SOM PTAC Cycle is ROLLING!

You are all stars in this landmark use of electronic PTAC - the first ever for our SOM and campus!!! Thank you for everyone’s tenacity and patience as we work together in this final REVIEW and SUBMISSION phase of the SOM’s faculty candidate packets for consideration in this year’s Health Science Center PTAC process toward awarding faculty promotions and/or tenure to be effective September 1, 2013! The process also encompasses the granting of Emeritus titles, and all initial faculty appointments at 75% time or more at a rank of Associate Professor or Professor.

Thank you for bearing with us as we have weathered our 'temporary' office move with all the apparently requisite communication delays and computer issues. Under the 'Ignorance is Bliss' heading, please remember that this is Ana’s first PTAC 'season' experience, and amazingly, she is still smiling!!!

Keeping a positive attitude and remembering to communicate with us has worked well. If we fail to respond in a timely fashion, please do contact us again, since we are sometimes engulfed in our red-tape jungle and engrossed in other electronic adventures. So far, we are delighted to report a relatively smooth introduction of the SOM all-new electronic packet up-loading and hosting for the Medical Dean’s office review and approval process. Let’s hope the review process goes as smoothly. My office aims for responsive reciprocation, so as you work with us, know that we strive to work with you!

As a reminder, I will give you process feedback when I return the packets to you after review and will appreciate any feedback from you. A couple months ago, the HSC PTAC members conducted an all-electronic review of two PTAC packets uploaded to SharePoint, so they could consider instituting an electronic system in coordination with the one we established, BUT THIS YEAR THE HSC PTAC WILL CONTINUE ITS PAPER PROCESS. Down go the trees! Upon completion of my review of your packets, please look for my reminder about making and delivering the 20 copies needed for the full PTAC review.

CONGRATULATIONS on the following timely accomplishments by (all or) most departments!

- Identifying your SharePoint contact (All done!)
- Completing the AFSA spreadsheet describing each department’s PTAC submission, including 'None for 2013.' Due now.

Meeting the Sept. 17 or 18 or 19 deadline for PTAC packet uploading (...And you know what to do, if this does not describe your department.)

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⇒ PTAC Pointers
⇒ October 1: DEADLINE for SOM ePTAC packets to 'upload' to SOM Dean’s Office
⇒ FAF page 2 in PTAC packet. Draw line across salary area. Enter no financials. Write 'P & T.'
The 17th of this month brought exciting new talent and promise to our campus as Dr. Michael Gargano joined us as the new Vice President for Academic, Faculty and Student Affairs (AFSA). We eagerly anticipate a close working relationship with him and his office to continue steady progress in our mutual work regarding all things Faculty and Diversity, as well as our SACS reaccreditation. We also bid a giant THANK YOU and fond farewell to Dr. Denise Wilbur who valiantly served as the Interim VP for AFSA these past several months!

**Reminder:**

*What is the correct way to address memos that are needed for the FAF (Faculty Appointment Form) or anything else going to AFSA?*

- A brief yet informative memo must accompany the FAF to explain ALL changes of appointment, but also include such memo whenever there is a concern that your request might not be easily understood. **Address ALL memoranda to Dr. Michael Gargano as the VP for AFSA and also to Mr. Michael Black, Senior Executive Vice President and Chief Operating Officer, through the SOM Dean, from the Chair (or whomever) and re: the faculty member concerned.**

If there are only financial matters, such as a salary adjustment, the memo (No FAF required.) should be solely addressed to Mr. Black, through the SOM Dean, from the Chair.

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**Follow Up on ... Faculty packets**

for reappointing **ADJUNCT FACULTY without salary for Fiscal Year 2013** – **THANK YOU** again for all your hard work that allowed us to come pretty close to meeting the AFSA deadlines! As promised in the interest of continuous quality improvement, each departmental was sent the results of how accurate they were in accomplishing the reappointment process paperwork. I am delighted to report that **THREE DEPARTMENTS earned the coveted GOLD STAR** for perfect record completion! A round of applause for them and for all who came very close!!!!

You will be happy to know that we have worked to simplify the ADJUNCT Appointment Form for next year and will continue to try to spread out the process and deadlines.
FAQs

• What kind of title is 'Visiting Scientist,' and what process must be followed to make changes in this type of employment?

