1. Where do I access the WOS application?
   a. https://apps.uth.edu/wos/

2. What is the compliance website?
   a. https://uthealthhouston.sumtotal.host/

3. How many modules are in the WOS compliance training?
   a. Two (2) (HIPPA and discrimination harassment and sexual misconduct)

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

5. What are the appointment title options? (Adjunct modifier not used for MDA faculty)
   a. Adjunct Instructor
   b. Adjunct Assistant Professor
   c. Adjunct Associate Professor
   d. Adjunct Professor

6. 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

7. Does MDA faculty require compliance training?
   a. No

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

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

10. Do reference letters have to be internal (UTH) or external?
    a. They can be both internal or external as long as they are at same or higher rank.

11. Can reference letters come from the same dept?
    a. Yes, however the preference is that they be from diverse departments.

12. Who is the HR contact for CBC (criminal background checks)?
    a. Elena Cumpian, 713-500-3364, Elena.Cumpian@uth.tmc.edu

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

14. 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 and provide CV.

Contacts:
Oafa@uth.tmc.edu
Genesis.Camposhernandez@uth.tmc.edu
Johnson.George@uth.tmc.edu

*MDA- MD Anderson

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Without Salary (WOS) FAQ

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

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

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

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

19. What happens if appointee does not accept appointment or completes compliance training?
   a. All WOS appointments are contingent upon acceptance and completion of the compliance training within 30 days from receiving original appointment invite or renewal.
   b. All appointments or renewals that are not accepted or complete compliance within 30 days after original invite goes out will be terminated by OAFA.

20. When do renewals get processed, and who sends out renewals?
   a. Renewals are processed by OAFA late July, early August every year.

21. Who is eligible for a renewal?
   a. Only appointees who have an ACTIVE status. This means that they have accepted their original appointment or renewal, uploaded CV, and completed compliance training (if applicable).

Contacts:
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