Faculty: Request for IBMS Graduate Faculty Appointment Form

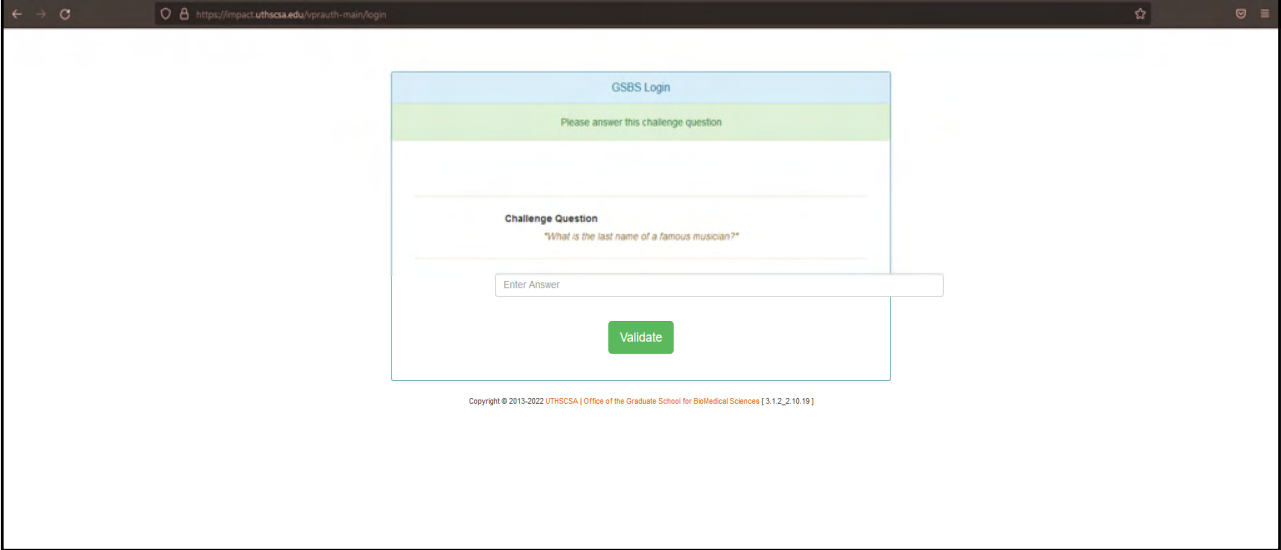In a browser type in: https://impact.uthscsa.edu/main/
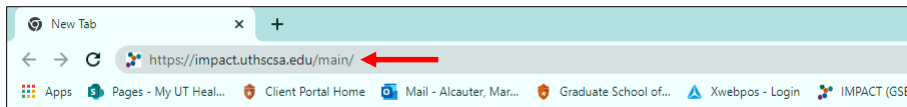
•We recommend using Google Chrome
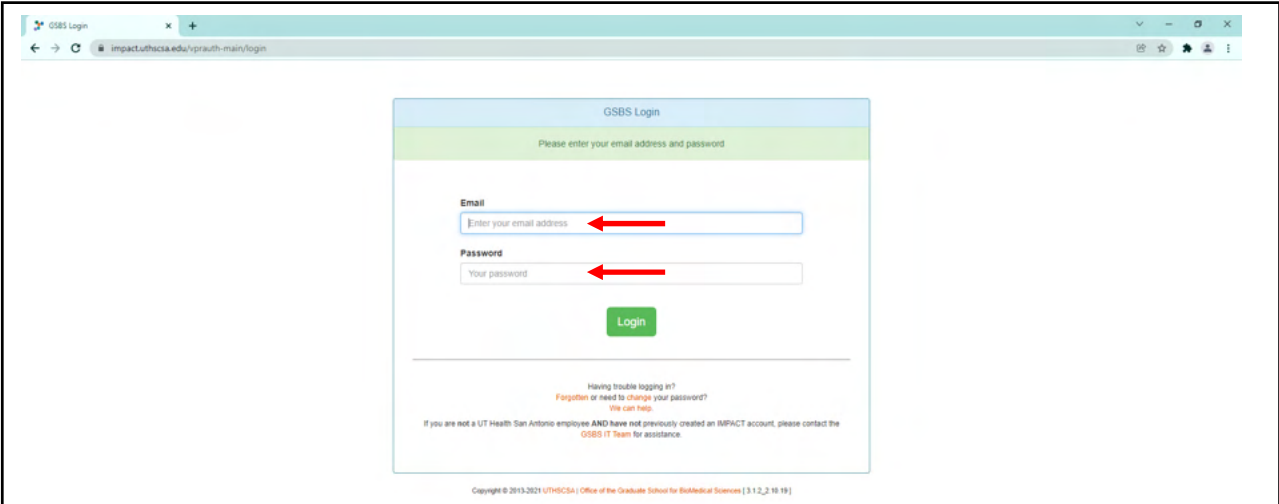
- If you are UTHSCSA Faculty: Log in using **UTHSCSA email** address and **domain password**
- **Non-UTHSCSA Faculty:** Will be sent an email by the IMPACT team that includes login email and generic password along with 3 passcode prompts.