A Visiting Scientist is a staff appointment and NOT a faculty appointment in our system. Initially employing someone under this title, usually for research, must be arranged through the Human Resources Department, as well as cleared by Mr. Harlan Smith of the Office of International Services, if international scientists are involved. Changes to a Visiting Scientist's employment, such as renewal of terms or salary changes, are accomplished through a brief detailed memo addressed to Mr. Michael Tesch, Vice President for Human Resources, through Mr. Michael Black, Senior Executive Vice President and Chief Operating Officer. No FAF is needed, and the SOM Dean's Office is not part of this process.

• What is the correct way to recruit and hire someone as faculty who has recently completed their training?

Please see the HOP Chapter 3 section that addresses this specifically: HOP 3.6.7 http://www.uthscsa.edu/hop2000/3.6.7.pdf Guidelines for Academic Trainees becoming Faculty Members

• What is the correct process to follow toward an Emeritus designation? When can the title be used? What benefits or obligations come with the title for the faculty member or the department?

Use the FAF and follow the new and improved Emeritus section of the HOP 3.1.3: http://www.uthscsa.edu/hop2000/3.1.3.pdf In alignment with the policy that the nomination process should be anticipated, all Professors with tenure who have imminent retirement plans should be specifically apprised of the Emeritus policy to insure that the nomination process has commenced, when applicable, within the allowed 'one-year window.' The Emeritus title is conferred for life, can be used in one's signature block, and no longer 'goes onto the shelf' during any future UTHSCSA service (voluntary or otherwise).

• What is the difference between an academic home and an administrative home? How should this be officially designated?

Use the FAF and indicate the academic home where it says 'Home Department of ________.' Check the box for 'Others' and in the blank provided, specify the Administrative Home. Submit the FAF reflecting a completed AGREEMENT MEMO (or MOU) that delineates the specific agreement reached between entities regarding all aspects of the referenced faculty and their support. See next page SAMPLE MOU modeled after that used by the Barshop Institute. Adjust this sample MOU to delineate all areas listed & achieve agreement between the academic and the administrative homes.

• What is the Autumnal Equinox?

Fall for 2012 begins in the Northern Hemisphere on September 22, 10:49 A.M. EDT. The word equinox comes from the Latin words for "equal night" so day and night are each about 12 hours. The fall and spring equinoxes are the only days each year when the Sun crosses the celestial equator, going southward; it rises exactly due east and sets exactly due west!
Sample MOU: Edit any portion as needed to achieve agreement.

Date:
Re: (Center or Institute name) and (Academic) Home Department Agreement for Dr._______________

The purpose of this memo is to define the responsibilities of the (Center or Institute name) and the Department of _____________ in Dr. ____________ appointment, and the provision of administrative support to his/her laboratory at the University of Texas Health Science Center at San Antonio.

The (Center or Institute name) will be responsible for providing to Dr. ________laboratory/office space at the (designate location) during his/her tenure at the University of Texas Health Science Center at San Antonio, as well as provide administrative/secretarial support for his/her research activities including, but not limited to, the administrative support for grants, e.g., preparation of grant applications, progress reports, and post award administration (accounting, payroll, effort reporting), support for travel arrangements, eCV, time and leave reporting, etc. Dr. ________’s grants will be maintained in a “shared environment” such that the (Center or Institute name) and the Department of __________ will have access to all financial and payroll data for Dr. ____________.

The Department of __________ will be responsible for providing Dr. _________ with a faculty position at the rank of ___________ with/without (indicate which) tenure. Determination of Dr. ________’s compensation, including its distribution between funding streams, will be the responsibility of the Department and will comply with the departmental XYZ Compensation Plan in effect. Annual evaluations [including post-tenure review] of Dr. ________’s performance will be conducted using a mechanism defined by negotiation between the Chair of the Department and the Director of the (Center or Institute name) and in accordance with institutional policies.

This faculty appointment carries with it all the privileges and responsibilities to participate in the programs of both the Department of ____________ and the (Center or Institute name). For example, Dr. ________ will have access to graduate students and will be expected to participate in teaching classes, graduate student training and committee activities as determined by the Department Chair. Access to community/core equipment in the Department and the (Center or Institute name) will be available.

