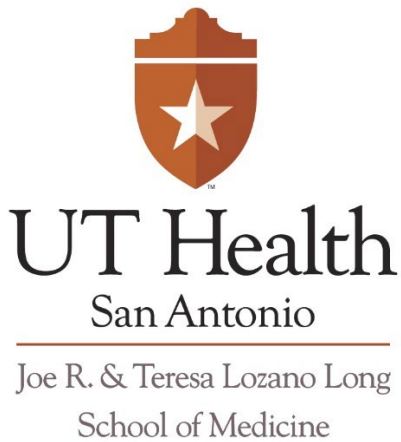


Joe R. & Teresa Lozano Long School of Medicine
Office for Faculty
Faculty Resource Guide



[Long School of Medicine – Office of the Dean Intranet](#)

[Long School of Medicine – Office for Faculty Intranet](#)

LONG SCHOOL OF MEDICINE GUIDELINES

Introduction: *This UT Health San Antonio (UTHSA) Joe R. and Teresa Lozano Long School of Medicine (LSOM) Faculty Resource Guide contains general information and guidelines for your reference. It is not intended to be comprehensive or to address all possible applications of or exceptions to the general Handbook of Operating (HOP) guidance, policies and procedures described. This Faculty Resource Guide does not confer any contractual right, either express or implied, to remain in UTHSA's employ. Nor does it guarantee any fixed terms and conditions of your appointment. Please address your questions concerning applicability of this guidance to the Office for Faculty.*

Professionalism: Each UTHSA LSOM faculty member joins the LSOM community of excellence, respect and professionalism. Through the LSOM *Sanguis Anima* culture of lived values: empathy, trust, accountability, humility, authority with responsibility, transparency, integrity, courage, innovation, and truth before honor, faculty are expected and entrusted to uphold and advance professionalism to its fullest extent across our teaching, clinical care, research and community engagement missions.

Appointment Policy: The offer letter sets forth the terms that will govern your appointment at UTHSA and is not intended to override the terms established by the existing UT Systems Board of Regent's Rules or UTHSA Handbook of Operating Procedures (HOP) Chapter 3: Faculty Policies and Procedures <http://www.uthscsa.edu/hop2000/3-toc.aspx>. Once approved, you will receive your official MOA from the UTHSA Office of the President. Appointments are reviewed for annual renewal every fiscal year, which begins September 1st. You will receive an annual Memorandum of Appointment (MOA) from the UTHSA Office of the President that your Department Chair signs, as do you and the President.

Affiliated Faculty Transfer: When considering the potential transfer of an affiliated individual in order to maintain your research continuity, all potential position details must be fully negotiated with the Department Chair in advance of any commitments being made.

Compensation: The UT Health San Antonio Joe R. and Teresa Lozano Long School of Medicine (LSOM) applies a departmentally based XYZ compensation structure to each faculty member's total compensation per fiscal year. Departments are responsible for reviewing and updating their XYZ plan annually. The X component is the base salary, determined by the individual faculty member's academic rank. The Y component is supplemental compensation, based on the terminal degree, clinical specialty, subspecialty training, experience, market analysis, administrative duties and more. Together, the X+Y components are the 'core' salary. The Z component or incentive pay eligibility relates to how well the department's established productivity metrics are met. Monthly compensation is determined in compliance with all tax and benefit regulations, and subject to those required deductions you authorize in regard to all applicable local, state and federal laws. Future salary increases, such as merit-based increases, are awarded through the standard UTHSA budget cycle and subject to the fiscal guidelines and authorizations from the Texas legislature and UTS Board of Regents (BOR).

Contingencies: Your appointment is contingent upon meeting all standard UTHSA LSOM faculty appointment criteria. Since every faculty appointment is considered a "security sensitive position," this faculty appointment offer is contingent upon a cleared background and sanction check and your signed agreement to abide by the Rules and Regulations of The UTS BOR. Any initial appointment at the rank of *Associate Professor or Professor* at 75 percent time or greater will require **UTHSA Promotion, Tenure and Appointments Committee (PTAC) review** and approval and is subject to approval by the Board of Regents.

