FACULTY COUNCIL MEETING MINUTES
Monday, June 16, 2014
Room 1110, MEB, 1st Floor
12 Noon-1pm

MEMBERS IN ATTENDANCE:
Laxman Gangwani, Ph.D., Biomedical Science
Susan Watts, Ph.D., President, Emergency Medicine
Jennifer Molokwu, M.D., Family Medicine
Juan Figueroa-Casas, M.D., Internal Medicine
Dale Quest, Ph.D., President-Elect, Medical Education
Rona Fagan, R.N., Orthopaedic Surgery & Rehabilitation
Alireza Torabi, M.D., Ph.D., Pathology

Sitatullah Maiyegun, M.D., Pediatrics
Cecilia DeVargas, M.D., Psychiatry
Jorge Sarmiento, M.D., Radiology
Trent Filler, D.D.S., Surgery
Sanja Kupesic, M.D., Ph.D., Assistant Dean for Faculty Development, ex-officio, non-voting

MEMBERS NOT IN ATTENDANCE:
Heidi Lyn, M.D., OB/GYN
Cecelia Olivas, FNP-C, Neurology
J. Manuel de la Rosa, M.D., Founding Dean, PLFSOM, ex-officio, non-voting

Lorenzo Aragon, M.D., Past President, Family & Community Medicine
Hoi Ho, M.D., Associate Dean for Faculty Affairs & Development, non-voting
Rajendra Marwah, M.D., Community Representative, EPCMS, non-voting

GUESTS:
Tania Arana, Ph.D., Medical Education, Committee on Diversity
Herb Janssen, Ph.D., Medical Education
M. Nawar Hakim, M.D., Pathology, EPCMS

Miranda Alvarez, Unit Coordinator, Faculty Affairs
Cindy Camarillo, Sr. Director, Faculty Affairs

I. CALL TO ORDER
Susan Watts, Ph.D.
- Faculty Council President

Having met quorum, Dr. Watts, President of the Faculty Council, called the meeting to order at 12:05 PM.

II. REVIEW AND APPROVAL OF MINUTES
Susan Watts, Ph.D.  
- Faculty Council President

The Faculty Council members unanimously agreed to approve the meeting minutes from May 19, 2014 with no changes.

### III. OLD BUSINESS

#### A. Emeritus Appointments  
Dale Quest, Ph.D.

See faculty senate report

### IV. NEW BUSINESS

#### A. Ad Hoc Committee on Professionalism Update  
- Herb Janssen, Ph.D.

**AD HOC COMMITTEE ON PROFESSIONALISM UPDATE**

Dr. Janssen reported the following:

The Ad Hoc Committee on Professionalism has developed a draft form reflecting the Declaration of Faculty Professional Responsibility to be signed by faculty members individually. *See attachment. The content of the form was previously drafted by this ad hoc committee and approved by the Faculty Council in 2010.

The committee is currently in the process of developing a procedure for faculty member violations of the Declaration of Faculty Professional Responsibility. Though policies are in place for serious infractions such as sexual harassment and disruptive behavior, there is no policy in place with mechanisms for addressing other complaints involving faculty professionalism. This is particularly true in “gray areas” involving disputes between faculty members in two or more departments where the issues extend beyond the reach of any one department chair. The committee is exploring a model for a campus ombudsman (perhaps to handle both faculty and students) to help mediate faculty professionalism issues before it escalates to the formal grievance level. Dr. Janssen requested feedback from the Faculty Council to determine if the committee’s direction is consistent. The Faculty Council agreed. The Ad Hoc Committee on Professionalism will continue its work and will provide a future report with final recommendations.

#### B. Emeritus Appointment Recommendation  
- Susan Watts, Ph.D.

Dr. Watts reported the following:

The Faculty Council reviewed the letter from Dr. Gurjeet Shokar, Chair of Family & Community Medicine, to the dean requesting an emeritus appointment for Dr. David Steele, Sr. Associate Dean of Medical Education and Professor of Family & Community Medicine, retiring in August 2014, as well as Dr. Steele’s CV. In accordance with current policy, the dean has requested review by the Faculty Council. The Faculty Council unanimously voted to recommend an emeritus appointment as Professor Emeritus for David Steele, Ph.D. The recommendation will be forwarded to the dean.