The Director of the (Center or Institute name) and the Chair of the Department of ______ will review Dr. ________’s status as defined above at least every year to ensure this arrangement is satisfactory for all parties, including Dr. ________. The (Center or Institute name) and the Department of __________ through this signed MOU indicate the following agreement upon the effort and credit allocation for grants, space utilization (RSPI), and F&A return that apply for Dr. ________, and that this determination is equitable in regard to policies in effect for both entities and subject to any official policy update. We agree the current allocation will be 50% to the Department of ____________ and 50% to the (Center or Institute name) for any F&A return that might occur from Dr. ________’s extramural funding. Current credit allocation is determined as follows: (Adjust any percentages, as applicable.)

20% Tenured Department
30% Salary (incl. start up)
40% Space
10% Administrative support

Signature blank/typed name for Director, (Center or Institute name)  
Signature blank/typed name for Chair, Department of __________

cc: Faculty member / UTHSCSA Vice President for Research / SOM Vice Dean for Research
DEADLINE SOON!!!

Registration is now open through September 25th! for the AAMC 2012 Mid-Career Women Faculty Professional Development Seminar, December 1-4 in Austin, TX. Target audience is associate professor and early-professorial level physicians and scientists holding medical school appointments and leadership positions within their discipline, department or institution.

Details at: https://members.aamc.org/eweb/DynamicPage.aspx?webcode=MeetingProfile&evt_key=E1B3637A-CC70-4CE7-AF94-970806A3E335

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Diversity & Development News

Mark your calendars!

Faculty Mentoring & Professional Development Sessions

Mentoring is the area of need most commonly identified by our school's faculty.

Janet Bickel, a renowned Career and Leadership Development Coach and Consultant will be at the SOM October 16 - 18th and available at designated times to share her expertise with us. Specific sessions are being planned related to MENTORING: seeking it, participating in it, and providing it - SUCCESSFULLY.

Please see the DRAFT Schedule. Notify all faculty to schedule these upcoming opportunities supporting career development, and encourage and facilitate their participation in these events. More details will be broadcast emailed to all faculty soon.

Draft Schedule on Mentoring Topics

http://www.janetbickel.com/

⇒ **TUESDAY, October 16**
5 – 6 pm Chairs & Directors Meeting

⇒ **WEDNESDAY, October 17**
8 – 10am Division Chiefs & Program Leaders
Noon - 1:30pm Early and Mid-Career Faculty

⇒ **THURSDAY, October 18**

The Greater San Antonio Healthcare Diversity Summit

**When:** November 7, 2012

**Time:** Registration: 8:00 a.m.
9:00 a.m. - 12:00 noon

**Where:** UTHSCSA

**Keynote:** Dr. Harry R. Gibbs
"How to Speak Multicultural"
Chief Diversity Officer— UT MDACC

PANEL DISCUSSIONS planned: Inclusion and Cultural Competence at the Heart of Healthcare Excellence; and Perceptions of Diversity in Healthcare Education

**More information:** 2012 San Antonio Healthcare Summit
Faculty Development: Education News

Two upcoming $$$$$$$ DEADLINEs: October 5, 2012

- Nominations due for the Innovation in Health Science Award: [http://www.utsystem.edu/academy/hse/awards.htm](http://www.utsystem.edu/academy/hse/awards.htm) Up to $7,500 award, recognizing an individual(s) who in the last 5 years has implemented an undergraduate or graduate health science education project/program with a documented record of innovation and achievement.

- Proposals due for the Health Science Small Grants Program for Innovative Education: [http://www.utsystem.edu/academy/hse/grants.htm](http://www.utsystem.edu/academy/hse/grants.htm) Up to $5,000 per grant.

UT Academy of Health Science Education sponsored. OPEN TO ALL FACULTY.

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In this issue:

- Calling Postdoctoral Research Trainees: New Office of Postdoctoral Affairs
- Core’s Corner: New Metabolomics core helps study consequences of obesity on maternal-fetal nutrition
- CTSA Update: Latest information about the CTSA and IIMS supported pilot projects
- Grant Seekers 2.0: Helping investigators who seek assistance in submitting a competitive proposal
- Research events calendar

Spotlight on Research: Cutting-edge research on Neural stem cell function and aging in the brain

Click [here](http://www.utsystem.edu/academy/hse/awards.htm) to view the online version of Investigator.