

UTRGVTM



UT Health
Rio Grande ValleyTM

.....
School of Medicine

Faculty Handbook

The University of Texas Rio Grande Valley
School of Medicine
UTRGV.edu/SOM

Table of Contents	Page
SOM Vision and UTRGV Vision	2
SOM Strategic Plan – Mission, Goals, Values & Themes	2 & 3
Office of the Dean	4
SOM Diversity	4
University Values	4
Section 1: UTRGV SOM Promotion and Tenure Guidelines	5
Section 2: Faculty Assembly Bylaws	5
Section 3: Professionalism—Code of Conduct	5
UTRGV Standards of Conduct ADM 04-401	5
Non-Clinical Faculty-AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS(AAUP) Professional Ethics	5
Clinical Faculty-AMERICAN MEDICAL ASSOCIATION(AMA) Code of Ethics	6
SOM Graduate Medical Education - Professional Conduct Policy	6
UTRGV Compliance	6
Section 4: UTRGV SOM Education related policies: Student Mistreatment; Teacher-Learner Compact	6 & 7
Section 5: Policies and Procedures	7
The University of Texas Board of Regents’ Rules and Regulations	7
The University of Texas Rio Grande Valley Handbook of Operating Procedures	7 & 8
Section 6: UT Health Rio Grande Valley Clinical Practice Plan	8
Section 7: Research	8
Section 8: UTRGV School of Medicine Libraries	8

SOM Vision:

To be a leader in the creation of a diverse and representative workforce, the stimulation of biomedical innovation, and the delivery of patient-centered healthcare for the Rio Grande Valley and beyond.

University Vision:

To be one of the nation's leaders in higher education, its premier Hispanic-serving institution, and a highly engaged bilingual university, with exceptional educational, research, and creative opportunities that serve as catalysts for transformation in the Rio Grande Valley and beyond.

SOM Strategic Plan Overview:**SOM Mission:**

Educate a diverse group of medical students and future biomedical scientists; Develop physicians who will serve across all disciplines of medicine; Bring hope to patients and communities by advancing biomedical knowledge through research; Integrate education and research that advances the quality and accessibility of healthcare; Engage with the Rio Grande Valley communities to benefit Texas and the world.

SOM Goals:

The UTRGV School of Medicine's curriculum is designed to instill students with scientific expertise in a rigorous program that prioritizes improving health at the individual and community levels

- Provide forward -thinking medical education experience dedicated to scientific, evidence -based, patient-centered medicine in all settings, including underserved communities
- Leverage UTRGV's uniqueness geographic location on the border of the United States and Mexico, a place rich with diverse cultural and family traditions, but also one burdened by health disparities
- Instill dedication to research, generation of new knowledge, and public service
- Graduate culturally aware medical students who will be able to provide exemplary care to diverse populations and improve health outcomes in the Valley and beyond
- Increase underrepresented minorities in medicine

Values:

In all of its activities, the UTRGV SOM is guided by the following values:

- Patient-Centeredness: Dedication to serving patients and their families through the practice of ethical, evidence-based, patient-centered medicine
- Community Focus: Commitment to improving health outcomes and reducing health disparities of at-risk populations through community and population-based interventions
- Cultural Awareness: Integration of knowledge, awareness and empathy to successfully work with the diverse and unique needs of any community
- Collaborative Leadership Style: Practice through interprofessional healthcare teams, as well as promotion of interdisciplinary leadership in matters of community health
- Lifelong Learning and Problem Solving: Application of critical thinking to approach all health matters, including clinical, community and social issues

Themes:

In order to encompass the range of core activities that articulate the SOM's mission, the strategic planning process examined five themes critical for the School's success:

EDUCATION: Educate a workforce of physicians and scientists for the Rio Grande Valley and the nations through high-quality professional and graduate degree programs in the biomedical sciences.

RESEARCH: Create and translate biomedical knowledge through basic and applied research and scholarship in areas of focus for the Rio Grande Valley, the nation and the world.

CLINICAL ENTERPRISE: Establish a sustainable clinical enterprise that focus on interprofessional, team-based care for all residents of the Rio Grande Valley.

COMMUNITY ENGAGEMENT: Improve the health and well-being of people in the Rio Grande Valley by engaging and partnering with community members, providers, organizations, and governments.

SUSTAINABILITY: Provide a robust mechanism for continued and sustained financing of the UTRGV School of Medicine, through educational and clinical revenue research funding, and donor development.

