The 2012 Edition #3 of the *Faculty Facts and FAQs* newsletter from the SOM Office of the Associate Dean for Faculty and Diversity is very pleased to announce my new executive assistant and your 'go-to' person for all things faculty and diversity – *Ana Delgado!* Please join me in welcoming the smiling and talented Ana to the UTHSC – SA campus, the School of Medicine and my Office for Faculty and Diversity! Ana is a South Texas native who is delighted to return to San Antonio after four years' employment at Fort Knox, KY! Ana utilized her business administration and marketing background on a successful property re-use and management project on post in partnership with the Army, so we are eager for her to apply her magic to the mysterious logistics and policy challenges we all know and love in this office! By the way, there is still gold in Fort Knox, and we are sure some of it just arrived here with us!

**DEADLINE LOOMING!!! NEW FACULTY INITIAL APPOINTMENTS & EMERITUS**

All requests for approval of new *initial* appointments (above the Assistant Professor level), any *initial* appointment with *tenure*, or an *emeritus* title desired *effective FY 12* (meaning NOW or 9/1/11 – 8/31/12) must be submitted TO ME by the requesting departments by the DEADLINE of the end of April – Please try for the 27th, if at all possible.

I review packet details and submit the packets to the Office of Academic, Faculty and Student Affairs for institutional PTAC review in time for the UT Board of Regents' consideration during their June meeting. Any requests for those items listed not received in my office in time for review and submission to the AFSA Office by their May 1st, 2012, absolute deadline, cannot be considered (or effective) until FY 2013.

**THIS DEADLINE IS SUPER NEAR!!! FACULTY DEVELOPMENT OPPORTUNITY** [www.aamc.org/meetings](http://www.aamc.org/meetings) The annual AAMC Early Career Women Faculty Professional Development Seminar is a three-and-a-half-day program *designed for women at the assistant professor or instructor level*. This year’s seminar will take place July 7–10 in Potomac, Md.

The program goal is to provide an introduction to the knowledge and skills needed to follow the path
to leadership in academic medicine. Topics covered span strategic communication skills to negotiation to leadership topics. Small-group sessions focus on mentoring participants in career-building skills in narrative and CV development. The seminar is targeted at physicians and Ph.D. scientists holding medical school appointments and potential for serving in leadership positions. The online application period ends Monday, April 9, 2012.

The SOM Associate Dean’s Office of Faculty and Diversity will match departmental support for up to two applicants accepted to attend this program.

SURVIVOR!!!!

Now, not just a popular TV Show, but YOU & the PTE 'season'

CONGRATULATIONS! Thank you for staying tuned to the show this recent Post Tenure Evaluation (PTE) season! Did you feel like a reality show star - not knowing what was coming at you next? With all your help, we were able to submit the PTE information in a timely fashion to the President's Office. Our education through experiencing this process was invaluable, and we know not only that we can improve the system, but that we will be instituting these improvements both as we enter a new (FY 2013) PTE cycle and annually.

The UT System Board of Regents updated the PTE rules this past February, so the SOM is reviewing and interpreting them to insure the campus HOP and the SOM PTE 'system' will be consistent with the BOR Rule: 31102 as well as become more efficient, effective and 'agreeable' for all!

We always welcome your insight and suggestions related to this process, so let us know what would help you.


Current UTHSCSA HOP 3.7.5: http://www.uthscsa.edu/hop2000/word/3.7.5.doc
<http://www.uthscsa.edu/hop2000/word/3.7.5.doc>

Summary of the BOR amendments to: the Regents’ Rules and Regulations, Rule 31102, Sections 4 and 5, regarding the evaluation of tenured faculty. The intent of the proposed revisions to Rule 31102 were to clarify some provisions and to strengthen the comprehensive evaluation process:
• The Rule has been reformatted to clarify the differences between post-tenure annual reviews and post-tenure comprehensive reviews.
• Specific review categories were created: exceeds expectations, meets expectations, does not meet expectations, and unsatisfactory.
• Post-tenure comprehensive reviews must be conducted no less often than every six years and may be conducted any time an individual receives two consecutive unsatisfactory annual reviews. (A review can be done sooner than a six year cycle, but not on a longer time period.)
• Outcomes of post-tenure evaluation may be used for salary consideration, awards, and advancement.
• Remediation remains a central part of the improvement process when it is clear that a faculty member would benefit from such support.
• A faculty member failing remediation may be subject to termination procedures (Regents’ Rule 31008) for incompetence neglect of duty or other good cause.

MORE EXCITING NEWS ABOUT OUR DATA-GATHERING PARTNERSHIP!!!

Of course, you knew we were in a data-gathering partnership – right? Just like a marriage! Very exciting with lots of potential! This should bring out the best in each of us (and not the worst)!!! Do anticipate time demands, short timelines and short tempers, jumps for joy and every other emotion along the way, but please hang in there and give this partnership your DEVOTION!!! Also, please communicate!!!

