

**Official Communique  
January 2017**

**New University Long Form – Schedule Update**  
**FASA – For All CE, Instructor, and Other Teaching Title/Short Term Faculty Actions**  
**Changes in the Provost’s Office**  
**Updating Department Staff Lists with OAA**  
**Updated Offer Letter Templates for Clinician Educators and Instructors**  
**Reminder: Regarding Professoriate Search Initiation Requests**  
**Reminder: Regarding File Submission Deadlines for CEs**  
**Reminder: New Checklists – Clinician Educator, All Actions**  
**Request for Department materials**  
**Presidential Approval Lists for the Professoriate**

**New University Long Form – Schedule Update**

The anticipated start date for the transition to the new long form for all departments in the School of Medicine has been delayed; we are currently aiming for a start date of March 1, 2017. The School of Medicine has contracted with Interfolio, Inc. to use their platform ByCommittee. This will support the file assembly and review process at the department and school level. Please look for updates regarding system availability and training soon. In the mean time, FAST|FAC continues to be the platform for Professoriate appointments, reappointments and promotions.

Questions and comments should be directed to Claudia Morgan.

**FASA - For All CE, Instructor, and Other Teaching Title/Short Term Faculty Actions**

To prepare for the roll-out of the next phase of FASA, we held three demo/training sessions earlier this week for department faculty affairs administrators. We had great participation and want to thank all that attended. The School of Medicine will be going live with this next phase of FASA on February 1, 2017.

Starting February 1, all actions for the following titles must be submitted via FASA (**not** emailed to OAA):

- Clinician Educators
- Clinician Educator (Affiliated)
- Adjunct Faculty
- Adjunct Clinical Faculty

- Instructors
- Lecturers
- Visiting Faculty
- Visiting Instructors
- Visiting Postdoctoral Scholars
- Visiting Scholars.

In addition, **you do not need to fill out the application form** (“green form”, CE/Instructor appointment form, visiting scholar appointment form). Entering the action into FASA takes the place of the application form. Please bear with us while we update our checklists and instructions.

FASA job aids are available on the [FASA webpage](#).

Questions and comments should be directed to Jessica Salas-Mendonca, Yogesh Vazirani, and Ashley Klein.

### **Changes in the Provost’s Office**

As of February 1, 2017, Dr. Persis Drell will assume the role of Provost of Stanford University, serving as the University’s new chief academic officer and chief budgetary officer. In addition, Megan Pierson (senior associate provost and senior university counsel since 2006) will be leaving the Provost’s Office to serve as Chief of Staff to President Marc Tessier-Lavigne. We wish Megan all the best in her new role and thank her for her endless good counsel and assistance.

It is possible that these significant personnel changes could introduce some delays in consideration of long forms, requests for waivers of national search, and requests for exception to policy.

We encourage all department FAAs and DFAs to communicate with departmental leadership about this impending transition.

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

### **Updating Department staff lists with OAA**

In an effort to maintain updated department staffing lists and rosters centrally, we are requesting that all departments provide OAA with an updated contact list bi-annually. We are asking in February (and we will ask again in September) for a current list to include the following: Department Chair, Division/Section Chiefs, Division Managers, DFAs, and FAAs (please include divisional FAAs as well). Please provide this information by email or in a word/excel document to Audrey Yau by **February 15**.

## **Updated Offer Letter Templates for Clinician Educators and Instructors**

Updated Offer Letter templates are available on the OAA website for CE's and Instructors. Please use these templates effective immediately. A number of changes were made reflecting updated links and language. The new templates are available at:  
<http://med.stanford.edu/academicaffairs/administrators/letters.html>

## **Reminder: Regarding Professoriate Search Initiation Requests**

All Professoriate Search Initiation Requests should now be sent to Ashley Klein. Please also cc Lisa Joo, Rebecca Robinson, and Audrey Yau on these emails.

