Exciting News for the Faculty Life Office!!

We are delighted to update you about the return to full administrative support in the Office of Faculty Life as we welcome Ms. Shawnette Garcia into the position of Executive Assistant! Shawnette supported the IPC Healthcare Regional VP and other Executives for the past 3 years. Prior to that she served the UTHSCSA Department of Surgery/Division of Trauma and Emergency Surgery for 5+ years. Shawnette adds another warm and friendly presence to our office as she answers your Faculty Life calls, emails and faculty packet questions. Welcome Shawnette!!!

Shawnette's contact information:
- Direct line: (210) 567-4774
- Email address: garcia19@uthscsa.edu

Please remember to direct your faculty appointment packet business to sfap@uthscsa.edu

Jamie will now focus on her role as a Management Analyst, for special projects, the first one being the FRAME initiative adding electronic processing to our campus’ faculty onboarding and appointments and the upcoming Faculty Forward Survey (see below). She will also assist with faculty and packet questions and concerns when Shawnette might be unavailable, but remember to go to Shawnette first!

AAMC Faculty Forward Engagement Survey

The School of Medicine has contracted with the Association of American Medical Colleges (AAMC) to administer the Faculty Forward (FF) Engagement Survey!

What is this? A survey initiative that provides detailed self-study results.

Why do this? Schools and departments will learn more about their faculty satisfaction/dissatisfaction, and can plan to use the information to attract and retain a superb academic faculty.

When will this happen? A May/June ‘window’ of participation is the target.

Who is expected to participate? All SOM faculty (part-time and full-time).

How? Each person receives a unique email link to the survey.

Confidentiality? The AAMC collects & analyzes the data. Group responses are reported so that individuals cannot be identified.

How much time does it take? About 30 minutes, but not necessarily all at once. The unique link allows a respondent to begin the survey, save responses, then restart the survey until they are ready to submit it.

What’s next? Each department and many divisions will have identified ‘champions’ to inform faculty and boost the participation rate to at least the AAMC’s mean of 65%.

Reporting? Each SOM department receives a report. Results are compared with national benchmark schools also participating in FF this year.

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The University of Texas Board of Regents mandated that periodic evaluation of tenured faculty shall be scheduled following the initial year of being granted tenure, so that five (or fewer) full academic years of performance will be reviewed each time. Annual PTE Timeline: [http://som.uthscsa.edu/faculty/documents/SOM_FL_Annual_Calendar.pdf](http://som.uthscsa.edu/faculty/documents/SOM_FL_Annual_Calendar.pdf)

**Starting in March**

- Faculty Life sends Departments end of FY reporting templates as soon as they are available from UT System. (AFSA confirmed they are not yet available) **Remember, wait to hear from us**. Please do not send any reports to the SOM Dean or AFSA. Your report will be sent back to Faculty Life.
- Department cross checks with FL list of faculty due for upcoming FY PTE, then sends 6-month advance notice.
- Reporting due to FL before FY end: 1) Result Letter (template) 2) UTS Report (UTS template) 3) Final List of faculty due to undergo PTE in new FY.

**Annual Evaluations**

Which faculty members receive an annual review? The Handbook of Operating Procedures (HOP) states that everyone appointed as a faculty member will be evaluated annually to enhance faculty development. HOP 3.2.4

**Paid Faculty with Rank**

Make sure your department faculty are developing, writing, and refining short and long term SMART Goals as part of Faculty Development. These become the centerpiece of the annual evaluations. Were these goals achieved? Why or why not?

**S.M.A.R.T. GOALS**

- **Specific**: State exactly what you want to accomplish (Who, What, Where, Why)
- **Measurable**: How will you demonstrate and evaluate the extent to which the goal has been met?
- **Achievable**: Stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?
- **Relevant**: How does the goal tie into your key responsibilities? How is it aligned to objectives?
- **Time-bound**: Set 1 or more target dates, the “by when” to guide your goal to successful and timely completion (include deadlines, dates and frequency)

**What should comprise the annual review of ‘other types’ of faculty appointments?**

Annual faculty reviews of those appointed in unpaid teaching positions or special types of faculty designations, should be concise, reasonable and effective in serving the needs of both the Department/Center and the faculty while fulfilling HOP policy.

