

Administrative Offices for Faculty Support Services

Faculty Affairs, Provost's Office

The Faculty Affairs section of the Provost's Office is responsible for implementation of University policy regarding appointments and promotions, salary setting, sabbaticals, endowed chair appointments, appeals, and other matters of an academic nature. The office works with school deans' offices, the Advisory Board, and the Provost to ensure compliance with Board of Trustees and Academic Council policies and to facilitate effective communication on issues related to the Professoriate and Other Teaching Staff. The office also provides publications, such as the *Faculty Handbook*, maintains a Faculty Affairs/Academic Secretary database, works with University officers and committees to develop new policy, and responds to external reporting requests.

School Faculty Affairs Offices

Each of the seven schools of the University and the Stanford Linear Accelerator Center have Faculty Affairs Offices that provide a variety of services and functions. These offices coordinate the search process for new faculty, develop recommendations for appointments and promotions in the professoriate, work with school financial officers on salary recommendations, and approve sabbatical and other leave requests as well as short-term appointments of other teaching staff.