The University of Texas at San Antonio (UTSA) is a HSI, Carnegie R1, urban-serving discovery enterprise deeply committed to student success and academic excellence. As such, faculty play a pivotal role in the academic experience, progress and success of students in and out of the classroom where they serve as mentors and role models of success.

The University recognizes that faculty are central to reaching the destinations outlined in UTSA’s strategic plan and attaining the goals of providing high-quality, transformational academic experiences for students and expanding areas of transdisciplinary research excellence. UTSA’s 10-year strategic vision calls for growing student enrollment with the support of more than 2,000 faculty. UTSA currently has approximately 1,400 faculty. Increasing the number, and expertise of faculty calls for a strategic, structured approach to open avenues to recruit and retain exceptional educators who will help UTSA reach its research, student success and reputational goals while addressing pressing national challenges.
As a faculty member you will enjoy a number of both personal and professional benefits. University employees are offered an excellent benefits package that includes:

01 **MEDICAL AND DENTAL**

02 **RETIREMENT**

03 **LIFE**

04 **ACCIDENT**

05 **SHORT-TERM DISABILITY**

06 **LONG-TERM DISABILITY**

07 **VISION PLAN**

08 **FLEXIBLE SPENDING ACCOUNTS**

09 **PUBLIC SERVICE LOAN FORGIVENESS (PSLF)**

Some of our integrated and competitive benefits packages are intended to identify the various needs of you and your family and provide options for coverage. Medical coverage is provided through Blue Cross Blue Shield at no cost to full-time benefits-eligible faculty and staff. Dependent medical coverage and other insurance coverage are available at affordable group rates.

UTSA offers both personal and professional benefits outlined below, faculty can take advantage of these resources throughout their career.
PROFESSIONAL DEVELOPMENT & RECOGNITION

ACADEMIC AFFAIRS FACULTY SUCCESS

Faculty Success works closely with partners across the university to support all faculty through the various stages of their careers at UTSA. This website serves as a one-stop clearinghouse for faculty-focused resources, opportunities, news, events, and it helps strengthen our Roadrunner Nation faculty community.

RESEARCH FUNDING AND INNOVATION

The Office of Strategic Research Development (SRD) offers a variety of services for researchers and grant seekers. SRD helps navigate the research development and partnership process to be successful in securing funding for scholarly activities.

FIRST YEAR PROGRAM

The UTSA New Faculty Academy First Year Program begins as you transition to UTSA and San Antonio. It is required of all new faculty hired without tenure and open to all other full-time faculty who are new to UTSA (including tenured and fixed-term-track positions).

FACULTY MENTORING

Fostering a culture of faculty mentoring, the UTSA Faculty Mentoring Hub provides several initiatives and programs to support faculty at all stages and prepares excellent mentors to ensure that all faculty benefit from their peers.
NATIONAL CENTER FOR FACULTY DEVELOPMENT & DIVERSITY (NCFDD)

Through the UTSA institutional membership, all faculty have access to free professional development, training, and mentoring. These services are provided by highly trained and successful mentors that offer a confidential “safe space” for problem solving and can be accessed 24 hours a day, 7 days a week, 365 days a year. It’s all about learning the secrets to increasing your research productivity, getting control of your time, and living a full and healthy life.

FACULTY REVIEWS

UTSA has evaluation and promotion processes for tenure-track (Assistant Professor and Associate Professor without tenure), tenured (Professor and Associate Professor with tenure), and fixed-term-track faculty that are consistent with UTSA’s dedication to developing and maintaining excellent faculty.

ADVANCING UTSA’S NATIONAL IMPACT TRAVEL AWARDS

These funds are available for tenured/tenure-track faculty, full-time fixed-term-track faculty, and academic support division staff. The awards are designed to increase our national impact and bring visibility to our university. This program in Academic Affairs complements that in Research, Economic Development, and Knowledge Enterprise that supports research travel and dissemination.

FACULTY AWARDS

UTSA is proud to sponsor a number of awards for faculty, with the vision of promoting and recognizing excellence. In this link you will be able to find information on our different awards and the list of award recipients.
UTSA NEXT-GEN
FACULTY LEADERSHIP
FELLOw PROGRAM

Academic Affairs offers a faculty-oriented leadership program every year to advance institutional excellence through fostering a climate of inclusive leadership of bold leaders in order to achieve President Eighmy’s goals for the third destination, an exemplar for strategic growth and innovative excellence, in UTSA’s strategic plan. This program is individually tailored to the specific needs of the selected Faculty Fellow, allowing the Fellow to gain knowledge of university operations in specific areas and to advance their leadership skills towards program development, as well as more broadly, across the higher education sector.

