

**Official Communique
October 2017**

- **Upcoming New FAA Training – October 24, 2017**
- **Upcoming New Faculty Orientation – November 8, 2017**
- **Annual Counseling of Faculty (Professoriate and CE lines)**
- **Advertising for Faculty Searches**
- **Website and Document Updates**
- **Visiting Scholar Terminations**
- **Reminder: Professoriate Long Forms – Assistant Professor Actions**
- **Reminder: FAA Mentor/Mentee Program**

Upcoming New FAA Training

The Office of Academic Affairs would like to invite any new FAAs who have joined our ranks in the last year to attend a New FAA Training. **The New FAA training will be held on Tuesday, October 24th from 9:30-11am in room 115 (at 1520 Page Mill Road).**

Topics covered will focus on the Professoriate, though we will also include general tips and information that will be helpful to all new FAAs. If you have not **RSVPd** yet, please do, so we know how many people to expect. ***Please note: this is for new FAAs only – we will provide a very introductory overview of relevant material.***

Questions and comments can be directed to Audrey Yau.

Upcoming New Faculty Orientation

As you are likely aware, the School of Medicine hosts an orientation for new faculty every six months to welcome faculty to our School throughout the year. The New Faculty Orientation dates for this year are November 8, 2017 from 7:15am-2:30pm in Berg Hall, and April 24, 2018 from 8:00am-4:30pm in LK130.

All members of the Professoriate and CE faculty (25% FTE and higher) appointed between May 1, 2017 – October 31, 2017 have been invited. Invitations have not been sent out to faculty who have not officially been appointed yet. Another round of invitations will be sent out one week before the orientation.

Please let us know if you are aware of any individuals who were not invited, who should be. Any questions about the invitation list should be directed to Yogesh Vazirani.

Annual Counseling of Faculty (Professoriate and CE Lines)

Our mutual goal is to provide a supportive atmosphere to assist our faculty in succeeding in their academic careers. Some of the most important and effective advice and feedback faculty can receive originate at the departmental level. It is for this reason, we ask that Chairs meet annually with their faculty to highlight their achievements and to provide constructive feedback where appropriate. All annual counseling should have occurred after September 1 of each academic year, and before August 31 of the end of that academic year.

Chairs should meet with all members of the Professoriate each year. On-time annual counseling meetings with junior faculty (Assistant and Associate Professor) affect a Chair's administrative bonus, whereas senior faculty meetings do not. However, Chairs should make the effort to meet with all senior faculty each year. Annual counseling meeting forms can be found here: <http://med.stanford.edu/academicaffairs/professoriate/FacultyResources/counseling/annual.html>

The department (Chair or chair's designate) is expected to provide annual counseling to all Clinical Assistant Professors and Clinical Associate Professors (with an FTE of fifty percent or more). For more information and form, please visit:

<http://med.stanford.edu/academicaffairs/CEs/CEFacultyResources/counseling.html>

Questions and comments should be directed to the appropriate Academic Affairs Manager.

Advertising for Faculty Searches

As many of you know, Stanford has an institutional contract with InsideHigherEd (IHE) and NorCalHERC, and School of Medicine departments have been making use of those venues well. We encourage you to use these two job boards for faculty position announcements because they reach a fairly wide audience. While use of these boards is not mandatory, doing so reinforces our commitment to recruit broadly and aggressively for faculty.

Stanford uses a third party (JobElephant) to post ads to these job boards. Please send any job ads directly to Michael Ang at JobElephant (michael@jobelephant.com) with a cc to Rania Sanford (Assistant Vice Provost and Director of Programs in the Office of the Vice Provost for Faculty Development and Diversity). Michael typically responds within 24 hours with an ad proof and posts the ads in IHE free of charge to you. He may also recommend other job boards. It's your local decision to pursue them and the cost will be yours. However, the IHE posting is free for departments under our institutional agreement (VPFDD shares that cost with UHR Stanford-wide).

Questions and comments should be directed to Audrey Yau, Mary Watten, and Claudia Morgan.

Website and Document Updates

- Effective immediately, please use the revised [search initiation request](#) form which has been revised to reflect the new conflict of interest guidelines.
- Please find on our website, an updated [Managing Conflicts of Interest](#) document for faculty searches. This guide provides more comprehensive language regarding real and perceived conflicts of interest in faculty searches.
- Please find updates to the [Search Report Instructions](#) page to reflect new policies regarding documenting Affirmative Action Aspects of Faculty Searches
- The [Communique](#) page has been updated to reflect new presidential approvals lists.

Questions and comments can be directed to Audrey Yau.

Visiting Scholar Terminations

It is essential to submit a FASA termination for all Visiting Scholar appointments. This includes appointments that are ending, resignations and early terminations (by department). The security attestation form is **NOT** required for Visiting Scholar FASA terminations. All we need is a written notice attached to the termination transaction.

- Appointment Ending/ Non-Renewal: Please attach documentation of the notice from the department to the Visiting Scholar regarding the end of the appointment- preferably 2 weeks before intended departure date (email or letter).
- 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.

Reminder: Professoriate Long Forms – Assistant Professor Actions

This is a reminder that faculty mentors must be noted in all Assistant Professor long forms (appointment and reappointment). For continuity amongst files, please ensure that the faculty mentor is named at the beginning of the Narrative Report on the Candidate (new long form) or Candidate's Role (old long form) section.

Questions and comments should be directed to Audrey Yau.

Reminder: FAA Mentor/Mentee Program

It has been nearly a year since we have launched the FAA mentor/mentee program. This is a program that relies on the involvement of mentors who have generously volunteered their time and effort to help grow the FAA community knowledge base. We truly appreciate the contributions of so many of you.

With the start of a new academic year, we are soliciting from the FAA community thoughts about this program, as well as new mentor volunteers. New FAAs should reach out to Audrey Yau if they would like to participate and be matched with an FAA mentor. Additionally, existing mentees in the program who would like to begin mentoring new FAAs should reach out to Audrey Yau.

Questions and comments should be directed to Audrey Yau.