Adjunct Faculty Reappointments — Here they Come!

About this time each year, the School of Medicine processes the reappointment of over 1,000 Adjunct (without pay) faculty members — volunteer faculty involved in teaching. This mass of annual renewal paperwork must be accomplished well before the new fiscal year begins in order to insure that the President’s letters are sent in a timely fashion. You may know that last year the SOM simplified the process significantly while updating the Adjunct appointment form and limiting it to one page. This appointment system and form will go into use by all campus schools this year. We will continue to pursue electronic options for the future. Of course, a key SOM goal is to submit all Adjunct faculty packets to the AFSA office on schedule and with no errors. Thank you in advance for helping Team SOM meet these goals!

Look for department email with YOUR due date!

ADJUNCT FACULTY REAPPOINTMENT PACKET – GUIDELINES
*The following does NOT necessity relate to Adjunct faculty NEW appointments.

Most packets are comprised of only two items for a total of two pages:

Item #1 – SOM ADJUNCT Form (new form attached to upcoming email) & Item #2 – President Letter

♦ Both the department and the faculty appointee must contribute to form completion by confirming accuracy of the contact information. This form was updated in line with HR and EEO materials required by law to include the 2010 census descriptions. Responses for gender and race/ethnicity are important in our SOM reaccreditation and other operational processes, so please encourage responses in these categories.

♦ Must use the new Adjunct form to be emailed to the Department this week. Complete the ADJUNCT Form by:

⇒ Complete each ‘blank’ indicated: Check again. Check spelling.

⇒ Appointment effective date (= the FY) will be DATE: September 1, 2014 through August 31st, 2015.

⇒ Appointment Title: Select the same title/rank as last year or the same appointment rank held at another institution. Should a ‘promotion’ in rank be selected, please include a very brief justification memo from the Department PTAC Chair addressed through the Medical Dean, TO: Shawn DeVoeu, J.D., Vice President ad Interim, Office of Academic, Faculty and Student Affairs.

⇒ Check one or more activities through which the appointee will contribute to departmental and institutional missions. These become the activities forming the basis for the annual evaluation of the appointee

May Includes
May - National Asian/Pacific Heritage Month
May 1 - May Day
May 5 - Cinco de Mayo
May 11 - Mother’s Day
May 26 - Memorial Day
Adjunct Reappointments (cont.)

♦ Must use the updated President’s Letter, already posted. On the PRESIDENT’S Letter make edits below:

⇒ Date at the top of letter: September 1, 2014.
⇒ Complete header with the appointee’s Name/Address/City, etc. Must be the same as on the Adjunct Form.
⇒ Dear (Appointee) Please do not misspell the name.
⇒ Change the Fiscal year date to 2015.
⇒ Insure the rank listed matches that on the ADJUNCT Form.
⇒ Add Department and Mail Code; School.
⇒ At the bottom, check ‘Reappointment’.

Additional Documents that are REQUIRED at times:

- Attach a current and applicable Commander’s Letter for all active duty military.
- Attach a justification memo for any promotion. Make the memo succinct with only pertinent details, but it must include at least some justifying details. Address the memo through the Medical Dean, but TO: Shawn DeVeau, J.D., Vice President, ad Interim, Office Academic, Faculty and Student Affairs.

Process for submission to Faculty Life Office:

Provide Cover sheet: A list of department's submitted faculty names, rank and the final number of packets being submitted. Any department is welcome to submit its cluster of packets ahead of the assigned due date. Due date will be emailed to departments this week! Please cluster ALL the department's ADJUNCT faculty reappointment packets together with the cover sheet. Submit to Ana Delgado.

P.S. Should you have any NEW adjunct appointments at this late date, call us to process separately.

Submit absolutely accurate packets!!!

One more time, you must use only the new Adjunct form and the new President’s letter. We want to see you improve from last year when we saw the following errors that we hope to see none of this year:

a. Incomplete adjunct forms (missing phone number/other contact information, DOB, citizenship, appointment year, etc.)
b. Name discrepancy between form and President Letter
c. Address discrepancy between Adjunct form and President Letter
d. Rank discrepancy between Adjunct form and President Letter
e. Missing department Chair signature
f. Incorrect Fiscal Year on Adjunct form and President Letter (now for FY 2015)
g. Reappointment box not checked on President Letter
FAQs

Q: Where do I find the processes to appoint all the different types of faculty my department wants to appoint?
A: Any day now, the following page will be posted to the Faculty Life website: http://som.uthscsa.edu/faculty/appointment_process-Accordion2.asp.

Q: How do I appoint Adjoint faculty?
A: A separate single page Adjoint Faculty Appointment form is right now being approved for your use. It is very similar to the Adjunct faculty appointment form you are growing to love.

Contacting this Office:
Faculty appointments:
sfap@uthscsa.edu
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 Life Website:
http://som.uthscsa.edu/faculty/

Executive Development Seminar for Associate Deans and Department Chairs

September 19–23, 2014; Tempe Mission Palms Hotel and Conference Center; Tempe, Ariz.

The AAMC Executive Development Seminar for Associate Deans and Department Chairs is designed to ensure professionals fulfilling these key roles are equipped with the essential leadership and management skills they need to support their institutions’ mission and goals. This four-day intensive learning experience covers critical topics such as:

- Legal issues in higher education
- Creating a culture of integrity
- Communications in the clinical environment
- Implementing organizational change
- Building and leading teams
- Negotiation and influence
- Financial management

Throughout the seminar, participants will work with and learn from peers from similar organizations, creating a valuable network of support that will continue beyond the seminar.

The application and complete program information will be available online in May.

Questions?
For questions about the program, please contact Diana Lautenberger at dlautenberger@aamc.org.