

**Official Communique
March 2017**

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Training: New Long Form Assembly in ByCommittee

As you have heard, we will transition to the University's new long form using Interfolio's ByCommittee software very soon (tentative April 15 roll out).

There will be two training sessions for FAA's on **Monday, March 13 at 1651 Page Mill Road** in the seminar room (0500):

- 9:00am – 11:30am ([register here](#))
- 1:00pm – 3:30pm ([register here](#))

A representative from Interfolio will lead the training sessions. The first hour will be a review of the software, followed by a working session in which you can get one-on-one help.

Please bring a computer so that we can work with you to be sure everything is set up correctly. **THESE ARE THE ONLY ON CAMPUS TRAINING SESSIONS FOR DEPARTMENT ADMINISTRATORS.** We **strongly** encourage you to attend.

Questions and comments should be directed to Claudia Morgan.

Spring Quarterly FAA Meeting

Please save **Tuesday, March 7, 9:30-11:30 am** for the Spring Quarterly FAA meeting.

This quarterly FAA meeting will be focused on preparing for the late spring and summer volume OAA anticipates. We also will present a brief overview of recent OAA Process Improvement efforts, and if time allows, a bird's eye view of the Professoriate Appeals process.

Please see the [tentative meeting agenda](#) on the [FAA workshops page](#).

Questions and comments should be directed to Audrey Yau.

FASA approver in the School of Humanities and Sciences

For all FASA actions for faculty with appointments (primary, joint, or courtesies) in the School of Humanities & Sciences (H&S) please include **Sue Martin** as the H&S approver.

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

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

As of 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 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](#). Also, please note that for the CE population, there are new [CE checklists](#) that need to be attached to FASA actions.

Questions and comments should be directed to Yogesh Vazirani and Ashley Klein.

Reminder: 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 as soon as possible if you have not done so already.

Reminder: 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>

Department of Medicine seeking Faculty Affairs Administrator 1

The Department of Medicine is seeking a new member to join their Academic Affairs team. The position would be for a Faculty Affairs Administrator 1 (Job Id # 73998). Please find a full description and more information at
<http://stanfordcareers.stanford.edu/>.

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MEDICAL CENTER PROFESSORiate
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
APPROVED BY THE PRESIDENT
January 2017

OTHER APPOINTMENTS:

Capasso, Robson Associate Professor of Otolaryngology – Head
and Neck Surgery at the Stanford University
Medical Center, for the period February 1, 2017
through January 31, 2022

Lui, Natalie Assistant Professor of Cardiothoracic Surgery at
the Stanford University Medical Center, for the
period February 1, 2017 through January 31,
2021

OTHER PROMOTIONS:

Poston, Kathleen L. Associate Professor of Neurology and
Neurological Sciences and, by courtesy, of
Neurosurgery, at the Stanford University Medical
Center, for the period February 1, 2017 through
January 31, 2022

Staudenmayer, Kristan Associate Professor of Surgery at the Stanford
University Medical Center, for the period
February 1, 2017 through January 31, 2022

OTHER REAPPOINTMENTS:

Pao, Alan C. Assistant Professor of Medicine and, by courtesy, of Urology, at the Veterans Affairs Palo Alto Health Care System, for the period August 1, 2017 through July 31, 2023

Pinto, Harlan Associate Professor of Medicine and, by courtesy, of Otolaryngology – Head and Neck Surgery at the Veterans Affairs Palo Alto Health Care System, for the period March 1, 2017 through February 29, 2020

Sanders, Lee Associate Professor of Pediatrics at the Lucile Salter Packard Children’s Hospital, for the period June 1, 2017 through May 31, 2022

Other Report Items:

Mora-Mangano, Christina, Professor of Anesthesiology, Perioperative and Pain Medicine at the Stanford University Medical Center, change in percent time employment from 70% to 90%, effective March 1, 2017 for a continuing term

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OTHER REAPPOINTMENTS:

Chin, Frederick Assistant Professor (Research) of Radiology, for the period February 1, 2017 through January 31, 2020

Hitchins, Megan Associate Professor of Medicine, for the period July 1, 2017 through June 30, 2020

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MEDICAL CENTER PROFESSORiate
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
APPROVED BY THE PRESIDENT
February 2017

PROMOTIONS FOR A CONTINUING TERM:

Chang, Daniel Professor of Radiation Oncology, effective March 1, 2017

Liang, David Professor of Medicine at the Stanford University Medical Center, effective March 1, 2017

Lighthall, Geoffrey Professor of Anesthesiology, Perioperative and Pain Medicine at the Veterans Affairs Palo Alto Health Care System, effective March 1, 2017

OTHER APPOINTMENTS:

Ahmad, Iram Assistant Professor of Otolaryngology – Head and Neck Surgery at the Stanford University Medical Center, for the period September 1, 2017 through August 31, 2021

