**DIVERSITY NEWS:** Registration is **STILL open** for the AAMC 2012 Minority Faculty Career Development Seminar. September 7-10 in Chicago, IL. Target audience is 'junior faculty (senior fellows, instructors, and assistant professors) who are members of underrepresented racial and ethnic minority groups and who aspire to leadership positions in academic medicine.' Details at [https://members.aamc.org/eweb/DynamicPage.aspx?webcode=MeetingProfile&evt_key=7E05C5C4-D7E9-41E2-94D7-E705BCC8EB424D7-E705B](https://members.aamc.org/eweb/DynamicPage.aspx?webcode=MeetingProfile&evt_key=7E05C5C4-D7E9-41E2-94D7-E705BCC8EB424D7-E705B)

Interested participants and sponsoring departments should contact Dr. Janet F. Williams with a brief proposal for seminar participation and partial $$$$$ sponsorship from the SOM Office of the Associate Dean for Faculty and Diversity.

**CAN YOU BELIEVE IT.....?**

**EVEN MORE FOLLOW-UP** from MAY FACULTY Facts & FAQs

**NEWSLETTER ANNOUNCEMENTS:**

1. Faculty packets for **ADJUNCT FACULTY without salary reappointments** for Fiscal Year 2013 – **Action for us is (all but) complete!** THANK YOU for all your hard work! Separate departmental results are now on their way. I hope you were among those earning a **GOLD STAR** for perfect record completion!
2. Faculty 6-month notification date that they will undergo a POST-TENURE EVALUATION early in 2013 – All departments receive their list of faculty due PTE, so the 6-month notices should have been sent, and evaluations completed by February 1, 2013.

3. Faculty PTAC packet preparation in electronic format for SOM Dean's Office review in plenty of time before the UTHSCSA PTAC deadline of October 1, 2012 – SEE instructions detailed in the attachment to FF&F Newsletter #6 sent June 22nd. Hope you read this and understand the process! You can start asking questions now!

........AND NOW for the SIZZLING RED-HOT NEWS!!!!!

All educational institutions in the South, including medical schools, are accredited through the Southern Association of Colleges and Schools (SACS), or else – NO FOOLING! - the institution 'does not exist.' Of course, we all understand that the UTHSCSA SOM strives to stay, and must stay, SACS accredited!

As part of the SACS accreditation, there has always been and will remain the necessity to demonstrate due diligence in meeting all SACS' Principles of Accreditation. Among them, is Principle 3.7 Faculty Credentials and the Comprehensive Standard 3.7.1, which govern all faculty appointments and absolutely require that, 'For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.' Guidelines and templates for compliance certification and reporting of faculty qualifications can be found on the SACS site: [http://www.sacscoc.org/policies.asp#guidelines](http://www.sacscoc.org/policies.asp#guidelines)  

The undeniably most reliable and valued means to substantiate faculty competence is for the educational institution seeking to appoint a faculty candidate to acquire directly from the degree-conferring institution an original transcript of that faculty candidate's educational record that states that the degree was conferred, thus 'proving competence.' Many of us have experienced the difficulty that can arise in meeting this goal under certain circumstances during the faculty appointment
process, usually related to physician-equivalent degrees granted in foreign countries, particularly those experiencing or having experienced turmoil.

The following is an update regarding the 'original transcripts policy' as it relates to the UTHSCSA SOM faculty appointment process and was agreed upon by Dr. Denise Wilbur, the Interim Vice President of Academic, Faculty, and Student Affairs:

• An original transcript sent directly to the institution remains the REQUIRED PROOF for any faculty candidate with a degree other than a MD or DO degree. The transcript must document the terminal degree was conferred. Any transcript in other than the English language must be translated and verified by one of the UTHSCSA-accepted organizations providing this service.

• An original transcript sent directly to the institution remains the REQUIRED PROOF for any faculty candidate with a MD or DO degree earned in the United States. The transcript must document the terminal degree was conferred.

• An original transcript sent directly to the institution remains the first and best line of REQUIRED PROOF for any faculty candidate who earned a MD-equivalent degree outside the United States. The transcript must document the terminal degree was conferred. Any transcript in other than the English language must be translated and verified by one of the UTHSCSA-accepted organizations providing this service. There must be at least one sincere attempt made to acquire this evidence of faculty competence, but....

• Should at least one earnest attempt to acquire the original transcript through the correct mechanism(s) fail, the following is now the official 'alternative' means to demonstrate due diligence in documenting faculty competence as part of the faculty appointment process:
  
  ▪ As part of demonstrating that due diligence has occurred, document the process details regarding the attempt(s) made to acquire the original transcript, including date, time, person or office contacted, by whom and outcome, and include this documentation in the prospective faculty member's file.

  ▪ Proceed to acquire official Educational Commission for Foreign Medical Graduates (ECFMG) primary-source confirmation of the physician's certification status from the ECFMG's Certification
Verification Service (CVS). In corroboration, The Joint Commission, the organization that evaluates and accredits U.S. health care organizations and programs, has determined that direct verification with ECFMG of a physician's certification status satisfies The Joint Commission's requirement for primary-source verification of medical school completion for graduates of international medical schools.

