Post Tenure Evaluations (PTE)

The award of TENURE to a faculty member starts a periodic comprehensive post-tenure evaluation (PTE) process. The UT System (UTS) BOR calls for each campus to have a mechanism to review faculty members with tenure annually as well as conduct a comprehensive review of each 5-fiscal year (FY) period of faculty performance. The faculty member’s ‘regular’ annual review serves as their Annual Post-Tenure Evaluation. There is no extra reporting at this time for the annual PTE other than to document a regular annual review. A formalized department-level peer-review process constitutes the 5-year Comprehensive Post-Tenure Evaluation, and the results are reported to the UT System. HOP 3.7.5.

The timing of the reporting to AFSA has now improved and is aligned with FY activities! PTE results are submitted once annually before FY end. See the orange 'stripe dates' in the Faculty Life Calendar of SOM Annual Faculty Processes.

- **By about March:** Departments are usually engaged in their current FY PTE Committee (PTEC) tenured faculty reviews. AFSA receives a PTE reporting template from UTS and sends it to Faculty Life. Faculty Life then emails two related templates to each department for completion: 1. Results Letter template 2. UTS Report template to list gender, race and faculty rank of those being reviewed. Departments must also report the names of those slated for review in the upcoming FY, which Faculty Life will confirm before these are submitted to AFSA. Departments complete these 2 templates in full once all the information is compiled, then all information is sent together to FACULTY LIFE by FY END AT THE VERY LATEST.

- **By May 1:** Departments should be planning for the next FY that starts September 1 by compiling a list of departmental faculty members slated for PTE review. The Office of Faculty Life is tracking individual PTE due dates, so is ready and waiting to confirm that your list is correct. Between about May and the Fall, the department's PTEC sends out the official 6-month advance notice. The five-FY interval of accomplishments reviewed in the PTE will be ending August 31 of this current FY, i.e. FY 2015 for a FY 2016 review.

- **By the end of each Fiscal Year (August 31):** The final due date for submitting the PTE Report along with the PTE Results Letter due to Faculty Life. Use the templates sent to departments. Faculty Life compiles and submits the complete SOM report to AFSA, submits a report to the UTS. Aggregate results are compiled and reported without names.

**Reminder:** Did we mention that the Office of Faculty Life is tracking individual PTE due dates, so each department should cross-check their PTE and Administrative Review lists each year with Faculty Life? An Administrative Review will usually serve in lieu of a PTE review for Deans and Department Chairs.

**Results Reporting Reminder:** SOM departments and their PTEC should only contact the SOM Faculty Life Office to report PTE results. Please do NOT directly contact offices of AFSA, the SOM Dean or UTS regarding these reports even if did this in the past.

*PTE Continued on page 3*
“Beware the Ides of March,” warned Caesar in 44 B.C. about his assassination on March 15\(^{th}\). The Romans were superstitious only about even numbers being unlucky, so he ignored the warning! Even though about 1 year earlier, Julius Caesar had changed the early Roman calendar - a complex lunar calendar – to a simpler solar calendar, the terminology continued to be widely known for centuries. The Roman lunar calendar was organized around three days corresponding to phases of the moon with each serving as an inclusive reference point for counting backwards to the other days, (yes, you guessed it) using Roman numerals: Kalends (1st day of the month & new moon), Nones (the quarter moon & 7th day in March, May, July, and October; the 5th in the other months), and Ides (the full moon & 15th day in March, May, July, and October; the 13th in the other months). Let’s count! March 1: Kalends; March 2: VI Nones; March 3: V Nones; etc.; March 6: Prudie Nones (Latin for “on the day before”); March 7: Nones; March 15: Ides. Doesn’t this system remind you of how we count PTE due dates? From Kalends derived calendar, and related to kalendrium or ‘account book,’ it was the date on which bills were due - yet another thing unchanged for centuries!

Develop Your Faculty! FREE RESOURCE!

Are the faculty in your department ‘bugging’ you about needing more career development?

Fear Not! A free resource is at your fingertips! Call Faculty Life at 567-4774. Faculty life is offering 1-2 hour seminars for your entire faculty or for however few or many attend. Call Now– We will work with your department’s schedule! Hurry and beat the rush! Annual faculty reviews are on the horizon, so let’s work together to make these reviews more valuable than ever before! Call Now 567-4774.

Now you have skin in the game! Department pays half and Faculty Life pays half for the following two faculty development opportunities for a limited number of highly deserving faculty members. Call Now 567-4774.

Early Career Women Faculty Professional Development Seminar

July 11-14, 2015
The Inverness Hotel and Conference Center, Englewood, CO

Apply Today
The online application period is will close on April 8, 2015.
For more information, a preliminary agenda, and to apply, click here.