SOM Strategic Plan:

<https://www.utrgv.edu/school-of-medicine/about/strategic-plan/index.htm>

Office of the Dean:

Michael B. Hocker, MD, MHS
Dean, School of Medicine
956-296-1445
michael.hocker@utrgv.edu

SOM Diversity:

Located in the Rio Grande Valley, the mission of the UTRGV School of medicine is to educate a diverse group of students and future biomedical scientists. That is why we strive to create a diverse and inclusive environment for all UTRGV School of Medicine faculty, students, residents, fellows and staff.

By creating a more inclusive UTRGV School of Medicine community, we will fulfill our vision to be a leader in the creation of a diverse and representative workforce, the stimulation of biomedical innovation, and the delivery of patient-centered care for the Rio Grande Valley and beyond.

<https://www.utrgv.edu/school-of-medicine/education/diversity/index.htm>

University Values:

The University of Texas Rio Grande Valley has seven values, which include: Excellence, Diversity, Access, and Inclusion, Inquiry, Discovery, and Creativity, Engagement and Impact, Shared Governance, Leadership and Health and Well-being.

<https://www.utrgv.edu/strategic-plan/values/index.htm>.

Section 1: UTRGV SOM Promotion and Tenure Guidelines

Faculty are distinguished by their respective track, academic rank and promotion pathway. An environment of academic freedom is required for faculty to pursue scholarly activities and academic expression, and an inclusive culture of non-discrimination and non-harassment to allow faculty to teach, conduct research and provide clinical care and services to develop their UTRGV careers along these promotion and tenure guidelines.

All appointment, promotion and tenure decisions are based on merit as to the applicant's activities and scholarship as provided in the application and supporting documents.

Promotion and Tenure guidelines can be found on the *Office of Faculty Affairs* blackboard site mycourses.utrgv.edu (UTRGV login credentials required).

Section 2: Faculty Assembly Bylaws

These Bylaws provide a framework within which the faculty of the School of Medicine ("SOM") participates in the educational and decision-making processes of the School. These Bylaws are valid to the extent they comply with policies, procedures, and processes set forth by the State of Texas, The University of Texas System ("UT System") Regents' Rules and Regulations, the University of Texas Rio Grande Valley ("UTRGV") and the UTRGV Handbook of Operating Procedures ("HOP").

SOM Bylaws can be found online at <https://utrgv.smartcatalogiq.com/school-of-medicine-policies/policies>

Section 3: Professionalism—Code of Conduct

UTRGV Standards of Conduct ADM 04-101 - The purpose of this policy is to provide the standards of conduct to which all employees and administrators of The University of Texas Rio Grande Valley (UTRGV) should adhere.

UTRGV ADM 04.101 Standards of Conduct can be found at the University Handbook of Procedures found at utrgv.edu.

Non-Clinical Faculty- American Association of University Professor (AAUP)

The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

AAUP's full professional ethics statement can be found at aaup.org.

Clinical Faculty-American Medical Association (AMA)

The *Code of Medical Ethics (Code)* of the American Medical Association (AMA) is rooted in an understanding of the goals of medicine as a profession, which dates back to the 5th century BCE and the Greek physician Hippocrates, to relieve suffering and promote well-being in a relationship of fidelity with the patient. As adopted by the young AMA in 1847, the *Code* drew significantly on the work of the English physician-philosopher Thomas Percival, whose 1803 code of medical ethics set standards of conduct relative to hospitals and other charities.

AMA Code of Medical Ethics can be located at ama-assn.org.

SOM Graduate Medical Education (GME) - Professional Conduct Policy

To provide guidance regarding expectations for the conduct of all UTRGV-SOM residents. Residents are responsible for fulfilling any and all obligations that the GME Office, Participating Institutions and Residency Programs expect and deem necessary.

SOM Graduate Medical Education Professional Conduct Policy can be found on the Graduate Medical Education UTRGV School of Medicine utrgv.edu.

UTRGV Compliance

The University of Texas Rio Grande Valley encourages employees to raise compliance related concerns and to report any suspected violations of law, regulations or policy.

