Allocation entries should be processed for only one year of funding at a time. The total amount of a three year award should not be allocated in one fiscal year. **Submit a separate JV at the beginning of each fiscal year.**

- 4) Once the JV has been approved and posted, spending on the award may begin, per the terms of the award.
- 5) Unrestricted Accounting – Main Campus will return any unused balance to the funding index (454046) at the end of the award, and will terminate the index at that time. If the award has been overspent, the department must provide an unrestricted index to cover the overspent amount.

NEXT STEPS:

Each awardee must sign a **Regent's Professorship or Regents Lectureship Form** (template will be sent by the College with the award letter), populated with the new index, indicating awardee's choice of receiving the award as a salary supplement or research stipend.

If the awardee chooses **Compensation**, a non-standard standard payment (NSP) form must be completed and emailed to the A&S Dean's office (asadmin@unm.edu) with copy to Shirley Rey Lovato for approval. Attach the completed Regent's Lectureship/Professorship form.

Once approved by the Dean, the documents will be emailed to the DA to upload to an **NSP ePAF for processing**. The approvers on the ePAF are: dept level designated approver; Shirley Rey Lovato, College level approver; Rita Rodriguez, employment area faculty approver; Stella Quintana as Payroll approver; and ePAF applier to complete and apply the ePAF.

If the awardee chooses **Research**, the Regent's Lectureship/Professorship Form will be signed by the Chair and the Dean. The College will retain the original and a copy will be returned to the DA for their records. A separate JV needs to be submitted at the beginning of each fiscal year, but nothing needs to be sent to OAP.

The Department is responsible for the accounting of the index for the three-year period. All “next steps” above are to be followed for second- and third-year awards.