

**Official Communique
December 2017**

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OAA Staffing Updates

Audrey Yau has accepted an exciting new position as Educational Initiatives Program Director in the School of Earth, Energy & Environmental Sciences. This is not only a new position for her, but also a newly created one, and it is nicely aligned with Audrey's passion for education.

Audrey has said that her decision was made most difficult due to how much she values the relationships she has forged with her departmental colleagues. While we will miss her, I know we all wish her every success in her new position.

Audrey's last day in the School of Medicine will be December 31. We have begun our search for a new Academic Affairs Manager. We invite all interested applicants from within and outside the School.

We have appreciated your patience as we have been working to structure the staffing of OAA to best fit the needs of the School. In the upcoming days we will send information about coverage of Audrey's responsibilities until a new Academic Affairs Manager is in place. If you have any concerns or questions about how we are able to work with you through this transition, please do not hesitate to contact Claudia Morgan.

Upcoming: Winter Quarterly FAA Meeting

The Office of Academic Affairs would like to invite you to the Winter Quarterly FAA Meeting, which will be held on Thursday, January 18, 2018 from 9a-11:15a in LK130.

To RSVP, please go here <https://doodle.com/poll/c5cm5av6myqkz6uf>

This winter quarterly FAA meeting will feature invited speakers from the Provost's office, who will provide an overview of best practices in the Professoriate A&P process from the Advisory Board and Provost's perspectives. We will also be discussing retirement and recall, and key information FAAs should know about these cases. Please let me know if you have any additional suggestions for topics to be discussed at this or future FAA meetings and workshops.

Questions and comments can be directed to Claudia Morgan.

Revision to Interfolio Process

After six months of use, we now have much feedback from you on the things you like about Interfolio as well as the pain points. We have thought carefully about your feedback, and we believe that most (although not all) of the pain points can be alleviated by changes in the way we use the system in the School. These changes would be the following:

- Allowing all referee and trainee letters to be solicited outside the system and uploaded once you have received them
- Changing the process for internal reviews for reappointment and promotion such that the candidate does not upload any documents

We have also reported all of your feedback to Interfolio, and let them know how we were going to address the issues. There are a few additional needs you have expressed that would require Interfolio to provide enhancements, and we have reported them to Interfolio.

Effective immediately, you can begin soliciting referees and trainees outside the system as you were accustomed to doing before. If you have any questions about this, please do not hesitate to ask.

Changing the system such that internal candidates for reappointment or promotion do not upload their materials requires rebuilding the templates for these actions, which we will begin doing immediately. However, if you are planning to launch such an action before winter closure, please let Claudia know so that we can rebuild those templates first, allowing you to implement that change immediately as well.

We will also edit the draft user manual we sent out earlier this month to reflect these changes.

Thank you for your feedback as we continue to work on these processes. Additional questions and comments can be directed to Claudia Morgan.

Website and Document Updates

- Revised trainee solicitation letter! In response to your suggestions, we have received approval from the Provost's office to change the wording of the trainee solicitation letter. The purpose of the revision is to make it clear that a written response is the preferred option, and that a confidential conversation is an alternative if there is a

compelling reason for it. Effective immediately, please use the [revised trainee solicitation letter](#) which we hope will better suit your needs.

- [Revised referee solicitation letters](#)! In response to your feedback, we have revised our Interfolio process to allow you to make all referee and trainee solicitations outside the Interfolio system. The solicitation letter templates have now been revised to reflect this.
- Please reference the updated [Professoriate Long Form page](#) for guides to the sections of the long form as well as useful documentation such as timelines, samples, and detailed criteria specific to proposed faculty actions.
- Please reference the updated [transmittal memo guidelines](#), which incorporates new information from the Provost's office
- The [Communique](#) page has been updated to reflect new presidential approvals lists.

Questions and comments can be directed to Claudia Morgan.

Adjunct Clinical Faculty Updates

Updated checklists and transmittal memo template are available at <http://med.stanford.edu/academicaffairs/other/acf.html>. The School of Medicine ACF A&P Committee requires that the transmittal memo include a detailed description justifying the appointment/reappointment/promotion. Submitting incomplete files for OAA review prolongs our response time for all submissions. Therefore, incomplete files will be returned for further work.

