



Stanford
MEDICINE

Spring FAA Meeting

March 7, 2017

Agenda



Time	Item	
	Welcome	
9:30-9:45	An Overview of OAA Process Improvements	Audrey/Rebecca
9:45-10:45	Anticipating Summer Volume – Essential Timelines and Best Practices <ul style="list-style-type: none">• Professoriate – Audrey and Rebecca• Clinician Educators/Instructors – Ashley Klein• Short Term Faculty – Sharon Freiberg	
10:45-11:00	A Brief Overview of the Appeals Process	Audrey/Rebecca
11:00-11:20	Open Discussion and Q&A <ul style="list-style-type: none">• Topics that would apply to all Departments• Questions for OAA or other FAAs	



An Overview of OAA Process Improvements

Audrey Yau

LEAN Process Improvement



- Following a focused 3 day process review last September looking at LEAN management techniques, OAA has been making concerted efforts to review our complex processes
- We focused on the CE review process
 - Reviews of faculty fall under the School's purview – limited University oversight
 - Large anticipated growth in this line
- LEAN experiment officially lasted for 90 days, but in reality this is an ongoing exercise for OAA that we hope to apply to several other processes our office works on

Current State Map



Summary of the Current State Map



- **Number of Process Steps – 61**
- **Process Times**
 - Touch (Ideal) Time: 2 days 6 hrs to 3 days
 - Process (Current) Time: 4 days 5 hrs to 3 weeks 2 days
 - Wait Time (Between Steps) : 2 weeks 2 days to 12 weeks three days
- **Return percent : 5% to 60%**
- **Rework Loops: 2**

Goals

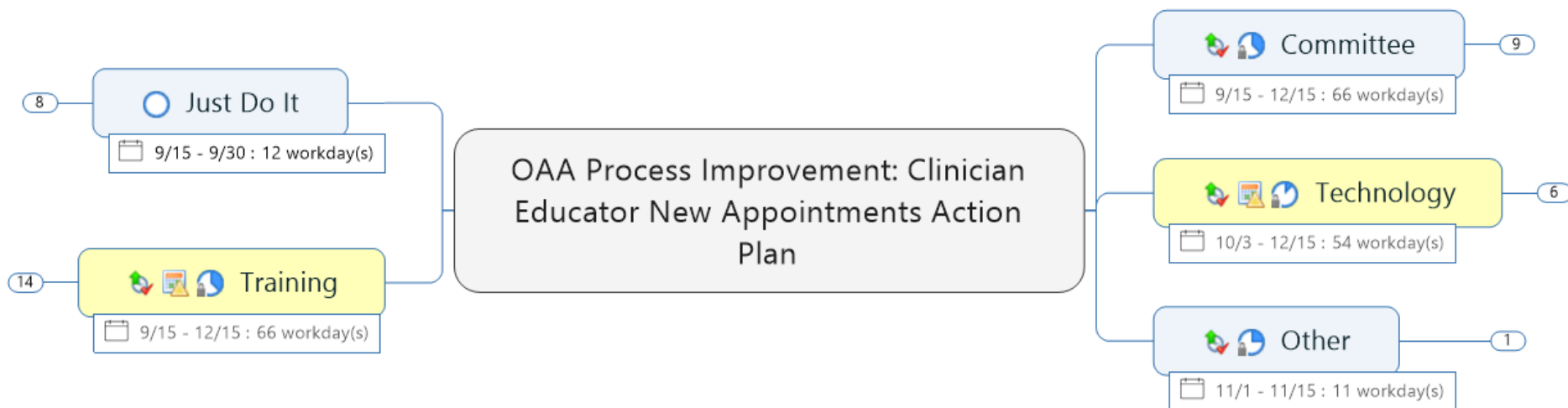
- CE population continues to grow
 - CEs do not have continuing terms
 - May-September are high volume months for appointments
1. Reduce the time to process CE actions by 33%
 2. Build committee review capacity to match volume

