Official Communique
May 2017

- **Upcoming Workshop: Refresher on New OAA Policies and Practices**
- **FASA:**
  - **Reporting Professoriate and CE Terminations**
  - **Creating EmplIDs for New Unpaid OTT Appointments**
  - **Reminder: Regarding FASA Approval Notifications**
- **Professoriate:**
  - <u>**UPDATED**</u> **Guidance: Soliciting Trainees for Professoriate reviews**
  - <u>**UPDATED**</u> **Referee, Peer, and Trainee Grids**
  - **Reminder: Managing Conflicts of Interest during a Search**
- **Ongoing: Website Updates**
- **Reminder: Summer Timelines**
- **Presidential Approval Lists for the Professoriate**

<u>**Upcoming Workshop: Refresher on New OAA Policies and Practices**</u>

OAA welcomes you to attend an upcoming workshop on new OAA policies and practices on Wednesday, May 24 from 8a-10a at 1520 Page Mill Road in room 115/117. This meeting is entirely optional, though we encourage all FAAs to attend to hopefully contribute to an insightful discussion.

Please find a tentative agenda here. Please RSVP here.

Questions should be directed to Audrey Yau.

<u>**FASA**</u>

<u>**Reporting Professoriate and CE Terminations**</u>

It is essential to submit all terminations of School of Medicine faculty (Professoriate and CE) to OAA via FASA. (Faculty members who are leaving at the end of a terminal year are excepted).

Please submit termination actions in a timely manner – preferably 2 weeks before the intended departure date.

Please note in the comment box at the end of the FASA action the reason for the faculty member's departure if known, and their destination if applicable. If neither is known, please note in the comment box 'Departure reasons unknown.'

Questions may be directed to the appropriate OAA manager by population.

Creating EmplIDs for New Unpaid OTT Appointments

This applies to unpaid appointments in the following categories:
- Visiting Faculty
- Adjunct Faculty
- Adjunct Clinical Faculty
- CE (Affiliated)
- Visiting Scholars
- Lecturers

Candidates who are being appointed require EmplIDs. It is important to always check for an existing EmplID, even for new candidates for appointment, as anyone who has a prior Stanford affiliation may already have an EmplID (for example, if they were a resident or fellow).

For new appointments in FASA, please follow this process:
1. Always search first by the person's name to see if they already have an EmplID.
2. If they do, use that EmplID for the appointment action.
3. If they do not, click the Create New Person button.
4. Two links will appear; you must use both of them to continue.
   a. **HelpSU ticket**: this asks the HR Transaction Group (HRTS) to double check for a valid EmplID and, when the next step has been taken, to create a new person record with a new EmplID for the candidate.
   b. **Secure portal link**: you can enter the candidate's bio/demo information **or** email the link to the candidate and ask them to do it. This must be completed before the record can be created.
5. You can either:
   a. wait until the EmplID is created to start the transaction, **or**
   b. proceed with the transaction and fill in the EmplID later when HRTS has created it and entered it into the help ticket. This needs to be added before the transaction is submitted to OAA.
6. **After you have received the new EmplID** and entered it into the transaction, send the transaction to OAA for approval.

OAA is not able to accept and review transactions that do not have valid EmplIDs.

For questions, please contact Sharon Freiberg, cc'ing Alex Obaya and Claudia Morgan.

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.

Professoriate

UPDATED Guidance: Soliciting Trainees for Professoriate Reviews

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.

The update is to clarify two things about the requirements for soliciting trainees for:
- Reappointment to Assistant Professor (all lines)
- Promotion to Associate Professor (all lines)
- Reappointment to Associate Professor UTL (conferring tenure)
1. Please ask the faculty member for "all **significant** research trainees", where "all" means "while they have been faculty at Stanford or elsewhere" and "significant" means "prolonged and intensive research mentoring experience".
2. If applicable, please also ask the faculty member for a selection of up to **ten** clinical trainees (a mix of current and former).

Please see the guidelines document linked above for details. Questions and comments should be directed to Audrey Yau and/or Rebecca Robinson.

