PTAC Cycle: Rollin’, Rollin’, Rollin’

It's time to open the PTAC floodgates! Departmental PTAC packet preparation is “rollin’, rollin’, rollin’…” This year’s SOM Faculty PTAC ‘theme song’ is rollin’ away from dusty Rawhide lyrics to Proud Mary “rollin’ on the river!” despite a drought in San Antonio! Big wheel keep on turnin’ ✪ Proud Mary keep on burnin’ ✪ Rollin’, rollin’, rollin’ on the river…

Ana and I want to THANK YOU for all your amazing work this past year’s PTAC cycle when a SOM herd of 69 packets underwent institutional PTAC consideration - up from 57 the prior year! The SOM consistently submits over 80% of the PTAC cycle workload!

We know you and your department’s PTAC are working very hard to continue to improve packet quality and meet our expectations! Workin' for the man ev'ry night and day ✪ And I never lost one minute of sleepin’ ✪ Worryin' 'bout the way things might have been…

It's also time for each department to confirm with the Faculty Life Office who this year’s very lucky PTAC administrative ‘designee’ is! Do this to receive your special packet deadline for electronic pre-review. 'Why lucky?' you wonder. Well, these designees will have the extraordinary luck of working directly with the renowned Faculty Life team of Williams & Delgado! They will save your department from drowning in the PTAC deluge, and keep the department rollin’ along in the PTAC process!

Submit department designee contact info to Ana Delgado (delgadoap@uthscsa.edu) by August 28th.

If you come down to the river ✪ Bet you gonna find some people who live ✪ You don't have to worry if you got no money ✪ People on the river are happy to give

Faculty Life will again provide packet pre-reviews electronically. To do so effectively, all packets must be prepared so that commenting and highlighting abilities are enabled before packets are uploaded to the SharePoint site. Do not be the a holdover, archaic department clinging to packet preparation ‘traditions’ that slow down the process. Faculty Life is at your service to help insure your department’s PTAC experience is as fulfilling as possible during this third electronic year! We want to help you become a PTAC packet-preparing professional and SharePoint-posting star!

By the way, did I mention that the institutional PTAC will use the paper system again this year? Faculty Life is rollin’ past the institutional PTAC toward the future! We look forward to coordinating our office’s efforts with yours to insure a winning team that will help our wonderful and talented SOM faculty roll through PTAC review and shine!

But I never saw the good side of the city ✪ Til I hitched a ride on a river boat queen ✪ Big wheel keep on turnin’ ✪ Proud Mary keep on burnin’ ✪ Rollin’, rollin’, rollin’ on the river…

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The department PTAC designee will be granted SharePoint site access and uploading privileges. Please respect the time and effort needed to provide everyone in the cycle with the review they deserve. All SOM packets must be uploaded by your assigned Sept deadline.

We are working to meet a strict AFSA deadline in early October, but the SOM Dean’s initial review and final signature step also take time!

When Faculty Life ‘returns’ pre-reviewed packets to the department, no comment should be considered optional. All comments should be addressed at the appropriate level - department, candidate, departmental PTAC. Contact us for clarifications rather than ignoring any comment.

**NEXT STEPS on pre-reviewed packets:**

1. Make packet ‘repairs and add finishing touches.’
2. Reassemble final packet with updated page numbers and the updated ‘Faculty Appointment, Promotion and/or Tenure Checklist/Contents form (fillable 2-page checklist) from Faculty Life.
3. Quality assurance check! This year’s goal—perfection!
4. Upload final packet to SOM SharePoint. Hand-deliver to Faculty Life ONLY the (appropriately signed) FAF. Don’t forget cross- and joint- appointment Chair signatures!
5. The SOM Dean reviews electronic packets, and when all systems are ‘GO,’ he signs the FAF.
6. Each department is notified to retrieve the signed FAF, and receives a department-specific cover sheet outlining final paper packet preparation, copies needed & packet delivery to AFSA.
7. Big wheel keep on turnin’ Proud Mary keep on burn in’ Rollin’, rollin’, rollin’ on the river…

**PTAC Contest:** Submit to Ana by Sept 2, your best guess of which item will be omitted from SOM PTAC packets this year. Limit: one ‘entry’ per person. Those with correct responses will be entered into a random drawing for a super secret, inexpensive, yet fabulous prize! (Some restrictions apply.)