*See attached letter

#### C. Department Seats up for Election/Reelection  
- Susan Watts, Ph.D.

In accordance with the terms of appointment in the Faculty Bylaws, the following departments’ Faculty Council representatives are up for election or re-election for:

- Neurology
- OB/GYN
- Pediatrics
- Psychiatry
### D. President-Elect Nominations -Susan Watts, Ph.D.

President Elect nominations will be solicited now through July 2014 and elections will be held at the August meeting. Send Nominations to Miranda Alvarez in Office of Faculty Affairs. The President Elect position is a 3-year commitment. The president Elect will serve one year as President-Elect, one year as President, and then one year as Past President. Faculty Council representatives may self-nominate.

### V. DEAN’S REPORT

No report

### VI. PRESIDENT’S REPORT

#### A. Academic Council Update -Susan Watts, Ph.D.

**ACADEMIC COUNCIL UPDATE:**
Dr. Watts reported the following:

**West Side Hospital:** Medistar will be the owner of the new west side hospital. Tenet will be the hospital manager, and it will be staffed by Texas Tech physicians. Texas Tech does not own or run the hospital. There will be a medical office building with leased clinic space for Texas Tech and community physicians. Texas Tech will need to hire about 45 new faculty members to staff this hospital. The hospital will guarantee the salaries of the new faculty for up to 3 years.

**New Leadership:** Dr. Richard Lange will be taking over as TTUHSC El Paso Founding President and PLFSOM Dean on July 1, 2014.

**UMC Relationship:** The Alignment committee is still meeting regularly to maintain the relationship. There is no impending divorce as of yet. The Children’s Hospital said they were unable to meet their financial obligations due to a drop in Medicaid repayments.

**Anesthesiology Department:** There are 4 divisions in the department. The pediatric anesthesia division will be moving to the Children’s Hospital. The adult practice will be practicing at Providence. Students and residents will go to Providence as well. The research division was moved to biomedical sciences, and the pain division was closed.

**Question:** Will Somnia be responsible for resident and student teaching?
**Answer:** Somnia physicians will not be given faculty appointments. Somnia will be able to provide incidental teaching such as in emergency medicine or in surgery residencies.
B. Impaired Faculty Policy
-Susan Watts, Ph.D.

IMPAIRED FACULTY POLICY:
Dr. Escamilla is the head of the subcommittee that has worked on the Impaired Physician Policy. They are currently in the process of developing the Impaired Faculty and Impaired Student Policy. Dr. Watts previously provided Dr. Escamilla with the feedback from the Faculty Council on an earlier policy draft. Dr. Watts will request a copy of the final draft for review and input by the Faculty Council.

C. Faculty Issues Agenda Item
-Susan Watts, Ph.D.

FACULTY ISSUES AGENDA ITEM:
Dr. Watts encouraged faculty to submit faculty issues they are experiencing within their departments or with the institution. Since changing from standing departmental reports to a faculty issues agenda items, no topic submissions have been received. For upcoming meetings, the officers may draw from topics discussed at the Faculty Governance Retreat and may propose a specific theme for each Faculty Council meeting to generate discussion. Faculty may submit a faculty issue to Miranda Alvarez in the Office of Faculty Affairs or to any of the officers.

D. General Faculty Meeting
-Susan Watts, Ph.D.

SAVE THE DATE: GENERAL FACULTY MEETING:
Tuesday, July 29, 2014
11:30-1:00pm
AEC 201A&201B
Lunch will be provided

VII. TTUHSC FACULTY SENATE UPDATE

Dale Quest, Ph.D.
Faculty Senate Representative

Dr. Quest reported the following:

President’s Awards:
The deadline for nominations was 14 June 2014. There are nine awards in seven categories, in addition to further consideration of outstanding nominations for Chancellor’s awards. There was a total of only 16 nominations received (in contrast to 51 last year), and only three nominations were received from El Paso.

IT Initiatives: Recommendations are being submitted to the Office of the President to constitute faculty-driven advisory committees on Information and Technology policy and initiatives:
- Technology Assisted Learning Committee (T.A.L.C.): previously reported to Faculty Council
- Faculty Committee on Clinical & Research Information & Technology (F.C.C.R.I.T.): *see attached proposal approved by the Faculty Senate on 06 June 2014.