Periyakoil, Vvjeyanthi Assistant Professor of Medicine at the Stanford University Medical Center, for the period March 1, 2017 through February 28, 2022

Priest, James Assistant Professor of Pediatrics at the Lucile Salter Packard Children’s Hospital, for the period March 1, 2017 through February 28, 2021

Schachar, Ira Assistant Professor of Ophthalmology at the Stanford University Medical Center, for the period March 1, 2017 through February 28, 2021

OTHER PROMOTIONS:

Park, Kun Associate Professor of Pediatrics at the Lucile Salter Packard Children’s Hospital, for the period March 1, 2017 through February 28, 2022

OTHER REAPPOINTMENTS:

Yang, Phillip Associate Professor of Medicine at the Stanford University Medical Center, for the period April 1, 2017 through September 30, 2017

Other Report Items:

Leppert, John, Associate Professor of Urology at the Veterans Affairs Palo Alto Health Care System, also appointed Associate Professor, by courtesy, of Medicine, for the period January 1, 2017 through October 31, 2021

Nieman, Koen, Associate Professor of Medicine and of Pathology at the Stanford University Medical Center, change in appointment start date from October 1, 2016 to April 1, 2017 and in appointment end date from September 30, 2021 to March 31, 2022

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
February 14, 2017

APPOINTMENTS WITH TENURE:

Tass, Peter Professor of Neurosurgery, effective March 1,
2017

OTHER APPOINTMENTS:

Klein, Teri Professor (Research) of Biomedical Data
Science, for the period March 1, 2017 through
February 28, 2022

OTHER REAPPOINTMENTS:

Mustapha, Mirna Assistant Professor of Otolaryngology – Head
and Neck Surgery, for the period February 1,
2018 through January 31, 2019

Wang, Kevin

Assistant Professor of Dermatology, for the period October 1, 2017 through September 30, 2018

Other Report Items:

Bollyky, Paul, Assistant Professor of Medicine, also reappointed Assistant Professor of Microbiology and Immunology, for the period January 1, 2017 through December 31, 2019

Chang, Steven, Robert C. and Jeannette Powell Neurosciences Professor, also appointed Professor, by courtesy, of Otolaryngology – Head and Neck Surgery, effective October 1, 2016

Donaldson, Sarah, Catharine and Howard Avery Professor in the School of Medicine, change in percent time employment from 100% to 50%, effective November 1, 2016

Egan, Elizabeth, Assistant Professor of Pediatrics, also appointed Assistant Professor of Microbiology and Immunology, for the period December 1, 2016 through September 30, 2019

Feng, Liang, Assistant Professor of Molecular and Cellular Physiology, also appointed Assistant Professor, by courtesy, of Structural Biology, for the period December 1, 2015 through February 28, 2017

Glenn, Jeffrey, Associate Professor of Medicine, also reappointed Associate Professor of Microbiology and Immunology, for the period November 1, 2016 through October 31, 2017

Goodman, Steven, Professor of Medicine, also appointed Professor of Health Research and Policy, effective September 1, 2016

Gurtner, Geoffrey C., Johnson & Johnson Professor of Surgery and Professor, by courtesy, of Bioengineering, also appointed Professor, by courtesy, of Materials Science and Engineering, for the period October 10, 2016 through August 31, 2018

Hsing, Ann, Professor (Research) of Medicine, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through November 30, 2020

Lu, Ying, Professor of Biomedical Data Science and, by courtesy, of Radiology, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through September 30, 2019

Mercola, Mark, Professor of Medicine, change in percent time employment from 85% to 100%, effective December 1, 2016

Nakauchi Hiromitsu, Professor of Genetics, extend current percent time employment at 90% from February 13, 2017 through March 31, 2017

Rehkopf, David, Assistant Professor of Medicine, also appointed Assistant Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through October 31, 2018

Smolke, Christina, Professor of Bioengineering, also reappointed Professor, by courtesy, of Chemical Engineering, for the period September 1, 2016 through August 31, 2019

Teruel, Mary, Assistant Professor of Chemical and Systems Biology, also appointed Assistant Professor, by courtesy, of Bioengineering, for the period November 1, 2016 through October 31, 2018



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

February 28, 2017

APPOINTMENTS WITH TENURE:

Singer, Sara Professor of Medicine, effective July 1, 2017

OTHER PROMOTIONS:

Rao, Jianghong Professor of Radiology, effective March 1, 2017

Schneider, David S. Professor of Microbiology and Immunology,
effective March 1, 2017

OTHER REAPPOINTMENTS:

Chan, David Assistant Professor of Medicine, for the period
November 1, 2018 through October 31, 2019

Hu, Mickey Associate Professor of Obstetrics and
Gynecology, for the period March 1, 2017
through May 31, 2017