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★ Non UTHSCSA Faculty: Non-UTHSCSA faculty will be asked <u>one of three</u> challenge question 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***

Select the **MY INFO box**

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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**

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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 affiliation. 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**

Questions

Candidate should answer the following:

How do you intend to contribute to the academic missions of the IBMS graduate program and your discipline, and to fulfill expectations listed in the accompanying document entitled "Procedure: Appointment to the IBMS Graduate Faculty".

Do you wish to mentor graduate students (i.e., serve as Supervising Professor)? If yes, provide the information in the following three questions:

i) Briefly summarize research activities in your laboratory that are suitable for Ph.D.-caliber projects:

Please respond to each of these questions.

ii) List previous mentoring experiences or formal training in mentoring:

iii) List your funding and other resources available for supporting the research program of a student:

Please upload your curriculum vitae as a PDF file here.

Upload Credentialing Documents

Browse...   No file selected.

Please identify an IBMS Graduate Faculty member who is familiar with your body of work from the list below:

Grad Faculty Recommendation

Please select...

Please indicate your tenure status:

Tenure Status

❖ 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

Use the Active select box to indicate whether this request is currently a rough draft or if it is ready for submission. If the Active select box is set to *No* you may enter the information requested and save it without submitting by clicking on the Save/Create button. You could come back later and submit the form then. If the Active select box is set to *Yes* then the form should be ready for submission and ready for review by the dean.

Active

Yes ← ***using the dropdown change from YES to <u>NO</u>!!!**

Be sure to sign the form when you are finished by checking the box below. If the Active select box is set to *No* or if the form is not signed, then it will not be considered complete and it will not appear on the dean's screen for review. Once you sign the form and mark it as active it will be an executed request and you will no longer be able to edit it.

Check Here To Sign The Request And Submit For Application: ☐

Submit ←

- **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 <u>NO</u> and the box is <u>NOT checked</u>, selecting the submit button will save the form and allow for future updates.)*

VIEW FACULTY APPT REQUESTS #177

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FAC_CRED

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Procedure: Appointment to the IBMS Graduate Faculty

ID	177
Faculty	
Department	TS Program
Home Institution	UTHSCSA
HSC Adjunct Department	
Degree Plan	IBMS
Faculty Signature	No
Form Option	Form to request IBMS graduate faculty appointment
Active	No
Status	In progress
Submit Date	2022-07-21
Track Affiliations	Biochemical Mechanisms in Medicine (BMM) Primary affiliation
Questions	How do you intend to contribute to the academic missions of the IBMS graduate program and your discipline, and to fulfil expectations listed in the accompanying document entitled "Procedure: Appointment to the IBMS Graduate Faculty".
	Test
	Do you wish to mentor graduate students (i.e., serve as Supervising Professor)? If yes, provide the information in the following three questions:
	Test
	i) Briefly summarize research activities in your laboratory that are suitable for Ph.D.-caliber projects:
	Test
	ii) List previous mentoring experiences or formal training in mentoring:
	test
	iii) List your funding and other resources available for supporting the research program of a student:
	test
Grad Faculty Recommendation	Abdul-Ghani, Muhammad
Tenure Status	tenure
Other Signatures	
Deliberations	Not set
Voting Results	Not set

When you select the Submit **box, Your faculty appointment request will open.**

Hover your cursor over the <u>Show Document</u> 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 **and ask that your form, be deactivated.**

Use the Active select box to indicate whether this request is currently a rough draft or if it is ready for submission. If the Active select box is set to *No* you may enter the information requested and save it without submitting by clicking on the Save/Create button. You could come back later and submit the form then. If the Active select box is set to *Yes* then the form should be ready for submission and ready for review by the dean.

Active

Be sure to sign the form when you are finished by checking the box below. If the Active select box is set to *No* or if the form is not signed, then it will not be considered complete and it will not appear on the dean's screen for review. Once you sign the form and mark it as active it will be an executed request and you will no longer be able to edit it.

Check Here To Sign The Request And Submit For Application: ☐

Submit

- 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 and ask that your form, be deactivated.**

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Checking The Status of Your Form

WELCOME TO IMPACT

- Make sure that you select **FAC_CRED*** as your Degree Plan.
- Select the Role: **Faculty Role***

Select the **MY INFO box**

•Select the **My info tab**

VIEW MY INFORMATION

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

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Manage Faculty Appt Requests

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faculty

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FACULTY APPT REQUESTS

Displaying 1-1 of 1 result.

ID: 177
Faculty name
Submit Date: 2022-07-21

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.