FY 2014, Edition 1
September 2013

PTAC Cycle: On the Roll!

Faculty PTAC packet preparation on the department level is rollin’, rollin’, rollin.’ Ana and I want to send YOU a big THANK YOU for being so much more on top of the PTAC Cycle this year! ‘Keep them dogies movin! Don’t try to understand ‘em. Just rope and throw and grab ‘em.’ (Rawhide!)

The institutional PTAC will use the paper system this year, but ‘promises’ to be moving closer to an all-electronic submittal and review for the 2014-2015 season! Once again, I will begin conducting an electronic pre-review of all SOM faculty packets this month, so that our wonderful SOM faculty will shine! Your department’s designated PTAC ‘designee’ is right this very minute becoming a PTAC packet-preparing professional and SharePoint-posting star! We look forward to coordinating our office’s efforts with yours to insure a winning team!

All departments have received the crucial packet preparation instructions that will make it possible for my comments to be added right into the packet through highlighting and ‘sticky notes.’

Once I ‘return’ packets to the department, my bold expectation is that my comments will NOT be considered optional suggestions. The department/candidate/departamental PTAC are expected to address all comments (generally) as expressed or to call me for further discussion and clarification. We are a team! Our faculty depend on our communication and coordinated efforts to guide this part of their career progress to survive the eCV, peer-review and other PTAC Trail Drive hazards. Though the streams are swollen. Keep them dogies rollin’ Rain and wind and weather….Rawhide!

Last year the SOM sent 57 packets to the UTHSCSA PTAC. This is already a short-lived record, since the SOM is poised to eclipse that record with 63 PTAC packets (and counting) this year so far! Please respect the time and effort needed to provide everyone in the cycle with the review they deserve, so please upload your packets by Sept 17th.

PTAC packet process after ‘returned’ on SharePoint to the department:
1. Packet ‘repairs and finishing touches’ occur.
2. Final packet is reassembled. Page numbers and face sheet updated. Quality assurance check and recheck!
3. Upload final packet to SOM SharePoint. Hand-deliver ONLY the (otherwise fully signed) FAF to Faculty and Diversity Office.
4. The SOM Dean prefers the electronic format for packet review. He will sign the FAF after his review, and all systems are ‘GO!’
5. Each department receives notice to retrieve their signed FAF(s), and will also receive a cover sheet specific to their department with instructions for preparing the final copies plus packet delivery to AFSA.
6. GO TEAM SOM! YEAH!!!

Inside this issue:
- PTAC Pointers and Predictions
- Adjunct Appointments
- Key Faculty Opportunities to Post
- FAQs
- Contacting this Office
- Chairs — Please Note Items
- Diversity Dates

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For the initial appointment of a faculty member at the rank of Associate Professor or Professor (75% or above FTE), a PTAC packet must be prepared, but this can occur in conjunction with the initial appointment packet by doing the following (& a couple other items):

- Call our Office and give us a heads up!
- Insure that the Search Committee requested (and received) letters of support that include endorsement of the proposed faculty rank and substantiation that the rank is deserved (not just a statement of how nice the proposed faculty member is.)
- Select tenure/productivity areas of strength that match past accomplishments.
- Consistently use the proposed faculty title on the FAF and other correspondence, written as: Rank (pending).
- Submit the faculty appointee’s CV that was ‘good enough’ for the Search Committee process.
- (Construct an eCV by the end of Year 1 at the latest.)
- Complete and include the CV Verification Statement.
- Insure the departmental PTAC has reviewed this appointment packet and written their formal endorsement of the proposed title/rank/track. The Chair letter should do the same by including substance or at least referencing the PTAC summary letter.

Remember to redact financial information from PTAC packet copies:

- Remove offer letters.
- FAF page 2: Strike across page and do not enter financial details. May write ‘PTAC’ or ‘P& T’ across this page that will go to the PTAC.

Keep original transcript on file in the department and submit clear copies with translation, verification and name affidavit, as required. Try again, if the transcript says, ‘Issued to the name of faculty member.’ Give all new faculty a consistent departmental contact name and mailing address, since the goal is for all issuing institutions to send all requested transcripts directly to the department.

As promised last year, our office succeeded in formatting a kinder, gentler one-page ADJUNCT Appointment Form that the SOM was allowed to pilot test in our Adjunct appointment ‘season’ this year. What did you think?