UPDATED Referee, Peer, and Trainee Grids

Please find on the New Long Form Page updated Referee, Peer comparison, and Trainee Grids (word and excel). Various edits have been made, including adding a space to enter evaluator email addresses. Please use these grids from this time forward for referee grid review and approval by OAA.

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

Reminder: 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.

Ongoing: Website Updates

- [ByCommittee Hints and Tips](#) has been added to the New for You! Administrators section on the home page. **NEW!!**
- A helpful CES evaluator grid ([word](#) and [excel](#)) has been made available on the [Forms](#) page; this is not a required grid, but may be useful when gathering lists of appropriate reviewers to be sent the CES survey. **NEW!!**
- 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.
- 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 and/or Audrey Yau.

Reminder: Summer Timelines

OAA is 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 <u>Professoriate</u> 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 <u>CE and Instructor</u> 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.

- o Any <u>Short-Term Faculty or other teaching title</u> 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, it is essential that you notify OAA that there is a visa request pending.
- o All <u>PDL and Sabbatical</u> 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 may be directed to the appropriate OAA manager by population.

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
April 11, 2017

PROMOTIONS WITHOUT LIMIT OF TIME:

Lin, Michael Z.   Associate Professor of Neurobiology and of Bioengineering and, by courtesy, of Chemical and Systems Biology, effective May 1, 2017

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
April 18, 2017

APPOINTMENTS WITHOUT LIMIT OF TIME:

Boyd, Scott   Associate Professor of Pathology, effective May
                                     1, 2017

PROMOTIONS WITHOUT LIMIT OF TIME:

Lee, Jin   Associate Professor of Neurology and
                                     Neurological Sciences, of Bioengineering and of
                                     Neurosurgery and, by courtesy, of Electrical
                                     Engineering, effective May 1, 2017

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
April 25, 2017

PROMOTIONS WITHOUT LIMIT OF TIME:

Habtezion, Aida   Associate Professor of Medicine, effective May
                                     1, 2017

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PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
May 2, 2017

APPOINTMENT WITHOUT LIMIT OF TIME:

Salomon, Joshua   Professor of Medicine, effective August 1, 2017

PROMOTION FOR A CONTINUING TERM:

Lazzeroni, Laura   Professor (Research) of Psychiatry and

                                        Behavioral Sciences, effective May 1, 2017

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

REAPPOINTMENTS FOR A CONTINUING TERM:

Ruoss, Stephen   Professor of Medicine at the Stanford University

                                        Medical Center, effective May 1, 2017

OTHER APPOINTMENTS:

Mahajan, Vinit	Associate Professor of Ophthalmology at the Veterans Affairs Palo Alto Health Care System, for the period May 15, 2017 through May 14, 2022
Tabin, Geoffrey	Professor of Ophthalmology at the Stanford University Medical Center, for the period June 1, 2017 through May 31, 2022
Palaniappan, Latha	Professor of Medicine at the Stanford University Medical Center, for the period May 1, 2017 through April 30, 2022
Patel, Bhavik	Assistant Professor of Radiology at the Stanford University Medical Center, for the period August 1, 2017 through July 31, 2021
Pollum, Erqi	Assistant Professor of Radiation Oncology at the Stanford University Medical Center, for the period July 1, 2017 through June 30, 2021
Santa Maria, Peter L.	Assistant Professor of Otolaryngology – Head and Neck Surgery at the Stanford University Medical Center, for the period June 1, 2017 through May 31, 2021
Shen, Jeanne	Assistant Professor of Pathology at the Stanford University Medical Center, for the period July 1, 2017 through June 30, 2021

OTHER PROMOTIONS:

Yang, Phillip

Associate Professor of Medicine at the Stanford University Medical Center, for the period April 1, 2017 through March 31, 2022

OTHER REAPPOINTMENTS:

Bonham, Clark A.

Associate Professor of Surgery at the Stanford University Medical Center, for the period August 1, 2017 through July 31, 2022

Folkins, Ann K.

Assistant Professor of Pathology at the Stanford University Medical Center, for the period August 1, 2017 through July 31, 2023

Narla, Anupama

Assistant Professor of Pediatrics at the Lucile Salter Packard Children's Hospital, for the period July 1, 2017 through June 30, 2023