Welcome (8:05 – 8:10)
Richard Andrassy, MD | Executive Dean ad interim of McGovern Medical School

Academic Life | Promotion & Tenure | Grants 101 & 102 (8:10 – 8:25)
Kevin A. Morano, PhD
Associate Vice President | Faculty Affairs & Development
Associate Dean | Faculty Affairs

Graduate Student Training (8:25 – 8:30)
Michael R. Blackburn, PhD | Executive Vice President and Chief Academic Officer | UTHealth

Office of Diversity & Inclusion (8:30 – 8:35)
Pedro Mancias, MD | Assistant Dean - Diversity & Inclusion

Faculty & Educational Development (8:35 – 8:40)
Allison Ownby, PhD | Assistant Dean for Faculty and Educational Development

Women Faculty Forum (8:40 – 8:45)
Susan Wootton, MD | Co-Chair

Office of Communications (8:45 – 8:50)
Darla Brown | Director

UTHealth Faculty Assistance Program | Academic Ombuds (8:50 – 9:00)
Robin Dickey, PhD, MA, LPC | Senior Faculty Assistance Specialist | Academic Ombuds

Intellectual Property and Commercialization (9:00 – 9:05)
Christine Flynn, PhD | Associate Director - Office of Technology Management

Collaborative Research (9:05 – 9:10)
Amy Hazen, PhD | Associate Director, Shared Research Resources

Office of Postdoctoral Affairs (9:10 – 9:15)
Leslie S. Beckman | Director

HIPAA (9:15 – 9:20)
Christina F. Solis, JD, MPH | Senior Legal Officer & Privacy Officer - Office of Legal Affairs

Questions / Answers (9:20 – 9:30)
The Office of Administration & Faculty Affairs at McGovern Medical School at UTHealth was established in February 1995, for the purpose of assisting faculty regarding their academic careers and working closely with department(s) on faculty advancement and development.

Kevin A. Morano, Ph.D., Associate Vice President for Faculty Affairs & Development at UTHealth, Associate Dean for Faculty Affairs and Professor of Microbiology and Molecular Genetics at McGovern Medical School, has a history of faculty mentoring and is uniquely qualified to counsel and offer guidance to faculty at any stage of their academic careers.

You may arrange for an appointment with Dr. Morano by contacting Tina Clark in the Office of Administration & Faculty Affairs at 713-500-5103 or tasamania.d.clark@uth.tmc.edu.

Some of the services offered by the Office of Administration & Faculty Affairs to support MMS faculty in the continuum of faculty life cycle includes but are not limited to the following:

- Counseling and mentoring of faculty about their academic careers (i.e., offering comprehensive reviews of a faculty member’s curriculum vitae to enhance career advancement opportunities)
- Promoting salary equity and equal opportunities for faculty
- Presenting seminars on promotion and tenure process
- Conducting new faculty orientation programs
- Counseling of faculty regarding employment-related issues
- Manage and coordinate Annual Faculty Reviews and Six-Year (post-tenure) Faculty Reviews
- Serving as a liaison with the Texas Medical Board for institutional permits for faculty licensing and for permanent licensure problems
- Assisting with faculty recruitment and retention
- Identifying and offering programs to improve faculty skills (faculty development)
- Conducting exit interviews with faculty leaving MMS

Contact Information:
Website: https://med.uth.edu/administration/
Phone: 713-500-5103
1. Educational Development Sessions
   a. The Office of Educational Programs provides a monthly series of educational development sessions (second Friday of each month from 12-1 pm). Topics include effective teaching strategies, principles of feedback, motivating learners, interactive teaching techniques, academic portfolio building, narrative assessment, the learning environment, tips and tricks for effective PowerPoint presentations, and more. See the attached schedule.
   b. Join us in the Fall and Spring for our Educational Development Retreats. These are 2-3 hour sessions where we delve into discussions on topics related to becoming an effective educator.

2. Online Faculty Development - Magna Commons “20 Minute Mentor” Videos
   a. MMS subscribes to Magna Commons. One of Magna’s unique offerings is the Magna 20-Minute Mentors. These are videos with handouts designed to answer specific questions related to teaching and learning. They deliver actionable insights in highly focused 20-minute presentations designed to fit busy schedules. The Magna Portal is available 24/7 through UT-Health’s Canvas site.
   b. MMS Educator Development Certificate: This certificate is designed to give educators the flexibility to choose modules that are most beneficial and complete them on their own time. To receive a certificate awarded through the Office of Educational Programs, complete at least four of the listed modules within one year.