OP reviews:
- HSC OP 60.01 Tenure and Promotion: *edits in the attached version contribute meaningfully to smoother progressive transitions from one idea to the next and overall readability, without making any substantive
changes to Tenure and Promotion policy or procedures. Revisions go to the Board of Regents August 2014 meeting.

- HSC OP 10.25, TTUHSC President’s Awards. Faculty Senate has sent the attached version to the Office of the President. The changes pertain to section 4, Instructions and Procedures for Applications:
  - 4. c. to clarify that nominations are submitted electronically. The attachments shall be removed in favor of providing the URL for the Awards website where electronic forms for each category should be available.
  - 4. d. Instructions and Procedures for Applications. d. to itemize changes to the required documents [incl. full C.V.].
  - 4. e. Instructions and Procedures for Applications. e. because the deadline for submission of nominations has changed from May 15, to June 14.

- HSC OP 10.12 Emeritus Appointments: Faculty Senate has sent the attached version to the Office of the President.

### IX. FACULTY AFFAIRS AND DEVELOPMENT UPDATE

**Sanja Kupesic, M.D.**
Assistant Dean for Faculty Development

Dr. Kupesic reported the following:

*See report attached

### X. STANDING COMMITTEE REPORT

Dr. Arana reported the following:
XI. FACULTY ISSUES

No report

XII. EPCMS Update

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<tr>
<th>M. Nawar Hakim, M.D.</th>
<th>Dr. Hakim reported the following:</th>
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<tr>
<td>EPCMS Representative</td>
<td>The last EPCMS meeting took place on June 10, 2014. Dr. Mesa from Texas Tech gave a presentation on the new medical students starting this year at Texas Tech. Dr. Days talked about the El Paso Physician Magazine. They welcome any cases, histories, or research reports from Texas Tech and community physicians to contribute to the magazine. Dr. Marwah advertised the El Paso Physician TV show. On June 26, 2014 the El Paso Physician show will be about heart disease and its treatment, sponsored by Del Sol Medical Center. Some physicians have recommended making one of the shows topics specifically about vaccinating children. Dr. Escobar presented on the Health Information Exchange. Dr. Acosta talked about the Border Health Caucus that will take place in Washington DC on July 23, 2014. Physicians are encouraged to attend this meeting. Two topics that will be discussed at the meeting are Borderland Security, and Undocumented Immigration Issues.</td>
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XII. ADJOURNMENT

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<tr>
<th>Susan Watts, Ph.D.</th>
<th>With no further business to discuss, Dr. Watts, Faculty Council President, adjourned the meeting at 1:03 p.m.</th>
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<tr>
<td>Faculty Council President</td>
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FOLLOW UP:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PERSON/DEPARTMENT RESPONSIBLE</th>
<th>TASK COMPLETED Y/N</th>
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Susan Watts, Ph.D.
Faculty Council President
June 10, 2014

J. Manuel de la Rosa, M.D., Msc
Vice President for Health Affairs
Founding Dean, Paul L. Foster School of Medicine
Rick and Ginger Francis Endowed Chair
Texas Tech University Health Sciences Center at El Paso
5001 El Paso Drive
El Paso, Texas 79905

Dear Dr. de la Rosa,

I would like to recommend to you that David Steele, PhD, who is currently Professor with Tenure, be made Professor Emeritus in the Department of Family and Community Medicine, Texas Tech University Health Sciences Center at El Paso, Paul L. Foster School of Medicine (TTUHSC PLF SOM). Dr. Steele is set to retire from the institution on August 31, 2014. I am writing this recommendation letter on the basis of Dr. Steele’s very distinguished service to our institution. In addition to his appointment in our department, Dr. Steele serves as Senior Associate Dean for Medical Education in the School of Medicine, as Director of the Office of Curriculum, Evaluation, and Accreditation, as well as Chair of the Liaison Committee on Medical Education (LCME) Accreditation Task Force. He has also served on nearly all the Standing Committees in our institution as well. He has served admirably in all these roles since arriving at this institution in July 2007.

