

Official Communique
September 2017

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OAA Staffing Updates

The Office of Academic Affairs is delighted to announce the addition of two new staff to our team.

As of August 21, Denise Reyes has joined OAA as our new Academic Affairs Administrative Associate. Denise comes from the Division of Pediatric Medicine at Lucile Packard Children's Hospital, where she had a broad range of administrative responsibilities including administrative systems and processes, support for human resources and faculty affairs, and event coordination. In OAA, she will also have a wide range of responsibilities including tracking and processing sabbaticals, professional development leave and other leaves, practice policy exemptions and 2113 registrations, supporting faculty and faculty affairs workshops, and scheduling meetings of new and newly promoted faculty members with the Associate Deans.

As of September 5, Mary Watten has joined the OAA team as our new Academic Affairs Manager. Mary was most recently Director of Academic Affairs in the College of Letters and Science-Biological Sciences, UC Berkeley and brings extensive faculty affairs experience with her. Mary will partner with Audrey Yau with responsibility for professoriate actions in all lines, including search initiation requests, search reports, search waivers, offer letters, primary, courtesy, and joint appointments, reappointments, and promotions. Mary replaces Rebecca Robinson, who departed July 7th after 13 years of dedicated service to the Office of Academic Affairs.

Sharon Freiberg has decided to leave the Office of Academic Affairs after 2 years of devoted service. We are sad to see her go and wish her all the best! For the time being, please submit all Short-Term and Visiting Faculty actions to:

Visiting Scholars and Visiting Postdoctoral Scholars: Alex Obaya

Visiting Faculty/AST-OTS: Claudia Morgan

Reminder: Upcoming Annual FAA Meeting

This is a reminder that OAA will be hosting the Annual FAA Meeting on **Tuesday, September 26, 2017 in LKSC rm 130 from 8:30a-10:30a**. Refreshments will be provided.

With the recent changes in OAA, we would like to briefly introduce everyone, discuss recent updates that will affect faculty affairs, get feedback on a few reoccurring issues, and provide the opportunity for some general discussion and Q&A. If there are any announcements you would like to make at this meeting to the OAA and FAA community as a group, please send your notices to Audrey Yau. We look forward to seeing you there!

Organization of Professoriate, Clinician Educator, and Instructor Actions by Department in OAA

With the addition of Mary Watten to the team, we will resume splitting Professoriate faculty actions by department. Effective immediately, the departments will be split per the chart below, which is also on our [Staff page](#). As was the case previously, all Professoriate actions should be sent to your primary Academic Affairs manager (please see below), while also cc'ing the other Academic Affairs manager to ensure that no requests fall between the cracks. For the time being, you may see some delays in OAA review of Professoriate actions as we all get up to speed.

Audrey Yau	Mary Watten
Anesthesiology, Perioperative and Pain Medicine	Biomedical Data Sciences
Biochemistry	Cardiothoracic Surgery
Comparative Medicine	Chemical & Systems Biology
Emergency Medicine	Dermatology
Genetics	Developmental Biology
Molecular & Cellular Physiology	Health Research & Policy
Neurobiology	Medicine
Neurology	Microbiology & Immunology
Neurosurgery	Ophthalmology
Obstetrics & Gynecology	Orthopaedic Surgery
Pediatrics	Otolaryngology
Radiation Oncology	Pathology
Radiology	Psychiatry & Behavioral Sciences
Surgery	Structural Biology
Urology	Stanford Institutes of Medicine

Clinician Educator and Instructor actions will be handled by department, rather than by rank. Consult the table below to note if Jessica Salas-Mendonça or Ashley Klein will be the contact for your department. This information is also listed on our updated [Staff](#) page. Please submit FASA transactions to the appropriate contact for your department and FYI the other manager.

Jessica Salas-Mendonça	Ashley Klein
Anesthesiology, Perioperative and Pain Medicine	Emergency Medicine
Cardiothoracic Surgery	Genetics Operations
Comparative Medicine	Health Research and Policy
Dermatology	Neurology
Medicine	Neurosurgery Department
Obstetrics & Gynecology	Pathology
Ophthalmology	Pediatrics
Orthopaedic Surgery	Psychiatry and Behavioral Sciences
Otolaryngology - Head & Neck Surgery Divisions	Radiology
Radiation Oncology	Surgery
Urology	
Stanford Institutes of Medicine	

Visiting and Other Teaching Titles

- Now that OAA is near its full strength, we will be reinstating the former 30/60 day deadlines for all Visiting and Other Teaching Title actions effective October 1, 2017.
 - 30 days for actions without visas
 - 60 days (30 + 30 for Bechtel review) for actions including J-1 visa requests.