## **Reminder: Regarding File Submission Deadlines for CEs**

This is a friendly reminder that files submitted for OAA review for the CE line (including appointments, reappointments, promotions, extensions, and FTE changes) need 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. This information can also be found on the [Clinician Educator home page](#). Files submitted after this deadline will not be guaranteed the requested start date. Due to the increasing volume of late submissions and exceptions requested, OAA has been forced to strictly follow the above guidelines for submission. Please adhere to the 45 or 60 day deadline.

Questions and comments should be directed to Jessica Salas-Mendonca and Ashley Klein.

## **Reminder: New Checklists: Clinician Educators, All Actions**

As part of our process improvement efforts, we have created checklists for all actions for Clinician Educators. **If any item on the checklist is not included, please include an explanation in the submission email.**

Example: If the check boxes for Faculty Compensation are not checked, please explain why. Have the financials not been sent? Are they not required?

The checklists are available on the [Clinician Educator home page](#). We welcome your comments and feedback on these new items.

Please submit these checklists as part of all Clinician Educator actions effective immediately.

Questions should be directed to Rebecca Robinson, Jessica Salas-Mendonca, or Ashley Klein.

### **Request for Department materials**

If you have any materials that you use to help you in streamlining your workflow, processing faculty affairs materials, tracking faculty actions, submitting requests, and completing files, we invite you to share these with the Office of Academic Affairs. We would like to use them as models to develop useful resources for the entire school. Please share anything that you have that applies to any population that OAA handles, including the Professoriate, CE's, Instructors, Visiting Scholars and Visiting Faculty, Adjunct Faculty, and the ACF.

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

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MEDICAL CENTER PROFESSORIATE  
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS  
APPROVED BY THE PRESIDENT  
October 2016

**PROMOTIONS FOR A CONTINUING TERM:**

Chang, Kay                                      Professor of Otolaryngology – Head and Neck  
Surgery at the Stanford University Medical  
Center, effective November 1, 2016

Mahadevan, Swaminatha                      Professor of Emergency Medicine at the Stanford  
University Medical Center, effective December 1,  
2016

**REAPPOINTMENT FOR A CONTINUING TERM:**

Jaradeh, Safwan                                      Professor of Neurology and Neurological  
Sciences and, by courtesy, of Psychiatry and  
Behavioral Sciences at the Stanford University  
Medical Center, effective December 1, 2016

**OTHER APPOINTMENTS:**

Djallian, Ali    Associate Professor of Neurology and  
Ophthalmology at the Veterans Affairs Palo Alto  
Health Care System, for the period May 1, 2017  
through April 30, 2022

Hiniker, Susan Assistant Professor of Radiation Oncology at the Stanford University Medical Center, for the period October 1, 2016 through September 30, 2020

Hood, Korey Professor of Pediatrics and of Psychiatry and Behavioral Sciences at the Lucile Salter Packard Children's Hospital, for the period November 1, 2016 through October 31, 2021

Moss, Heather Assistant Professor of Ophthalmology at the Stanford University Medical Center, for the period November 1, 2016 through October 31, 2020

Sun, Yang Associate Professor of Ophthalmology at the Stanford University Medical Center, for the period February 1, 2017 through January 31, 2022

**OTHER PROMOTIONS:**

Leppert, John Associate Professor of Urology at the Veterans Affairs Palo Alto Health Care System, for the period November 1, 2016 through October 31, 2021

Profit, Joachen Associate Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, for the period December 1, 2016 through November 30, 2021

Weng, Wen-Kai Associate Professor of Medicine at the Stanford University Medical Center, for the period December 1, 2016 through November 30, 2021

**OTHER REAPPOINTMENTS:**

Tharin, Suzaane

Assistant Professor of Neurosurgery at the  
Stanford University Medical Center, for the period  
March 1, 2017 through February 28, 2023

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS  
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT  
December 6, 2016

**OTHER PROMOTIONS:**

Sidow, Arend

Professor of Pathology and of Genetics, effective  
December 1, 2016

Tang, Hua

Professor of Genetics and, by courtesy, of  
Statistics, effective December 1, 2016

**OTHER REAPPOINTMENTS:**

Huffman, Lynne C.