TALENT MANAGEMENT

People Excellence (Human Resources) offers staff and faculty classes and resources on leadership and management. Staff and faculty also have the advantage of accessing LinkedIn Learning, an online educational format offering video courses taught by industry experts on a variety of topics.
As a thriving Hispanic Serving Institution, UTSA Research, Economic Development, and Knowledge Enterprise (REDKE) fosters an innovation ecosystem that is accelerating transdisciplinary research and economic development through creative discovery by producing responsible and transformative outcomes to benefit our communities.

SRD offers a variety of services for researchers and grant seekers, while facilitating collaboration across all disciplines and with external partners. SRD helps navigate the research development and partnership process to be successful in securing funding for scholarly activities. It also provides additional support services for investigators as they develop grants and other applications.

OSPA supports the educational and research mission of UTSA by serving as the central coordinating office that provides the highest quality Pre-Award and Contract services for submitting proposals, negotiating and executing contracts and agreements in the pursuit of funding for research, scholarly activities, and public service.

ORI supports the UTSA research community in its commitment to high standards of research integrity and scholarly excellence. ORI partners with faculty to ensure compliance with federal regulations in areas concerning human subjects, animal subjects, conflicts of interest, grant congruency, and responsible conduct of research.

OCI works with UTSA faculty to efficiently and effectively facilitate technology transfer and commercialization. OCI provides intellectual property management and licensing, proof-of-concept development, new venture incubation, entrepreneurial training, and policies and procedures that accelerate and ease the transition of intellectual property from the university to industry.
LABORATORY ANIMAL RESOURCES CENTER (LARC)

LARC provides veterinary and personnel training and expertise in laboratory animal technology and medicine. LARC is dedicated to support the University’s research and teaching goals, to promote and assure humane care and use of animals through compliance with the Animal Welfare Act, Office of Laboratory Animal Welfare, Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International and University policies for the humane care and use of animals.

INSTITUTIONAL RESEARCH AND ANALYSIS (IR)

IR provides the highest quality of institutional research to advance the university’s mission through collection and reporting of institutional data. The IR website provides a variety of institutional dashboards, the UTSA Fact Book, and Report Center.

WESTSIDE COMMUNITY PARTNERSHIPS

To help foster a vibrant intellectual community of scholarship for the benefit of UTSA and area residents, the Westside Community Partnerships initiative has established faculty seed grants, a scholar-in-residence award and has connected UTSA faculty with San Antonio Westside non-profits, schools and small businesses to engage jointly in research by enhancing networks and infrastructure for engaged research.
TEACHING

ACADEMIC INNOVATION

Brings together experts in teaching, technology, and virtual learning to champion innovative and transformational practices that enhance the academic experience of our students and faculty.

INSTRUCTOR INCENTIVES

UTSA values its instructors and is committed to supporting a culture of pedagogical innovation and digital transformation for student learning and success. This webpage provides initiatives organized by semester.

TEACHING RESOURCES

UTSA Academic Innovation provides teaching resources for faculty and students to create unique teaching and learning experiences for all modes of teaching course delivery.

ACADEMIC CALENDAR

Wondering when students need to register for classes, when grades are due, or the beginning or end of each semester? Here you will find links to our academic calendars, final exams, and registration schedules.

LIBRARIES

UTSA Libraries offer services for teaching and research support, such as copyright services for teaching, library space, scholarly publishing, classroom technology training, and course reserves.
TEACHING

UNIVERSITY TECHNOLOGY SOLUTIONS (UTS)

UTS offers classroom equipment, telephone service, video conferencing assistance, computer labs, and network/application support.

STUDENT AFFAIRS/DEAN OF STUDENTS

This link provides resources intended to help faculty know where to go to best support students. Resources include student support services, Dreamer and LGBTQIA+ training and presentations, behavioral intervention, and inclusive teaching tips.

STUDENT DISABILITY SERVICES (SDS)

SDS provides individual consultations and assistance to faculty and staff regarding student accommodations and disability-related issues. SDS offers faculty training on working with students who have disabilities. Some of our services and resources include Disability Counseling and Liaison Activities, Testing Services, Adaptive Technology, and more.
FAMILY-RELATED RESOURCES

DUAL CAREER ACADEMIC PARTNERS HIRING PROGRAM (DCP)

The UTSA Dual Career program provides assistance with career searches for qualified Dual Career couples. The program is set in place to provide temporary University financial support from Academic Affairs to address the needs of dual career academic couples, to support academic colleges/schools/departments in their efforts to recruit and retain the highest quality faculty to advance excellence through enhancing student success, research and academic distinction outlined in President’s Vision and Strategic Plan for UTSA.