As Chair of the LCME Task Force, Dr. Steele has been central to preparing the institution for LCME accreditation at every stage of the accreditation cycle; he has helped steer the new medical school through preliminary, provisional, and full accreditation which was successfully achieved in February 2013. Dr. Steele’s overall contributions to our new medical school have been nothing short of phenomenal; his exemplary professionalism and work ethic has inspired his colleagues and learners; his superb attention to detail has been pivotal for our success with both the LCME accreditation and the successful roll out of our innovative four year medical school curriculum. Finally, he has shown outstanding mentoring skills at preparing his colleagues and staff for this very successful transformation from a regional medical campus to a fully accredited new medical school.

Dr. Steele’s contributions to the innovative four year curriculum have resulted in a truly integrated approach to medical education – not only in teaching basic sciences and clinical sciences concurrently in years one and two, but also having curricula that integrate students into our diverse community on the border; this is one of the reasons why our students have excelled in their licensing examinations, and why our graduating students have been so successful in entering competitive residency slots in major disciplines across both our State and the country. Further, the new medical school is attracting outstanding candidates who would like to train at TTUHSC PLF SOM and be part of this innovative curriculum. A number of medical schools are looking at the TTUHSC PLF SOM curriculum and are using it as a blueprint for curricular change at their own institutions;
Dr. Steele has already served as a curriculum consultant to several medical schools (nationally and internationally) and this success at our new medical school has helped propel TTUHSC PLFSOM to the forefront of cutting edge medical education in the United States.

At the national level, Dr. Steele has served in several major roles in the leading Family Medicine academic organization - The Society of Teachers in Family Medicine (STFM). In addition to serving in several other important officer roles within the organization over the years, he chaired the prestigious STFM Education Committee and also served on the Board of Directors of STFM. His expertise is very highly valued within national Family Medicine leadership circles. He has also served on the National Board of Medical Examiners (NBME) committees for both STEP 1 and STEP 2 medical student licensure exams, and served on the Research in Medical Education Program Committee (RIME) for the Association of American Medical Colleges (AAMC). Further, he has served as a Visiting Professor at eight separate institutions.

Dr. Steele obtained his PhD from the University of Wisconsin, Madison in 1982, and has a notable record in peer-reviewed publications and national presentations within medical education. He has obtained extramural grant support on numerous occasions for innovative educational projects and has served as a reviewer for a number of educational journals in addition to serving as a Medical Education Editor for Patient Education and Counselling. His career over the last three decades has spanned across a number of medical schools/institutions including the University of Wisconsin, University of Nebraska, Florida State University, and most importantly TTUHSC PLFSOM. At each institution, he has made outstanding contributions to teaching, mentoring, curriculum development and course administration; he also played a pivotal role with LCME accreditation at Florida State University, before taking on his critically important roles with TTUHSC PLFSOM over the last seven years. He has also been the recipient of numerous teaching awards over the years as well.

In summary, I believe Dr. Steele has demonstrated very distinguished service to our institution in the areas of institutional leadership, curriculum development, teaching/mentoring, academic public service, and in propelling our medical school to the forefront of cutting edge medical education in this country. I strongly recommend that his nomination for the rank of Professor Emeritus receives the favorable consideration it richly deserves.

Sincerely,

Gurjeet S. Shokar, M.D.
Professor and Chairman
Department of Family and Community Medicine
Diversity Committee Updates
Faculty Council
June 16th, 2014

Tania Arana, Ph.D.
Diversity Committee Chair

Committee Members

• Upon enacting Rules of Procedure in September 2013, we currently have 14 members:
  • 8 Faculty members
  • 2 Medical students
  • 1 Resident
  • 3 Staff members

• We have made quorum at every meeting since enacting the Rules of Procedure
Unconscious Bias Training

• Training of 16 faculty, medical students, and staff by Innovations, Inc. on January 31, 2014

• 5 Individuals trained as trainers

• We are working on tailoring the curriculum for our campus and hope to launch this in July

• We are targeting the Admissions Committee and interviewers as our first group

3rd Annual Cultural Competence Conference

• This year, we had 3 tracks:
  • Women in Healthcare and Science
  • Lesbian, Gay, Bisexual, Transgender (LGBT) Health
  • Patient Advocacy

• First time we had it off campus
  • It will be held at the Convention Center next year

• First time we charged a registration fee

• Approximately 125 in attendance

• Overall positive feedback on providing more options and we will continue this format next year
Scholarship in Diversity

• There was 1 poster presented at 2014 AAMC GDI/GSA/OSR National Meeting in San Diego California in April

