

HSC Certified “Compliant in all Categories” Following Workforce Audit

The recent review of the UT Health Science Center at Houston’s personnel policies and procedures by the Texas Workforce Commission was successful, and the health science center has been certified as compliant in all categories. All state agencies are reviewed at least once every six years to ensure compliance with the Texas Commission on Human Rights Act.

Both faculty and non-faculty policies and records were reviewed. The audit included reviews of specific personnel activities such as:

- hires and promotions,
- performance evaluations,
- disciplinary actions,
- workplace accommodations,
- EEO policy including sexual harassment and
- compensation.

“This certification is great news for the university,” said Michael Jimenez, vice president and chief Human Resources officer. “We will continue to work with all areas of the health science center to make sure that policies and procedures are being followed and that issues that may arise are addressed in a timely and appropriate manner.”

During internal preparation for the audit, several needs were identified related to the hiring and promotion of both faculty and non-faculty as well as performance evaluations of non-faculty.

For example, during hiring and promotion:

- the process should include applicant interview questions that have been developed before interviews begin and all questions should be posed to all candidates;
- documentation should be made of each candidate’s overall responses to those questions; and
- an evaluation matrix tool (available on the Human Resources website) should be completed at the end of every recruitment process justifying the selection of candidate.

The Offices of Academic Affairs and Equal Opportunity and Diversity will work with the schools to ensure consistency in the hiring and promotion of faculty.

Related to non-faculty performance evaluations, it was found that a variety of evaluation tools are used around the university. Human Resources will work closely with the community on non-faculty hiring and promotion and on the creation of a single appraisal tool to be used consistently around campus.

Human Resources took the lead in preparing for the audit in conjunction with representatives of the offices of Equal Opportunity and Diversity, Academic Affairs, and Legal Affairs and Institutional Compliance. Many others throughout the University community helped by gathering required documents and information.

Jimenez said he appreciated all the individuals in many health science center areas who collaborated to prepare for the audit and assisted the commission representative. ★

CALENDAR

MARCH 15 – APRIL 14

Please send Calendar items for the April issue of *The Leader*, which covers April 15-May 14, to Pamela.Lewis@uth.tmc.edu by March 18.

★ **March 16** — “It Takes More than Willpower: Supporting American Efforts to Eat Well and Be Active” is the topic of the National Nutrition Month Lecture by Margo Wootan, D.Sc., director, Nutrition Policy, Center for Science in the Public Interest, noon, School of Public Health Auditorium.

★ **March 17** — Deadline to RSVP to attend the **President’s Award for Health Lecture**, honoring Julie Gerberding, M.D., director, Centers for Disease Control and Prevention, and administrator, Agency for Toxic Substances and Disease Registry, **11:30 a.m., March 24**, School of Public Health Auditorium. Gerberding will speak on “Protecting Health in the 21st Century.” Lunch is available preceding the lecture. Please R.S.V.P. to Rebecca.Full@uth.tmc.edu, (832) 355-9157.

★ **March 17** — **The Workplace of Choice initiative and the Management Supervisory Skills Program** will be discussed at **noon**, Graduate School of Biomedical Sciences (on Bertner next to the John P. McGovern Commons), UT M. D. Anderson Mitchell Basic Sciences Research Building, Room 3.871, during a University Classified Staff Council-sponsored brown bag lunch. Bring your questions concerning Workplace of Choice and professional development. Free and open to the entire health science center. Light refreshments will be served. Contact: Diane D. Brooks (713) 500-8487.

★ **March 17** — “Development and Plasticity in Visual Cortex” is the topic of Brian A. Wandell, Ph.D., Department of Psychology, Stanford University, during the Neurobiology and Anatomy Seminar Series, **4 p.m.**, Medical School Building, Room 7.037.

★ **March 24** — Gerberding talk “Protecting Health in the 21st Century”.

★ **March 25** — “Oxygen Saturation in Neonates” is the topic of Shyan-Yun Pamela Shiao, Ph.D., associate professor of target populations at The UT School of Nursing at Houston, **noon**, at the SON Research Seminar Series, at the School of Nursing and Student Community Center building, Room 508. Free and open to the public. Contact: Maggie.L.Downey@uth.tmc.edu, (713) 500-2041.

★ **March 29** — Nicholas Perricone, M.D., bestselling author of *The Perricone Promise* (Warner Books 2004), *The Perricone Prescription* (HarperCollins 2002), and *The Wrinkle Cure* (Warner Books 1998), is the speaker for **The 2005 Annual Spring Luncheon for PARTNERS**, the community support group for The University of Texas School of Nursing at Houston, **11:30 a.m.-1 p.m.**, Hilton Houston Hotel (formerly Doubletree Post Oak Hotel), 2001 Post Oak Blvd. Tickets begin at \$100. For information or to purchase tickets, call (713) 500-2003. The luncheon also will honor Ben Love, a member of The University of Texas Health Science Center at Houston’s Development Board since 1978.