We are delighted that our new form also allows us to collect and begin tracking important data not previously consistently available to us: gender, ethnicity, nationality, rank and appointment by more than one department. By tracking this information, our office can now respond consistently and accurately to the diversity data needs that are arising as we (and all other SOM) receive a growing number of requests from multiple accrediting bodies.

Next year look for a similarly updated ADJOINT Appointment Form and other streamlining of these processes. TALK to us about your Adjunct processing experience!
It is time to nominate outstanding Health Science Center faculty and staff for the 2014 Presidential Excellence Awards. Nominations for all Awards are due by Friday, October 18, 2013.

For information on faculty awards visit
www.uthscsa.edu/vpaa/researchspt.asp.

For information on staff award visit:
www.uthscsa.edu/op/ee_index.asp
**FAQs**

*When a faculty member holds one or more CROSS and/or JOINT appointments, what role do these other appointing entities play in that faculty member’s PTAC processes?*

Any CROSS or JOINT appointing department, center or institute does play a role and must be informed about all 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, this, too, 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 to acknowledge their awareness of the new PTAC request. A brief Chair/Director’s memo may be submitted to endorse (or not) the request, but the faculty role in that cross- or joint-appointing department is a completely separate matter and will/shall not determine the outcome of the PTAC request at hand. Likewise, should the cross- or joint-appointing department desire the requested PTAC action (promotion in rank) to apply to them, too, a brief and supportive Chair’s memo stating this intent should be submitted as a PTAC packet ‘OTHER.’

*How can the annual faculty evaluation contribute to setting and documenting faculty productivity goals that align with departmental and institutional compensation, promotion, mentoring and other expectations?*

The SOM Office of Faculty and Diversity has developed a Faculty Annual Evaluation **FORMAT** with **GUIDELINES** for use in order to increase faculty development, retention and advancement. Please see FAQs, Process, and Format for development, mentoring and faculty evaluation, as well as Mentoring Tips posted:

http://som.uthscsa.edu/diversity/documents/FacultyEvaluationGuidelines.pdf

- FAQs & Process for SOM Faculty Development & Evaluation
- FORMAT for SOM Faculty Development and Mentoring
- Mentoring Tips

*How much time is needed for a completed appointment packet to traverse the appointment and credentialing systems successfully?*

These are two separate and parallel systems that intersect at the very end of the processes, i.e. final UHS credentialing cannot occur **without** an approved faculty appointment. Submitting a complete faculty appointment packet to the SOM Office of Faculty & Diversity 60 days from the effective date is 99% guaranteed to be successful. Submission 30 days before the effective date is cutting it too close! **Please aim for a 60 day window!**

Remember, this is only the UTHSCSA SOM faculty appointment packet. The credentialing packet, although handled by Ms. Becky Coker in the SOM Dean’s Office, is a separate packet that progresses through a separate approval process at the same time. We strive to combine these processes at some point.
Diversity Calendar Events this Month

National Hispanic Heritage Month
September 15 — October 15
What began in 1968 as a ‘Week,’ grew in 1988 to a ‘Month’ recognizing colorful Hispanic/Latino history, culture, customs and various countries’ independence from Spain in 1821: Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua (Sept.15); Mexico (Sept. 16); Chile (Sept. 18)!

Rosh Hashanah & Yom Kippur
September 5-6 and September 14
Rosh Hashanah or ‘Head of the Year’ marks the first two days of the Jewish New Year and the anniversary of the creation of the world, extending ten days to Yom Kippur, the Day of Atonement, which is the holiest and most solemn of all days of the Jewish year.

Autumnal Equinox
September 22 (at 3:44 pm in San Antonio)
Autumnal Equinox! The sun shines directly on the equator and day and night are of (nearly) equal length. This is the official first day of FALL!

CHAIR’S CORNER

All department Chairs are asked to identify an official ‘designee’ to provide signatory approval of necessary and urgent departmental business paperwork when the Chair is unavailable for greater than 24-48 hours during the business week due to extended travel or other absence.

Remember, all Adjunct without pay faculty members and all Adjoint faculty members are exempt from the HIPAA and the GCAT training requirements that otherwise apply to all UTHSCSA employees.