Institutional Faculty PTAC packet preparation is moving full steam ahead. All Aboard! This year we have a lower number—about 50 faculty up for promotion and/or tenure!

Dr. Williams is conducting an electronic “pre-review” of all SOM PTAC faculty packets this month. Your department’s PTAC ‘designee’ has become a PTAC packet-preparing professional and SharePoint-posting star!

PTAC faculty packets should be uploaded now on SharePoint. Dr. Williams will add comments right into the packet through highlighting and ‘sticky notes.’

PTAC Packet Flaws & TIPS:
- CV Verification date must be the same as or later than the date on the CV being certified!
- Ensure AFSA PTAC cover sheet page is complete.
  - Do NOT include the BIO DATA SHEET unless an initial appointment.
  - DELETE page 2 of FAF unless this is also an initial appointment packet.
  - All MENTORING blanks should contain the same page #s.
  - If initial appointment, include transcript copy in original packet. If not initial, state date when transcripts were scanned to AFSA (such as July 2016 when all were scanned).
- eCV should include a Self Description describing professional career and focus up to one page (do not include personal details, like hobbies).
- Document Teaching & Service with descriptions: quantity, frequency, learner number & level, etc.
- List range of encompassing years when repeating the same activity instead of listing same annually, but do not lump same role at different sites.
- Service documentation: Must use sections under SERVICE to detail Administrative Responsibilities; Patient Care. List provision of clinical CARE separate from clinical TEACHING. Committee roles. Show leadership roles, directorship, associate director, etc. (Put here, not in non-academic appointments).

Once Dr. Williams ‘returns’ packets to the department, the department/candidate/departmental PTAC are expected to address all comments, and make changes, or to call for further discussion and clarification.

NEXT STEPS on pre-reviewed packets:
1. Make packet ‘repairs and add finishing touches.’ Quality Assurance!
2. Re-assemble final packet with updated page numbers and the updated Faculty Appointment, Promotion and/or Tenure Checklist/Contents form (fillable 2-page AFSA PTAC checklist).
3. Upload final packet to SOM SharePoint for the Dean’s review. Hand-deliver to Faculty Life ONLY the FAF signature page (chair has signed). Remember, any cross – and joint– appointments must include that department Chair’s signature & a brief acknowledging and/or supporting letter.
4. Dean approves and signs FAF. Each department is notified to retrieve the signed FAF with a department-specific cover sheet outlining final paper packet preparation and next steps.
Adjunct and Adjoint Reappointments

Faculty Life would like to thank you all for your hard work with the Annual Adjunct/Adjoint Reappointments!

Reappointments are no longer possible—they must be prepared as an initial appointment packet. Thank you for your patience. Let’s make it smooth sailing next year!

Faculty Change Requests

Related to Finance needs, Faculty Life cannot accept any faculty change requests with a retroactive date. All change requests must include a detailed justification of the request.

Unconscious Bias — Knowledge Center

This course is now available in the Knowledge Center under Compliance, called ‘Unconscious Bias’ that you can move to your personal course list at any time. The course takes approximately 10 minutes. Faculty Life is recommending that all departments ask all their faculty and all personnel to take this course soon.

Make it mandatory for all New Faculty and New Staff.

Course Description: Unconscious bias affects each of us every day. This course will provide you with the knowledge to recognize the effects of unconscious bias in the workplace, and help you to uncover your own unconscious biases, so that this awareness can have positive impact.
FAQs

When a faculty member holds one or more CROSS and/or JOINT appointments, what role do these other appointing entities play in that faculty member’s PTAC processes?

Any CROSS or JOINT appointing department, center or institute does play a role and must be informed about all proposed changes in that faculty member’s academic home appointment, whether related to promotion, tenure or something else.

The Chair or Director of each appointing entity must sign the PTAC packet to acknowledge their awareness of the new PTAC request. A brief Chair/Director’s memo may be submitted to endorse (or not) the request, but the faculty role in that cross- or joint-appointing department may or may not be a factor in the PTAC request at hand. Should the cross- or joint-appointing department desire the requested PTAC action (promotion in rank) to apply to them, too, a brief and supportive Chair’s memo stating this intent should be submitted as a PTAC packet ‘OTHER.’ Faculty members with a cross or joint appointment may receive Tenure only in one department—their academic home.