Seriously now……. Our institution and school are in a critical period facing both SACS and LCME accreditation evaluations, respectively. We have learned that one crucial aspect in both of these (separate) evaluations is for our data gathering and reporting mechanisms to be critically reviewed and updated since we must insure that what we report is accurate, dependable and trustworthy. We believe this to have always been the case, but there are always improvements to be made. Therefore, as tedious as it is for us all, you should count on receiving periodic data gathering and reporting requests about your departments and my expectation is that you will continue to be rapidly responsive to these requests! Do know that we are working hand-in-hand with HR to determine the best and most reliable means of data handling for each type of accreditation data needed, so all of us can operate and respond with complete confidence. Another part of our partnership is to devise improvements and once again, all your input is welcome here!

DATA REQUEST AT THIS TIME: HR does not keep a list of faculty degrees, so they cannot provide the following information that is desired in order to involve more faculty in building and supporting our dual degree educational programs. THANK YOU.
By April 11th, please send my office a list of your department's (or center or institute's) faculty members whether full time or part-time who have dual doctoral-level degrees, for example: MD/PhD, DO/PhD, DDS/PhD, MD/DrPH, etc. Please include the name and degrees on the list.

FAQs on PTE:

- **How do departments remember which faculty members are due for the comprehensive Post Tenure Evaluation that must be completed every six years or less?**
  - The Office of Faculty & Diversity is in the process of cross-checking your recently submitted departmental data (Remember that request?) with HR dates and names, so we can devise a system to inform departments annually who is due that year for PTE.

- **How does one count to 6 in relation to the comprehensive PTE completion limit set by the BOR?**
  - Start with the first full fiscal year (from 9/1/___) that falls within the faculty member's appointment year. Then, count 5 full fiscal years from that 9/1/____. Plan to conduct the peer-review PTE before the end of the following March, allowing time for any appeals and to prepare the report. Now the review falls within the 6 year limit.

- **What if the faculty member's appointment with tenure started in January?**
  - The five full fiscal years are counted starting Sept. 1 of that same year, although any accomplishments between January and September should certainly not be excluded from the faculty member's evidence submitted for the comprehensive review.

- **When does the next comprehensive PTE occur?**
  - When a review is satisfactory, the next comprehensive PTE occurs within six years, counting five full fiscal years from the August 31 (year) date when the prior 5 year cycle was complete.

- **Who gets the report and why did you need it before the end of March?**
From HOP 3.7.5: "All documentation related to the PTEC review process will be maintained as a confidential file in the department (or equivalent)." Insure you can find it at a moment's notice. Send my office a summary of your department's PTE process and outcome, using the attached template (along with the usual Excel chart like you completed this year.) We summarize the SOM departmental reports and submit a required summary.

The end of March is when the President's Office/Executive Administration must submit this report to UT System.

- What if a department wants to defer the review?
  - JUST SAY 'No!' The RULES state strict limits on doing so:
    - 'The evaluation may not be waived for any tenured faculty member, but may be deferred in rare circumstances when the review period will coincide with approved leave, comprehensive review for promotion, or appointment to an endowed position.'
    - 'No deferral of review of an active faculty member may extend beyond one year from the scheduled review.'

DEEP GRATITUDE FROM ME!!! Please join me in extending an enormous heartfelt THANK YOU to the dauntless and delightful, Rachel Martinez, my temporary assistant these last few weeks, who has called and cajoled each and every one of you into compliance and away from chaos! My appreciation is boundless for her skills in keeping us all moving (mostly) forward! Rachel plans to continue to pursue 'temporary work' and enjoy her family and life during her 'temporary leisure!' We wish her the best and hope she visits us, too!

DIVERSITY NEWS: THE DIVERSITY COMMITTEE STILL HAS MORE WORK TO DO – PLEASE STAY TUNED AS THIS OFFICE GETS BACK INTO FULL SWING.....

- The SOM Faculty and Diversity Website: http://som.uthscsa.edu/diversity/
- The UTHSC Diversity Website: http://diversity.uthscsa.edu <http://diversity.uthscsa.edu> /
- MY OFFICE as part of a campus leadership Task Force has partnered with the Texas Diversity Council: http://www.texasdiversitycouncil.org/

COMING SOON: Archives of all past Faculty Facts and FAQs newsletters, providing essential updates, key deadlines and vital FAQs will soon be found on this website: http://som.uthscsa.edu/diversity. Stay on the cutting edge - make this link one of your favorites!!!
THIS OFFICE: Please direct your correspondence as follows:

sfap@uthscsa.edu for all items related to Faculty Appointments, including faculty packet issues, verifications and routing. Ana Delgado and I have access to this mailbox, so no need to cc us when emailing to this box.

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

DelgadoAP@uthscsa.edu for direct contact with Ana other then the above.

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

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