★ **March 29** — “Health Insurance and Your Health” is the topic of Kenneth I. Shine, M.D., executive vice chancellor for health affairs, UT System, during the Walter M. Kirkendall, M.D., Endowed

Lecture, noon, MSB 2.103. The division of General Medicine in the department of Internal Medicine hosts the annual lecture in memory of Kirkendall, founding chairman of that Medical School department

★ **March 29** — Student participants from the six UT Health Science Center schools and three schools from the University of Houston compete as interdisciplinary teams, **5:30-7:30 p.m.**, School of Nursing and Student Community Center Auditorium, before a live audience to solve a case prepared and judged by members of an inter-institutional Faculty Planning Committee during the **Health Care Team Competition**, sponsored by President James T. Willerson, M.D., and Student InterCouncil. A reception immediately follows the competition. Contact Betty.M.Vaughan@uth.tmc.edu or (713) 500-3068.

★ **March 31** — **Internal deadline** to apply for consideration as one of two or three candidates from the health science center for the **Burroughs Wellcome Fund Career Awards**. Candidates must be nominated by their dean or department chair, or in the case of the IMM, by the director or co-director. Submit nominations electronically to the Scientific Review Committee at research@uth.tmc.edu and include a letter of nomination, an abstract and CV of the candidate. Candidates must hold a Ph.D. in the fields of mathematics, physics, chemistry (physical, theoretical, or computational), computer science, statistics or engineering. For more information, contact the special assistant to the EVP for Research at Susan.Fernandez@uth.tmc.edu or (713) 500 3471. Visit http://www.bwfund.org/programs/interfaces/career_awards_main.html for more information about the awards in general.

★ **April 2** — UT Harris County Psychiatric Center (HCPC) presents a **Community Health Fair, 10 a.m.-1 p.m.**, at the HCPC campus, 2800 S. MacGregor Way, featuring community services, door prizes, health screenings, games, community resources, health care and more. For more information, contact: (713) 741-5000.

★ **April 6** — “Zoonoses Old and New: The Price of Freedom is Eternal Vigilance” is the topic of Lord Lawson Soulsby of Swaffham Prior, Cambridge, UK, during the 13th annual James H. Steele Lecture, **3 p.m.**, in first floor auditorium of the School of Public Health (SPH). Soulsby is an advisor to the UK government on animal welfare, higher education, science and technology, biotechnology and environmental issues. The lecture is sponsored by the SPH Center for Infectious Diseases and is in recognition of the contributions of Steele, professor emeritus at the SPH, to the field of infectious disease and zoonoses.

★ **April 12** — Co-investigators Luisa Franzini, Ph.D., Elena Marks, and Laurie McGill will discuss the findings of their recent study (*Archives of Pediatric and Adolescent Medicine, Dec. 2004*) describing the costs and consequences of teenagers’ loss of confidentiality in obtaining reproductive health care services in Texas, **5:30-7 p.m.**, HAM-TMC Library (Jones Building) Street Level Conference Room, 1133 John Freeman Blvd., during the Texas Medical Center Women’s Health Network seminar. Franzini is principal investigator of the study and assistant professor of management, policy and community health at the School of Public Health. Refreshments will be served. Pre-registration is not necessary.

Oh, No! It’s the Dreaded “A” Word: Audit

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manager’s input and feedback. If we make formal recommendations, we ask the manager to provide us a formal, written response indicating how and when the issue(s) will be dealt with. After obtaining management feedback, a final report goes to the audit committee.

The final stage of the audit process is follow-up. We follow up formal recommendations made in an audit report with management to make sure that action has been taken

on report recommendations. The audit committee receives a summary of implementation status at their quarterly meeting.

As required by the Texas Internal Auditing Act, health science center audits are conducted in accordance with professional standards developed by the Institute of Internal Auditors. These standards define attributes of the internal audit function and the performance of audit engagements. ★

★ ★ ★ Stars ★ ★ ★

Staff

★ Carol Maxwell, social work supervisor at the Mental Sciences Institute, has been elected to the Board of Directors of the Arc of Greater Houston, an organization that provides programming and other services for people with mental retardation and developmental disabilities. In January, to fill a vacancy, she was appointed vice president of the board.

Students

★ Dental Branch student Arti Gaur was recently named a recipient of the 2005 (American Dental Education Association) ADEA/Listerine Preventive Dentistry Scholarship. ADEA/Listerine Preventive Dentistry Scholarships support pre-doctoral dental students who have demonstrated academic excellence in preventive dentistry. Gaur was nominated by Dental Branch Dean Catherine Flaitz, D.D.S.



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DEADLINES

Submit information to be considered for publication in *The Leader* by the 15th of the month one month prior to the desired time of publication. Requests for feature articles require a longer lead time and will receive strategic consideration. Send electronic information in Word format (no PDFs or posters) and digital photos as unedited, high-resolution images at 300 dpi or better. E-mail to Pamela.Lewis@uth.tmc.edu. Include a contact name, phone number and e-mail address. Mail hard copy to *The Leader*, c/o Pamela Lewis, Office of Public Affairs, University Center Tower, 1200, or fax to (713) 500-3037. For information regarding *The Leader*, call Pamela Lewis at (713) 500-3040.

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