



Compliance guidance for the giving season

With the holidays in full swing, the UT Southwestern Office of Institutional Compliance & Audit Services would like to remind the campus community of policies regarding gifts, donations, contributions, and internal fundraising.

While we appreciate the spirit of the season, employees should not:

- Sell goods at work (e.g., holiday bake sales)
- Accept holiday gifts from vendors or donors
- Request contributions for holiday office parties
- Ask an employee to purchase or contribute to a gift for another employee (e.g., Secret Santa, raffles, etc.)
- Request or require individuals to donate or contribute funds for group purchases
- Collect items to raise funds for outside organizations
- Solicit donations to outside organizations or other employees (e.g., GoFundMe donations)
- Instruct donors to send gifts directly to an employee

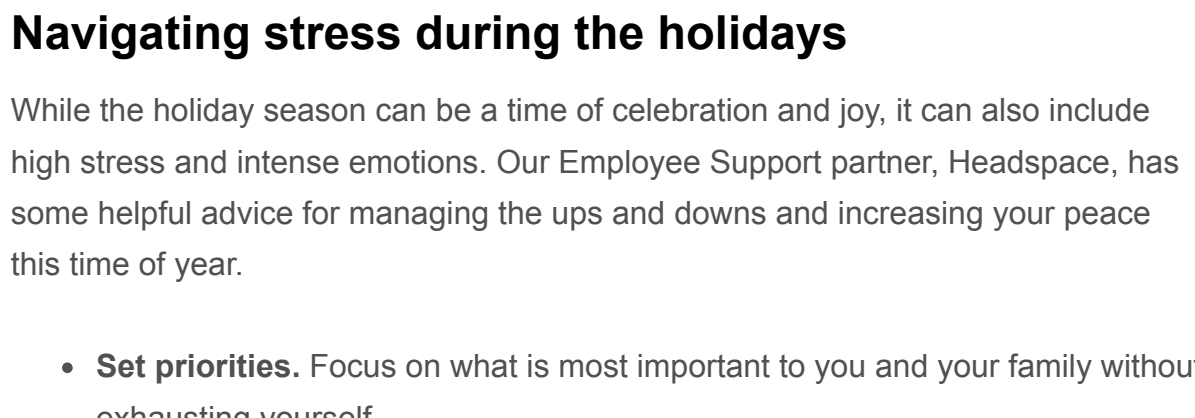
UT Southwestern's ethics policy regarding influence also prohibits employees from accepting or soliciting any gift, favor, service, or loan that might influence employees in their official duties. Within reason, employees are expected to know when something is being offered with the intent to influence the employee's official conduct. Improper acceptance of a gift may constitute a criminal offense under certain circumstances.

Please see:

- [FSS-102: Solicitation](#)
- [FIM-601: Gifts – Solicitation, Acceptance, Processing, and Acknowledgment](#)
- [FIM-601P-01: Procedure for Receipt of Gifts](#)
- [ETH-101: UT Southwestern Ethics Policy](#)

If you become aware of potential violations of these policies, please contact the Office of Institutional Compliance & Audit Services Compliance Hotline at 877-507-7319, email, or visit [MyComplianceReport.com: Compliance and Ethics Reporting](#).

We appreciate your contributions to UT Southwestern's culture of ethics and excellence.



Navigating stress during the holidays

While the holiday season can be a time of celebration and joy, it can also include high stress and intense emotions. Our Employee Support partner, Headspace, has some helpful advice for managing the ups and downs and increasing your peace this time of year.

- **Set priorities.** Focus on what is most important to you and your family without exhausting yourself.
- **Don't overschedule.** Choose activities based on what you *want* to do rather than what you (think you) *need* to do.
- **Make a plan using your calendar** to manage important dates, activities, and goals.
- **Make a budget and keep it.** Determine what you can afford and focus on items and experiences high in value, but low in cost.
- **Include rest, relaxation, and exercise** in your holiday plans.

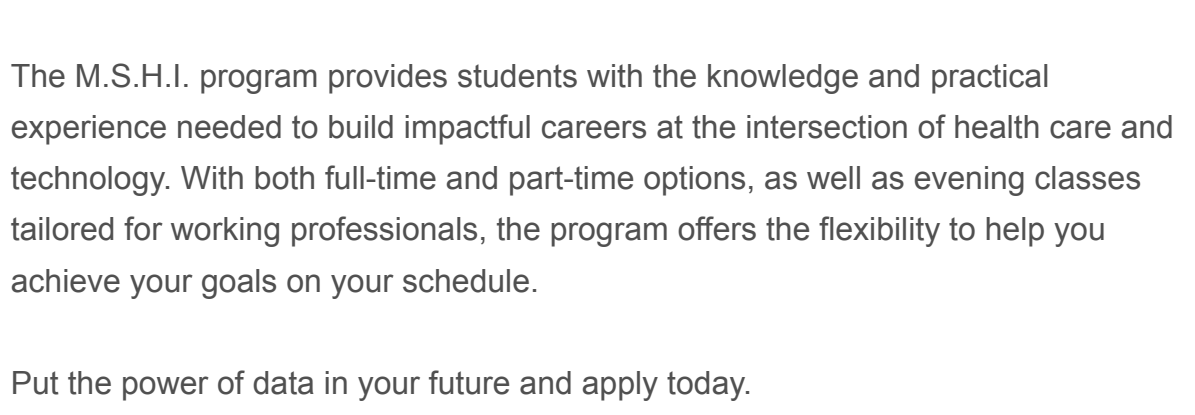
Grief during the holidays

Experiencing grief during the holidays can stir a wide range of emotions. Losing someone or something we love can alter our lives in numerous ways, but processing grief can help us find solace and meaning. Share with those you trust, use healthy coping mechanisms, and allow yourself to feel everything you need to.

