

Official Communiqué**April 2017**

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Summer Timelines

OAA will be putting a greater focus on reviewing actions in the order that they are received, rather than on requests for expedited reviews or rushes. We hope this approach will encourage more timely submissions. Accordingly, we will be adhering more strictly to the timelines described for each line (please review below).

- Any Professoriate action that requires approval (including FASA actions, search initiation requests, waiver requests, search report/offer letters, launch requests, referee grids, or long forms): if you have not heard back from Rebecca or Audrey within 2 weeks of submission to OAA, please send us a follow-up email to ensure that we did not overlook your request
- Any CE and Instructor action that requires approval (including appointments, reappointments, promotions, extensions, and FTE changes): needs to be submitted at least 45 days in advance of the requested start date. In summer months (May-September), files must be submitted at least 60 days in advance of the requested start date.
- Any Short-Term Faculty or other teaching title action that requires approval: needs to be submitted at least one month before the requested start date, or two months if a J-1 visa is required. We understand the additional constraints that departments are subject to regarding approval processes required for the visiting population. We plan to respond to your request within 2-4 weeks of receiving the file.
 - ➔ Please note – if you enter a J-1 visa request *after* the associated appointment request has been submitted, you must notify OAA that there is a visa request pending.
- All PDL and Sabbatical requests: need to be submitted 45 days in advance of the requested leave period.

In addition – any Professoriate file requiring a 9/1/17 start should be sent to OAA for review at one of the May A&P or May APRC meetings to allow enough time for University review (this could be as long as 3 months). Please plan accordingly.

Questions and comments should be directed to the appropriate OAA manager by population.

Website Updates

- The OAA [home page](#) has been redesigned to be easier to use by faculty members. Administrator Resources can be found below Professoriate and Clinician Educator Resources; we hope this will be useful to you. We have tried to reduce clutter and remove most of the links that duplicated what was easy to find in the top level menus.
- The new [Professoriate Long Forms \(New April 2017\) page](#) has been added; this has the tools and guidelines for the new University long form and ByCommittee.
- The Web Applications menu, under Forms, Tools, and Policies, has now been consolidated onto a single [page](#), with a “flip panel” for each application (e.g. FASA) and its information or guidelines.
- ByCommittee can now be accessed from the [Web Applications page](#) or the new [Professoriate Long Forms \(New April 2017\) page](#)
- New [trainee solicitation guidelines](#) have been added (see the new Professoriate Long Forms page)
- New [guidelines](#) for choosing and soliciting *referees, trainees and peers* have been added (see the new Professoriate Long Forms page)
- New [referee, trainee, peer grids](#) have been added (see the new Professoriate Long Forms page)
- Guidelines for the [Board of Trustees Biosketch](#) for actions conferring tenure can be found on the new Professoriate Long Forms page

Questions and comments can be directed to Rebecca Robinson.

FASA

Regarding FASA Approval Notifications

Once a FASA transaction (e.g. appointment of a Clinical Instructor) has been approved, the FASA system sends an automatic approval email. However, only the originator of the transaction (and the school dean’s office approver) receive it. **It is the department’s responsibility to forward these approval notifications on to those who need it** (i.e. HR and medical staff services <Expirables@stanfordhealthcare.org>).

The University FASA developers are currently working on adding FYI approvers to these emails, but at the moment there is no timeframe for this enhancement.

Please review the FASA [guidelines](#) if you have further questions.

Reminder: Including Faculty Compensation on FASA Actions with Offer Letters

For all actions submitted through FASA that include an offer letter or addendum to an offer letter, please make sure to include Ann Bjelland as an FYI on the transaction. This applies to the Professoriate, Emeritus, CE, CE-Affiliated, Instructors, and Paid Short Term Faculty (Visiting, Adjunct, Lecturers) populations. A helpful guide has been posted below and will be included on the FASA webpage. Also, please attach to the FASA action all required documents for OAA and Faculty Compensation review (SOSS/PAF, draft offer letter or addendum, file or memo). Actions missing these elements will be returned to the originator.