- **Adjunct faculty without salary**: The performance review process should focus on documenting the evidence needed to support any promotion in rank. Keep it simple and effective. List faculty member’s expected/assigned duties (See Adjunct appointment form). Ask faculty member to submit a concise record of their contributions through the year related to the duties listed, and other contributions made. Is reappointment desired for next year? Before reappointment, review and document whether the performance met departmental quantity and quality standards and expectations. **Adjunct Evaluation Forms Coming Very Soon — Watch your emails!**

- **Adjoint faculty**: The performance review process is conducted by to meet departmental performance standards. Anticipate and discuss the needs of the Adjoint partnership (employing) institution in order to coordinate and share review report(s) with each other, when desired.

- **Other faculty titles** (without rank) Evaluate professional performance and productivity roles to give feedback toward excellence.
FAQ: When are Adjunct Faculty Reappointments?

The Reappointment process for Adjunct Faculty will begin next month already!!!! In May, the School of Medicine starts the reappointment process for over 1,000 Adjunct (without pay) faculty members — volunteer faculty involved in teaching. This timing ensures that the appointees information in current and the President’s letters are sent in a timely fashion. Remember, we look for all SOM departments to submit all Adjunct faculty packets to Faculty Life on schedule and with no errors! Be on the lookout for new forms for Adjunct faculty evaluations. These should be completed before reappointments are submitted.

Template Forms

Faculty Appointment Recommendation from the Department Chair to the Dean

Please make sure you are utilizing template. For an electronic version, please contact Faculty Life and we can forward it to you.

Offer Letter Template, updated March 14, 2016

Please delete any old versions you may have stored. For an electronic version, please contact Faculty Life and we can email the template to you.

SOM PTAC Workshop 2016

Faculty Life held the Annual SOM PTAC Workshop on March 3rd. Anyone who was unable to attend or would like a refresher can check this link to the Live Stream:

https://atsvid.uthscsa.edu/Mediasite/Play/75235414a37040f7aa8f1c85de0206e01d

* Special Thanks to Dr. Sandra Burge for elucidating us once again about the beloved e-Talus eCVs.

* Special Thanks to Dr. Mok and the Academic Faculty and Student Affairs Office for co-sponsoring the Workshop and providing delicious treats.

Up Coming Seminars

Early Career Women Faculty Professional Development Seminar

July 9th thru 12th

2016 The Inverness Hotel and Conference Center

Englewood, Colorado

Apply Today

The online application period will close
April 8, 2016

For more information, a preliminary agenda, and to apply, click here.
April Fun Facts

April Flower is the “The Sweet Pea”  
April Birthstone is the “Diamond”

The earliest recorded reference to April Fools’ Day was in Geoffrey Chaucer’s Canterbury Tales in 1392.

More than 1 billion people now participate in Earth Day activities each year, making it the largest civic observance in the world.  
http://www.earthday.org/

April 25, 1953 - DNA, was discovered by James Watson and Francis Crick, but don’t forget Rosalind Franklin’s X-ray photographs that led to understanding DNA structure, and her early death leaving her out of the Nobel Prize.

Important April Dates and Events

April  1:  April Fool’s Day
April  2:  Autism Awareness Day
April 22:  Earth Day
April 22:  Battle of Flowers Parade
April 29:  Arbor Day

April 14th—24th, 2016 http://www.fiesta-sa.org/events

Fiesta San Antonio started in 1891 as a one-parade event as a way to honor the memory of the heroes of the Alamo and the Battle of San Jacinto. It has evolved into one of this nation’s premier festivals with an economic impact of more than $284 million for the Alamo City. Fiesta is the Party With a Purpose and the funds raised by official Fiesta events provide services to San Antonio citizens throughout the year. That commemoration still takes place, but for more than a century, Fiesta has grown into a celebration of San Antonio’s rich and diverse cultures. 2016 marks Fiesta’s 125th anniversary!

Contacting this Office:

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

Executive Assistant:  
Shawnette Garcia  
Phone: (210) 567-4774  
Fax: (210) 567-0218  
E-mail: garcias19@uthscsa.edu

Management Analyst:  
Jamie Rochen  
Phone: (210) 562-6286  
Email: flyr@uthscsa.edu

SOM Faculty Life Website:  
http://som.uthscsa.edu/faculty/