Official Communique
June 2017

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OAA Staffing Updates

- **Sharon Freiberg** is currently away on an extended leave.
  - Effective June 19, 2017, new deadlines for all "other teaching title" actions:
    - 45 days for actions without visas
    - 75 days (45 + 30 for Bechtel review) for actions including J-1 visa requests
    We plan to reinstate the former 30/60 day deadlines once OAA staff is back to full strength.
  - Visiting Scholar "submission to OAA" date is the date that the faculty sponsor approves the action, **not** the date that you submit the action to the faculty sponsor for approval. (OAA does not have access to these actions until the sponsor approves them.)
  - Please submit all actions as follows:
    - Visiting Scholars   Alex Obaya
    - Other Visiting Faculty and Short-term Faculty   Claudia Morgan

- We are delighted that **Lisa Joo** will be returning to OAA June 16.
  - Please continue to send ACF actions to both Lisa Joo and Claudia Morgan for the time being.

- **Rebecca Robinson** will be leaving after 14 years of dedicated and outstanding service to OAA. We are very sad to see her go, but we are so excited for her as she begins a new role in the Department of Pediatrics as CPQCC (California Perinatal Quality Care Collaborative) Administrative Director. Rebecca's last day in OAA will be July 7.
  - Please cc Audrey Yau on all Professoriate actions and requests effectively immediately. Effective July 6, please submit all Professoriate actions and requests to Audrey Yau.

Questions should be directed to Claudia Morgan.

FASA Performance Update

As you know, OAA is discussing with the Provost's Office the ongoing performance issues SoM has been experiencing with the FASA system. The Provost's Office has been conducting performance and load testing of the system. They plan to make some updates to the FASA system at the end of June, which we hope will improve the system's performance. We will continue to work with the University. Please let Yogesh Vaziani know of any performance issues you continue to experience, so we can ensure the University is aware of these issues.

Questions should be directed to Yogesh Vazirani.

Reminder: 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 additional questions.

Visiting Scholars Funding Minimum Requirement

Visiting Scholars must show proof of funding in the amount at least equal to the current first-year postdoctoral stipend, which is updated every year on October 1. Your Visiting Scholars must be able to show the correct amount depending on the time span of their appointment; that is, if the appointment starts or continues on or after October 1, 2017, the new amount must be matched.

- $51,600/year or $4300/month starting October 1, 2016

- $53,406/year or $4451/month starting October 1, 2017

Acceptable proof of funding: letter from employer, scholarship committee, bank, or funding agency; bank statement.

Unacceptable: J-1 Funding Attestation Form, letter/email from candidate.

Please contact Alex Obaya with questions.

Best Practices for Visiting Appointments

Please review the following best practices regarding Visiting appointments. We hope these guidelines will help reduce the back and forths required in reviews of these actions.

- Faculty Sponsor must be a member of Professoriate.   .
- Select *Med School Visiting Scholar/Faculty/Lecturer* as the Stanford Classification for all Visa submissions.
- All FASA transactions for **NON-paid** visiting actions MUST have an Employee ID added before sending to OAA for review (paid actions may proceed without empl ID if there isn't a historical empl ID). We will return the action if this information is missing.
- All Visiting Postdoctoral Scholars should be submitted via email. (Also need an empl ID created through this link.
- Proof of Funding must be translated into USD.

Changed July 2017

SU-18A Requirement

The SU-18A is an intellectual property agreement that visitors are required to sign if they plan to participate or intend to participate in research at Stanford or make more than incidental use of Stanford facilities and resources. This does not apply to non-employees who are here exclusively in a classroom teaching or clinical role. The SU-18A addresses potential IP ownership conflicts by specifying that ownership of inventions and other intellectual property conceived or developed by a visitor is shared between Stanford and the visitor, or the visitor's employer, as applicable.

Departments are responsible for ensuring the patent and copyright agreements are signed.

When completing the SU-18A online, the visitor is asked to provide department contact information (name, email, department name). Please provide the contact information for whoever administers SU-18As and visiting appointments in your department to the visitor so they can accurately input this information – an email is sent to this contact confirming completion of the agreement.

The SU-18A database can be searched – by individual name – to confirm if an individual has signed the agreement at http://otlportal.stanford.edu/viewsu18a.

Exporting historical referee information from FastFac

We are working with IRT to explore the ability to extract Referee Grid data from FASTFAC before it is decommissioned. If your department is interested in receiving a copy of your referee data then please submit a request to Yogesh Vazirani.

Introducing Tutorials

In an effort to provide better training materials, we are working on short 5 minute tutorials on select topics for FAAs. Please review our first effort (a brief tutorial on reporting from Qualtrics) on our website here (titled "Qualtrics Tutorial").

Please provide Audrey Yau with feedback on this tutorial, as well as suggestions for future tutorials.

Updated ACF Letter of Invitation

Effectively immediately, please use the updated Letter of Invitation for Adjunct Clinical Faculty. Several outdated links and language have been updated.

Background Checks – Who's In, Who's Out?

