Faculty: Request for IBMS Graduate Faculty Appointment Form

In a browser type in: https://impact.uthscsa.edu/main/

We recommend using Google Chrome
If you are UTHSCSA Faculty: Log in using **UTHSCSA email address and domain password**

- **Non-UTHSCSA Faculty:** Will be sent an email by the IMPACT team that includes login email and generic password along with 3 passcode prompts.
Non UTHSCSA Faculty: Non-UTHSCSA faculty will be asked one of three challenge questions to access IMPACT.

- IMPACT team will have sent you an email with the challenge question answers to access IMPACT.

Make sure that you select FAC_CRED as your Degree Plan.

Select the Role: Faculty Role
Faculty: Request for IBMS Graduate Faculty Appointment Form

Under the Operations list on the left-hand side:
- *To apply for graduate faculty status in the Integrated Biomedical Sciences (IBMS) Graduate Program select the Request for IBMS Graduate Faculty Appointment Form.

Under the Operations list on the left-hand side:
- Select Request Faculty Appointment.
Faculty: Request for IBMS Graduate Faculty Appointment Form

Disciplines
Select 'Primary affiliation' to indicate the discipline for which you anticipate having primary affiliation; and 'Secondary affiliation' to indicate if you have a secondary affiliation. If your activities are likely to be split equally between two disciplines, then please select both disciplines as your primary affiliations. Select 'Other affiliation' for other disciplines with which you may have additional associations.

- Using the dropdown select your affiliation level within each of the seven IBMS disciplines
Please respond to each of these questions.

- Upload your CV in PDF format
- Using the dropdown identify an IBMS Graduate Faculty Member who is familiar with your body of work.
- Indicate your tenure status
Before you do anything else!!!! Change the Active field to NO. (We recommend that you do not activate the form until you have a chance to review it.)

• Then click on the **Submit** box

Once you hit submit your form will be saved.

**Note:** (If the Active field is set to NO and the box is NOT checked, selecting the submit button will save the form and allow for future updates.)

When you select the submit box, your faculty appointment request will open.

Hover your cursor over the **Show Document** and select.

• If you uploaded your CV correctly the PDF document will open in a new tab.
Next, hover your cursor over the **Update Faculty Appt Request** and select.

- Once the form opens if you need to make updates or re-attach your CV you can do so.

**Reminder to update you must have not activated the form!**

*When it is not activated it will say Active: No*

If you made a mistake and ACTIVE says YES and you need to correct it contact IMPACT support [impact@uthscsa.edu](mailto:impact@uthscsa.edu) and ask that your form, be deactivated.

- Any time changes are made make sure you hit the **SUBMIT** button but make sure the form is not Active.
- If you want to **FINALIZE** and submit the form:
  - change the active field to **YES**
  - **AND** sign the form by checking the box where it says **Check Here To Sign The Request And Submit For Application**:
  - then select the **SUBMIT** button.
- Once you have selected YES, Checked the box for submission, and hit the save button your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support [impact@uthscsa.edu](mailto:impact@uthscsa.edu) and ask that your form, be deactivated.
Faculty: Request for IBMS Graduate Faculty Appointment Form

Checking The Status of Your Form

- Select the My info tab
- Select the My Info box
- Make sure that you select FAC_CRED* as your Degree Plan.
- Select the Role: Faculty Role*

Under the Operations list on the left-hand side:
- Select Request for IBMS Graduate Faculty Appointment Form
You will get a list of all the faculty appointment Forms you have created.

Hover your cursor over the ID number. When the ID number of the form turns blue and is underlined you can select the form: #

The form will open, and you will be able to see your form.

- Please note that if the form is active, you will not be able to edit the form.
- If the form was correctly submitted i.e., active and signed by you, you will be able to see where the form is for signature and who has already signed it.