L.E.A.N. News: We Are Getting Skinny

- Did you know that drinking one sweetened beverage daily translates into a 10 lb. weight gain annually? Try water!
- What is L.E.A.N.? 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.

Faculty Life has been coordinating a SOM and campus administrative collaborative to apply L.E.A.N. tools and transform the entire FACULTY APPOINTMENT process into a lean, mean machine working for us all! The goal is to insure the entire system is LEAN from recruitment through the initial appointment steps (EEO, Dean and AFSA approvals) through Budget's MOA-generation to the final HR faculty record entry and hire! This is also coordinated with UHS and UT Medicine credentialing processes. Another goal is to automate the final LEAN Appointment System! We want us all to become satisfied customers of our own system!

SOM FACULTY CAREER DEVELOPMENT– EVALUATION-MENTORING PLAN

A Continuous Quality Improvement or CQI-based PLAN was recently overviewed with all departmental mentoring champions and leadership. Feedback from many departments helped refine the PLAN meant for application as best suits each department. The basic format interweaves and aligns all appointment, career development, advancement and evaluation processes. The individual career development plan or ICDP contains clear measurable goals in THE AREAS RELEVANT to the career, and should always be created directly related to the departmental XYZ Compensation Plan and the PTAC Checklist for promotion and/or tenure. The ICDP goals can easily guide mentoring. Use this PLAN if you want less (yet more meaningful) paperwork, more communication and mutual understanding about how individual faculty members and the department can make progress in areas that are valued.

The UT System caught us all off-guard by asking that each school certify in July this year that all faculty & staff have received their fiscal year evaluation, and Finance sent departments a form to complete. Next year, Faculty Life will coordinate this certification and will remind departments in April or May about conducting faculty reviews in time for the July certification. Using the PLAN makes this easy!

Every SOM Department (Center/Institute) is accountable to the Dean for instituting a formal MENTORING SYSTEM for new and early career faculty. Providing mentoring should be a highly valued faculty and departmental activity. Mentoring is a PTAC Checklist criterion for ALL! Individual mentoring should target at least one specific career development goal. (The ICDP makes this easy!) Monitor formal mentoring as needed to document accountability on all levels. The mentee-mentor dyad should participate in each other’s annual evaluations to the extent useful to the individual and departmental development processes. (See EVALUATION format.) Using the PLAN makes this easy!
Adjunct & Adjoint Appointment Forms

The SOM has produced a **NEW** FY 2015 ADJUNCT Faculty Appointment Form and a **NEW** ADJOINT Faculty Appointment Form (attached). These are one-page electronically 'complete-able and savable' forms that will be available from the AFSA website 'Faculty Forms'. These are the forms to use for all INITIAL ADJUNCT or ADJOINT faculty appointments with an effective date of 9/1/2014 or later. The appointee must be asked and is expected to complete a portion of these forms – contact information and demographics. Accurate and ‘immediate’ contact information is essential. Gender and race/ethnicity data are becoming increasingly essential in SOM accreditation and funding mechanisms. Any Adjunct Faculty with pay appointments still use the FAF.

- ADJUNCT Faculty without salary - any and all new appointments will use the same NEW FORM.
- ADJOINT Faculty any and all new appointments will use the same NEW FORM.
- Adjunct Faculty with Salary appointments still use the FAF, but these should be few in number.

**FAQs- Adjunct Faculty Appointments**

**FAQ:** Do Adjunct Faculty need an annual evaluation?
Yes. Departments need to institute a simple, clear and effective mechanism to evaluate Adjunct faculty, document their teaching role and performance in order to justify reappointment and/or promotion in rank.