3. The Health Educators Fellowship Program (HEFP)

The Health Educators Fellowship Program (HEFP) is a collaborative initiative between the schools of The University of Texas Health Science Center at Houston as well as The University of Texas MD Anderson Cancer Center.

The primary aim of the HEFP is to enhance and improve faculty knowledge, skills, and attitudes related to the scholarship of teaching and learning to enable them to make positive contributions to their department, school and UTHealth.

Specifically, the fellowship is designed to assist faculty in:
   • Applying current education theory to educational practices
   • Identifying and reflecting on personal educational/teaching philosophy and how that shapes learner interactions
   • Collaborating with fellow participants to identify common areas of interest and to develop professional relationships and interactions
• Developing a project reflecting sound educational theory/practice that will benefit personal career paths

This is an 18-month program and faculty attend monthly HEFP sessions in addition to completing an additional 18 hours of faculty development workshops and completing an educational project resulting in an abstract and poster among other requirements.

4. Community of Medical Education Scholars (CoMES)

The Community of Medical Education Scholars (CoMES) program is designed to provide training to faculty on the tools needed to engage in educational scholarship.

Features of the CoMES program include:
• A 6-month program
• Meets once per month
• Interactive 90-minute classes
• Matched with a mentor
• End product is an IRB proposal
• Continued support from the CoMES community

Session topics:
• Intro to scholarship of teaching and learning; writing a research question
• IRB; conducting a literature review; conceptual frameworks
• Research design- qualitative, quantitative, mixed; characteristics of successful projects
• Evaluating a research article; basics of survey design
• Data collection; scholarship as part of P&T
• Data analysis; growth as a scholar

5. McGovern Medical School (MMS) Academy of Master Educators

McGovern Medical School Academy of Master Educators (AME) serves to foster institutional and faculty activities related to the mission of undergraduate and graduate education. The AME is dedicated to promoting and enhancing:

• Education of future physicians and biomedical scientists
• Educational knowledge and skills of all teaching faculty
• Curricular innovation
• Professional development of educators
• Educational scholarship
• Support of MMS educational initiatives with dedicated resources, including endowments and grants

6. Hot Topics in Medical Education

The AME hosts a journal club session from September through April on the second Tuesday of the month at noon. Each session will be led by someone different and topics will range from best teaching practices to educational innovations to current issues facing medical students and faculty. All faculty, residents, and students are invited to attend. Recent topics have included critical thinking, professionalism, and burnout.
7. **AME Peer Coaching Group (AME-PCG)**

The AME supports peer coaching for educators. The purpose of peer coaching is to provide educators with the opportunity to reflect on and enhance the quality of their teaching. This is accomplished by having a fellow faculty member observe teaching and provide feedback in a non-threatening, supportive environment, with an emphasis on sharing ideas and reflecting on teaching practice. Peer coaching is available for any MMS faculty member. Faculty can read more about the process or request an observation at the following link: [https://med.uth.edu/oep/educational-development/peer-coaching-group/](https://med.uth.edu/oep/educational-development/peer-coaching-group/).

8. **Graduate Programs for Health Science Educators, University of Houston, College of Education**

The University of Houston offers three graduate programs which emphasize teaching and learning for health science professionals online and on the campus of the Texas Medical Center.

1. Certificate in Integrating Innovative Technologies in Health Science Education
2. Masters of Education in Curriculum and Instruction with an Emphasis in Health Science Education
3. Executive Doctorate in Professional Leadership for Health Science Education

These graduate programs are aimed at healthcare professionals (such as physicians, dentists, nursing faculty, allied health professionals, basic science faculty, fellows, residents, medical and dental students, staff and others) who are working or studying at a healthcare institution, either in the Houston area or elsewhere. For more information about these programs ([http://medical.coe.uh.edu/](http://medical.coe.uh.edu/)), please contact Robert Hausmann, Ed.D., program coordinator, at: rchausmann@uh.edu
### Monthly Educational Development Workshops
**Office of Educational Programs**

