Faculty Facts & FAQs – GEMINI Edition (Ivbal)

Welcome to the second of this month’s Faculty Facts & FAQs News ‘twin’ newsletters, containing additional exciting news about ORIGINAL TRANSCRIPTS, ADJUNCT FACULTY APPOINTMENTS and more! Gemini, the Zodiac’s third astrological sign means ‘twins’ and refers to the constellation comprised of Castor and Pollux - twin brothers of Greek and Roman mythology fame, aka Iabal and Ivbal (1757 'Brittan'). Gemini 2013 started May 20th and ends on the longest day of the year (Jun 21st/summer solstice) under planet Mercury’s ‘rule.’

The Great TRANSCRIPT Quest: Post-Postscript

FAQ: In regard to meeting the ‘original transcript’ requirement, isn’t it now much easier for a foreign-trained physician compared with a U.S. trained physician to get a faculty appointment?

No. The goal remains the same = to acquire an original transcript sent directly to UTHSCSA from the degree-granting institution, translate and verify the document as per UTHSCSA standard policy, and keep it on file in the appointing SOM department. BUT, in recognition of the occasional special circumstance, I will work with you to resolve these individually and officially. The last newsletter offered a pathway - NOT a shortcut - to follow as an alternative WHEN reasonable time and effort has not yielded the ultimate desired result — the original transcript. Please also refer to Faculty Facts newsletters editions: Nov 2012, Feb 2013.

For SACS accreditation processes, we must demonstrate our due diligence in gathering proof of faculty competence. The original transcript for each faculty member is the clearest means of showing that the individual satisfactorily completed terminal degree training, and thus is capable of performing competently in the area in which we are hiring that person to perform. The transcript serve as a proxy for faculty competence.

In reference to a foreign-trained M.D.-equivalent degree..... Follow the exact steps in the listed order: Request the transcript repeatedly and document each request and response. This ‘proof’ must be submitted to show unsuccessful attempts. Use either the Federation method (if previously registered, thus ‘low’ cost) or the ECFMG EPIC method (only if services first used in 2008 or more recently) to get sent a copy of the source-verified transcript. Last resort: Use the Texas Medical Board current license method and document TMB Website confirmation of the active medical license being in good-standing. Try this last, since no copy of anything is sent, making this a proxy for a proxy method. At any point and certainly when ‘stuck,’ please contact me.
FAQ: In response to transcript requests, other institutions are increasingly offering to send the department an electronic transcript and not a paper one. Is it acceptable to have only an ‘original’ electronic copy?

Yes. Document that the transcript — whether electronic or paper — was received directly from the issuing institution. Include related correspondence that will substantiate legitimacy.

See the SOM Faculty and Diversity Annual Calendar!
http://som.uthscsa.edu/diversity/

Notice that the color-coding leads you through the year, so the full cycle of related events is visible.

Be on the look out!!!
RARF Process UPDATE coming soon to the SOM Finance Website and F/D Website!

FY Faculty Termination Time: Tenure-Track Template

See attached & F/D Website under Faculty Resources

UTHSCSA HOP 3.1.1, HOP 3.8.1 & BOR Rules 31008 govern faculty terminations. Faculty resignation or retirement for age in accordance with established rules, and termination ‘for good cause shown’ can occur at any time. For all purposes, an Academic year = Fiscal Year (FY)

Faculty termination processes at the end of a fiscal year differ by faculty appointment track:

NON-TENURE TRACK (NTT): Appointment on NTT is for one fiscal year at a time, so termination through nonrenewal of appointment occurs at FY end (August 31.) HOP 3.1.1 states that NTT appointments ‘terminate upon expiration of the stated period without notification.’ Kindness and courtesy suggest that any nonrenewal (termination) be respectfully discussed with the individual to provide some advance notice.

TENURE TRACK (TT): The decision that a faculty member on TT without Tenure will not be reappointed must be discussed with the faculty member before receipt of written notice. The Chair, Dean and President must sign the letter of notification that will be sent by the Dean by certified mail, return receipt requested. Termination notice and timing are in accord with years of probationary service:

First academic year: Notify before March 1. Appointment terminates August 31 of current FY.
Second academic year: Notify before December 15. Appointment terminates August 31 of current FY.
Two of more academic years: Notify before August 31. Appointment terminates August 31 of subsequent FY.

Click Here for: UTHSCSA Legal Affairs-approved template for official departmental notice to TT faculty.
Faculty Development & Mentoring

SOM FACULTY DEVELOPMENT/ EVALUATION/ MENTORING PLAN was recently overviewed with all SOM Department Chairs and Center Directors. Feedback from many departments helped refine the PLAN meant for application in the way best suited to each department, but the basic format should be utilized toward achieving the overarching GOAL of interweaving and aligning all appointment, career development and advancement processes, including the departmental XYZ Compensation Plan and the PTAC Checklist so that there is less paperwork and overlap, singular focus, greater communication, mutual understanding, measurable growth and gain for individual faculty, departments and the institution as a whole.

Every SOM Department (Center/Institute) is expected to institute a formal MENTORING SYSTEM for new and early career faculty members, and the unit leadership will be held accountable. Providing mentoring should be a highly valued faculty and departmental activity. Mentoring is a PTAC Checklist criterion for Non-Tenure track, Tenure track and Tenured faculty. Mentoring should become an integral part of each department’s faculty appointment and faculty development plan. Individual mentoring should target at least one specific career development goal established and mutually accepted during the annual faculty development evaluation and planning with their supervisor. Departmental formal mentoring activity should be monitored as needed to document accountability on all levels. The mentee-mentor dyad should participate in each other’s annual evaluations to the extent useful to the individual and departmental development processes.