• Diversity Climate Assessment of a Medical School on the U.S.-Mexico Border
  • Presented by Jessica Calderón-Mora, Mayra Morales, and Jessica Phillips (MSI)

Diversity Initiatives

• We developed a scholarship program to help junior faculty through their professional development:
  • The Office of Diversity Affairs is funding the registration fee for 3 faculty to attend the 2014 AAMC Minority Faculty Development Seminar

• Overview of the Seminar
  • 3 day seminar provides participants with real-world guidance and tools for pursuing career advancement in academic medicine
  • Learning objectives:
    • Identify professional development goals and design a career path, and the tools on how to get there
    • Understand the realities of advancement in academic medicine through the exploration of the requirements for appointment, promotion, and tenure, and how to plan your own progress through the system.
    • Develop key professional competencies in academic and organizational leadership
    • Build skills in grant writing and communications
    • Expand your network of colleagues and role models
Diversity Initiatives

• Spanish Lab
  • Weekly informal session offered to medical students and residents
  • Facilitators are bilingual staff and faculty
  • Launched in January 2014
  • Approximately 10 students and residents participated on a weekly basis

• Diversity Mentorship Program
  • Program for first and second year medical students in collaboration with Student Affairs
  • We will have a mentor-mentee networking reception in July 2014
  • We have 35 Faculty that have already signed up to be mentors
Declaration of Faculty Professional Responsibility

The Texas Tech University Health Sciences Center, Paul L. Foster School of Medicine is dedicated to excellence in improving the health of the people in the communities we serve. We commit:

1. To foster a learning environment that promotes human dignity.
2. To respect each person as an inherently and uniquely valuable member of the human community.
3. To embrace a holistic view of human beings in their physical, mental, social, cultural, and spiritual dimensions.
4. To provide systems, structures, and procedures which are attuned to the basic human values of altruism, honor, fairness, honesty, integrity, and respect for others.
5. To dedicate ourselves to improving the health of society through the teaching and mentoring of physicians, educators, scientists, and other members of the healthcare team to be competent, ethical, and compassionate.
6. To embrace responsible and ethical stewardship of resources that promotes just and equitable health delivery with a commitment to the needs of the vulnerable and the disadvantaged.
7. To work as partners with individuals, organizations, and healthcare team members in the community to accomplish these goals.
8. To continually learn and improve our service as the community’s needs change.

In the education of all learners we commit:

1. To model, maintain, and mentor professional behavior at all levels of training.
2. To continuously evaluate academic offerings and address professional responsibilities throughout the curriculum.

In the care of patients we commit:

1. To provide competent patient-centered care, treatment, and services that promote dignity, autonomy, compassion, positive self-regard, civil rights, and involvement of patients.
2. To espouse a proactive, patient-centered environment that recognizes the patient as the primary decision-maker and respects the whole person – body, mind, and spirit.
3. To develop professionals who recognize and support the contributions of the inter-professional team in achieving and sustaining optimal patient outcomes.

In our research we commit:

1. To advance patient care, patient education, and a healthy community through ethically sound research.
2. To better assist and protect individuals in the communities we serve by enhancing the quality and effectiveness of the services we provide.
3. To adhere to institutional, state, and federal regulations that promote the highest ethical standards in all research activities.

It is recommended that the school consider having each faculty member sign a letter at the time of appointment affirming their commitment to PLFSOM’s Code of Conduct Policy.
DIGITAL MEASURES IMPLEMENTATION

RESULTS OF THE
2014 PRE- TENURE & PROMOTION

Faculty Affairs & Development
Paul L. Foster SOM
TTUHSC at El Paso

DIGITAL MEASURES IMPLEMENTATION

- Digital Measures Activity Insight was used to manage faculty information required for accreditation and personnel management.
- All data provided and collected for our campus by Digital Measures are solely owned by PLFSOM, TTUHSC at El Paso. As per the terms in DM's standard services agreement, faculty data cannot be disclosed, reused, sold or disseminated in any way by the third party.
- Our faculty was asked to enter biographic, research, clinical and public service data/information for last two school years (from July 2012 to now).
- Faculty who would like to use DM Activity Insight for preparation of their Tenure and Promotion applications were encouraged to enter all the data since they were last time promoted.
- Annual evaluation / T&P / LCME and SACS accreditation
DIGITAL MEASURES IMPLEMENTATION