- Please submit all actions as follows:
 - Visiting Scholars should be submitted via FASA to Alex Obaya.
 - Visiting Postdoctoral Scholars should be submitted via EMAIL to Alex Obaya.
 - Visiting Faculty and Other Teaching Staff (AST-OTS) should be submitted via FASA to Claudia Morgan.
 - Titles that fall under “AST/OTS”:
 - Adjunct Professor
 - Adjunct Lecturer
 - Visiting Instructor
 - Visiting Assistant Professor
 - Visiting Associate Professor
 - Visiting Professor
 - Lecturer
 - Senior Lecturer

- Visiting Faculty and Other Teaching Staff (AST-OTS) FASA appointment selection:
 - Please select **AST/OTS PRIMARY** only.

- Visiting Postdoctoral Scholar Appointments:
 - Please be sure to submit (via email) the Appointment Checklist, Visiting Postdoctoral Scholar Status form, CV, Draft Letter of Invitation, Proof of Funding, and a copy of the J-1 Visa Application (if applicable). You will also need to submit the employee ID number along with the Visiting Postdoctoral Scholar appointment.

- For new appointments, you will use 2 links (provided below) to create the ID. You must submit **BOTH** tickets to create an EmplID.
 - 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.
 - Please include the candidate's legal name and sponsoring department name (or 4-letter code ID).
 - b. **Secure Portal link:** You can enter the candidate's bio/dem information **or** email the link to the candidate and ask them to do it.
 - For candidates who will be coming from abroad and do not have a social security number, enter one digit repeating (i.e. 111-111-1111), and the department's address.

Website and Document Updates

- The [Who's Who in Academic Affairs page](#) has been updated to reflect the recent changes in OAA staffing and responsibilities. Please review this to ensure requests and questions are directed to the appropriate OAA staff member.
- Effective immediately, please use the revised template [advertisement](#) and [solicitation letter](#) for faculty searches – these incorporate revised language that conforms to federal EEO requirements and has been approved by the Provost and the Office of the General Counsel for Stanford use.
- Effectively immediately, please use the revised ACF checklists ([appointment](#), [reappointment](#), [promotion](#)) and [Sample Letter of Evaluation Template](#) which have been updated with more accurate information.
- Please find on our website, a new [Annual Counseling Form](#) that can be used for both junior and senior faculty annual meetings. The annual counseling forms specific to [junior faculty](#) and [senior faculty](#) are still available for use on the [Annual Counseling page](#) as well. Please feel free to use any appropriate form for annual counseling documentation.
- The [Communique](#) page has been updated to reflect revised deadlines for file submissions for the Visiting/AST-OTS lines. Additionally, new presidential approvals have been added to this page.

Questions and comments can be directed to Audrey Yau.

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: Faculty Compensation – New PAF Form

Faculty Compensation has developed a new Personnel Action Form (PAF). The PAF is an improved version of the SOSS form to help departments communicate salary and FTE information for new appointments, promotions and other compensation changes.

Benefits include:

- Automatically calculates and prorates compensation totals based on salary and FTE data.
- Includes “drop down menus” for many fields to reduce need to type out information.
- Entries to identify incentive commitments, relocation related payments and sign-on bonus provide a reference for developing the offer letter and payroll set-up.
- Compensation attributes to track data used to program BI’s Salary Setting and Clinical FTE dashboards:
 - o AAMC, MGMA & SCA clinical specialty codes (plus AAAP and AAARAD for Pediatrics and Radiology)
 - o Job duty effort (i.e., clinical, research, teaching, administrative)
 - o External years in rank
- An area for Department Comments
- An area for Faculty Compensation to note processing instructions for department FAAs and HRAs to eliminate the need to send departments extra emails and reminders

In the future, the PAF form will be returned with the Offer Letter in FASA or with the emailed letter. It should be retained and used as a “tickler” to initiate the hire, FTE and/or compensation change on a timely basis.

Faculty Compensation will no longer accept the SOSS form after 9/1/17. Immediate use of the new PAF will help improve accuracy and speed up the review process for all. SOSS forms already submitted in FASA will be processed up, but after 9/1, the new PAF form must accompany any offer letter or compensation request, and SOSS forms will be returned.

This PAF is also available on the Faculty Comp website at <http://med.stanford.edu/fiscalaffairs/faculty-compensation.html> along with instructions for use.

Your feedback, both positive or suggestions for improvement, regarding form or instructions for its use, is very welcome and should be sent to Ana Barragan abarraga@stanford.edu.

Reminder: FASA Job Aid – EmplIDs for Paid/Unpaid Positions

The [FASA 2.2 Reference Guide](#) has been updated for clarification regarding EmplIDs.

Updates to page 7:

Paid: If no results are found and the person will be paid you may proceed with finishing up the transaction and submitting for approvals without the EmplID. You do not need to submit a HelpSU ticket as your HR will create the EmplID when they process the candidate to be hired.

Questions and comments should be directed to Jessica or Ashley.

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.

Reminder: 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.