Faculty Life Office

The Office of Faculty Life is here to HELP! We welcome suggestions to make your faculty processes effective and efficient. If you have any questions or concerns please contact Shawnnette Garcia or Jamie Rochen.

Shawnnette’s contact information:
Direct line: (210) 567-4774 | Email address: garcia19@uthscsa.edu

Jamie’s contact information:
Direct line: (210) 562-6846 | Email address: flyr@uthscsa.edu

Faculty Life offers NEW ADMINISTRATOR ORIENTATION and general RE-ORIENTATION by Appointment. COME ON DOWN!!!

Please Direct all faculty appointment business, including faculty packet issues and verifications to sfap@uthscsa.edu.

New Super Short Deadline For You!

Please open the email that was forwarded yesterday by Dr. Janet F. Williams on behalf of Dr. Robert Esterl regarding the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements for UTHSCSA.

You have a new very short deadline to meet! (Sorry - Faculty Life is not to blame—SACSCOC is!) All required information must be placed on a flash drive and ready for OIR pick up before close of business on June 1, 2016. Please email DATAREQUEST@UTHSCSA.EDU when your department’s flash drive is ready to pick up. (See email for details.)

Thank you so much for all of your help with this very important accreditation necessity!

Please do not hate the messenger.

Dr. Robert Esterl (7-4427) for administrative issues
Dr. Colby Stoever (OIR Director, 7-2229) for data management issues
Faculty Life (7-4774/2-6846) for transcript exception questions

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ONE MORE TIME!

FAQ’S: Do **Adjunct Faculty** require an annual evaluation?  

According to the University of Texas Board of Regents’ rules and our institution’s Handbook of Operating Procedures (HOP 3.2.4), **ALL APPOINTED FACULTY** will be evaluated annually in part to enhance faculty development.

**Adjunct faculty without salary:** The performance review process should focus on documenting the evidence needed to support reappointment and any requests for promotion in rank. The rule to follow has been: **Keep it simple and effective.**

There is a new **New** Adjunct Faculty Evaluation Form in a fillable expandable Word document (based on the Excel spreadsheet format recently distributed) at the Dean’s request so that the Department Chair can sign and certify each evaluation and keep them on file in the department. Use only the new Word document form. Thank you.

**Is reappointment desired for next year?** This new evaluation form must be completed and signed to align with the reappointment decision.

**Adjunct faculty:** Same as the above except use the Adjoint Faculty Evaluation Form.

**Look!** for the email containing the Adjunct & Adjoint Annual Evaluation Instructions and Forms!!!
FY 2016, EDITION 4    MAY 2016

AAMC Faculty Forward Engagement Survey

Important Notice for Department Chairs and Champions!

Faculty Meeting: Brief (PowerPoint) Survey Overviews
- Please ask Department FF Champion to use the PowerPoint or parts of it or invite Dr. Williams to help.

Survey: Launch (not Lunch) date = June 7th
Survey Window = June 7 – July 22
Engagement Survey results arrive!

FAQs & Reminders...

FAQ: When are Adjunct Faculty Reappointments?
The Reappointment process for Adjunct Faculty without pay has begun!!!! If you haven’t already received an email with your department’s due date you will soon...

◊ Remember, we look for all SOM departments to submit all Adjunct faculty packets to Faculty Life on schedule and with no errors!

Templates - Reminders (click here)

- Faculty Appointment Recommendation memo from the Department Chair to Dean
- Offer Letter Template (updated March 14, 2016)
- Adjunct Instructions and Evaluation Forms
- Adjunct Instructions and Evaluation Forms
- Decision Tree Please use!
- Name Affidavit Form - Complete one for every faculty appointment.
- On the FAF - remember to place faculty’s credentials behind their name.
- Please do not pack packets.

Faculty Life should receive packets NO LESS THAN 30 days from the effective date or effective date might need to be changed!
May Fun Facts

May Birthstone is the “Emerald”

The month of May is associated with the Lily of the valley flower. It is generally white and sweetly fragrant, used in perfumes. The flower conveys sweetness and humility. In the Victorian era, it was gifted to convey the romantic message ‘you have made my life complete’.

May was once considered a bad luck month to get married. There is a poem that says "Marry in May and you’ll rue the day".

Important May Dates and Events

May 1: Mother’s Day
May 2: Holocaust Remembrance Day
May 5: Cinco de Mayo
May 6: Nurses Day
May 8: Mother’s Day
May 21: Armed Forces Day
May 30: Memorial Day

Memorial Day - May 30th

Memorial Day started as an event to honor Union soldiers who had died during the American Civil War. It was inspired by the way people in the Southern states honored their dead. After World War I, it was extended to include all men and women who died in any war or military action.

Memorial Day was originally known as Decoration Day. The current name for this day did not come into use until after World War II. Decoration Day and then Memorial Day used to be held on May 30, regardless of the day of the week, on which it fell. In 1968, the Uniform Holidays Bill was passed as part of a move to use federal holidays to create three-day weekends. This meant that, from 1971, the Memorial Day holiday has been officially observed on the last Monday in May; however, it took a longer period for all American states to recognize the new date.

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