Associate Professor (Teaching) of Pediatrics and,  
by courtesy, of Psychiatry and Behavioral  
Sciences, for the period May 1, 2017 through  
April 30, 2022

STANFORD  
UNIVERSITY





Economic Policy Research, for the period November 1, 2016 through October 31, 2021

Dror, Ron, Associate Professor of Computer Science and, by courtesy, of Molecular and Cellular Physiology, also appointed Associate Professor, by courtesy, of Structural Biology, for the period December 1, 2015 through March 11, 2019

Halpern-Felsher, Bonnie, Professor (Research) of Pediatrics, also appointed Professor (Research), by courtesy, of Health Research and Policy, for the period October 1, 2016 through March 31, 2019

Huberman, Andrew, Associate Professor of Neurobiology, also appointed Associate Professor of Ophthalmology, for the period April 1, 2016 through March 31, 2021

Leonard, Mary, Professor of Pediatrics and of Medicine, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through September 30, 2021

Luby, Stephen, Professor of Medicine and Senior Fellow at the Woods Institute and at the Freeman Spogli Institute for International Studies, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through September 30, 2021

Mercola, Mark, Professor of Medicine, change in percent time employment from 100% to 85%, for the period September 1, 2016 through November 30, 2016

Palanker, Daniel, Professor of Ophthalmology, also reappointed Professor, by courtesy, of Electrical Engineering, for the period September 1, 2016 through August 31, 2019

Plevritis, Sylvia, Professor of Radiology and, by courtesy, of Management Science and Engineering, also appointed Professor, by courtesy, of Biomedical Data Science, for the period May 1, 2016 through April 30, 2019

Schroeder, John, Professor (Clinical) of Medicine, change in percent time employment from 100% to 75%, effective September 1, 2016

Shah, Nirao, Professor of Psychiatry and Behavioral Sciences, also appointed Professor of Neurobiology, effective September 1, 2016

Shaw, Gary, Professor of Pediatrics, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through September 30, 2021

Skotheim, Jan, Associate Professor of Biology, also appointed Associate Professor, by courtesy, of Chemical and Systems Biology, for the period September 1, 2016 through August 31, 2019

Studdert, David, Professor of Medicine and of Law, change in percent time effort from 75% in Medicine and 25% in Law to 50% in Medicine and 50% in Law, effective March 1, 2016

Wall, Dennis, Associate Professor of Pediatrics and of Biomedical Data Science and, by courtesy, of Psychiatry and Behavioral Sciences, change in Biomedical Data Sciences end date to April 30, 2018 [correction]

Zou, Hames, Assistant Professor of Biomedical Data Science and, by courtesy, of Computer Science, also appointed Assistant Professor, by courtesy, of Electrical Engineering, for the period September 1, 2016 through August 30, 2020



MEDICAL CENTER PROFESSORIATE  
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS  
APPROVED BY THE PRESIDENT  
November-December 2016

**APPOINTMENTS FOR A CONTINUING TERM:**

Nguyen, Quan Dong                      Professor of Ophthalmology at the Stanford  
University Medical Center, effective February 1,  
2017

**PROMOTIONS FOR A CONTINUING TERM:**

Brown, Janice (Wes)                      Professor of Medicine at the Stanford University  
Medical Center, effective January 1, 2017

Cowan, Tina                                  Professor of Pathology at the Stanford University  
Medical Center, effective January 1, 2017

Doufas, Anthony                          Professor of Anesthesiology, Perioperative and  
Pain Medicine at the Stanford University Medical  
Center, effective December 1, 2016

Jeng, Michael                                Professor of Pediatrics at the Lucile Salter  
Packard Children's Hospital, effective January 1,  
2017

**OTHER APPOINTMENTS:**

Beadle, Beth                                  Associate Professor of Radiation Oncology at the  
Stanford University Medical Center, for the period  
January 1, 2017 through December 31, 2021

