UT Southwestern Faculty Resource Guide

This guide highlights key resources and services available to faculty at UT Southwestern through the Office of the Provost.

Faculty Resources Portal

The Faculty Resources portal centralizes tools and support systems for teaching, research, clinical care, and career development.

Core Resource Areas

• [Faculty Development Programs](#): Career support for educators, researchers, and clinicians.

• [Wellness Resources:](#) Includes access to Headspace for mindfulness and mental health support.

• [Promotion & Tenure](#): Electronic submission system with real-time reports and automated notifications.

• [Role-Based Resources](#): Tailored support for new faculty, educators, researchers, clinicians, and departing faculty.

Operational Services & Institutional Resources

Faculty Resources gathers relevant faculty content from across the institution into one helpful location, enabling you to excel in teaching, research, and clinical endeavors.

Campus Services

Explore services that support your day-to-day life on campus:

- [Dining Services](#) – Locations, menus, and catering options

- [Mail Services](#) – Campus mail and shipping

- [Parking Services](#) – Permits, maps, and enforcement

- [Printing Services](#) – Flyers, posters, and business materials

🔗 Full Campus Services Overview: [Campus Services](#)

HR Resources

Comprehensive support for your career, health, and life events:

- [Benefits & Insurance](#) – Health, dental, vision, and dependent coverage

- [Time Away](#) – PTO, parental leave, holidays

- Employee Assistance – Counseling and support services

- Life Events – Guidance for major personal changes

- Retirement Plans – TRS, ORP, and planning tools

- Wellness Programs – Fitness, smoking cessation, childcare

🔗 Full HR Resources Overview: HR Resources

Digital & Technology

- Brand Standards

- Communications & Marketing

- Digital Engagement & Social Media

- Information Resources

- Information Security

- Media Technology (VPN)

- Style Guide (VPN)

Regulatory & Compliance

- Accreditation (VPN)

- Credentialing/Professional Staff Services (VPN)

- Institutional Compliance

- Supply Chain Management (VPN)

- Title IX & Sexual Misconduct

- Compliance Concerns

Faculty Affairs & Career Development

The Office of Faculty Affairs & Career Development supports faculty success through programs, coaching, and leadership development.

Career Development Programs

• CV Review: Personalized feedback to strengthen academic CVs.

• Coaching: One-on-one coaching for career planning and professional growth.

• Workshops: Skill-building sessions on teaching, research, and leadership.

Educators Support and Resources

- [Educator Development](#)

- [Effective Teachers Series](#)

- [Southwestern Academy of Teachers (SWAT)](#)

Clinicians Support and Resources

- [Clinical Portal](#)

- [Clinician Development](#)

- [Health System Portal](#)

- [Professionalism](#) (VPN)

Researchers Support & Resources

The Office of the Provost at UT Southwestern offers comprehensive support to empower faculty in their research endeavors. Key resources include:

- **Research Development & Shared Services**
  Provides project management, proposal development, and grant support. Services include editing, literature reviews, graphics, formatting, and letters of support to enhance funding success.

- **Sponsored Programs Administration**
  Assists investigators throughout the award life cycle and connects them with institutional research infrastructure.

- **Scholar Programs**
  Offers financial support, research training, and protected time for promising faculty to advance their research careers.

- **Grant Incentives**
  Includes the Special Grant Incentive and Collaborative Research Grant Incentive for faculty securing eligible federal funding.

- **Core Facilities**
  Home to over 40 core facilities and approximately 500 research labs, UT Southwestern supports basic, translational, and clinical research at scale.

- **Culture of Collaboration**
  Faculty benefit from a highly collaborative environment that bridges biomedical research and clinical care.

Key Research Links

- [Core Facilities](#)

- [HRPP](#)

- [Research Integrity](#) (VPN)

- [Researcher Development](#)

- [Researcher Onboarding](#)

- [Sponsored Programs Administration](#)

Quick Links to Helpful Tools

[Electronic Promotion & Tenure](#)

The SMS Dean's Office is responsible for coordinating both the Promotions and Tenure Process and [Post Tenure Reviews](#) for the UT Southwestern Medical School and the Graduate School of Biomedical Sciences.

[Employee Support, powered by Headspace](#)

UT Southwestern has partnered with Headspace, a global leader in mindfulness, therapy, and employee assistance programs.

[Focus On Faculty](#)

Access up-to-date information on your clinical, financial, instructional, grants, and publications activities

[Huddle App](#)

For clinical faculty and staff to stay informed, connected, and aligned. Score the latest information, tools, and news you can use to do your job best, strategize "plays," and achieve your goals.

[ORBIT](#)

Online Reporting Business Intelligence Tools (ORBIT) is a central portal that contains standard reports developed using the Enterprise Data Warehouse (EDW).

[Phone Directory](#)

Search faculty and staff of UT Southwestern Medical Center

[Profile Plus](#)

All faculty have academic profiles in the [faculty directory](#)

[Pure Research Portal](#)

Brings together UTSW researchers and private-sector and government agencies for the goal of professional collaboration. Pure is also known as Influuent, SciVal, and Elsevier.

[SAFE](#)

A behavioral intervention initiative to provide reporting avenues for concerning behaviors exhibited by staff, faculty, learners, trainees, contractors, and vendors that will allow us to proactively intervene with a specially trained, multidisciplinary intervention unit.

Employee Accommodations & Accessibility

UT Southwestern is committed to fostering an inclusive and accessible workplace. Faculty and staff seeking disability, pregnancy, or religious accommodations can begin the process through the Employee Accommodations page, which outlines how to request reasonable accommodations and report campus barriers. Additional tools and guidance are available on the [Accessibility Resources page](#), including links to the ADA FAQs, Job Accommodation Network (JAN), and the Searchable Online Accommodation Resource (SOAR). For broader accessibility initiatives and support, visit [Campus Accessibility Services](#).

- [Pregnant & Parenting at UT Southwestern](#)
- [Employee Accommodations](#)
- [Digital Accessibility](#)

How to Raise a Concern

Faculty concerns often arise from department or division-level operations. If you have a concern in a specific area, we recommend first discussing it with your division or department leadership.

Reporting Pathways

- [Compliance Concerns](#)
- [Reporting discrimination](#)
- [Professionalism concerns](#) or
    - Email professionalism@utsouthwestern.edu
    - Call: 877-507-7319

If the issue has broader implications or affects faculty at the institutional level, you may escalate it to the appropriate institutional leadership listed below:

Research Operations

- **Sponsored Programs Administration (SPA)**

  - *Megan Marks*, Associate Vice President for Sponsored Programs
    ▣ Email

- **Office of Faculty Affairs and Career Development**

  - *Alyssa Hasty*, Senior Associate Dean for Faculty Affairs and Career Development
    ▣ Email

Clinical Work

- **Office of Faculty Wellness**
  Can help direct your concern to the appropriate area.

  - *Susan Matulevicius*, Associate Dean of Faculty Wellness
    ▣ Email

Educational Opportunities and Programming

Faculty Education

- *Jessie Moreland*, Associate Dean for Faculty Development
  ▣ Email

- *Christy Ahn*, Director of Faculty Development
  ▣ Email

Resident Education

- **Office of Graduate Medical Education**

  - *Larissa Velez*, Associate Dean for GME
    ▣ Email

Medical Student Education

- **Office of Medical Education**

  - *James Willig*, Associate Dean for UME
    ▣ Email