Welcome to the new Faculty Facts and FAQs Newsletter from the University of Texas Health Science Center School of Medicine office of the Associate Dean for Faculty and Diversity! Until this new office has developed a Website, our Newsletter will be sent periodically in order to assist you in understanding and supporting the many important faculty and diversity processes that we all enjoy!

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**Faculty Appointments for 8/1 or 9/1 still in Process NOW!!!**

- Human Resources stated that the faculty appointee should go to HR in advance of or on their start date to fill out their paperwork and I-9, regardless of whether the packet has been approved or not. Completing this paperwork will help insure that the faculty start date is set even if the packet is still awaiting final signatures. This also insures that the 72 hour limit to complete the I-9 (after appointment approval) is met. Surpassing the 72 hour deadline necessitates a start date revision. The inconvenience is that the faculty appointee will need to return to HR for their badge & parking, which cannot be done in advance; however, the larger inconvenience would be doing the start date revision and new paperwork, taking another 5-10 days.
- ALL 8/1 PACKETS – even the ones arriving as late as yesterday – are in the VPAA Office.
Faculty Appointment Packets in General

- Too many errors and delays have been occurring on all levels of the process for faculty appointments and credentialing. Much work has been underway (and will continue) by many people in order to analyze the system and blockages as well as identify errors and facilitate the entire appointment process. Everyone must contribute to the ‘clean up’ of these errors. Please be patient and do your part.
  - Department level issues to date: incorrect appointee name on President’s letter, old forms, wrong date, titles don’t match on different pages, gaps in background section of CV, no eCV, no waiver letter, unclear when appointee is a Fellow, Chair signature missing, etc.

- There has been a spreadsheet system in place so that all appointment packets moving through this office are logged in and tracked. We are instituting greater transparency, so you will know where your faculty packets are in the system and whether our role has been completed or not. Packets will be logged out to the department of origin and no longer wait in our office when errors are identified that need correction on the department level. Departments will receive individual periodic feedback on errors made in order to point up persistent problem areas.

- VPAA Office request: When a department submits many packets at the same time, cluster the packets by type of request (reappointment of adjunct without pay; new appointment; etc.), and in alphabetical order with a ‘face-sheet’ listing the faculty names included in that cluster.
- We suggest: Departments try to cluster packets in small groups (rubber-banded & maybe 10 or less?) in these cases.

- Delete all old forms and use the new forms, including the President’s letter found on the VPAA Website [http://www.uthscsa.edu/vpaa/facultyforms.asp](http://www.uthscsa.edu/vpaa/facultyforms.asp) or the Master Forms list: [http://www.uthscsa.edu/business/forms.shtml](http://www.uthscsa.edu/business/forms.shtml) Please!

- Any ADJUNCT appointment can be for research or teaching, but **cannot** involve ANY clinical work billed on that faculty member’s behalf. Designate each ADJUNCT appointment as with pay or without pay. Appointments cannot exceed one academic year unless renewed.

FAQs:

- **Can an ECFMG certificate substitute for the appointee’s transcript?**
  - NO, a Southern Association of Colleges and Schools (SACS) accreditation requirement is that all appointments require an official and original transcript sent directly from the granting institution. Foreign transcripts need verification and official translation. The ECFMG is verification only, but does not substitute for the transcript document.
• **What is the correct faculty appointment for a Center or Institute to use?**
  - **NONE.** Centers and Institutes are not recognized by the UT Board of Regents as able to appoint faculty. Associated faculty are appointed to a department of origin.

• **What is needed when a faculty member’s name has changed and documents will be submitted with more than one name for the same person?**
  - Submit a notarized statement of explanation or a notarized copy of the name changing decree: marriage certificate, divorce decree, etc.

• **Are there times when a packet could be 'walked' through the system faster?**
  - **YES.** Ask questions. Being proactive with packets in a RUSH can help.

• **What about getting OUT of CYCLE promotions approved?**
  - **Too late.** You must have missed the April 27th VPAA email stating that 'Due to the heavy demand of work related to this legislative session; we have just been notified that all Promotion and Tenure appointment results (promotion, emeritus and initial) that will be effective 9/1/11 need to submitted by HSC to the BOR, no later than June 15th. Therefore Friday, May 6th will be the deadline for acceptance of initial and emeritus packets for review by the PTAC. Any initial and emeritus packets received by the VPAA office after May 6th, will be held until the first regular committee meeting in October.'

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**The Calendar:**

- UHS Credentialing Committee dates: See attached calendar.
- VPAA out until August 1.
- EEO/AA out every Friday in August; packets processed up to noon each Thursday
- Associate Dean for Faculty and Diversity out until August 8, but will check email and packets will be signed.

**Diversity:** The SOM Diversity Committee: Starting in September, the Associate Dean for Faculty and Diversity will chair this committee, comprised of faculty, staff and trainee representation. Faculty appointments are in process for open positions. Look for an announcement soon seeking 2 staff interested in serving on this committee; cannot be from FCM or Surgery departments already represented on the committee.

• **Stay tuned!** The Diversity Website designed by our campus’ Committee for the Advancement of Women and Minorities is under development!