Employees are encouraged to address compliance concerns through UTRGV's normal administrative channels. If you have compliance related questions or wish to report suspected compliance violations of any kind:

1. Talk to your supervisor,
2. Contact the UTRGV Compliance Officer or Compliance Manager, or
3. Call the Compliance Hotline- **Toll Free Hotline (877) 882-3999**

<https://www.utrgv.edu/compliance/hotline/index.htm>

Section 4: UTRGV SOM Education related policies: Student Mistreatment; Teacher-Learner Compact

The UTRGV School of Medicine strives to achieve a respectful, cooperative, and professional learning environment for our students, faculty, and staff in all educational and clinical sites. For students to be engaged academically, their learning environment must be free from mistreatment, coercion, undue influence, and other unacceptable behaviors that negatively influence their ability to perform their best.

Behaviors that constitute mistreatment and other undue negative influence are unacceptable, and allegations and complaints of mistreatment will be addressed accordingly. Allegations will be fully investigated, and if they are found to be true, appropriate disciplinary action will be taken to address the unacceptable behavior.

In any case where a student experiences mistreatment from a faculty member resident, staff member or patient, the student should report the mistreatment. Reports of mistreatment or unprofessional conduct may be submitted by phone, via calling the Students Rights and Responsibilities Line 956-665-5375 (Edinburg), 956-882-5141 (Brownsville) or via the [Student Mistreatment Form](#).

As per the AAMC, the medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective, caring and compassionate health care. The development and nurturing of these attitudes is enhanced and, indeed, based on the presence of mutual respect between teacher and learner. Characteristics of this respect is the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process. See [Teacher Learner Compact](#).

Section 5: Policies and Procedures

The University of Texas Board of Regents' Rules and Regulations

The University of Texas System operates under several sets of rules and regulations, including the Rules and Regulations of the Board of Regents and the U. T. Systemwide Policies (UTS Policies), in addition to applicable state and federal laws. U. T. System Administration is also governed by a Handbook of Operating Procedures (HOP).

The Regents' *Rules and Regulations*, found [here](#), are the official repository of policies and procedures established for U. T. System by the Board of Regents. The UTS Policies and the HOP are approved by the Chancellor.

The University of Texas Rio Grande Valley Handbook of Operating Procedures

This Handbook of Operating Procedures (HOP) of The University of Texas Rio Grande Valley contains policies and procedures for the governance of UTRGV. Policies connect UTRGV's mission to individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate risk, and enhance productivity and efficiency in operations. UTRGV and its activities are subject to the Rules and Regulations of the Board of Regents of The University of Texas System. In the event of any conflict between the Regents' *Rules and Regulations* and any policies or procedures in this HOP, the Regents' *Rules and Regulations* shall govern.

This HOP does not constitute a contract between UTRGV and its employees, and is subject to change by UTRGV at any time following the process established in HOP 01-101. Such changes are effective whenever approved by the President and posted on the website. Although UTRGV will attempt to timely update the HOP to reflect changes in policies, in state or federal laws, or the Regents' *Rules and Regulations* upon which these policies are based, because of publishing, editing, and review schedules, this HOP may from time to time contain information that is outdated or no longer applicable.

<https://www.utrgv.edu/hop/handbook/index.htm>.

Section 6: UT Health Rio Grande Valley Clinical Practice Plan

UT Health Rio Grande Valley, the clinical practice of the UTRGV School of Medicine, dedicated team of physicians to provide you with the highest quality care. We are an innovative and growing academic medical center, engaged in cutting-research that focuses on you and your healthcare needs. At our care clinics, you will receive timely, individual care from our expert team of health practitioners committed to helping you and your family lead healthy and happy lives.

The *Clinical Affairs Policies and forms* can be accessed through **Office 365 > SharePoint> Ambulatory Clinics**. For additional information contact Dr. Julio Gonzalez- Director of Clinical Quality Management at julio.gonzalez@utrgv.edu or at 956-296-1432.

Section 7: Research

The mission of the Office of the Associate Dean of Research is to foster excellence in research and research training. This entails ensuring that the faculty, staff and students engaged in research are committed to the highest standards of ethics, integrity, and compliance with all applicable laws, regulations and policies for sponsored projects and research.

<https://www.utrgv.edu/som/research-administration/index.htm>

Section 8: UTRGV School of Medicine Libraries

Mario E. Ramirez, M.D., Library (Harlingen Clinical Education Bldg)

Myles and Sylvia Aaronson Library (Edinburg Medical Education Bldg)

<https://www.utrgv.edu/medlibrary/index.htm>