MODIFIED WORKLOAD FOR ELIGIBLE FACULTY WITH CERTAIN DEPENDENCY-CHANGING EVENTS

UTSA recognizes the importance of supporting faculty in the event of a qualified dependency-changing event. It is the policy of UTSA to support faculty when personal circumstances require modifications to their academic workloads, while ensuring continuity in classroom instruction and University programs.

FAMILY MEDICAL LEAVE

UTSA’s Medical Leave provides eligible faculty and other employees with up to twelve (12) weeks of job protection for covered family and medical situations. Covered leave is unpaid, but it can run concurrently with an employee’s worker’s compensation, as well as paid leave, when available and appropriate.
FAMILY-RELATED RESOURCES

FLEXIBLE SPENDING PLANS (FSA)

FSA’s are available and administered from the UT System Office of Employee Benefits (OEB). Faculty and staff can take advantage of flexible spending accounts that can be used for Health and Dependent Care. Additional information about plans and benefits can be found on the UTSA Employee Benefits website through People Excellence.

5.05 CERTIFICATION OF EMPLOYMENT FOR RESIDENT TUITION

A teacher or professor at UTSA or another Texas institution of higher education, and their spouse and children, are entitled to the tuition and fees set for Texas residents without regard to the length of time the teacher or professor has resided in Texas. The teacher or professor must be employed at least .50 FTE on a regular monthly salaried basis in order to qualify for Resident Tuition.

PARENTAL LEAVE

Individuals who do not qualify for Family and Medical Leave, and are giving birth, adopting or fostering a child, may qualify instead for Parental Leave. This leave provides up to twelve (12) weeks of job protection for the birth of a child or the adoption or foster placement of a child under three (3) years old.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

UTSA’s EAP is a service designed to help employees find a balance between their personal and professional life. The EAP is available to all faculty and staff and provides free and confidential access to licensed counselors, financial advisors, legal services, and more.

LACTATION ROOMS

UTSA recognizes the importance and benefits of breastfeeding for working mothers and their infants. In promoting a family-friendly work environment, UTSA has accessible lactation rooms across campus. Check the link for information on operating hours and how to reserve the rooms.

SICK LEAVE

Eligible full-time faculty earn sick leave hours at the rate of eight hours per month. Eligible part-time faculty earn sick leave hours at a rate proportionate to the scheduled work hours for their position. Sick leave may be used immediately upon employment when a Benefits-eligible employee is out due to sickness, injury, or pregnancy and confinement of self or immediate family member.

SICK LEAVE POOL

The Sick Leave Pool provides a source of additional paid sick leave for employees who have suffered a catastrophic illness or injury and have exhausted all accrued leave.
**NEW FACULTY BENEFITS AND RESOURCES**

**MEDICAL BENEFITS & RETIREMENT PLANS**

**INSURANCE**

UTSA faculty and staff enjoy a comprehensive choice of insurance plans, including medical, dental, vision care, life, accident, short-term disability, long-term disability, long-term care insurance, and flexible spending accounts.

**TEACHER RETIREMENT SYSTEM (TRS)**

TRS is a defined benefit retirement plan governed by Internal Revenue Code Section 401(a). All eligible employees of The University of Texas System are automatically enrolled in TRS on their first day of employment. Employee and employer contributions go into a large trust fund and retirement benefits are based on legislatively determined formulas. Members are vested after five years of service with a right to a retirement benefit.

**OPTIONAL RETIREMENT PROGRAM (ORP)**

Eligible employees at Texas public institutions of higher education may elect to participate in the Optional Retirement Program (ORP) as an alternative to TRS. ORP is a defined contribution plan that is similar to a 401(k) plan with employer “matching” contributions. The vesting period is after a year and a day of participation.

**403(B) PLAN**

The Tax-deferred Annuity Program or Supplemental Retirement Annuity (403(b) Plan) is offered to all employees upon date of hire, or anytime thereafter. Investments are through life insurance companies and mutual fund companies licensed to do business in the State of Texas. You may defer monies into the plan as either before-tax or Roth contributions or both.

