Reminder about Deadline for Annual Counseling and Senior Faculty Meetings Documentation

This is a reminder that departments must confirm by September 1 that annual counseling has taken place for their assistant and associate professors. Confirmation that annual meetings with senior faculty have taken place is also due at that time. The reporting period is from September 1, 2012, through August 31, 2013. Information about annual counseling, along with the annual counseling document form, is available on OAA’s website. Information about senior faculty annual meetings is also available there.

Any questions about assistant and associate professor annual counseling should be addressed to Rebecca Robinson.

Judith Cain is available to answer any questions about senior faculty annual meetings.

Workshop Guide to “The Evaluation of Scholarship in the MCL” Now Available

Last October, the Office of Academic Affairs held a workshop for MCL assistant and associate professors on “The Evaluation of Scholarship in the Medical Center Line.” Areas and issues covered in that workshop by Dr. David Stevenson, Vice Dean and Senior Associate Dean for Academic Affairs, and Dr. Ann Leung, Chief of Thoracic Imaging in the Department of Radiology and former member of the Appointments and Promotion Committee, have now been organized into a workshop guide, which is available on OAA’s website. We are hopeful that this guide will serve both as a refresher for those who were able to attend the workshop and as a source of important information for those who were unable to participate.

An email announcing the availability of the guide has been sent to all MCL assistant and associate professors. We hope that FAAs in clinical departments will also find it useful.

Any questions should be addressed to Judith Cain or Rebecca Robinson.
ACF Sample Attestation Form and Activities for Service Hours Posted

Two documents have been added to the Adjunct Clinical Faculty section of the OAA website.

The first is a sample of the types of ACF service hour activities that are counted toward the annual 100 hour requirement.

The second is a sample of recommended statements that should be included as part of the annual attestation process.

Any questions should be directed to Lisa Joo.

Issues with Qualtrics Clinical Excellence Survey Tool

You may have noticed some new system behavior recently when launching a new Clinical Excellence Core Competency Evaluations survey.

Specifically, when you import the template survey .qsf file, two surveys are generated. One of them includes the survey questions but retains the name of the template .qsf file itself. The other retains the name that you attempted to specify (e.g., "Dr. John Smith – survey"), but is blank, with no questions. Some users have reported slightly different versions of this experience.

We have contacted Qualtrics about this and have learned that the software was recently changed in an effort to prevent inadvertent erasing of an existing survey (so, this is not a "bug"). Every time a template is imported, a new survey is created with the name of the template file.

We have posted a revised instruction manual (thanks to Kendall Yi in Radiology) on the forms page of our web site. For experienced users, however, the simplest workaround seems to be to copy an existing survey and rename it.

Also, please use extra caution in checking to see that the survey you are sending out is the one that actually contains the questions.

Please let Craig Spencer know if you have questions.

Long-Term Disability for Faculty: Frequently Asked Questions

Frequently Asked Questions (FAQs) related to faculty long-term disability have been posted on the Provost’s Office website.

Any questions should be directed to Cristen Shinbashi.
2013 Faculty Loan Repayment Program

The Health Resources and Services Administration, a program under the auspices of the U.S. Department of Health and Human Services, is accepting applications until June 27 for its Faculty Loan Repayment Program. Restrictions apply as to field. Further information is available here.

Visiting and Consulting Faculty and Visiting Scholars in Fast|Fac

As of the May 1st, all current academic appointments including Visiting Faculty, Consulting Faculty and Visiting Scholars were entered into PeopleSoft and now appear in Fast|Fac. Please check your departmental rosters in Fast|Fac to verify all your current appointments are being displayed. If you are missing any appointments please work with Mihaela Bozdog immediately on submitting the necessary packet so that the appointments can be reinstated and/or reappointed.

Checking for Term Appointments Ending in Fast|Fac

Beginning June 1st, departments will no longer receive a monthly reminder from Academic Affairs staff that a faculty member’s fixed term appointment end date is approaching. Functionality exists in Fast|Fac under the “Upcoming Actions” tab to view a roster of faculty whose appointments will be ending at the end of the month (or in subsequent months – up to 13 for members of the professoriate and up to 6 for all other academic appointees) and, if appropriate, submit the necessary paperwork so that the appointments do not lapse.

Please submit the necessary material to either extend, reappoint or promote to either Jessica Mendonça (Clinician Educators and Instructors), Mihaela Bozdog (Visiting Faculty Consulting Faculty and Visiting Scholars), Lisa Joo (Adjunct Clinical Faculty), Ellen Waxman (emeriti faculty), Rebeca Robinson (Assistant Professors), or Craig Spencer (Associate Professors and Professors).

If an individual will no longer be affiliated, please advise Jessica Mendonça (Clinician Educators and Instructors), Mihaela Bozdog (Visiting Faculty, Consulting Faculty and Visiting Scholars), Lisa Joo (Adjunct Clinical Faculty) to confirm the date on which his/her affiliation will end so that we can proceed by terminating the appointment. No notice is required for expiring emeriti faculty recall appointments.

For any other types of questions, please direct them to appropriate individual named above. For data entry issues please contact Kathleen Warmoth.