Requesting Transcripts

To Hiring Departments and their Faculty Candidates,

To complete an academic faculty appointment at any rank or title at any of the University of Texas Health Science Center at San Antonio (UTHSCSA) schools, each faculty candidate is required by both UT System policy and the Southern Association of Colleges and Schools, which is our institution’s official academic accrediting body, to have on file with the appointing (academic home) department an original transcript sent ‘signed, sealed, delivered’ directly to the department contact and not to the candidate. Please request all transcripts so that they arrive in this manner.

Should the degree-granting institution not issue transcripts and instead offer only a certificate letter, please ask that institution for an original document on their letterhead stating such and sent to the appropriate UTHSCSA department. The information must state that the terminal degree in question was conferred.

Transcript and other related correspondence not issued in English must be translated and verified using one of the UTHSCSA-approved 'Foreign Credential Evaluation Organizations' listed at http://www.uthscsa.edu/vpaa/foreign_cred.asp

Each department should maintain a single ‘transcript-acquisition contact information listing,’ to guide whoever is requesting the transcript, including the faculty candidate, and insure that all transcript requests are completed in a standard manner. Insure that the transcript does not say issued to 'the candidate.'

REQUEST: Please issue the transcript and/or other correspondence regarding Faculty Candidate's Name directly to the department, as follows:

Department of ____________ and Department Contact Name
Department Address
Department Contact Phone Number/ FAX
Department Contact Email
UPDATES: Phased Retirement & Emeritus Title

PHASED RETIREMENT (PR) is an official UT ‘employment contract’ for retaining tenure while working at less than 100% time for up to three years after which full retirement goes into effect. The UT System agreement template will soon be available on my website and the AFSA website.

PR does not preclude or limit grants or applications. Full retirement benefits are in effect during the PR years, so working above 50% entitles employee to full benefits and full premium sharing. Vacation & other leave payout and accrual, & retirement account access follow retiree rules. Emeritus status must be requested at the end of the final PR year.

EMERITUS professorship is an wonderful honorific title governed by HOP 3.1.3:
http://www.uthscsa.edu/hop2000/3.1.3.pdf

READ MY LIPS: NO MORE EMERITUS ON THE SHELF! The Emeritus title is granted for life, & the title can be used in the signature block whether ‘back’ at the UTHSCSA for pay or as a volunteer or elsewhere in the community. Any Emeritus faculty member returning in any capacity to UTHSCSA must have in our HR system a primary title/job code, for example, Clinical Professor or Adjunct Professor AND Emeritus must be listed as a secondary job code, so HR tracking data are accurate.

Website Update

The School of Medicine is in the process of updating the Faculty and Diversity website. Please pardon any “broken” links or if information is no longer available. The updated website will include pages that highlight the following:

♦ FAQs will be listed under one section and organized by topic
♦ Clarification on packet preparation will be detailed so that all supporting documents are compiled at once
♦ Quick links to the faculty appointment HOP sections
♦ Faculty appointment templates in one location

Please feel free to forward any suggests to the SOM FAC APPT inbox at sfap@uthscsa.edu

WORK IN PROGRESS
To all SOM faculty:

The November 12th Important Message from The Vice-President for Academic, Faculty and Student Affairs announced the 2013 UT Board of Regents’ Outstanding Teaching Awards (ROTA) call for nominations, so it is time for all the UTHSCSA schools to identify finalist candidates.

As stated, ‘The prestigious ROTA award seeks nominees who have clearly demonstrated their career commitment to teaching and a sustained capability to deliver excellence to the learning experience in a variety of health science settings.’

I invite SOM faculty exemplifying this well-established career of teaching excellence to self-nominate by December 10 through the process outlined below, so that the final 2013 SOM nominees can be identified:

Self-nomination process: All potential 2013 ROTA candidates must submit the following to me by email (scarano@uthscsa.edu):

- A brief statement declaring your candidacy and its strengths. Follow the Final ROTA Nominee Packet Guidelines (below) for the personal statement that will be required of those selected to submit a final packet.

- A copy of your electronic CV (or educator’s portfolio.)

Final ROTA Nominee Packet Guidelines: Packets must consist of the following 4 parts:

- A letter of nomination from either a department chair or dean (or their designee) summarizing the candidate’s attributes constituting the basis for nomination.

- A personal statement up to 5 pages in length (no smaller than 1 inch margins, or 11 font Arial) that specifically addresses education-related qualifications of the candidate in each of the nine categories of evaluation. This is the primary application document, so it should illustrate each relevant criterion with health science education accomplishments and rationale, and explain how listed accomplishments in service or research are specifically related to advancing health science education.

- Curriculum Vitae in the form of our eTALUS or the Educator’s Portfolio from eTALUS. This supporting document can be referenced in the personal statement and will be ‘bookmarked’ in the final packet preparation process.

- Letters of Support: A minimum of two and maximum of five letters must be included in the application. One letter must be from the department chair, if not already providing the nomination letter, and at least one letter must be from a peer. One or more letters from learners is encouraged. All letters must emphasize details, such as achievements, collaboration, mentoring or personal impact.

Submitting one’s packet for consideration as a potential ROTA finalist also serves as a personal commitment, if selected:

1) To submit a complete ROTA packet the first week of March 2013.
2) To attend the July ROTA dinner in Austin with the Board of Regents.

Visit www.uthscsa.edu/vpaa/rota.asp

I look forward to receiving your applications!

Francisco González-Scarano, MD
Dean, School of Medicine
Dinner Highlight

The SOM Dean’s Office sponsored a table of women faculty to attend the 20th Annual BCMS Women in Medicine Celebration. Dr. Carol Dornbluth, Radiology faculty member, presided as WIM Committee Chair over the Sonterra Country Club evening of dining, door prizes, and more, including a presentation on women’s cardiac health. Networking tied everyone up for hours!

Diversity Committee

Information is currently being confirmed for the next committee meeting. A December meeting is projected. More details to be emailed to all members.