FACULTY Facts and FAQs

Holiday Edition #4

CONTACTING 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. 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.

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DIVERSITY NEWS:

- The LCME was so pleased with the work of the SOM Diversity Committee and the development of the Faculty and Diversity Website: http://som.uthscsa.edu/diversity/ that the partial noncompliance related to DIVERSITY was removed! Needless to say, a huge heartfelt ‘Thank you’ is due the Committee!

- The UTHSC Diversity Website generated by the HSC Committee for the Advancement of Women and Minorities can be found at the following: http://diversity.uthscsa.edu/
IMMEDIATE ACTION REQUESTED: NEW POLICY for all Departments - Faculty eCV

As a new policy in the interest of consistency across the school and departments, as well as to benefit faculty in regard to all 2012 and future reviews, all departments are now requested by January 1 of each year to ‘reset’ all faculty eCV (eTALUS) segments to the ‘NEEDS REVIEW’ designation.

At the point which any faculty member submits their eCV as part of any review or evaluation, including but not limited to a FAF appointment request, annual evaluation, mid-probationary period review, PTAC review or post-tenure evaluation, the eCV segments must be designated ‘COMPLETE’ by the corresponding faculty member, thus indicating that this faculty member has reviewed and approved their eCV contents. A faculty member has the option of directing an administrative assistant to designate the eCV as ‘COMPLETE,’ if this request is made using a written and dated statement with their original (non-electronic) signature.

THANK YOU EVERYONE!!!!

HEADS-UP: Faculty & Administrator Review Processes!

Your departments should already be quite involved in this fiscal year’s review processes in order to meet the established deadline.

Post Tenure Review is a mandated every-5-year review of tenured faculty. See HOP 3.7.5:  [http://www.uthscsa.edu/hop2000/word/3.7.5.doc](http://www.uthscsa.edu/hop2000/word/3.7.5.doc)

Mid-Probationary Period Review: [http://www.uthscsa.edu/hop2000/word/3.7.4.doc](http://www.uthscsa.edu/hop2000/word/3.7.4.doc)

Academic Administrator Review: [http://www.uthscsa.edu/hop2000/word/3.9.1.doc](http://www.uthscsa.edu/hop2000/word/3.9.1.doc)

Please note the following timeline you should already be following:

**Before October 1** – Departments sent their ‘at least six months in advance’ notice of reviews and process details to all faculty and academic administrators who are due for review in that year’s cycle.

**Some date in February** – A date that Departments set as a due date by which the Department Chairs and all individuals undergoing one of these ‘official’ review processes will have delivered all the requisite materials to the corresponding departmental Review Committee in accordance with the HOP and departmental policy. Departmental committees will then conduct their reviews.

**Before March 15 at the latest** – A written report of the individual faculty member’s or academic administrator’s evaluation with a rating and summary in accordance with the related HOP policy will be forwarded by the review
committee Chair to each respective faculty member or administrator who underwent evaluation. Any appeals from the faculty member or administrator must be made in writing to the VPAA within 10 days of notification.

**Before March 30, 2012 – Department-specific reports are sent to my office, since March 30 is the final due date for all to be received by the VPAA.**

**Hot TIPS:**

- Report forms with instructions will be sent from me to you by February, so that we can all meet this deadline.
- Reporting will again include identifying those individuals due for review during the next year's cycle (2012 –2013).
- Please note the HOP stipulation for qualifying for a one-year only Post-Tenure Review deferral: Review 'may be deferred in circumstances when the review period will coincide with approved leave, or comprehensive review for tenure, promotion, or appointment to an endowed position. In the event that one or more of the foregoing circumstances is applicable, an adjustment would be made in the schedule for evaluation, but deferral of the evaluation of an active faculty member may not extend beyond one year from the scheduled evaluation.'

**UPDATE: Faculty Promotion-Tenure-Appointments!**

**Biggest PROBLEM with the PTAC packets currently:** The eCV (eTALUS) is not carefully constructed with sufficient detail to support the request submitted.