UTHSA policy requires that the academic home department must receive and maintain documentation of each faculty member's academic preparation. Please be in contact with your academic home department's administrative staff as soon as possible, so that your **original transcript(s)** will be delivered to the department in a timely fashion **directly** from your terminal degree-granting institution(s), which meets the requirement for the transcript(s) to be **on file before** your scheduled Clinical Start Date.

Immigration Status: A faculty offer is contingent upon securing a valid immigration status that allows you to begin UTHSA employment as of the start date of this position. At its sole discretion, this institution may consider petitioning the U.S. Citizenship and Immigration Services to obtain an appropriate visa status that will permit you to work here. Any such petition will be prepared, or its preparation will be overseen, by the Office of International Services and any required filing fees will be paid for by the hiring unit. We rely on you to share information about your visa status and work eligibility with us in a timely manner, and you are responsible for maintaining your visa status and work authorization throughout your employment.

Parking: The Department does not provide paid parking (*or reimburse for parking*) on the UTHSA campus (*or other sites*); however, permits are available for purchase through the UTHSA Police. See pricing structure: <http://utpolice.uthscsa.edu/divisions/service/permits.asp>

Faculty Clinical Practice and Moonlighting: In accordance with UTHSA policy and LSOM clinical practice guidelines, a clinical faculty member must be eligible to participate in Centers for Medicare & Medicaid Services' (CMS) patient care billing and reimbursement, which includes not having "opted out" of Medicare billing within the last two years. See your Medical Service, Research and Development Plan (MSRDP) New Faculty Agreement for Participation.

All clinical services' income derived from professional fees rendered by those employed as LSOM faculty members shall be paid directly to the LSOM MSRDP. Fulltime faculty members are prohibited from moonlighting as practitioners. See your MSRDP New Faculty Agreement.

Professional Liability Insurance: As a benefit of employment, eligible faculty members are enrolled in the University of Texas System Professional Medical Liability Benefit Plan, a self-insured policy that covers medical liability claims arising from faculty clinical activities with the following current limits: Per claim: \$500,000; annual aggregate per plan participant: \$1,500,000. Coverage applies only to services rendered in the course and scope of UT Health San Antonio employment where professional fees are retained by UTHSA or the LSOM faculty practice plan, i.e., UT Health Physicians, or the MSRDP.

Professional Liability Insurance for Advance Practice Providers: Advanced Practice Providers are provided comprehensive professional liability under tort statutes covering state employees. Coverage applies only to services rendered in the course and scope of UTHSA employment where professional fees are retained by UTHSA or the LSOM faculty practice plan, i.e. UTHealth Physicians, or the MSRDP.

Reporting Structure and Faculty Development: Your successful development as an academic faculty member and your continued well-being are very important to us. All faculty members, particularly those below the rank of Associate Professor, are expected to develop and pursue at least one mentor relationship toward their own career development. Faculty members at or above the Associate Professor rank are also expected to provide mentoring. Together, you with your Chair or other Direct Supervisor will create an annual Individual Career Development Plan (ICDP) aligned with your career objectives, the department's goals and XYZ

compensation plan, and the UTHSA promotion and tenure criteria relevant to your academic track. Your ICDP shall be reviewed and updated annually in the context of your career track and performance evaluation, aligned with the departmental strategic plan and institutional missions. Additional career information and resources are available through the LSOM Office for Faculty, lsomoff@uthscsa.edu.

Voluntary Separation Notice: It is expected that a faculty member will announce a Voluntary Separation from the UTHSA LSOM in writing to the Chair of the appointing academic home department **at least 90 days** before the planned departure date in order to allow for appropriate transfer and continuity of patient care, research and/or teaching responsibilities.