**2021-2022**

**WebEx Fridays (Noon)**
https://uthealth.webex.com/uthealth/j.php?MTID=m25c28401f05b39c87009378b49342051

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Presenters</th>
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<tbody>
<tr>
<td>Aug 13, 2021</td>
<td>Physicians in Media: A Practical Guide for Effective Communication</td>
<td>Hilary Fairbrother, MD</td>
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<td>Sept 10, 2021</td>
<td>PowerPoint Creation and Delivery</td>
<td>Peggy Hsieh, MEd, PhD</td>
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<td>Oct 8, 2021</td>
<td>WebEx Interactive Teaching</td>
<td>Peggy Hsieh, MEd, PhD</td>
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<td>Nov 12, 2021</td>
<td>Curriculum Design – Writing Goals and Objectives, Aligning Assessments</td>
<td>Sam Neher, EdD</td>
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<tr>
<td>Dec 10, 2021</td>
<td>The Gift: Providing Constructive Feedback and Narrative Evaluations</td>
<td>Peggy Hsieh, PhD</td>
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<tr>
<td>Jan 14, 2022</td>
<td>Systemic Oppression in Medicine – Diversity, Equity, and Inclusion</td>
<td>Asia McCleary-Gaddy, PhD</td>
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<td>Feb 11, 2022</td>
<td>Am I an Advisor, a Coach, or a Mentor? Differences and Strategies</td>
<td>Sam Neher, EdD</td>
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<tr>
<td>March 11, 2022</td>
<td>Tips on Writing Letters of Recommendations</td>
<td>Christine Ford, EdD</td>
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<td>April 8, 2022</td>
<td>Conflict Resolution/Management</td>
<td>HR: Learning &amp; Development (TBD)</td>
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<td>May 13, 2022</td>
<td>Leadership and Management: Which one &amp; how?</td>
<td>Sam Neher, EdD</td>
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**In-Person Mondays (Noon)**
MSB .B605

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<th>Date</th>
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<tr>
<td>Nov 15, 2021</td>
<td>Educational Scholarship</td>
<td>Christine Ford, EdD</td>
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<tr>
<td>Nov 15, 2021</td>
<td>Educational Scholarship</td>
<td>Sam Neher, EdD</td>
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<tr>
<td>Jan 10, 2022</td>
<td>Microaggression in Medicine</td>
<td>Asia McCleary-Gaddy, PhD</td>
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<td>May 16, 2022</td>
<td>Career Planning for Educators</td>
<td>Panel Discussion</td>
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• **The University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences** (GSBS) was established in 1963. Our primary mission is to train and educate research scientists and scientist-educators, to generate new knowledge in the biomedical sciences, and to increase public understanding of science.

• GSBS serves as the graduate school for our two parent institutions: The University of Texas Health Science Center at Houston (UTHealth) and The University of Texas MD Anderson Cancer Center.

• The school awards PhD and MS degrees in many areas of biomedical sciences. We also offer an MD/PhD program in collaboration with UTHealth McGovern Medical School.

• Our 600+ faculty members have their primary appointments at MD Anderson or one of the schools at UTHealth (i.e., McGovern Medical School, School of Public Health, School of Dentistry, or School of Biomedical Informatics.). In addition, we have a few faculty members from Texas A&M Institute of Biosciences and Technology in Houston.

• Appointment to the GSBS Faculty is not automatic for faculty who hold appointments at our parent institutions – interested faculty must submit an application and be approved by the GSBS Membership Committee.

• GSBS has two main categories of faculty membership – Regular (full membership for those who wish to supervise PhD students) and Associate (for those who wish to be actively engaged in GSBS activities but will not serve as the major advisor to PhD students or provide tutorial rotations to PhD students).

• More specific information and the faculty application form may be found on the GSBS website ([https://gsbs.uth.edu/faculty/](https://gsbs.uth.edu/faculty/)) or contact Kristina Fern, GSBS faculty coordinator at 713.500.9857 or kristina.n.fern@uth.tmc.edu.
The Commercialization Process at UTHealth

**Discover.** Scientist/Researcher makes an invention or discovery.

**Disclose.** Inventors fill out a Report Form (Technology, Software, Copyright or Material) and submit it to the Office of Technology Management (OTM) (forms available at [www.uth.edu/otm](http://www.uth.edu/otm)).

**Assess.** With the researchers assistance, OTM reviews the technology’s commercial potential (patentability, if applicable, marketability, other restrictions or opportunities, etc.)

**Protect.** If assessment is favorable and IP protection is appropriate, OTM engages outside attorneys to file IP applications.

**Market.** OTM introduces the technology to companies potentially interested in developing a product based on the technology.

**Negotiate.** OTM negotiates license agreements with companies or startups for terms including upfront payments, royalties, equity, if applicable, and more.