- Any gaps in time must be accounted for usually in the sections 'Academic Appointments' and 'Nonacademic Appointments,' particularly the time after the professional degree was conferred.
- Dates of training, licensure or events must be included.
  - Active licensure must be listed in order for the appointment to occur, including those individuals being proposed for ADJUNCT appointments. To teach our trainees, one must demonstrate current licensure.
- Sufficient relevant detail must be included when listing events, such teaching/presentation format (lecture, workshop, etc.), location, duration, number of learners, etc.

- The really, really **gigantic problem** is that new initial appointment packets for accomplished faculty from elsewhere who have been newly recruited to join our faculty, particularly when a tenured professor is hired into a leadership position such as department Chair, need to improve dramatically.
• Our PTAC must receive a very well-prepared and detailed initial appointment packet that is of the quality to truly represent these accomplishments as well as meet our very high PTAC standards for both appointment to professor as well as conferment of tenure in our UT System OR the appointment requested will be denied – a very compromising position for the individual as well as the department.

• **TIPS:**
  - An 'outside recruit' will not have an eCV nor access to our eCV system in order to create one, so start helping them ASAP.
  - The appointment packet needs to be prepared in all aspects as if it were for someone undergoing our system’s intensive PTAC review for both professor and tenure. The eCV needs to be annotated with detail to highlight and substantiate the candidate's career accomplishments.
  - Letters of support must be solicited with a detailed eCV (or other CV to save time) and the pertinent PTAC materials found here: [http://www.uthscsa.edu/vpaa/faculty.asp](http://www.uthscsa.edu/vpaa/faculty.asp) - the HOP sections on promotion to Professor and granting of tenure; Faculty PTAC Checklist; Suggestions for Tenure and Promotion; Tips & Requirements for Preparation of Promotion and Tenure Packets.
  - Letter writers should be directed to include detailed examples substantiating WHY this individual is considered accomplished, WHAT aspect(s) of this they can address, and the national and international VALUE and IMPACT of the work. Just saying they are wonderful does not suffice. Substantiate and state that the person is deserving of a tenured professorship on our campus (just as they were/would have been at theirs.)

**Greatest NEWS for the 2012 - 2013 PTAC Season!** Many of you are already aware and involved, but nonetheless, I am delighted to announce that through the hard work of the SOM Paperwork Reduction Committee and specifically the efforts of Patty McCarroll, terrific progress has been made toward the SOM utilizing a completely electronic PTAC packet system for the 2012 - 2013 PTAC cycle. All UTHSC campus schools are interested and we are all working with Dr. Chiang and her VPAA Office to make this successful. Everyone agrees that improvements can be made!

**Repeat information on Faculty Appointment Packets in General**

- 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! 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.

- **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 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 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 the CORRECTION to the answer for** *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.
  - **Really the Real Answer (third time is the charm):** SAME plus clarification... In the rare circumstance when faculty have no department serving as their academic home, this faculty member can be appointed only to the recruiting Center or Institute, and thus their appointment title would be 'Faculty Associate.' Another possibility is when a faculty member whose academic and administrative home is their department of origin, and the Center or Institute does not function as their administrative home, but they have an appointment at the Center or Institute, so they might also be a 'Faculty Associate.' On the other hand, if the Center or Institute serves as their administrative home, and the faculty member has a faculty title in a department, then they are not a 'Faculty Associate,' rather they will hold the same faculty title, for example, Assistant Professor/Research, as they hold in the department. And, furthermore, if this is not correct, I may or may not try again to explain it – thank you.

- **Why isn't a hand-carried transcript acceptable?**
  - Transcripts must be issued directly to the University and not to the individual.

- **How do I get a transcript and other documents translated and verified?**
  - Use one of the approved foreign credential evaluation agencies listed on the VPAA website: [http://www.uthscsa.edu/vpaa/foreign_cred.asp](http://www.uthscsa.edu/vpaa/foreign_cred.asp)

**The Calendar:** Many people involved in the appointments process are out on Holiday break at different times these two to three weeks, but we will all try to address matters expediently to the best of our abilities. Thank you for your patience.