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Faculty Facts & FAQs News

The Faculty Facts & FAQs News printing office was recently closed for a much-needed upgrade of the printing presses, so this May/June News will catch readers up with SOM Faculty and Diversity news by featuring ‘twin’ Newsletter editions! Gemini is the third astrological sign of the Zodiac, and Latin for ‘twins,’ referring to the constellation comprised of the famous Castor and Pollux twin brothers in Greek and Roman mythology, but also called Iabal and Ivbal in 1757 ‘Brittan.’ This year, Gemini occurs from May 20th to Jun 21st (the summer solstice), having Mercury as the ruling planet. Since summer can be stifling here in South Texas, I am delighted to report that ‘air’ is the zodiac element of Gemini.

Adjunct Appointments: New Developments to make our lives easier!

This month heralds the due date for REAPPOINTMENT of Adjunct Faculty without salary and for that paperwork to arrive in my office on its way to the President. My office will be contacting each Department with your special due date — soon! We will work with you as much as possible, but need to receive completely accurate paperwork so the process can proceed smoothly. THANK YOU!!!!

The SOM is pilot-testing a NEW Adjunct Appointment Form (click here) to use NOW for reappointments. It is a one page electronically ‘complete-able and savable’ form that will be available from the AFSA website 'Faculty Forms' link, if all goes well.

- ADJUNCT Faculty without salary - any and all new appointments or reappointments will use the same NEW FORM.
- ADJOIN A Faculty appointment/reappointment will have its very own new one-page form that is also planned to be available soon from the AFSA website 'Faculty Forms' link.
- Adjunct Faculty with Salary appointments use the FAF, and not many of these are ever expected.

Please live up to this expectation.

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**Adjunct Appointments: (cont.)**

**ADJUNCT FACULTY ANNUAL EVALUATIONS:**
Recently, Department Chairs were reminded about departmental accountability and responsibilities for their faculty development and mentoring. A format was introduced to refresh and align these processes so they communicate with each other as well as give substance to annual performance evaluations and justification for compensation, promotion or other recognition. Departments must also establish or ‘refresh’ a simple working means to monitor the quantity and quality of teaching provided by each Adjunct faculty member. Doing so facilitates these annual faculty performance evaluations to justify reappointment, define career development needs, and substantiate promotion or other honors. Ideally, departmental review of Adjunct Faculty without salary has occurred by this time of year before faculty reappointments are made. (More on Mentoring in the upcoming GEMINI Edition — Ivbal.)

**ADJUNCT FACULTY APPOINTMENT FORM COMPLETION:**

- Please double check accuracy of all appointment form completion and attachments prior to submittal to the SOM Dean’s Office. Typos are not our friends!
- Since PeopleSoft does not track faculty details completely, the SOM Office of Faculty and Diversity will now start ‘tracking’ Adjunct Faculty appointment details. Tracking will now include Adjunct Faculty contact information, and a few additional facts about our approximately 1100 adjunct appointees, whenever possible. Please invite all faculty to complete this information, some of which they can decline, but do not decline for them, please.

**APPOINTEE INFORMATION:**

- Completing all appointee contact information is the only means to optimize accuracy of the tracking system. This is not optional.
- Please be sure to invite each appointee to complete the gender and race/ethnicity information. Although optional for them, these responses are the key to being able to describe UTHSCSA SOM Adjunct Faculty as a group, an increasingly important detail to know. Submitting any part of this information is greatly appreciated and all of it would be fantastic!

**ATTACHMENTS**

- **All appointments** need an original President's Letter attached.
- **New appointments** need attachments listed on the new Adjunct form.
  - No more Biographical Data Sheet
  - Submit any *Curriculum Vitae* that contains all elements listed on the CV Checklist (Available very soon.) Adjunct and Adjoint Faculty will not need an eCV.
  - Submit the signed and dated *Curriculum Vitae* verification statement.
  - Original Transcripts must be submitted, but there are a few exceptions allowed with correct documentation. (See next article.)
- **Reappointments** do not need the new appointment attachments, but the Department must have previously collected and kept on file all ‘new appointment materials’ for each reappointed faculty member.

- Please recheck all forms and attachments for accuracy yet again prior to submittal. Typos are not our friends!
A pair of rare and elusive Foreign Transcripts have been captured – translated and verified—and are being held in a culturally appropriate and environmentally sensitive setting in the SOM! Viewing hours to be announced soon!

Transcripts have led us all on a veritable wild goose chase, but there is now a final 'final' solution officially sanctioned by the UTHSCSA administration (and the SOM) for meeting our institution’s accreditation needs. Please bear with the repetition below. Follow the exact processes.

**U.S.-trained faculty candidates: M.D. or D.O. physician, those with a Ph.D. or any other terminal degree:**
- An original transcript sent to UTHSCSA directly from the degree-granting U.S. school is necessary. No exceptions. Each department must have established a standard person/address for requesting transcripts, so that the transcript is delivered directly from the granting institution to UTHSCSA and NOT to the candidate. Document transcript was received (and opened) at a certain date and time by someone NOT the faculty candidate, just in case the document says that it was issued to the candidate. Despite precautions, this sometimes happens when the faculty candidate requests the transcript.
- Document the details, including date and methods, of all transcript requests made and response(s) received or not.
- To find a case-specific, evidence-based, 'official' alternative, meet with Dr. Williams with any copies of diploma, transcript or other supportive evidence that is close to but not exactly the original transcript, plus any other stories about diving through flaming hoops, braving fanged vipers or avoiding exorbitant fees.