**LEAN Update & Offer Letter Rollout**

**Faculty Appointment, Privileging &Credentialing Process Credentialing**

‘**Weight, weight, don’t tell me…’**
- Weight gain results when energy intake (calories) exceeds expenditure (physical activity).
- One sweetened beverage with 120 calories takes 30 minutes of jumping rope to burn off.
- L.E.A.N. is a set of quality improvement tools used to identify waste, improve efficiency, and improve customer and employee satisfaction as well as safety and quality.

‘**Waist Waste Elimination**’ In the July News, we introduced our Faculty Life LEAN project! The SOM Dean’s Office, the UTSA Mechanical Engineering Department, and the UTHSCSA Office of Academic, Faculty and Student Affairs have joined forces to eliminate extra (wasted) effort along the weigh way in the faculty appointment, privileging and credentialing processes. These processes are related as shown in this expanding diagram (Yes, we know about the typos, and they are being corrected):

http://som.uthscsa.edu/faculty/appointment_process-Accordion2.asp
Thank you to all the many brave and generous individuals and offices, such as EEO/AA, HR, Accounting/Budget, UT Medicine and more, for such eager and active participation toward improving this very complex system! Happy ‘customers’ are the goal – new hires, departments, the SOM and the entire institution! We understand that proposed changes impact other schools and the system as a whole, so will strive to keep information flowing before any changes occur.

LEAN Decisions So Far: Worth the Weight Wait?
1. All complete appointment packets arriving in Faculty Life more than 45 days in advance of the effective date will be prioritized through the full approval process.
2. The department of origin for an appointment packet that arrives in AFSA 10 business days or less from the effective date will receive a recommendation to delay the effective date accordingly, since the packet will not be prioritized and may miss the effective date depending upon the AFSA workload.
3. Appointment packets also reviewed for UHS privileging must use the Privileging Committee date and not the effective date as the ‘count back date’ to determine the submittal deadline to meet all approval reviews before the appointment effective date. Remember: UT Medicine credentialing and provider enrollment is a separate yet related process that can proceed before, during or after UHS privileging. Approval of UHS hospital privileges will occur only after the UTHSCSA faculty appointment is approved.
4. Using the new faculty Offer Letter template will eliminate one specific appointment process check-point, so a 1-4 day processing step is also eliminated.

Offer Letter Template Rollout
Starting September 1, 2014, the template Faculty Offer Letter will be the only Faculty Offer Letter format acceptable to the SOM Dean's Office. Letters not using the template will be returned to the department for format conversion. Official template will be e-mailed to all departments this week.

Positives:
- All departments and administrators were invited to provide template input and critique.
- Subtitled template sections are a reminder of all potentially relevant topics to include.
- ‘Standard’ template sections were written by the related authority, so for example, the section about benefits was written by HR-Benefits, so that is the preferred ‘official’ terminology.
- Built-in template flexibility allows departments to delete irrelevant sections and expound in other sections, as relevant.
- Response options are provided as a reminder about the level of detail considered most helpful for new faculty as well as for departments.
- Processes needing new hire responsiveness, such as transcript acquisition, are introduced in the offer letter.
- As the template and process become increasingly electronic, packet errors and error-checking time will decrease, leading to efficient and effective processing. Getting LEAN!
- At least one source of processing delay will be eliminated immediately.

Negatives: We can’t think of any. You might have already formulated yours....
**Calendar of Events & Deadlines**

**School of Medicine**

**New Faculty Orientation**

November 20th  
1:00pm — 5:00pm  
309L @ Long Campus

**V-TEL SITES:** R AHC 2.120 & ERAHC 1.200.2

Mandatory for all new faculty. Plan ahead and start rearrange schedules now.

**UT System's Regents’ Outstanding Teaching Awards (ROTA)**

Start thinking about who is qualified to win this award: [www.uthscsa.edu/op/ee_index.asp](http://www.uthscsa.edu/op/ee_index.asp)


**Minnie Stevens Piper Professor Nominations**

University Presidents can nominate one individual in November. Look for AFSA call for nominations.


