1. **Remember** PTAC packets (*the original paper copy*) should include a Name Affidavit, Transcripts and a Criminal Background Check. List these under the *Other Material* on the Checklist.

2. **New MOA process** - Appointment packets will go from AFSA to the President’s Office for signature, then to OHR for tenure entry into HCM. Budget will then forward Faculty Life signed MOA to forward to the Department.

3. **Adjunct Appointments**: Per HOP (policy 3.1.1): Except in special circumstances, qualified individuals appointed to these titles are part-time faculty whose function is to participate in a teaching program (e.g., teaching a course or participating in the teaching of a course(s)). These titles may only be used for individuals whose functions do not include patient care.

4. **TOMORROW**, October 27th is New Faculty Orientation!
   - Time: 12:45pm – 4:30pm
   - Location: Lecture Hall MED 2.209L
   - Lunch will be provided!

**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. Jamie Rochen, Shawnette Garcia and Dr. Janet Williams have access to this mailbox, so no need to cc any of us when emailing to this box.

- **JAWilliams@uthscsa.edu** - for all personal/professional emails not related to the above.