**Foreign-trained faculty candidate earning a Ph.D. or any other terminal degree:**
- An original transcript sent to UTHSCSA directly from the degree-granting institution is the goal. Translation and verification per UTHSCSA standard policy.
- Each department must have established a standard person/address for requesting transcripts, so that the transcript is delivered directly from the granting institution to UTHSCSA and NOT to the candidate. Document transcript was received (and opened) at a certain date and time by someone NOT the faculty candidate, just in case the document says that it was issued to the candidate. Despite precautions, this sometimes happens when the faculty candidate requests the transcript.
- Document the details, including date and methods, of all transcript requests made and response(s) received or not.
- To find a case-specific, evidence-based, 'official' alternative, meet with Dr. Williams with any copies of diploma, transcript or other supportive evidence that is close to but not exactly the original transcript, plus any other stories about diving through flaming hoops, braving fanged vipers or avoiding exorbitant fees.

**Foreign-trained faculty candidate earning an M.D.-equivalent degree:**
- An original transcript sent to UTHSCSA directly from the degree-granting institution is the goal. Translation and verification per UTHSCSA standard policy.
- Each department must have established a standard person/address for requesting transcripts, so that the transcript is delivered directly from the granting institution to UTHSCSA and NOT to the candidate. Document transcript was received (and opened) at a certain date and time by someone NOT the faculty candidate, just in case the document says that it was issued to the candidate. Despite precautions, this sometimes happens when the faculty candidate requests the transcript.
- Document the details, including date and methods, of all transcript requests made and response(s) received or not.
- To find a case-specific, evidence-based, 'official' alternative to the original transcript, meet with Dr. Williams with any copies of diploma, transcript or other supportive evidence that is close to but not exactly the original transcript, plus any other stories about diving through flaming hoops, braving fanged vipers or avoiding exorbitant fees, or select a method below.
  - See the February 2013 Faculty FACTS & FAQs News: Use the Federation Credentials Verification Service, if the faculty candidate has previously established an account with that service, and thus will be able to get a certified, source-verified and translated transcript for about $95.00.
  - See the February 2013 Faculty FACTS & FAQs News: Use the new ECFMG Web-based system called EPIC, if the faculty candidate received their ECFMG certification in 2008 or more recently, which means that the SOM department can get a certified, source-verified and translated transcript for about $99.00.
  - Or Go directly to this final and very satisfying method. Make a copy of the faculty candidate's official Texas Medical Board (TMB) document proving that their Texas Medical license is up-to-date and active. Confirm and document that the license is active and the physician is in good standing: [http://www.tmb.state.tx.us link 'Look up a Doctor.'](http://www.tmb.state.tx.us) The TMB process for issuing a Texas medical license is intensive and extensive and includes source-verification of transcripts and training. The process details are listed on the TMB website. TMB will not release copies of the transcript or other documents.
- **UTHSCSA has granted approval for each of these methods with appropriate documentation as being acceptable to meet the transcript requirement for faculty appointment to our institution.**
- Or ‘Go to Jail. Move directly to Jail. Do not pass “Go.” Do not collect $200.'
SOM Diversity & Search Committees

The SOM Diversity Committee has been busy insuring that SOM diversity values are expressed in the SOM mission and policies, including the Faculty Search Policy. See Faculty and Diversity website. When all SOM Search Committees are being formed and charged, please contact my office to schedule a Diversity Orientation, discuss unintended bias, & review guidelines for Search equity.

“The SOM recognizes the value of building a tangible institutional culture that embraces diversity, inclusion and health equity in all regards, and strives to interweave diversity, a UTHSCSA core value, throughout each SOM mission area and related goals and strategies. The SOM strongly believes that diversity and inclusion contribute a value-added quality across all SOM teaching, research and service endeavors, including enriching the perspective, delivery, content, context and outcomes of these activities. Diversity and inclusion also enhance the competence of all members of the academic community in serving the healthcare needs and addressing health disparities across South Texas and beyond, so are among the core values central to all SOM faculty recruitment efforts.”

June 2013– Diversity Calendar

May was National Asian/Pacific Heritage Month – This official month was named in 1992 after years of events celebrating the many contributions these groups have made toward strengthening the U.S. as a nation, starting with the significant roles played in building cross-country railroad lines centuries ago.

June is National Caribbean American Heritage Month – Proclaimed in 2011, June also celebrates the history and heritage of Caribbean Americans.

June recognizes Lesbian, Gay, Bisexual and Transgendered (LGBT) Pride Month during which events across Canada and the U. S. celebrate LGBT Pride through early August. The most significant historical June date in LGBT history was the 1969 3-day protest at the Stonewall Inn in New York City, drawing national attention to the gay community joining together to fight for its rights.

June 19th or Juneteenth – June 19, 1865, also known as Freedom Day, is considered the official end of slavery in Texas and the surrounding states. Although Abraham Lincoln issued the Emancipation Proclamation on September 22, 1862, effective January 1, 1863, it had minimal immediate effect on most slaves’ day-to-day lives, particularly in the Confederate States. Texas was particularly resistant until Union General Gordon Granger and 2,000 federal troops arrived in Galveston to take possession of Texas and enforce the emancipation of its slaves. On June 19, 1865, from the balcony of Ashton Villa, Granger read “General Order No. 3” proclaiming that, ‘in accordance with a proclamation from the Executive of the United States, all slaves are free, meaning an absolute equality of personal rights and rights of property between former masters and slaves, and the connection heretofore existing between them becomes that between employer and hired labor.’