1. **Where do I access the WOS application?**
   a. [https://apps.uth.edu/wos/](https://apps.uth.edu/wos/)

2. **What is the compliance website?**
   a. [go.uth.edu/woscompliance](http://go.uth.edu/woscompliance)

3. **Which appointments require the “adjunct” title modifier?**
   a. ALL UTH (cross appointments) and non-UTH employees (except MDA* faculty)

4. **Who should the Chair and reference letters be addressed to?**
   a. John F. Hancock, MA, MB, BChir, PhD, ScD, MRCP, FRACP
      
   Executive Dean H. Wayne Hightower Distinguished Professor in the Medical Sciences
   McGovern Medical School-UTHealth

5. **Does MDA faculty require compliance training?**
   a. No

6. **How many times is compliance training required?**
   a. During original appointment, and every yearly renewal period after

7. **Which ranks require reference letters and how many?**
   a. Associate Professor and Professor
   b. Two (2) reference letters

8. **Who is the HR contact for CBC (criminal background checks)?**
   a. Elena Cumpian, 713-500-3364, [Elena.Cumpian@uth.tmc.edu](mailto:Elena.Cumpian@uth.tmc.edu)

9. **Can I retro a WOS start date?**
   a. Yes, as long as the appointee has been cleared thru CBC.

10. **How do I determine what rank is appropriate for the candidate?**
    a. If advice is needed deciding ranks, please contact Johnson George, [Johnson.George@uth.tmc.edu](mailto:Johnson.George@uth.tmc.edu) and provide CV.

11. **What title is appropriate for Staff Physicians?**
    a. Adjunct Instructor

12. **How does the appointee receive the WOS appointment letter?**
    a. Via e-mail after Dean approves the original appointment.

13. **Will the dept. be notified when faculty accept their appointment?**
    a. No, only OAFA is notified of acceptance, however, you can verify status online

14. **After the acceptance letter or renewal letter is received, how long does the appointee have to complete compliance training?**
    a. 30 days

*MDA- MD Anderson

**Contacts:**
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