- **How exactly does this happen?** ECFMG's CVS issues two types of reports: *Confirmation Reports* and *Status Reports*. See the following link - [http://www.ecfmg.org/cvs/reports.html](http://www.ecfmg.org/cvs/reports.html) for more details about the differences. The report that is needed is a **STATUS REPORT**, since it includes a translated copy of the transcript and states degree-equivalent conferral. The easiest means of requesting and receiving this report is for the potential faculty appointee to conduct the process:
  - The international medical graduate (IMG) who is the potential faculty appointee can and should be the one to request their own Status Report which will then be sent directly to the medical authority desiring the Report and **not** to the IMG. Requests should be submitted on-line through: **CVS for IMGs:** [http://www.ecfmg.org/cvs/requests.html](http://www.ecfmg.org/cvs/requests.html)

- The SOM Department must provide the IMG with the exact address (Department Chair's Office) designated to receive the ECFMG Status Report directly from the ECFMG.

- Request the **STATUS REPORT** on-line using CVS ON-LINE at [https://cvsonline2.ecfmg.org/](https://cvsonline2.ecfmg.org/)
  - ECFMG does not accept requests by telephone, fax, or e-mail, although it can be done by official mail-in form.
  - **The fee is $35.00 per report.** Status reports requests are confirmed for processing upon receipt of payment and reports are sent within approximately two weeks of receipt of the completed request and payment.
• An alternative is that the ECFMG will confirm the certification status of an IMG when a request is received from a medical licensing authority/state medical board, residency/fellowship program, hospital, or other organization that in the judgment of ECFMG has a legitimate interest in such information, i.e. for employment. CVS for Requesting Organizations: http://www.ecfmg.org/cvs/requests.html

• What is Plan B, if this doesn't work? This will work, but if all else fails, call GhostBusters at the number below.

FAQs:

• What is the proper way to get transcripts translated and verified?
  o Go to the AFSA Office website and use one of the Foreign Credential Evaluation Organizations listed: http://www.uthscsa.edu/vpaa/foreign_cred.asp

• What is needed when a faculty candidate's name(s) don't match on the various documents?
  o Submit a notarized copy of the official name changing decree(s) that prove the various names apply, such as marriage certificate, divorce decree, name change decree, etc., and/or a brief notarized statement of explanation.

• What documentation is needed when a physician earned their degree through 'Fifth Pathway' training?
  o The Fifth Pathway was an American Medical Association program, so Fifth Pathway physicians don’t receive ECFMG certification, and ECFMG does not verify Fifth Pathway status. A faculty appointment of Fifth Pathway physician requires acquiring both the initial partial medical education transcript and the Fifth Pathway graduation certificate.

• What is the correct way to address memos that are needed for the FAF (Faculty Appointment Form)?
  o A brief yet informative memo must accompany the FAF to explain ALL changes of appointment, but also include such memo whenever there is a concern that your request might not be easily understood. Address ALL
memoranda to Dr. Denise Wilbur as the Interim VP for AFSA and also to Mr. Michael Black, Senior Executive Vice President and Chief Operating Officer, through the SOM Dean, from the Chair (or whomever) and re: the faculty member concerned. If there are only financial matters, such as a salary adjustment, the memo (No FAF required.) should be only addressed to Mr. Black, through the SOM Dean, from the Chair.

- **Why is a faculty member who provides nonclinical service appointed with the title Associate Professor/Research even though they are not conducting research?**

  o Faculty titles available for use within UT System institutions do not include the designations or choices of Professor/Service or Professor/Teaching. The assumption in the delineation of faculty titles for the UT System, whether for an ‘academic’ campus or a ‘health science’ campus, is the ‘academic’ campus’ tradition that a faculty member whose primary role is teaching is on the tenure track, has received tenure or has an adjunct appointment. The Regents’ Rule relevant to answering the FAQ is 31001, Section 2 – where 2.1 lists Tenure Titles and 2.2 describes Other (Non-Tenure Track) Titles categorized (a) to (o). Health Science institution faculty who provide service are assumed to provide Clinical Service with clinical titles listed in category (h) Patient Care or Research (as below) or (k) Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor, which designate 'regular part-time or full- time faculty service while involved in a professional clinical experience program.' 31001 Section 2 – 2.2 (h) Patient Care or Research. Persons appointed to full-time positions for the primary purpose of patient care and other service activities or to full-time or part-time positions for the primary purpose of research activities shall be given one of the following titles, even though the individuals may be assigned teaching responsibilities: Professor/Associate Professor/Assistant Professor/Instructor in (title of specialty).

**THE CALENDAR:**

- For the second half of 2012, please see the EO/AAO out-of-office schedule attached to the May 25 Newsletter.
- **Dr. Williams will be out of office:** July 18-23; August 9-12; August 17-20. Urgent Faculty & Diversity business will be handled.
- **Month of September up to October 1st deadline:** ALL ePTAC packets due to this office for Fall cycle.

**CONTACTING THIS OFFICE:** Please direct your correspondence as follows:
sfap@uthscsa.edu <mailto:sfap@uthscsa.edu> for all items related to Faculty Appointments, including faculty packet issues, verifications and routing. Ana Delgado and I have access to this mailbox, so no need to cc any of us when emailing to this box.

FacultyDiversity@uthscsa.edu <mailto:FacultyDiversity@uthscsa.edu> for items specific to Faculty and Diversity, such as the Faculty Facts and FAQs Newsletter. Ana Delgado and I have access to this mailbox, so no need to cc either of us when emailing to this box.

JAWilliams@uthscsa.edu <mailto:JAWilliams@uthscsa.edu> for all personal/professional emails not related to the above

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SOM Faculty and Diversity Office Website: http://som.uthscsa.edu/diversity