The School of Medicine follows the Stanford University policies on background checks (found here). Here is a condensed version:

Need Background Check (only paid individuals in these categories)
- Visiting Instructors
- Adjunct Faculty
- Adjunct Lecturers
- Instructors with no clinical duties

Do Not Need Background Check:
- Non-employee affiliates
- Visiting Scholars
- Visiting Faculty
- CE's (checked through the Medical Staff Office at their hospital)
- Professoriate (checked through the Medical Staff Office at their hospital)
- Adjunct Clinical Faculty (checked through the Medical Staff Office at their hospital)
- Instructors with clinical duties (checked through the Medical Staff Office at their hospital)

New Faculty Benefits Orientation

This year, the University HR Service Team will host the New Faculty Benefits Orientation. The purpose of this presentation is to welcome new faculty and provide an overview of Stanford's health, life and retirement savings plan benefits.

There will be (two) in-person presentations held at Redwood Hall and one online presentation via Zoom.

In Person	Participate online via Zoom
Wednesday, August 16 (10 a.m. to Noon) **Thursday, September 7** (10 a.m. to Noon) **Registration required** Contact: Gary Sharp Email: gnsharp@stanford.edu Phone: (650) 736-1495 *Both sessions will be held in Redwood Hall, Room G19*	**Wednesday, September 6** (1 p.m. – 3 p.m.) **No registration required** See page 2 for Zoom login instructions

Keep in mind, the New Faculty Benefits Orientation is designed *specifically for faculty*. Other academic staff, including lecturers, should attend the Welcome Center orientation held on Mondays. For assistance with enrolling academic or other teaching staff into the Welcome Center, please send an email to: welcome-to-stanford@stanford.edu.

If you have any questions about the orientation, feel free to contact James Jezyk (Team Lead, University HR Service Team 650.725.8157)

Logging into Zoom
Option #1
1. Cut and paste the following url in the search engine bar
   https://stanford.zoom.us/j/228472907
2. Click the *Open link* button
3. Choose audio option: *Phone Call* or *Dial Me*
4. Press # to continue and join meeting

Option #2
1. Launch Zoom application
2. Click *Join*
3. Enter meeting id number: 228 472 907
4. Click *Turn off my Video*
5. Click *Join*
6. Choose audio option: *Phone Call* or *Dial Me*
7. Press # to continue and join meeting.

Note:

First-time Zoom users: Allow *extra time* to log into meeting <u>prior</u> to start time. You may be prompted to download Zoom software to allow you to log into the meeting.

For assistance

Contact:
Gary Sharp
gnsharp@stanford.edu
(650) 736-1495

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
May 16, 2017

PROMOTIONS WITHOUT LIMIT OF TIME:

Daldrup-Link, Heike   Professor of Radiology, effective June 1, 2017

Yang, Fan   Associate Professor of Orthopaedic Surgery and
                                       of Bioengineering, effective June 1, 2017

OTHER PROMOTIONS:

Gitler, Aaron   Professor of Genetics, effective June 1, 2017

OTHER REAPPOINTMENTS:

Brandman, Onn   Assistant Professor of Biochemistry, for the period
                                       September 1, 2017 through August 31, 2020

Pasca, Sergiu   Assistant Professor of Psychiatry and Behavioral
                                       Sciences, for the period June 1, 2017 through
                                       April 30, 2019

Yang, Fan   Assistant Professor of Orthopaedic Surgery and of
                             Bioengineering, for the period May 1, 2017
                             through October 31, 2017

Other Report Items:

Bustamante, Carlos, Professor of Biomedical Data Science and of Genetics, also appointed Professor, by courtesy, of Biology, for the period March 1, 2017 through February 29, 2020

Chiu, Wah, Professor of Photon Science at Stanford National Accelerator Laboratory, of Bioengineering and of Microbiology and Immunology, change in appointment start date from February 1, 2017 to July 1, 2017

Chen, James, Professor of Chemical and Systems Biology and of Developmental Biology, also appointed Professor, by courtesy, of Chemistry, for the period September 1, 2016 through August 31, 2019

Dunn, James, Professor of Surgery at the Lucile Salter Packard Children's Hospital, also appointed Professor, by courtesy, of Bioengineering, for the period April 1, 2017 through March 31, 2020

Frydman, Judith, Professor of Biology, also reappointed Professor of Genetics, for the period April 1, 2017 through March 31, 2022

Gentles, Andrew, Assistant Professor (Research) of Medicine, also appointed Assistant Professor (Research), by courtesy, of Biomedical Data Service, for the period March 31, 2017 through February 28, 2019

Graves, Edward, Associate Professor of Radiation Oncology, also appointed Associate Professor, by courtesy, of Radiology, for the period May 1, 2017 through April 30, 2022

Ioannidis, John, C. F. Rehnborg Professor in Disease Prevention in the School of Medicine and Professor of Health Research and Policy, also appointed Professor, by courtesy, of Statistics and of Biomedical Data Science, for the period March 1, 2017 through February 28, 2019

Klein, Teri, Professor (Research) of Biomedical Data Science, also appointed Professor (Research) of Medicine (BMIR), for the period March 1, 2017 through February 27, 2022

Skiniotis, Georgios, Professor of Molecular and Cellular Physiology and of Structural Biology, change in appointment start date from June 1, 2017 to March 1, 2017

Tass, Peter, Professor of Neurosurgery, change in appointment start date from March 1, 2017 to March 17, 2017

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
May 30, 2017

PROMOTIONS WITHOUT LIMIT OF TIME:

Assimes, Themistocles   Associate Professor of Medicine, effective June 1, 2017