[Watch](#) the Headspace webinar, Navigating Grief: Moving Forward with Grace and Gratitude, and download the [grief workbook](#).

For more resources, visit [Headspace](#) or use the mobile app, and search "Holiday."

[Read the full list of helpful holiday tips](#)



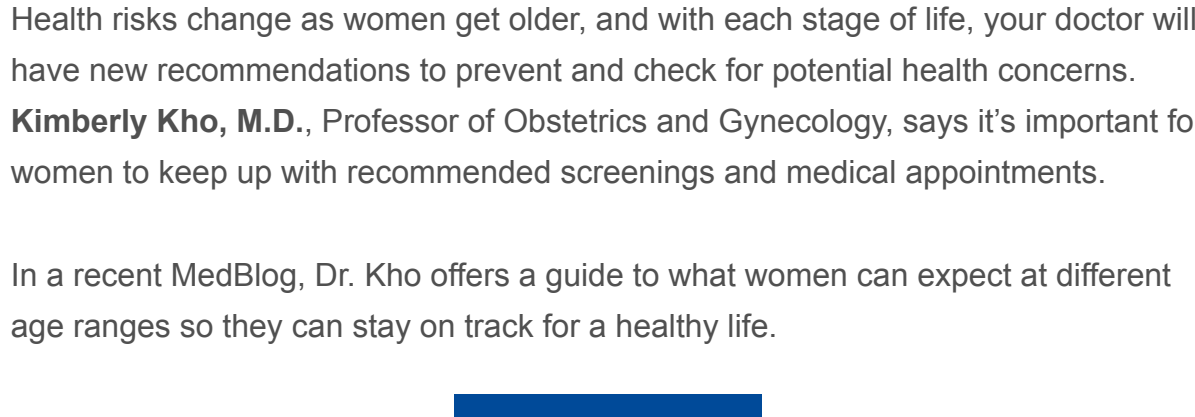
M.S.H.I. program applications due by Dec. 15

The deadline for the Master of Health Informatics (M.S.H.I.) program in the School of Health Professions is rapidly approaching. Apply by Dec. 15 to be considered for the fall 2025 cohort.

The M.S.H.I. program provides students with the knowledge and practical experience needed to build impactful careers at the intersection of health care and technology. With both full-time and part-time options, as well as evening classes tailored for working professionals, the program offers the flexibility to help you achieve your goals on your schedule.

Put the power of data in your future and apply today.

[Apply](#)



A guide to women's health through the ages

Health risks change as women get older, and with each stage of life, your doctor will have new recommendations to prevent and check for potential health concerns. **Kimberly Kho, M.D.**, Professor of Obstetrics and Gynecology, says it's important for women to keep up with recommended screenings and medical appointments.

In a recent MedBlog, Dr. Kho offers a guide to what women can expect at different age ranges so they can stay on track for a healthy life.

[Read the MedBlog](#)

Insider Guide

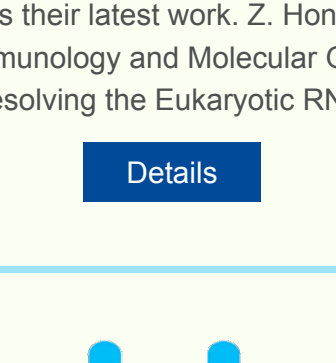


President's campus briefing

9 a.m., Dec. 11
Audio briefing

We invite you to tune in to the next quarterly campus briefing to hear institutional updates from UT Southwestern President **Daniel K. Podolsky, M.D.** Learn more about the inaugural campuswide employee awards program, the new Radiation Oncology campus in Fort Worth, and more. Many thanks to those who submitted questions in advance.

[Tune in Wednesday](#)

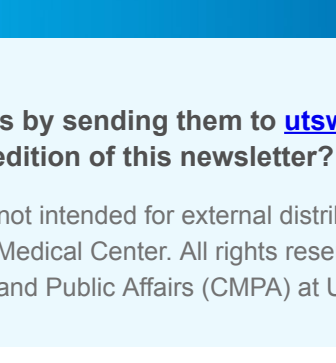


EAC-sponsored blood drive

10 a.m.-3 p.m., Dec. 11

Help save lives in North Texas by donating blood at two Employee Advisory Council (EAC)-sponsored blood drives on Wednesday, Dec. 11. Text CBCDonate to 999-777 to sign up or make an appointment online for the [North Campus](#) and [West Campus](#) locations. Donors will receive a blanket (while supplies last).

[Details](#)



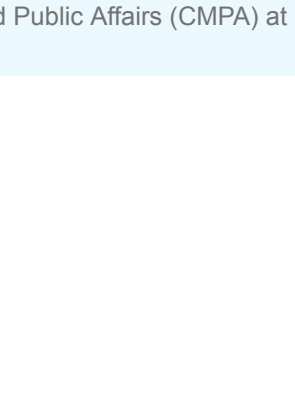
Biophysics Seminar Series

Noon-1 p.m., Dec. 12

T. Boone Pickens Biomedical Building, ND 8.218

The Department of Biophysics invites you to join a vibrant seminar series in which senior leaders and rising stars discuss their latest work. Z. Hong Zhou, Ph.D., will give a talk titled, "Fishing' and Resolving the Eukaryotic RNA-Editing Complexes."

[Details](#)



UTSW Events Calendar

Looking for your daily dose of happenings?

The UTSW Events Calendar is updated every day.

[Click to view upcoming or trending events](#)

Share your *Insider* suggestions by sending them to utswinsider@utsouthwestern.edu. Looking for an *Insider* in a past edition of this newsletter? Check out our [Insider archive](#).

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