School of Medicine PTAC Workshop

Save the Date: Thursday March 3rd, 2016
3:00 – 5:00 PM  Room 309L

Who Should Attend:
• New Faculty and any faculty with PTAC questions
• Faculty nearing Tenure or Promotion consideration
• Faculty mentors
• Departmental PTAC facilitators

Sponsored by the School of Medicine Office of the Dean and the VP AFSA Office

READ my VALENTINE lips:
Thank you Thank you Thank you!
Please do not staple documents when putting together faculty packets!
NO Staples! NO Staples! NO Staples!

The 2016 PRESIDENTIAL AWARDS Recipients were announced January 26th! Please congratulate our SOM faculty and staff on being recognized for their commitment to excellence!

Distinguished Senior Research Scholar:
Alan L. Peterson, PhD, ABPP Psychiatry

Distinguished Junior Research Scholar:
Helen M. Parsons, PhD, MPH  Epidemiology and Biostatistics

Clinical Excellence Awards:
Idiko Agoston, MD, FACC, FASE  Medicine
Katy Dondanville, PsyD, ABPP  Psychiatry
Lizette Gomez, MD  Pediatrics
Steven G. Venticinque, MD  Anesthesiology

Teaching Excellence Awards:
Daniel Lawrence Dent, MD  Surgery
Kristy Y. Kosub, MD  Medicine
Y. W. Francis Lam, PharmD, FCCP  Pharmacology
Andrew E. Muck, MD  Medicine

Employee Excellence Awards:
Wendy M. Malone, BA, QA Analyst  GME Office, Office of the Dean
Sam Pardo, Sr. Research Core Facility Technologist  Biochemistry

Inside this issue:
Announcements  1
Post Tenure Evaluations  2
Packet Prep and Tips  3
Faculty News and Important Dates  4
Contact Faculty Life, Upcoming Events and Fun Facts  5
Post Tenure Evaluation (PTE) HOP 3.7.5

The University of Texas Board of Regents mandated that periodic evaluation of tenured faculty shall be scheduled following the initial year of being granted tenure, so that five full academic years or less of performance will be reviewed each time.

Annual PTE Timeline: [http://som.uthscsa.edu/faculty/documents/SOM_FL_Annual_Calendar.pdf](http://som.uthscsa.edu/faculty/documents/SOM_FL_Annual_Calendar.pdf)

March-April
- Faculty Life sends Departments end of FY reporting templates (as soon as available from UT Systems)

March-June
- Department determines which faculty members are scheduled for PTE during the next FY and each receives their official 6 months-in-advance notification with details of what to prepare for the departmental PTE review, the due date, and contact information.
- Department prepares and cross-checks with Faculty Life their list of which faculty members due for next FY PTE.
- Department sends these faculty members their 6-months’ advance notice of PTE.

**What is sent to the Departmental PTE Committee?**

**From the Department Chair or Dean:**
- Copies of the Faculty member’s annual performance evaluations from the past 5 years.
- A synopsis of all teaching and other evaluations during that time frame.
- A statement delineating the faculty member’s major responsibilities, not a personal evaluation of their role.

**From the Faculty:**
- Current Curriculum Vitae (CV)
- Signed CV verification statement
- A personal statement explaining how major responsibilities are being fulfilled and documented.

August
Current FY PTE Report due to Faculty Life before FY end includes 3 items:
- Results Letter (template) from Faculty Life
- UTS Report (template) from Faculty Life
- Final list of faculty due to undergo PTE in the next FY

September 1
- PTE: Departments can start current FY PTE after 6-months’ advance notice. Starting notification before the FY allows time for appeals to be handled prior to end of that FY in time for the final report.
Packet Prep Help and Tips

Adjunct/Adjoint Packets—Please make sure the corresponding Appointment Form is filled out completely. [http://som.uthscsa.edu/faculty/appointment_process-Accordion2.asp](http://som.uthscsa.edu/faculty/appointment_process-Accordion2.asp)

The Appointment Form should include the Department Name and ID for the Requesting Department, and Biographical Data (Gender, Race, Ethnicity)—completed by the appointee.

Initial Packets—Effective Dates, Effective Dates, Effective Dates!!!!! The safe bet is a date **30-60 days** from the submission date.

Foreign Transcripts—These must be verified and translated in alignment with HOP 3.5.1 Documentation of Academic Credentials and the AFSA-approved agencies at [http://uthscsa.edu/vpaa/foreign_cred.asp](http://uthscsa.edu/vpaa/foreign_cred.asp)

---

What is the correct Rank to recommend for an initial appointment?

