NEWSLETTER time again! **DEADLINE ALERT!**

**CONTACTING THIS OFFICE:** New email addresses! Please direct your correspondence as follows:

- **sfap@uthscsa.edu** for all items related to Faculty Appointments, including faculty packet issues, verifications and routing. Debbie Heinsohn, Selina Edwards and I have access to this mailbox, so no need to cc any of us when emailing to this box.

- **FacultyDiversity@uthscsa.edu** for items specific to Faculty and Diversity, such as the Faculty Facts and FAQs Newsletter. Debbie Heinsohn and I have access to this mailbox, so no need to cc either of us when emailing to this box.

- **JAWilliams@uthscsa.edu** for all personal/professional emails not related to the above

__Janet F. Williams, M.D., FAAP__
Associate Dean for Faculty and Diversity
School of Medicine Office of the Dean
University of Texas Health Science Center
7703 Floyd Curl Drive, MD 7790
San Antonio, TX 78229-3900
Assistant: Debbie Heinsohn – HeinsohnD@uthscsa.edu
Office: 210) 567-4774   FAX: 210) 567-0218

**Faculty Promotion-Tenure-Appointments Committee DEADLINE!** I do apologize for this very late notice.

This just in......drop everything and respond - PLEASE!!! Let's all survive the 2011 – 2012 PTAC Season! The VPAA Office has just requested advance notice NOW of the upcoming PTAC load. GOOD IDEA - Why didn't I think of that?

- **Solid (not jello) departmental DUE DATEsnot to miss:**
  - By 8/26 - Complete & return to FacultyDiversity@uthscsa.edu the attached SPREADSHEET columns with yellow headings (not green) for those faculty needing PTAC action this 'season.'
- List CREDENTIALS: MD, PhD, PharmD, MPH, etc.
- Indicate FULL TITLE: Assistant Professor/Research; Clinical Assistant Professor; etc.
- List RANK as NTT = NonTenure Track; TT = Tenure Track; T = Tenured
- Also list Emeritus packets that did not make the May 6 deadline (Remember that?)
- Also list initial appointment packets coinciding with the PTAC onslaught. Indicate if any are URGENT. (Not all of them!)
  - By 8/26 – Complete & return to FacultyDiversity@uthscsa.edu the attached list of the NAME and Email address of each SOM department PTAC Chair
- Absolute (not vodka) departmental DUE DATE not to miss:
  - All PTAC packets must traverse my office prior to sending to the VPAA & PTAC in early October, so all packets are due to me at the very latest by 9/29.
  - Please turn in packets as early as possible. We will have your PTAC list. It is absolutely not a good idea to turn in all of your packets on September 29th!

Faculty Appointment Packets in General & with Some Repetition

- Packet preparation is showing definite signs of improvement, so thank you for your attention to detail! We are still noticing DEPARTMENT issues: incorrectly spelled name on the President's letter, wrong date, titles don't match on different pages, gaps in key background section of CV, no eCV, no waiver letter, unclear when appointee is a Fellow, Chair signature missing, etc.

- Work is continuing on the spreadsheet system so that all appointment packets will be tracked more easily and you will know where your faculty packets are in the system and source of delays or errors. Stayed tuned about this.

- PLEASE REMEMBER - @ 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 place in alphabetical order with a ‘face-sheet’ listing the faculty names.
- 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 or the Master Forms list: 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 being 'with pay' or 'without pay.' Appointments cannot exceed one academic year unless renewed. If there is clinical work, a different appointment title is necessary.

**Faculty Appointments near a DEADLINE!** 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 ensure 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 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.

**FAQs:**

- **CORRECTION to** What is the correct faculty appointment for a Center or Institute to use?
  - **Original Answer:** 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.
  - **Real Answer:** SAME plus clarification... Faculty associated with a Center or Institute must hold an APPOINTMENT in a department or origin, but their title with the Center or Institute is FACULTY ASSOCIATE.

- **What is an ADJOINT Faculty Appointment?**
  - This title/appointment can only be given to faculty who already have an official appointment with a 'sister' institution that has a current written collaborative agreement with our institution. Adjoint faculty cannot provide patient care.

- **Why use the appointment title SPECIALIST?**
  - This title is best used to appoint most moonlighting faculty, since it does not require listing a percent time or salary amount committed. Specialists also do not count toward the department's FTE count. Additional services is the method of payment for Specialists.

**The Calendar:**

- UHS Credentialing Committee dates: See attached calendar.
- EEO/AA out every Friday in August; packets processed up to noon each Thursday.

**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, staff, student and house staff appointments are still in process. Thank you for the outpouring of interest in serving!

- Stay tuned! The UTHSC Diversity Website generated by the HSC Committee for the Advancement of Women and Minorities will include linkage with this office!