**Mid-Career Women Faculty Professional Development Seminar**

December 6-9 in Austin, TX.  
Registration is opens **early September**.  
Target audience is associate professor and early-professorial level physicians and scientists holding medical school appointments and leadership positions within their discipline, department or institution.

More information: [https://www.aamc.org/members/leadership/catalog/323118/mid-careerwomenfacultyprofessionaldevelop-](https://www.aamc.org/members/leadership/catalog/323118/mid-careerwomenfacultyprofessionaldevelop-)

It is time to think about nominating outstanding Health Science Center faculty and staff for the 2015 Presidential Excellence Awards. Nominations for all Awards will be due in **October**.

For information on faculty awards visit [http://uthscsa.edu/vpaa/presaward.asp](http://uthscsa.edu/vpaa/presaward.asp)
Post-Tenure Evaluation (PTE)

The award of TENURE to a faculty member starts a periodic comprehensive post-tenure evaluation process. Five full years of performance are peer-reviewed and given a performance rating, ranging from 'exceeds expectations' to 'unsatisfactory.' Faculty members must receive official notice at least six months in advance of their upcoming PTE.

SOM PTE calendar:
- **By this point of the year** – SOM departments should have already officially notified all faculty members who will undergo PTE in FY15.
- **Before the end of any fiscal year** – all SOM departments have reported all of their PTE results to Faculty Life (FL) using the UTS template provided by FL.

FAQ News

**When a faculty member holds one or more CROSS and/or JOINT appointment(s), do these other appointing entities play a role in that faculty member's PTAC processes?**

Any CROSS or JOINT appointing department, center or institute does play a role. They must be informed with sufficient timing about proposed changes in that faculty member’s appointment, whether related to promotion, tenure or something else. The HOP 3.4.1 General Appointment Policies allow the co-existence of different faculty ranks in the different appointing entities, reflecting different levels of competency and scholarly achievement in different fields. Recommendations for promotion in rank in one of the departments/centers/institutes for cross- or joint-appointed faculty members should be made only after consultation between the Chairs. While tenure is held with the institution, it may be reflected in only one department/center/institute of the Health Science Center.

The Chair or Director of each appointing entity must sign the PTAC packet/FAF to demonstrate their awareness of the requested PTAC process. A brief Chair/Director’s memo may also be submitted to endorse the request and demonstrate solidarity (or not), but the faculty role in the cross- or joint-appointing department is a completely separate matter and will/should not determine the outcome of the PTAC request at hand, but it could be addressed at the same time.

**Do faculty members in the PTAC process need a new background check?**

A background check is needed when more than 10 years have passed since the last one. Anyone hired prior to 2002 received a new background check in 2011, so that everyone’s status was up to date by 9-1-2011. According to UTHSCSA policy (#124), a security background check must be conducted before a job offer is made and before a candidate can begin work, whether faculty, Classified staff, A&P, student employees or fellows. A security background check must be up to date/clearance received for all faculty initial appointments, changes in title or rank, or at the President’s discretion.

**Does a new faculty hire at a proposed Associate Professor or Professor rank need one or two packets to be submitted to become appointed at that rank?**

Only one 'merged' packet is needed as long as all the necessary documentation was compiled. A 'condensed processing' PTAC/appointment checklist has been available through the Faculty Life office since the formal announcement in the 2013 February newsletter. This should NOT be handled through two separate packet submissions by first appointing the individual at a lower rank, then submitting a promotion packet during the annual PTAC cycle. When submission 'overlaps' the PTAC cycle, these appointments are prioritized in the review as much as possible, since they would be addressed without delay, if 'off-cycle.' The department-level PTAC should have already reviewed the candidate's credentials as part of the search and interview processes prior to the faculty offer being extended. The department PTAC advises the Chair about the rank most compatible with the candidate's qualifications, and the offer made. The PTAC review recommendations should be included in the packet through a copy of their recommendation letter or by the Chair letter detailing the PTAC review, although the former is the best substantiation. The requested rank on the 'merged' packet should be the rank desired, marked (Pending).