Davis, Kara	Assistant Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, for the period January 1, 2017 through December 31, 2020
Do, Diana	Professor of Ophthalmology at the Stanford University Medical Center, for the period January 1, 2017 through December 31, 2021
Frick, Steven	Professor of Orthopaedic Surgery at the Stanford University Medical Center, for the period December 1, 2016 through November 30, 2021
McGovern, Mark	Professor of Psychiatry and Behavioral Sciences at the Stanford University Medical Center, for the period January 30, 2017 through January 29, 2022
Sarin, Kavita	Assistant Professor of Dermatology at the Stanford University Medical Center, for the period January 1, 2017 through December 31, 2020
Shah, Jay	Associate Professor of Urology at the Stanford University Medical Center, for the period January 1, 2017 through December 31, 2021
<b>OTHER PROMOTIONS:</b>	
Dhillon, Gundeep	Associate Professor of Medicine at the Stanford University Medical Center, for the period January 1, 2017 through December 31, 2021
Weiser, Thomas	Associate Professor of Surgery at the Stanford University Medical Center, for the period March 1, 2017 through February 28, 2022

Yeom, Kristen W.

Associate Professor of Radiology at the Stanford University Medical Center, for the period January 1, 2017 through December 31, 2021

**Other Report Items:**

Ashley, Euan, Associate Professor of Medicine and of Genetics and, by courtesy, of Pathology at the Stanford University Medical Center, also appointed Associate Professor of Biomedical Data Science, for the period May 1, 2016 through August 31, 2018

Aye, Tandy, Associate Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, also appointed Associate Professor, by courtesy, of Psychiatry and Behavioral Sciences, for the period August 1, 2016 through July 31, 2021

Bachrach, Laura, Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, change in percent time employment from 20% to 100%, effective July 1, 2016 for a continuing term

Blumenthal, Paul, Professor of Obstetrics and Gynecology at the Stanford University Medical Center, change in percent time employment from 100% to 80%, for the period January 1, 2017 through December 31, 2018

Djalilian, Aji, Associate Professor of Ophthalmology at the Veterans Affairs Palo Alto Health Care System, change in appointment start date from March 1, 2017 to May 1, 2017 and in appointment end date from February 28, 2022 to April 30, 2022

LaBeaud, Angelie, Associate Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, also appointed Associate Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through September 30, 2019

Mruthyunjaya, Prithvi, Associate Professor of Ophthalmology at the Stanford University Medical Center, change in start date from September 1, 2016 to October 1, 2016 and in appointment end date from August 31, 2021 to September 30, 2021

Ratliff, John, Associate Professor of Neurosurgery at the Stanford University Medical Center, also appointed Associate Professor, by courtesy, of Orthopaedic Surgery, for the period November 1, 2016 through March 31, 2017

Sanders, Lee, Associate Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, also appointed Associate Professor of Medicine, for the period July 1, 2016 through May 31, 2017

Sun, Eric, Assistant Professor of Anesthesiology, Perioperative and Pain Medicine at the Stanford University Medical Center, also appointed Assistant Professor, by courtesy, of Health Research and Policy, for the period November 1, 2016 through August 31, 2020

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS  
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT  
January 17, 2017

**APPOINTMENTS WITH TENURE:**

Skiniotis, Georgios                      Professor of Molecular & Cellular Physiology  
and of Structural Biology effective June 1, 2017

**OTHER APPOINTMENTS:**

Kaltschmidt, Julie                      Associate Professor of Neurosurgery for the  
period April 1, 2017 through March 31, 2021

James, Michelle

Assistant Professor of Neurosurgery, for the period March 1, 2017 through Feb, 28, 2021

**OTHER PROMOTIONS:**

Desai, Manisha

Professor (Research) of Medicine (Biomedical Informatics Research), and of Biomedical Data Science, and, by courtesy of Health Research & Policy for the period February 1, 2017 through January 31, 2022