**Manage.** OTM manages the agreement, patent activities, and obtains and distributes any proceeds or consideration from such agreements, e.g. royalties, milestone fees, etc.
Frequently Asked Questions

- **What Is Intellectual Property (IP)?** IP encompasses creations of the mind when expressed in a tangible form. Forms of IP include discoveries, trade secrets, scientific or technological advances and developments, research data, software, etc. IP can be protected under patent, trademark or copyright laws, or it can be protected by maintaining it as a confidential trade secret and not disclosing the “know how” to others.

- **What is a Patent?** A patent is a business tool that provides the legal right to exclude others from making, using, selling, offering for sale or importing the claimed invention in exchange for public disclosure of the technology described and enabled in the patent specification for a period of 20 years from the filing date.

- **What is patentable?** Inventions are discoveries, but not all discoveries are inventions and not all inventions are patentable. A patentable invention must be useful, novel and non-obvious. Patent applicants must provide sufficient written description, such that those of skill in the art would understand how to make and use the invention and must disclose the best mode of practicing the invention.

- **Why should I consider commercialization?** The mission of research at UTHealth is to advance the quality of human life. Commercializing the products of your research is more likely to directly benefit patients. Inventors can also benefit as the University shares 50% of the net revenue received from commercialization of a technology personally with the inventors.

- **What should I do if I have what I think could be a potential invention?** Describe your idea in detail in a signed and dated notebook, then contact OTM for further guidance.

- **What shouldn’t I do?** Beware public disclosures such as abstracts, posters, seminars, meetings, lab websites, discussions with industry, etc. as all may constitute public disclosures which can adversely impact commercialization of an invention. If you are preparing a poster or publication or wanting to share materials or code—contact OTM.

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**About the Office of Technology Management**

- Manages 125+ active license/option agreements, with over 87 currently generating income;
- Filed over 2,600 U.S. and foreign patents/patent applications;
- Averages over 25 new license/option agreements per year;
- Facilitated formation of over 56 UTHealth Portfolio Startup Companies;
- Received over $90 million in revenue to UTHealth;
- Directed by Bruce D. Butler, Ph.D., Vice President for Research and Technology;
- Staffed with 4 licensing managers, 1 patent manager and 2 support personnel.

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**OTM Contact Information**

7000 Fannin, Suite 720
Houston, TX 77030

OTM is located in the University Center Tower

- **otm@uth.tmc.edu**
- **uth.tmc.edu/otm**
- **@UTHealth_OTM**
- **UTHealth Office of Technology Management**

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**Intellectual Property Policies**

Intellectual property at UTHealth is governed by HOOP Policy 201 and The Rules and Regulations of the Board of Regents of The University of Texas System for intellectual property (90000 Series). The Board of Regents automatically owns the intellectual property created by individuals subject to this Rule. Intellectual property includes, but is not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, work of authorship and software, regardless of whether subject to protection under patent, trademark, copyright, or other laws.

This intellectual property Rule applies to: (a) all persons employed by the U. T. System or any U. T. System institution, as well as to anyone using the facilities or resources of the U. T. System or any U. T. System institution; (b) intellectual property developed within the course and scope of employment of the individual, resulting from activities performed on U. T. System time or with support of State funds, or resulting from using facilities or resources owned by the U. T. System or any U. T. System institution (see Section 6 of the rules for how these rules apply to students, postdoctoral and predoctoral fellows).

Rules: www.utsystem.edu/board-of-regents/rules

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**Links & Further Information**

- **OTM**: www.uth.edu/otm
- **US Copyright Office**: www.copyright.gov
- **The patent process**: www.uspto.gov/patents/process/index.jsp
- **European Patent Office**: www.epo.org/applying/online-services.html
- **Myriad-Mayo Subject Matter Guidance**: www.uspto.gov/patent/patents-announcements/guidance-determining-subject-matter-eligibility-claims-reciting-or
- **Library of Congress**: Taking the Mystery Out of Copyright: www.loc.gov/teachers/copyrightmystery/
The Mission of the Women Faculty Forum is to provide:

Advocacy on behalf of the women faculty McGovern Medical School. UTHealth.

Opportunities for professional development for women faculty at McGovern Medical School.

Networking among the women faculty, as well as with the leaders in academic science and medicine within and outside the institution.

Scan below for the WFF Page!
Please visit us on:

WEBSITE:

https://med.uth.edu/administration/organizations-committees/women-faculty-forum/

Women Faculty Forum McGovern Medical School at UTHealth