UT HEALTH SAN ANTONIO INSTITUTIONAL GUIDELINES

Holidays and Leave Time: The Holiday schedule is determined by the state legislature. UTHSA policy governs accrual of allowed leave time (vacation, personal, sick, other), based on length of state employment.

Outside Employment and Consulting Activities: UTHSA full-time faculty members are generally prohibited from outside employment. Offers to serve in a consultative or advisory capacity can be accepted if this service is in compliance with the UTHSA guidelines and legal requirements, including *Prior Approval* processes, and *Conflict of Interest/Commitment* policies. Honoraria, royalties, non-professional retainers, payments for editing publications, and other non-medical consultation fees may be excluded from practice plan income at the discretion of the chair and in accordance with institutional policy. Prior approval and full disclosure are required. (See [HOP 3.2.7](#); Chapter 10.)

Employee Benefits: UTHSA through the UT System offers eligible faculty members UT Benefits, including comprehensive health insurance, financial protection through life and disability insurance, a variety of tax-deferred and post-tax retirement savings options and numerous other resources. For additional details, see <http://uthscsa.edu/hr/benefits.asp> - the Human Resources (HR) website. Plan to speak with a Benefits Advisor during the new hire HR orientation or make an individual appointment to discuss the employee benefits' package in detail: 210-567-2600.

A faculty member is **eligible for benefits** as a 'full-time' employee when they have an appointment of at least 75% time (work at least 30 hours per week), and (1) they are not currently insured by another state-sponsored medical insurance plan, and (2) the appointment is expected to continue for at least 4½ months. A faculty member is eligible for prorated benefits as a 'part-time' employee if they are appointed at least 50% and up to 74% time with the same two additional stipulations above. An appointment below 50% time does not confer eligibility for any benefits.

For a 'full-time' faculty member, the UTS and State of Texas will pay 100% of **premiums** for the basic coverage package, and up to 50% of the premiums for dependents' medical coverage. For a 'part-time' faculty member who is benefits' eligible, the UTS and State of Texas will pay 50% of premiums for the basic coverage package and 25% of the premiums for dependents' medical coverage. See HR Benefits FAQs: https://uthealthsa.sharepoint.com/HR/HR%20Forms/Benefits_FAQ.pdf

The benefits' eligibility of faculty members with combined UTHSA and Audie Murphy Veterans' Administration (VA) appointments is based on the **sum** of the appointment percentages between the two entities; however, the extent of some individual benefits offered by each institution is based only on the UTHSA or VA salary portions. Discuss with your LSOM home department Administrator and the VA HR Department.

All LSOM employees have 31 days from their hire date to complete their own benefits' enrollment. Newly hired faculty employees are automatically enrolled in the **UT SELECT Medical Plan** as 'Subscriber Only' coverage upon the date of hire. There is no out-of-pocket cost for 'Subscriber Only' coverage for 'full-time' employees, as defined. If an employee elects to have dependents added to the UT SELECT Medical Plan, coverage will be effective the first of the month following the salary start date, unless this date is the first calendar day of the month, which grants the employee and the dependents a simultaneous effective date. Employees and their dependents can enroll in coverage for **other voluntary coverage plans**, such as dental, vision, and life insurance. Elected coverage becomes effective the first of the month following the date of hire, unless the hire date is the first calendar day of the month, which constitutes a 'same-day' effective date. If *Evidence of Insurability* (EOI) is required for voluntary coverage, that specific coverage will begin the first of the month following approval of the completed application.

If you are appointed with **retirement benefits-eligibility**, you have 90 days to make a retirement program decision between accepting the Teacher Retirement System (TRS) or enrolling in an Optional Retirement Program (ORP) in lieu of TRS. ORP is a defined contribution plan governed by Internal Revenue Code Section 403(b). There is a state 'match' contribution into the ORP through a vendor that you select for yourself from an approved vendor list.