PHASE 1

- November 2013 - present
- 7 departments (BMS, Family Medicine, OB GYN, Orthopedics, Pathology, Radiology, Surgery) completed Phase 1 DM data entry
- 7 departments in process (Anesthesia, Emergency Medicine, Internal Medicine, Medical Education, Neurology, Pediatrics, Psychiatry)
- Between 4 and 7 customized workshops were offered to each department

DIGITAL MEASURES IMPLEMENTATION

- 1 tutorial
- 5 Roadmaps were created:
  - General Information: faculty education, certifications, licensures, awards, administrative assignment and professional memberships;
  - Teaching: scheduled teaching, education administration, mentoring, innovations in education and participation in educational committees;
  - Scholarship: intellectual contributions, publications (journal papers, chapters, books, etc.), presentations, intramural and extramural research, funded research, grants, patents and intellectual property;
  - Clinical Service: clinical practice, hospital appointments, productivity, clinical leadership and clinical innovations, and
  - Administrative and Public Service
## Digital Measures Implementation

### Workshop Attendance

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<th>Workshop Attendance</th>
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<tr>
<td>Biomedical Sciences</td>
<td>46%</td>
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<tr>
<td>Family Medicine</td>
<td>39%</td>
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<tr>
<td>OB GYN</td>
<td>38%</td>
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<tr>
<td>Orthopedics</td>
<td>48%</td>
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<tr>
<td>Pathology</td>
<td>71%</td>
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<tr>
<td>Radiology</td>
<td>24%</td>
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<td>Surgery</td>
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## Digital Measures Implementation

### Completeness Report

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<th>Department</th>
<th>Completeness</th>
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<tr>
<td>Biomedical Sciences</td>
<td>60%</td>
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<tr>
<td>Family Medicine</td>
<td>53%</td>
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<tr>
<td>OB GYN</td>
<td>61%</td>
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<tr>
<td>Orthopedics</td>
<td>65%</td>
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<tr>
<td>Pathology</td>
<td>62%</td>
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<tr>
<td>Radiology</td>
<td>72%</td>
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<tr>
<td>Surgery</td>
<td>31%</td>
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GENDER OF FACULTY PARTICIPATED IN 2014 PRE T-P

- Male: 11 (41%)
- Female: 16 (59%)

2014-PRE TENURE-PROMOTION APPLIED RANKS & TRACK

- Associate Prof:
  - Female: 11
  - Male: 8
- Professor:
  - Female: 4
  - Male: 2
- Tenure:
  - Female: 4
  - Male: 2
RESULTS OF THE 2014 PRE T-P BY RANK-TRACK

RESULTS OF THE 2014 PRE T-P BY GENDER
COMMON ERRORS THAT MAY LEAD TO DISQUALIFICATION

1. Wrong Rank
2. Wrong Track
3. Wrong Primary Areas

WHAT WE WILL DO NEXT FOR FACULTY WHO ARE OFF TRACK ON PRE T-P?

- July-September 2014: The Assistant Dean or Associate Dean of Faculty Development will meet with the faculty members and their department Chairs to go over areas that require attention.
- Available development opportunities
  - Departmental Faculty Development
  - Institutional Faculty Development
  - Institutional Faculty Mentoring
  - GWIMS
  - Other opportunities
OUR ADVICES TO THE FACULTY MEMBERS WHO ARE ON TRACK IN PRE-T-P

**DO**
- Continues working on areas of strength
- Develop action plan for areas of deficiency
- Discuss Pre T-P with direct supervisor
- Discuss Pre T-P with mentor
- Meeting with Assistant Dean/Associate Dean of Faculty development
- Incorporate into faculty evaluation
- Use Digital Measures for tracking

**DON'T**
- Apply to T-P immediately
- Ignore recommendations
- Keep results just for yourself
- Be depressed or passive-aggressive
- Procrastinate

2014 TENURE-PROMOTION

Faculty Affairs & Development
Paul L Foster SOM
TTUHSC at El Paso
TIMELINE FOR 2014 TENURE-PROMOTION

• Chairs to submit names of faculty: 6-12-2014
• Faculty to submit names of 5 references: 6-19-2014
• Chair to contact references
• Workshops for faculty: last week of June
• Deadline to submit application & LOR: 9-02-2014

Thank You