The HOP 3.4.1 Cross appointments designate faculty appointments to more than one department, school, or institution with financial support for the position from only one unit. Cross appointments may be at different ranks reflecting different levels of competency and scholarly achievements in different fields. Recommendations for promotion in rank in one of the departments for cross-appointed faculty should be made only after consultation between the Chairs. While tenure is held with the institution, it may be reflected in only one department of the Health Science Center. A cross appointment should indicate active and meaningful participation by a faculty member in more than one department, school, or institution. For cross appointments, follow the established “Initial Appointment” process noted at the beginning of this policy.

Joint appointments designate faculty appointments to more than one department, school, or institution with financial support for the position shared by the units concerned. Joint appointments may be at different ranks reflecting different levels of competency and scholarly achievements in different fields. Recommendations for promotion in rank in one of the departments for jointly appointed faculty should be made only after consultation between the Chairs. While tenure is held with the institution, it may be reflected in only one department of the Health Science Center. A joint appointment should indicate active and meaningful participation by a faculty member in more than one department, school, or institution. For joint appointments, follow the established “Initial Appointment” process noted at the beginning of this policy.

Post-Tenure Evaluation (PTE)

The award of TENURE to a faculty member starts a periodic comprehensive post-tenure evaluation process. Every 5 full years of performance are peer-reviewed and given a performance rating, ranging from 'exceeds expectations' to 'unsatisfactory.' Faculty members must receive official notice at least six months in advance of their upcoming PTE.

By September SOM departments should have officially notified all faculty members who will undergo PTE in FY17. These faculty members must be the same persons whose names were submitted and vetted by Faculty Life.
Attention!

By October 14th —
Assistants to Dept. Chairs
Please forward Faculty Life
a list of
New Faculty attending
the orientation

New Faculty Orientation

Oct. 27, 2016
12:45pm – 4:30pm
Lecture Hall MED 2.209L
Live Streaming will be Available

It’s time again for New Faculty Orientation! This annual event welcomes all SOM faculty members ‘newly appointed’ to the SOM this past year. All ‘new’ faculty must attend this event and others are welcome! Department Chairs and Division Chiefs must make it possible for all ‘new’ faculty to attend!

Learn about:
- UTHSCSA Faculty Culture
- Career Development & Goal Setting
- UTHSCSA Promotion, Tenure (PTAC)
- Teaching Opportunities
- Research Support
- Clinical Tips
- Mentoring

RSVP
October 14th
FACULTY LIFE
SFAP@uthscsa.edu

Light Lunch Provided
The 10th Annual Night of the Arts
Wednesday, October 5, 2016 - Holly Auditorium
Dinner and Auction at 5:45 p.m. - Show begins 6:30 p.m.
Follow the EventBrite link below to purchase your tickets. $5 for students and $10 for non-students.

Add to Calendar

Kenneth I. Shine, M.D., Academy of Health Science Education
The 2017 Innovations in Health Science Education Annual Conference
J.J. Pickle Research Campus | 10100 Burnet Road, Austin, TX 78758
February 16-17, 2017

Submit Proposals & Abstracts
Download the pdf
Submissions must be received by:
5 PM CST — Thursday, October 27, 2016

SHINE Academy Call for Proposals:
Education Program Awards
Innovation in Health Science Education Award
Education Program Grants
Health Science Education Small Grants Program

Strict submission deadline for each of the above:
October, 7, 2016, at 5 pm, CST

Click embedded links above for details.

Tell Your Faculty
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National Hispanic Heritage Month
http://www.hispanicheritagemonth.org/

September 15 — October 15
What began in 1968 as a ‘Week,’ grew in 1988 to a ‘Month’ recognizing colorful Hispanic/Latino history, culture, customs and various countries’ independence from Spain in 1821: Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua (Sept.15); Mexico (Sept. 16); Chile (Sept. 18)!

To honor the achievements of Hispanics in America, the Congress by Public Law 100-402, as amended, has authorized and requested the President to issue annually a proclamation designating September 15 through October 15 as "National Hispanic Heritage Month."

Today, 55 million people or 17% of the American population are of Hispanic or Latino origin. This represents a significant increase from 2000, which registered the Hispanic population at 35.3 million or 13% of the total U.S. population

PRESIDENTIAL PROCLAMATION 2016
NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, do hereby proclaim September 15 through October 15, 2016, as National Hispanic Heritage Month. I call upon public officials, educators, librarians, and all Americans to observe this month with appropriate ceremonies, activities, and programs.

IN WITNESS WHEREOF, I have hereunto set my hand this fourteenth day of September, in the year of our Lord two thousand sixteen, and of the Independence of the United States of America the two hundred and forty-first. BARACK OBAMA