Look for the following on the F/D Website (or soon to be posted): PTAC Checklist; FORMAT - SOM Annual Faculty Development/Productivity/Mentoring Plan & Evaluation; GUIDELINES - To Apply the SOM Annual Faculty Plan; Mentoring Tips for New Faculty; Mentoring Guidelines.

Adjunct Faculty Appointments - FAQs

FAQ: Why can’t the administrative assistant who completes the Adjunct appointment form just fill in the faculty appointee’s gender and race from what they know or from other information like the Biosketch?
Accurate labor statistics are a U.S. Labor Department reporting requirement and increasingly requested by other regulatory bodies. We strive for SOM faculty data, including Adjunct data, to be accurate. Although providing gender and race/ethnicity answers remains optional or voluntary for each faculty appointee, it is NOT an option for another person to complete the form, or to decide whether or not to ask the faculty member to complete it. Each faculty appointee must be specifically invited to provide his/her own data. The SOM strongly encourages and greatly appreciates everyone's contribution toward accuracy and maximized participation. Aggregate data are used and NO individuals are identified in the reporting. Race/ethnicity descriptors listed on the Adjunct Appointment Form match (as currently required) the 2000 US census. Update to 2010 census terminology is planned soon, preceding the 2014 requirement.

FAQ: Do Adjunct Faculty need an annual evaluation?
Yes. Departments need to institute a simple, clear and effective mechanism to evaluate Adjunct faculty, document their teaching role and subsequent performance in order to justify reappointment and/or promotion in rank.

FAQ: What are some guidelines for conducting the annual evaluation of Adjunct Faculty?
Keep it short and simple, yet effective. The departmental PTAC has the evaluative authority and reports to the department Chair. Adjunct Faculty evaluations are due by the end of May annually to advise reappointments. See prototype ADJUNCT Faculty Evaluation Form on F/D Website.
Individual’s evaluation form lists the same teaching role that was ‘checked off’ on the Adjunct Faculty appointment form that year. Relative to this, the Adjunct Faculty is asked to list and rate quantity and quality of his/her Adjunct contributions/accomplishments that year. Department PTAC considers any corroborating supervisory, peer or learner documentation in its review and rates each individual using the ‘Post-Tenure Evaluation scale’: Exceeds expectations, Meets expectations, Fails to meet expectations, and Unsatisfactory. Departmental PTAC determines whether reappointment and/or promotion in rank are justifiable. Advises Chair on related action.
A FACULTY HONOR: The UT System Academy of Health Science Education (AHSE) currently has a call out for new faculty membership nominations. This annual membership selection process starts with institutional nomination, includes an AHSE Membership Committee competitive review, and ends with an AHSE membership vote confirming the 12 new members selected from among the six UT health science campuses. Any UTHSCSA nomination must come from the President’s Office, a Dean or Vice/Dean, or the Faculty Senate Chair. Deadline for submission of nomination letters is July 5. Click Here for Timeline and 2013-2014 Application template, as well as the UTAHSE website: http://www.utsystem.edu/academy/hse/members.htm

POST-TENURE EVALUATIONS: By now, departments should have sent their 6-month notices to faculty members due Post-Tenure Evaluation in fiscal year 2014. (Sept 1, 2013 – Aug 31, 2014)

ANNUAL FACULTY EVALUATIONS: Spring and summer are when most faculty evaluations are due! Is each faculty member on the correct track? Are mentoring program documented for new and early career faculty? Are the department’s Adjunct Faculty being evaluated?

### OUT OF OFFICE DATES

**SOM Associate Dean for Faculty and Diversity:** Out July 23 — August 4.

**(Dr. Blankmeyer & EEO) Executive Director, Academic, Faculty and Student Ombudsperson & ADA Compliance Office:** New faculty candidates with an Initial UHS Privileging packet in process need their SOM Faculty Appointment packet to be submitted to the SOM Dean’s Office no later than two weeks prior to the UHS Committee meeting date in order to allow sufficient time for the offices of the EEO, the SOM Dean and the VP for Academic, Faculty, and Student Affairs (AFSA) to verify the faculty appointment before the UHS/UTM Credentialing Committee’s monthly meeting. Faculty appointments not AFSA-verified ahead of time will delay the UHS Committee review by one month. Please remember to allow time for possible delays from such as seasonal influx in packet submissions, personnel leave and EEO out-of-office dates in order to avoid a packet processing delay. **Early submission is highly recommended.**

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**UHS Committee Meeting Date** | **Deadline to SOM Dean** | **EEO**
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July 29 | July 15 | June 28
 | | July 5, 12, 19, 26
August 26 | August 12 | **Aug 23 & 30**
September 23 | September 9 | **Aug 1 through Aug. 12**
 | | **Aug 23 & 30**
October 28 | October 14 | **Nov. 4 through Nov. 8**
November 25 | November 11 | **Nov. 4 through Nov. 8**
December 30 | December 16 | **Nov. 4 through Nov. 8**

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**DEADLINE REMINDERS!!!**

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