FACULTY Facts and FAQs

2012 Edition #4

Here comes SUMMER! ✿✵✵❄

Just when you think you can relax for the summer……

And you start dreaming of a lazy string of inner tubes floating the Guadalupe........

This office wants to make you aware of a string of something else coming right at you - **UPCOMING DUE DATES :)**

1. Faculty packets for **ADJUNCT FACULTY without salary reappointment** for Fiscal Year 2013 – **SEE BELOW.**
2. Faculty 6-month notification date that they will undergo a POST-TENURE EVALUATION early in 2013 – NEXT WEEK’S NEWS
3. Faculty PTAC packet preparation **in electronic format** for review in plenty of time before the PTAC deadline of October 1, 2012 – NEXT WEEK!

**Check your department's special due date for ADJUNCT FACULTY reappointment packets**

**Here is the Full-Meal DEAL!** We would like to work toward an annual calendar of events related to faculty appointments and renewal of these appointments, so that departments can develop the happy routine of anticipating and pacing their work accordingly, whenever possible. Unfortunately, another short timeline has just been relayed to me regarding ADJUNCT faculty. Since everyone agrees that this process could benefit from avalanche control despite being in sunny San Antonio, this year we will try to squeeze a staggered deadline system into this tight timeframe for the nearly 1200 ADJUNCT faculty (without salary) **reappointment** packets that must traverse my office before delivery to the President's Office for signed approval. Your
feedback and suggestions are welcome (after we give this a try!) The deadline also relates to any initial ADJUNCT faculty appointments as well.

And the DEAL is....

- **We will provide you:**
  - Guidelines for packet construction (below)
  - The due date specially selected for your department (attached)
  - Rapid transit of your packets to AFSA (I have my pen ready...)
  - Feedback on your packet accuracy (All hits, and no errors.)

- **You will provide us:**
  - Each packet must be submitted with the President's Letter as the top page of the 2-page packet.
  - A cluster of **ALL** your department's ADJUNCT faculty **reappointment** packets submitted **on or before** your assigned due date
  - A little sticky note with how many packets are in the cluster
  - **Absolutely accurate** packets
  - Any initial ADJUNCT Faculty appointment packets completely separated with a clear indication of **INITIAL** appointment and how many comprise that cluster.
    - All (known) initial appointment packets for FY 2013 must be submitted to our office by **July 6**. This date was selected to allow for timely HR processing and ID, parking, etc.
    - Notify us if your department is seeking a very short FY 2012 initial appointment (ending August 31, 2012.)

**Adjunct Faculty Reappointment packet – GUIDELINES:**

- All reappointment packets must use the **current** form found on the AFSA website: [http://www.uthscsa.edu/vpaa/facultyforms.asp](http://www.uthscsa.edu/vpaa/facultyforms.asp)
  - Current ADJUNCT Form to use: [http://www.uthscsa.edu/vpaa/faculty/Adjunct_Adjoint_Faculty_Form.pdf](http://www.uthscsa.edu/vpaa/faculty/Adjunct_Adjoint_Faculty_Form.pdf)
  - Each packet consists of **two items**, unless a justification memo or a Commanding Officer's letter is applicable:
• Item #1 – **ADJUNCT Form**
• Item #2 – **PRESIDENT'S Letter**  Use the President's Letter document found as follows: From **Inside.UTHSCSA**, see **Quick Links** section with **FORMS: Master List** then download **Adjunct Letter – President** and edit.

  o On the **ADJUNCT Form**:
    • Completely ignore the ADJOINT titles on the form.
    • Complete each 'blank' indicated. **Check again.**
    • Appointment effective date will be **DATE: September 1, 2012 through August 31st, 2013.**
    • Appointment Title: Select the same title as last year or the same level of appointment they have at another institution. Should a 'promotion' in title be selected, please include a very brief justification memo addressed through the Medical Dean, but **TO:** Denise Wilbur, EdD, the Interim Vice President for Academic, Faculty and Student Affairs.
    • Every packet is for reappointment, so add the 2013 date
    • Check one or more activities through which the faculty member will contribute to departmental and institutional missions.

  o On the **PRESIDENT'S Letter**:
    • Date at the top of letter: **August 1, 2012.**
    • Complete header with the appointee's Name/Address/City
    • Dear (Appointee) **Please do not misspell this.**
    • Change the Fiscal year date in the first sentence to **2013.**
    • Insure the rank listed matches that on the ADJUNCT Form.
    • Add Department and Mail Code; School.
    • At the bottom, check 'Reappointment' to indicate what it is.

• If any justification memo or other memo is attached,
  o Make the memo succinct with only pertinent details.
  o Address the memo through the Medical Dean, but **TO:** Denise Wilbur, EdD, the Interim Vice President for Academic, Faculty and Student Affairs.

• **These guidelines and process do not apply to reappointment of ADJUNCT Faculty with salary** (See FAF).
Calendar of staggered DUE DATES for each department to submit their packets to my office – **Click here.**

- The chart includes the number of adjunct faculty you told us earlier this year that your department currently has appointed as ADJUNCT Faculty. We understand that this number will change, but are using it as a basis to anticipate the approximate number of reappointment packets each department will submit.
- Do not hesitate to submit the packets prior to your assigned submission deadline as long as they are clustered and complete.
- **If transcript concerns are a potential issue, stay tuned for more news next week!** This is partly why the larger departments have later deadlines – the other part being the workload.

**DIVERSITY NEWS:** The SOM Faculty and Diversity Website: [http://som.uthscsa.edu/diversity/](http://som.uthscsa.edu/diversity/)

**No FAQs for now :( Stay tuned.**

**THE CALENDAR:** For the second half of 2012, please see Dr. Blankmeyer's EO/AAO out-of-office schedule. **Click here.**

**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. Ana Delgado 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

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SOM Faculty and Diversity Office Website: http://som.uthscsa.edu/diversity