Minority Faculty Career Development Seminar

September 18-21, 2015
The Westin Buckhead Atlanta, GA

Registration opens in May 2015.
More information at AAMC Minority Faculty Career Development Seminar.

AMWA Centennial Meeting
April 23-27
Palmer House Hilton
Chicago, IL

AMWA is a medical association for women physicians, residents, students and those who support us. As a vibrant multispecialty organization dedicated to advancing women in medicine and improving women’s health, we empower women to lead in improving health for all within a model that reflects the unique perspective of women.

More information at www.amwa-doc.org/amwa-centennial-meeting/.
FAQ: Do Adjunct Faculty need an annual evaluation?
Yes. Departments need to institute a simple, clear and effective mechanism to evaluate Adjunct faculty and document their teaching role and performance in order to justify reappointment and/or prepare for requests for 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 FY. When the Adjunct faculty member updates their contact information and indicates they desire reappointment, ask them to submit a list of their Adjunct faculty contributions that corresponding to under the ‘checked’ roles. Consider a brief documentation of both quantity and quality. The department and individual should together agree about what to ‘check off’ for the next year’s Adjunct role. The Department PTAC or other faculty designated review should review the ‘checks’ and any corroborating documentation to deem the individual suitable for reappointment. Collect quality measures as needed to justify promotion, because promotion should be anticipated to be a goal for everyone. Consider rating each individual’s work annually using the ‘PTE scale’ of Exceeds expectations, Meets expectations, Fails to meet expectations, Unsatisfactory, and informing the adjunct faculty member if their rating.

FAQ: Why should the appointee have to answer those gender, race/ethnicity questions? (Why can’t I just save them time and complete these answers for them?)
Short answer: You might guess wrong. Long answer: Accuracy is important to believing data results. Gender, race/ethnicity data are being increasingly required and requested by funding and accrediting organizations to ‘reveal’ an institution’s commitment to excellence, because growing and supporting a cul-

Changing Adjunct to Adjoint Reappointment
UTS designates an Adjoint Faculty appointment to faculty who serve UTHSCSA in a cooperative or joint program stated in a memorandum of understanding (MOU), cooperative research and development, or similar partnership instrument. Adjoint faculty will stay employees of and are compensated by the partnership organization. They will not be deemed UTHSCSA employees. They will, however, have the same obligations, responsibilities, and authority as regular faculty employed directly by UTHSCSA when performing the faculty functions listed in the agreement.

There are currently appointed Adjunct faculty members who really should be reappointed as Adjoint faculty member, i.e. an MOU already exists. Examples might be those in the military, or those employed by a local college or university. We have a shortcut method for transitioning these Adjunct-to-Adjoint appointments painlessly, since most of the packet materials were accrued and blessed at some point in the past. Here is what is needed:

- Complete the Adjoint form (asking the person to complete their own gender/race/ethnicity profile).
- Attach a copy of last FY’s Adjunct appointment letter. (This identifies them as having had the background check, the original transcript on file, etc.)
- Print out a copy of this FY’s Adjoint appointment President’s letter.
- Indicate that a copy of the MOU is on file in the department.
- Submit to Faculty Life during the annual Adjunct/Adjoint reappointment period— coming up soon!
2015 SOM Women Faculty Development Seminars

Bi-monthly, 1- to 2-hour seminars are under development to provide women faculty members at all faculty ranks with career advancement and professional development knowledge and skills. The same topic will be presented twice in one month. Brief resource materials and short assignments may be distributed in advance, so part of each session will be spent applying the skills introduced. The series will be repeated after a few months of topics and as new topics are identified.

Topics under consideration include Understanding Basic Finances and Reading Budget Sheets, and Your Communication Style and Expanding Your Skills, Time Management and Organizational Skills. All suggestions for topics, timing, speakers and more are welcome, since the series aims to meet the needs of SOM women faculty.

Come develop your skills!

RSVP to delgadoap@uthscsa.edu one week prior to scheduled seminar for updates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, April 16</td>
<td>9:30am-11:30mp</td>
<td>Lec. 3.102B Lecture Hall Commons</td>
<td>Mentoring and Sponsorship/Writing a Realistic Annual Individual Career Development Plan (ICDP)</td>
</tr>
<tr>
<td>Wed, April 29</td>
<td>2:00pm-4:00pm</td>
<td>LIB 2.019</td>
<td>Mentoring and Sponsorship/Writing a Realistic Annual Individual Career Development Plan (ICDP)</td>
</tr>
<tr>
<td>Wed, May 6</td>
<td>3:00pm - 5:00pm</td>
<td>MED 409L</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Who Should Attend:

- New faculty members
- Any faculty member with PTAC questions
- Departmental administrative personnel supporting PTAC activities
- Departmental PTAC members
- Mentors