Faculty Life has created a handy dandy flow diagram (Faculty Appointment System) to help ensure that SOM faculty are appointed with the correct rank and track. When completing the FAF and other appointment documents for a new faculty member, please use the Faculty Appointment System flow diagram to determine the correct Initial Appointment Type, Track, Title and Rank. As an added bonus, this decision tree will also clarify the area(s) of scholarship strength for mentoring, SMART goal setting and later PTAC purposes.
Faculty News and Important Dates

UHS CREDENTIALS COMMITTEE

<table>
<thead>
<tr>
<th>January 25</th>
<th>April 25</th>
<th>July 25</th>
<th>October 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 22</td>
<td>May 23</td>
<td>August 29</td>
<td>November 28</td>
</tr>
<tr>
<td>March 28</td>
<td>June 27</td>
<td>September 26</td>
<td>December 19</td>
</tr>
</tbody>
</table>

School of Medicine (SOM) FACULTY LIFE (FL) CALENDAR
Annual Faculty Processes

**Legend:**
- New FY Promotion Tenure & Appt Committee (PTAC)
- Post-Tenure Evaluations
- Adjunct Reappointments
- Evaluations
- Fiscal Year (FY)
- "Last Call" PTAC
- SOM Events
- MOAs

<table>
<thead>
<tr>
<th>MONTH OF</th>
<th>Key Dates</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>Jan 1</td>
<td>&quot;Last Call&quot; PTAC - Due April: Only those packets listed below to be effective in current FY or Sept 1 of upcoming FY. Full PTAC packets needed. 1. initial appointment above Asst. Prof. rank and/or Tenure request 2. emeritus</td>
</tr>
<tr>
<td>Early Jan</td>
<td>Start of the upcoming FY PTAC: AFSA annual broadcast email notice. Exact due date sent in Faculty Facts &amp; FAQs newsletter</td>
<td></td>
</tr>
<tr>
<td>JANUARY-MARCH</td>
<td>Jan-March</td>
<td>Annual SOM PTAC Workshop</td>
</tr>
<tr>
<td>MARCH-APRIL</td>
<td>March-April</td>
<td>End current FY PTAC: AFSA notifies SOM Dean of final PTAC results to be effective Sept 1 upcoming FY, including potential appeals. Dean notifies department Chairs about any appeals to be resolved before all results are released together.</td>
</tr>
<tr>
<td>March-April</td>
<td>PTE: A linked department template at ECP site is made available by IT system</td>
<td></td>
</tr>
<tr>
<td>March-June</td>
<td>PTE: Department cross-checks with FL list of faculty due for upcoming FY PTE, then sends 6-month advance notice</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>Adjunct Faculty reappointments: Departments annually evaluate Adjunct faculty before reappointment (internal PTAC) due date in June</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>&quot;Last Call&quot; PTAC due</td>
<td></td>
</tr>
</tbody>
</table>

February 8, 2016

Notice—Out of Office

FROM: Bonnie L. Blankmeyer, Ph.D. Executive Director Academic, Faculty and Student Ombudsperson and ADA Compliance

SUBJECT: Times Away from the Office – First Six Months of Calendar Year 2016

Dates:
- Thursday, February 18, 2016 – Friday, February 19, 2016
- Monday, February 22, 2016
- Tuesday, May 3, 2016 – Saturday, May 7, 2016
- Monday, June 6, 2016 – Friday, June 10, 2016 (Tentative)
- Friday, June 17, 2016 (Tentative)
- Friday, June 24, 2016 (Tentative)
Contact Us & Fun Facts

CONTACTING THIS OFFICE:
7703 Floyd Curl Drive MC 7790
San Antonio, TX 78229
Faculty appointments: sfap@uthscsa.edu

CONTACTING THIS OFFICE:
7703 Floyd Curl Drive MC 7790
San Antonio, TX 78229
Faculty appointments: sfap@uthscsa.edu

SOM Faculty and Diversity Website: http://som.uthscsa.edu/diversity

Executive Assistant: Coming Soon!
Phone: (210) 567-4774
Fax: (210) 567-0218
E-mail: flyr@uthscsa.edu

Management Analyst: Jamie Rochen
Phone: (210) 562-6846
E-mail: flyr@uthscsa.edu

This year is a Leap Year!!
The town of Anthony, Texas, organizes a leap year festival. It proudly calls itself the leap year capital of the world and leap year “babies”, or leaplings, around the world come to its parade.

February Facts & Dates

National Black History Month
Occurs in February because it marks the birthdays of two men who greatly impacted the American black population; Abraham Lincoln & Frederick Douglass.

February 2nd—Ground Hog Day
Punxsutawney Phil did not see his shadow, so an early spring is on its way!!!!
(if he sees his shadow, there will be 6 more weeks of winter)

February 14th—Valentine’s Day
1 billion Valentines are sent each year worldwide.

Chinese New Year 2016 was celebrated February 8, 2016
This is year 4713 in the Chinese Lunar Calendar. The year of the Monkey.

Mardi Gras (New Orleans) February 9th
President Washington’s Birthday February 22nd
President Lincoln’s Birthday February 12th
Presidents Day February 15th
Carnival (Brazil) February 5-9
(Zika virus fear should decrease attendance.)