**457 PLAN**

UTSaver DCP (457 Plan) is a voluntary retirement savings program offered through ERS to all employees upon date of hire or anytime thereafter. You may defer monies into the plan as either before-tax or Roth contributions or both.
HEALTH & WELLNESS RESOURCES

CAMPUS RECREATION & WELLNESS CENTER

The Rec Center is a vibrant facility with outdoor pools and fitness zones comprised of weight, cardio, and functional training spaces. The center also has a climbing wall, multi-purpose rooms for group fitness, and courts for volleyball, soccer, basketball, and racquetball. Faculty membership rates are available.

UTSA MEDITATION ROOM

UTSA provides a safe space for students, faculty, and staff to take a break and meditate. You can find the meditation room inside the Student Union on the Main campus. The meditation room provides yoga mats, prayer rugs, and ablution stations. The room is available during building hours and is open for use at any time.

DINING SERVICES AND NUTRITION INFORMATION

UTSA Dining Services offers free consultations, presentations, and dining hall tours for faculty, staff, and students. In addition, their wellness website offers information about dietary needs, food menus, and more.
UTSA WELLNESS

UTSA’s People Excellence (Human Resources) Wellness website offers educational programs and other campus events. UTSA community members can also take advantage of membership with Rowdy New U, engage in health and wellness events and activities, and learn about wellness programs provided to UT Select members.

LEAVE FOR WELLNESS INCENTIVE

This link provides information on the three components of the incentives that are available for benefits-eligible staff and faculty.

LIVESAFE APP

The LiveSafe app allows students, faculty, staff, and visitors to report suspicious activity, UTSA Safety Resources, report incidents, emergency options, and Safewalk. Please check the link to download the app.
OTHER EMPLOYEE SERVICES/ RESOURCES

BEHAVIORAL CONCERNS ASSISTANCE

The Behavioral Intervention Team (BIT) are responsible for assessing and responding to concerns and/or disruptive behaviors exhibited by students, faculty, staff and visitors who may present a risk of harm to themselves or others. Incidents can be reported through an online reporting form or by calling 210-458-4911.

CAMPUS TECHNOLOGY STORE

The Campus Technology Store offers academic discounts from Apple, Dell, and Lenovo as well as various software for personal and departmental purchases.

PEOPLESOURCE

PeopleSource is an information portal where you will find Knowledge Articles on a variety of topics from People Excellence/HR and Payroll Management. If you still need assistance, you can also submit a support ticket at the bottom of every Knowledge Article.

UTS TECH CAFÉ (IT HELP DESK)

UTS Tech Café provides support with network and application support, to include troubleshooting hardware and software issues. Users can call 210-458-5555 or email techcafe@utsa.edu for assistance.

UTSA POLICE DEPARTMENT SERVICES

The UTSA PD offers a variety of services, to include car battery jumps, locked car assistance, and security escorts.
LGBTQ FACULTY & STAFF ASSOCIATION

UTSA’s LGBTQ Faculty and Staff Association endeavors to create a safe and supportive professional environment for all lesbian, gay, bisexual, transgender, questioning, and ally faculty and staff of UTSA. The LGBTQA FSA is an inclusive professional organization that serves as a resource and advocacy group for employees and their families.

MULTICULTURAL STUDENT CENTER (MSC)

The mission for the MSC is to promote an equitable and socially just campus for students through community building, campus advocacy, education, and programming. Services include equity and social justice-focused training for students, faculty, and staff, resources, and an events calendar.

UTSA AFFINITY GROUPS

Affinity Groups play a vital role in promoting and supporting the needs of their various communities and organizations. The primary focus is promoting a sense of belonging and providing a community for our staff and faculty.
SHARED GOVERNANCE

01 FACULTY SENATE

02 FACULTY CODE OF ETHICS

03 HANDBOOK OF OPERATING PROCEDURES (HOP)

04 UTSA SHARED GOVERNANCE
HOUSING

SAN ANTONIO BOARD OF REALTORS (SABOR)

In this link you will find local resource for finding a realtor and buying and selling in the San Antonio area. SABOR is the largest professional trade organization in San Antonio and is one of over 1,600 local boards and 54 state and territory organizations nationwide.

SAN ANTONIO CHAMBER OF COMMERCE

The San Antonio Chamber of Commerce provides resources for relocating to San Antonio, visiting San Antonio, and events and activities around the city.
EMPLOYEE PERKS & TRADITIONS

ROADRUNNER GEAR

If you’re a diehard UTSA Roadrunner fan, shop the Official UTSA Campus Store for the best Roadrunner Apparel and Gear available. Show your school spirit and represent any time in Roadrunner Gear from Nike to all of the hottest brands out there. You can also find discounts on gear and other merchandise when presenting your employee ID in both in-person stores at our Main and Downtown campuses.