Files should include a copy of the California professional license to practice form found at <https://search.dca.ca.gov>.

Questions and comments can be directed to Lisa Joo.

Revised CE Documents

In response to your questions and feedback, the following items have been updated on the OAA Clinician Educator webpage to clarify guidelines and reflect recent changes in evidentiary requirements (such as dropping the requirement for letters for reappointments) and revisions in submission deadlines from 60 days down to 45 days (ex. FTE changes and extensions).

Checklists- please remember that we cannot review incomplete packages; this prolongs OAA response times for all submissions. If incomplete, packages will be returned to originators and date submitted in FASA will be reset. If an item in the checklist does not apply to this package, please explain in the public comments in the FASA transaction.

[Guidelines for CE actions](#)

[Candidate's Statement guidelines](#)

Questions and comments can be directed to Jessica Salas-Mendonça and Ashley Klein.

Reminder: Tips for FASA

As a helpful reminder, please see the list below of tips to remember for FASA when submitting **Clinician Educator And Instructor** appointments:

- Use Clinician Educator / Adjunct Clinical Faculty / Instructor form in FASA when submitting actions
- New CE checklists are on our [website](#) that need to be attached to the file uploaded in FASA
- You do not need to add a faculty sponsor approval for CE and Instructor actions
- When you download edited offer letters from FASA, the signed version should be sent via **email** to OAA and Faculty Compensation
- Please send all actions to your correct population manager. You can find this table on our [website](#).

Questions and comments can be directed to Jessica Salas-Mendonça and Ashley Klein.

Visiting Scholar and UNPAID Visiting Faculty Terminations (AST/OTS)

Please make sure you submit a FASA termination for Visiting Scholar and unpaid Visiting Faculty (AST/OTS) appointments that are ending **EARLY**. This includes resignations and early terminations (by department). The security attestation form is **NOT** required for Visiting Scholar and unpaid Visiting Faculty FASA terminations. All we need is a written notice attached to the termination transaction with the new end date. **NO FASA TRANSACTION NEEDED FOR APPOINTMENTS ENDING ON THE SCHEDULED END DATE**

- Resignation: Please attach documentation of the resignation notice from the Visiting Scholar to the department (email or letter).
- Department Termination: If the department decides to terminate a Visiting Scholar appointment early, then we ask that the department give the Visiting Scholar a 30-day written notice signed by the department chair (letter).

Questions and comments should be directed to Alexandra Obaya and Claudia Morgan.

PAID Visiting Faculty Terminations (AST/OTS)

Please make sure you submit a FASA termination for all PAID Visiting Faculty appointments (AST/OTS). This is particularly important information for Faculty Compensation. This includes appointments that are ending, resignations and early terminations (by department). The security attestation form is required for all paid appointments.

- This is required for Visiting Instructors with salary, Visiting Assistant Professors with salary, Visiting Associate Professors with salary, Visiting Professors with salary, Adjunct Faculty with salary, Lecturers with salary and Senior Lecturers with salary.

- Appointment Ending: Please attach the security attestation form.
- Resignation: Please attach a copy of the resignation notice from the Visitor to the department and the security attestation form.
- Department Termination: Please attach a copy of the termination letter along with the security attestation form.

Questions and comments should be directed to Alexandra Obaya and Claudia Morgan.

Credentialing Process

Medical Staff Services and Credentialing has informed OAA of their process and we would like to share the following to ensure your faculty are granted their privileges as soon as possible. When a department submits a new application, credentialing starts to work on it right away. The faculty's application is reviewed at credentialing's meetings regardless of whether the appointment has been reviewed/approved by OAA. Once the application is reviewed at the credentialing meeting, if approved, faculty are set up as members but need to wait for OAA approval to get the green light for privileges—which normally takes 1-3 days. Medical Staff Services and Credentialing started this process to avoid delaying credentialing due to waiting for academic approval. If your department is waiting to submit credentialing packets until academic approval, this is not necessary; please submit as soon as you have the necessary credentialing information to avoid a delay.