**FAQ:** What are some guidelines for conducting this annual evaluation of Adjunct Faculty?
*Keep it short and simple, yet effective. Adjunct Faculty evaluations should be completed by the end of May to advise reappointments which start by June annually. Use the individual’s teaching role that was ‘checked off’ on the Adjunct Faculty appointment form that year. When the Adjunct faculty member updates their contact information and indicates they desire reappointment, they should also submit a list of their Adjunct faculty contributions. Consider a brief documentation of both quantity and quality. The department and individual should agree on what to ‘check off’ for the next year’s Adjunct role. Department PTAC or other departmental entity should review this and other corroborating documentation to deem the individual suitable for reappointment. Collect quality measures as needed to justify promotion, which should be anticipated to be a consideration at some point. Consider rating each individual’s work annually using the ‘Post-Tenure Evaluation scale’: Exceeds expectations, Meets expectations, Fails to meet expectations, and Unsatisfactory.*

**Out of Office Dates**

<table>
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<tr>
<th>UHS Committee Meeting Date</th>
<th>Deadline to SOM Dean</th>
<th>Assoc. Dean for Faculty Out of Office</th>
<th>EEO Out of Office</th>
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<tbody>
<tr>
<td>July 28</td>
<td>June 30</td>
<td>June 26 through July 6</td>
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<td>July 11, 18, 25</td>
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<td>August 25</td>
<td>July 28</td>
<td>July 17 through July 24</td>
<td><strong>Aug. 1 through Aug. 8</strong></td>
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<td>November 24</td>
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<td>December 15 (tentative)</td>
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New faculty candidates with an Initial UHS Privileging packet in process need their SOM Faculty Appointment packet to be submitted to the SOM Dean’s Office no later than 4 weeks prior to the day of the scheduled UHS Committee meeting in order to allow sufficient time for the offices of the EEO, the SOM Dean and the VP for Academic, Faculty, and Student Affairs (AFSA) to verify the faculty appointment before the UHS/UTM Credentialing Committee’s monthly meeting. Faculty appointments not AFSA-verified ahead of time will delay the UHS Committee review by one month. Please remember to allow time for possible delays from such as seasonal influx in packet submissions, personnel leave and EEO out-of-office dates in order to avoid a packet processing delay. **Early submission is highly recommended.**
DEADLINE REMINDERS!!!

POST-TENURE EVALUATIONS: By now, departments should have sent their 6-month notices to faculty members due Post-Tenure Evaluation in fiscal year 2015. (Sept 1, 2014– Aug 31, 2015). If there are questions about this process, ask Faculty Life!

FACULTY DEVELOPMENT

2014 INSTITUTE FOR WOMEN AND UNDERREPRESENTED POSTDOCS, GRADUATE STUDENTS AND EARLY CAREER FACULTY
August 6 - 8, 214; Texas A & M Health Science Center, Bryan, TX. This institute will provide information and technical assistance to early career investigators from underrepresented groups and breakdown the “black box” of major federal funding agencies for biomedical research into achievable steps in the process of successful grantsmanship. Click here for additional information.

2014 GRANT WRITERS COACHING GROUP FOR NIH AWARDS
September 5, 2014; Marriot Vancouver Pinnacle Downtown, Vancouver, British Columbia. The Grant Writers Coaching Group for NIH Awards is designed for faculty who are actively working on a K or R NIH grant proposal. The goal of the Grant Writers Coaching Group is to complement existing support that the faculty member has to submit a competitive proposal. Click here for additional information.

Registration deadline: July 10,2014.

EXECUTIVE DEVELOPMENT SEMINAR FOR ASSOCIATE DEANS AND DEPARTMENT CHAIR
September 19 - 23, 2014; Tempe Mission Palms Hotel and Conference Center; Tempe, AZ. The application and complete program information is available online.

CONTACTING THIS OFFICE:

Faculty appointments: sfap@uthscsa.edu
Mail: 7703 Floyd Curl Drive MC 7790
San Antonio, TX 78229

Executive Assistant: Ana Delgado
Phone: (210) 567-4774
Fax: (210) 567-0218
E-mail: delgadoap@uthscsa.edu
SOM Faculty Website:
http://som.uthscsa.edu/faculty/