EMPLOYEE DISCOUNT PROGRAM

As an employee of UTSA, and the state of Texas, faculty and staff have access to discounts with various external vendors. Please see the link for a list of vendors and more information.

UTSA TRADITIONS

UTSA is big on building pride, enthusiasm, and school spirit among all of our faculty, staff, and students. This pride comes with many traditions that shape our UTSA culture. In this link you will be able to find a few of the unique traditions and events that unite generations of Roadrunners together in shared experiences.
EVENTS & ENTERTAINMENT

CITY OF SAN ANTONIO

The City of San Antonio has a lot to offer all year round. This link offers a variety of information about San Antonio shopping, museums sports venues and more.

UTSA CALENDARS AND EVENTS

The UTSA Arts and Athletics calendars are available in one place so faculty can plan and be a part of upcoming campus events. Please see the link for information about upcoming football games, theatre performances, and concerts. Many campus events are free or offer faculty discounts.

UTSA ATHLETICS

UTSA Athletics is the home of a wide variety of team sports played on campus, including football, men’s/women’s basketball, baseball, golf, tennis, volleyball, soccer, and softball. Game-day events are open to all faculty, students, and staff. Tickets can be purchased through the UTSA Athletics website in the link above.

ART GALLERIES AT UTSA

The Main Art Gallery hosts curated and juried exhibitions by professional artists and organizes scholarly and thematic exhibitions, which encourage cultural dialogues on a wide range of topics within the University and San Antonio communities.
UTSA SOUTHWEST

The UTSA Southwest Campus offers a variety of resources open to staff, faculty, and students. In this link, you can find information about Youth Community Art Classes, rental spaces, and open house and exhibition events.

UTSA LYRIC THEATRE

In alignment with UTSA’s dedication to community building and engagement, UTSA Lyric Theatre offers performances in various theatre spaces and venues across the city of San Antonio, as well as in our Downtown Buena Vista Theatre, and Main Campus Recital Hall.

BEXAR COUNTY PARKS AND RECREATION

Bexar County has over 650 registered historic sites and national landmarks. Sites offer a variety of programs and activities for a wide age group.

CITY OF SAN ANTONIO PARKS & RECREATION

San Antonio offers more than 240 city-owned parks and 140 miles of trails across the city community to include a variety of programs and services for the family.
Public Service Forgiveness Program (PSLF)

As a faculty member at the University of Texas San Antonio, you can enjoy a number of professional and personal benefits, including the Public Service Loan Forgiveness (PSLF) program.
What is PSLF?

The Public Service Loan Forgiveness Program allows eligible recipients the opportunity to be granted immunity for the remaining balance of their student loan after having made 120 qualifying payments, while working for a qualifying public service employer.

Qualifications

As a faculty member of a state university, you meet the first requirement of being a public service employee of a U.S. federal, state, local, or non-profit organization.

Further requirements are:
1) Work full-time at UTSA
   • Full-time is considered 30 hours or more each week.
   • Part-time may qualify if you work at two different U.S. federal, state, local, or non-profit organizations that qualify for PSLF and the combined hours meet the 30-hour criteria.
2) Have Federal Direct Loans
   • You can check the type of federal student loans you have through your student loan provider or by accessing studentaid.gov.
   • Federal Perkins Loans and Federal Family Education Loans are ineligible for the program, but you can consolidate them into a Direct Consolidation Loan.
3) Repay your loan under an income-driven repayment plan, which is a monthly payment based on your income and family size.
4) Make 120 qualifying payments (for more information on qualifying payments, please visit the PSLF FAQ page).
5) Verify employment on an annual basis by submitting the required form through the PSLF webpage.
How to Apply

Visit Federal Student Aid to begin your application, verify eligibility, and find further instructions on dates and qualifications. Once you have submitted your PSLF application for review and approval using the PSLF Help Tool, you will need to:

1) Certify your employment every year through UTSA People Excellence by emailing hr@utsa.edu.
2) Apply for the loan forgiveness program, PSLF, once you have met all the requirements and made 120 qualifying payments.

Contact

If you have any questions about PSLF or have any difficulties applying, please review the “PSLF FAQ” page or contact the U.S. Dept of Education/MOHELA at 1-855-265-4038.
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