Upon successful Faculty Compensation and OAA review, approval of the FASA action will now be the official notification that the offer letter has been approved, subject to incorporation of any edits and/or comments from OAA/Fac Comp. Additional revisions are not allowed without further approval. If further changes are required, please submit an updated letter with new changes highlighted in “track change mode” copying both OAA and Faculty Compensation in the same email request (a new FASA action is not required).

Compensation change only requests are not processed through FASA. The Personnel Action Form (PAF) should be emailed to Ann Bjelland in Faculty Compensation for review and approval. The PAF which replaces the SOSS will be available on the Faculty Compensation website very soon: med.stanford.edu/fiscalaffairs/faculty-compensation.html

Questions and comments should be directed to the appropriate OAA manager by population.

FASA Action Grid

Population	Appoint	Add'l Appt (joint/courtesy)	Reappoint / Rehire	Promote	Extension	FTE Change	Duties Change	Termination	Compensation Change Only
Professoriate	Out	FASA/FC	Out	Out	FASA	FASA/FC	NA	FASA/FC	Faculty Compensation Only
CE's	FASA/FC	FASA/FC	FASA/FC	FASA/FC	FASA/FC	FASA/FC	Out	FASA/FC	
Instructors	FASA/FC	FASA/FC	FASA/FC	FASA/FC	FASA/FC	FASA/FC	Out	FASA/FC	
CE (A)	FASA	NA	FASA	FASA	FASA	FASA	Out	FASA	NA
Instructor (A)	FASA	NA	FASA	FASA	FASA	FASA	Out	FASA	NA
Emeriti (paid)	FASA/FC	NA	FASA/FC	NA	NA	FASA/FC	Out	FASA/FC	Faculty Compensation Only
Emeriti (unpaid)	FASA	NA	FASA	NA	NA	FASA	Out	FASA	
Unpaid Short Term/OTT (Visiting Scholars, Visiting Faculty, Visiting Instructors, Adjunct Faculty, Lecturers, ACF)	FASA	FASA	FASA	FASA	FASA	FASA	NA	FASA	NA
Paid Short Term Faculty (Visiting Faculty, Adjunct Faculty, Lecturers)	FASA/FC	FASA/FC	FASA/FC	FASA/FC	FASA/FC	FASA/FC		FASA/FC	Faculty Compensation Only
Visiting Postdocs	Out	NA	Out	NA	Out	NA	NA	Out	NA

FASA = process via FASA, but FYI to Faculty Comp not needed
FASA/FC = process via FASA, Faculty Compensation FYI in FASA required
Out = process outside FASA
NA = not applicable

Professoriate

New Long Form Assembly in ByCommittee

All Professoriate actions will be launched in **ByCommittee** beginning **April 17, 2017** in the new University Long Form format. Effective April 17, FCAN information will not need to be sent to OAA to launch an action.

All work existing in the test sandbox will be wiped over the weekend before the launch on Monday, April 17. Please sign up for office hours with Claudia between now and the end of May if you need any help with regards to transitioning to the new system.

Questions and comments should be directed to Claudia Morgan.

Start Date Calculator

Please find on our [homepage](#) a helpful [start date calculator](#). We hope this will be useful in estimating possible start dates for new Professoriate members.

Questions and comments should be directed to Rebecca Robinson.

Managing Conflicts of Interest during a Professoriate Search

Please find on the [Faculty Searches page](#) a helpful document on [Managing Conflicts of Interest](#) during a search. This document is in line with the new Provost's thoughts on faculty searches.

Questions and comments should be directed to Audrey Yau and/or Rebecca Robinson.

Soliciting Trainees – New Guidance

Please find on the [New Long Form Page](#) a helpful document - [Trainee Solicitation Guidelines](#). This document summarizes the new policy and process for trainee grid approval.

Questions and comments should be directed to Audrey Yau and/or Rebecca Robinson.



PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT

March 14, 2017

OTHER APPOINTMENTS:

Kapiloff, Michael Associate Professor (Research) of
Ophthalmology, for the period July 10, 2017
through July 9, 2022

Other report items:

de la Zerda, Adam, Assistant Professor of Structural Biology, also reappointed Assistant Professor, by courtesy, of Electrical Engineering, for the period February 1, 2017 through July 31, 2017

Lazzeroni, Laura, Associate Professor (Research) of Psychiatry and Behavioral Sciences (General Psychiatry and Psychology – Adult), also appointed Associate Professor (Research), by courtesy, of Medicine (Cardiovascular Medicine), for the period January 1, 2017 through September 30, 2017

McElhinney, Doff, Professor of Cardiothoracic Surgery (Pediatric Cardiac Surgery), also appointed Professor (MCL) of Pediatrics (Cardiology), for the period February 1, 2017 through July 31, 2019

Pulendran, Bali, Professor of Pathology, also appointed Professor of Microbiology and Immunology, for the period November 1, 2016 through October 31, 2019



PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT

March 21, 2017

PROMOTIONS WITHOUT LIMIT OF TIME:

Greenleaf, William Associate Professor of Genetics and, by
courtesy, of Applied Physics, effective April 1,
2017

OTHER APPOINTMENTS:

Newman, Aaron Assistant Professor of Biomedical Data Science,
for the period August 1, 2017 through July 31,
2021

Other report items:

Rao, Jianghong, Professor of Radiology, also appointed Professor, by courtesy, of Chemistry, for the
period March 1, 2017 through December 31, 2019



MEDICAL CENTER PROFESSORIATE
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
APPROVED BY THE PRESIDENT
March 2017

APPOINTMENTS FOR A CONTINUING TERM:

Subak, Leslee L. Professor of Obstetrics and Gynecology at the
Stanford University Medical Center, effective May
1, 2017

PROMOTIONS FOR A CONTINUING TERM:

Stevenson, David A. Professor of Pediatrics at the Lucile Salter
Packard Children's Hospital, effective April 1,
2017

OTHER APPOINTMENTS:

Gisondi, Michael Associate Professor of Emergency Medicine at
the Stanford University Medical Center, for the
period May 1, 2017 through April 30, 2022

Myung, David Assistant Professor of Ophthalmology at the
Stanford University Medical Center, for the period
June 1, 2017 through May 31, 2021

Pallanti, Stefano Professor of Psychiatry and Behavioral Sciences
at the Stanford University Medical Center, for the
period July 1, 2017 through June 30, 2022

Strehlow, Matthew Associate Professor of Emergency Medicine at the Stanford University Medical Center, for the period May 1, 2017 through April 30, 2022

OTHER PROMOTIONS:

Horst, Kathleen Associate Professor of Radiation Oncology at the Stanford University Medical Center, for the period April 1, 2017 through March 31, 2022

Liedtke, Michaela Associate Professor of Medicine at the Stanford University Medical Center, for the period May 1, 2017 through April 30, 2022

Turakhia, Minang Associate Professor of Medicine at the Veterans Affairs Palo Alto Health Care System, for the period April 1, 2017 through March 31, 2022

OTHER REAPPOINTMENTS:

Elbers, Jorina Assistant Professor of Neurology and Neurological Sciences and, by courtesy, of Neurosurgery at the Lucile Salter Packard Children's Hospital, for the period March 1, 2017 through February 28, 2018

Merker, Jason Assistant Professor of Pathology at the Stanford University Medical Center, for the period July 1, 2017 through June 30, 2023

Wang, C. Jason Associate Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, for the period July 1, 2017 through June 30, 2022

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT

April 4, 2017

OTHER APPOINTMENTS:

Druckmann, Shaul Assistant Professor of Neurobiology, for the
period January 1, 2018 through December 30,
2021

Haroush, Keren Assistant Professor of Neurobiology, for the
period April 1, 2017 through March 31, 2021

OTHER PROMOTIONS:

Demirci, Utkan Professor of Radiology and, by courtesy, of
Electrical Engineering, effective April 1, 2017

Maecker, Holden Professor (Research) of Microbiology and
Immunology, for the period May 1, 2017 through
April 30, 2022