Focused Objective Action Plan

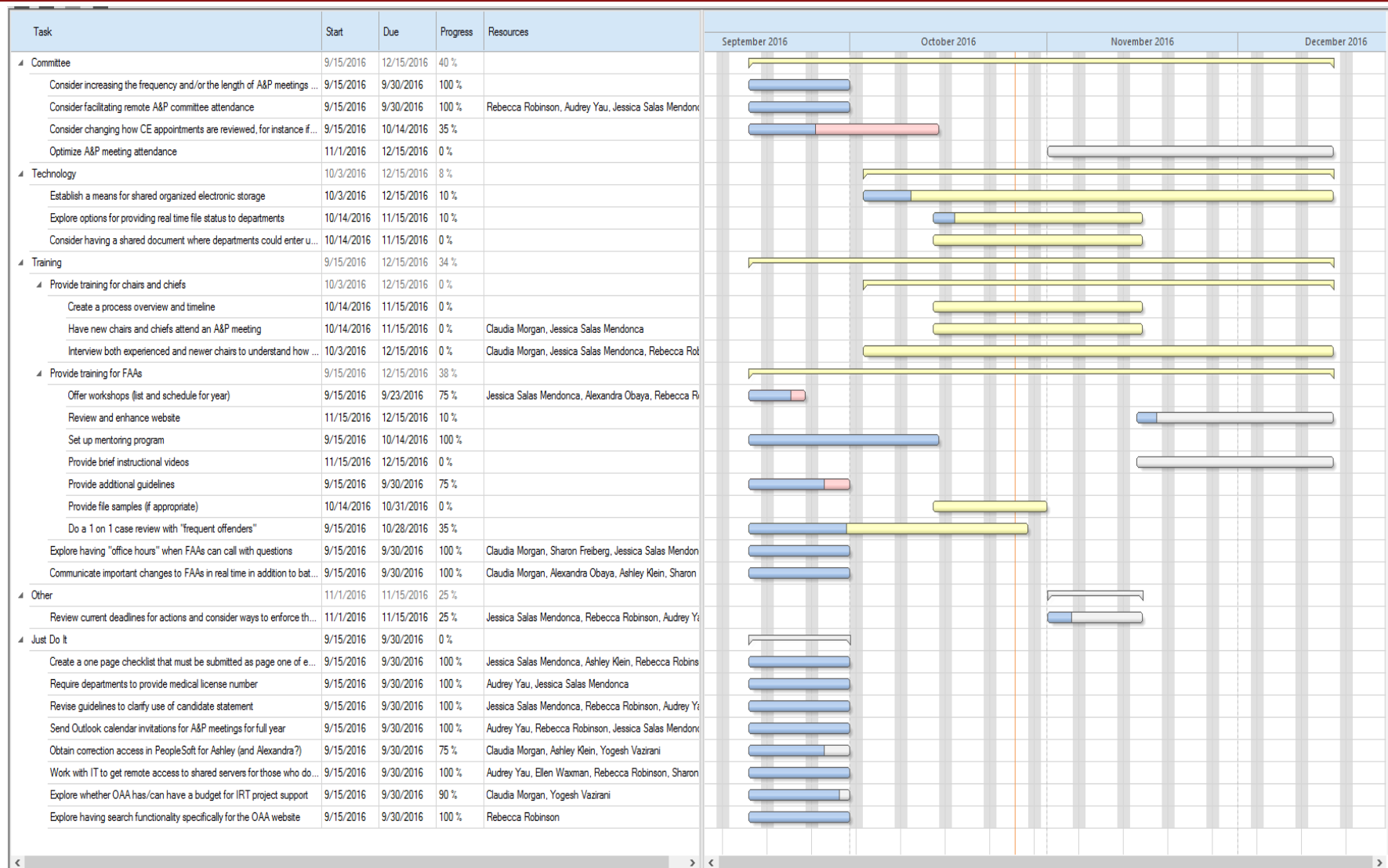
- Committee
- Training
- Technology
- Other
- “Just Do Its”

For 90 days, OAA met once a week to review and update action plan

Action Plan Map



Gantt Chart



Outcomes

- Instruction/Communication with FAAs
- Increased Efficiency/Capacity of A&P Committees

Quarterly Workshops

Communicate important changes to
FAAs in real time in addition to
batching in the Communique

Additional guidelines
on website

Mentoring program

Review and enhance
entire website

Regular emailed
“FAQs” based on
submitted questions

Instructional videos

Thank You to Mentors

- Kelli Santini – Neurology/Neurosurgery
- Virginia Tse – Anesthesiology
- Heather Kenna – Psychiatry
- Margaret Wootton – Medicine
- Cynthia Llanes – Pathology
- Lori Abrahamsohn – Otolaryngology
- Cathy Seckel – Ob-Gyn
- Kathy Johnson – Chemical & Systems Biology

A&P Committee Capacity

- Identify “auxiliary” committee members, particularly among those CE faculty who have previously served on a CE A&P committee. Ask these members to join the committee whenever the volume of files becomes too large for the standing committee (usually May-September).

Changes to CE Review Process

- Will this increase our capacity to review files?
- Will this create too much of a difference between how CE files are reviewed and how professoriate files are reviewed?
- Will this in any way disfavor CE faculty?
- Will this burn out A&P Committee members?
- Will this make it difficult to achieve quorum?
- Will this increase the workload of current OAA staff?

Take Away and Moving Forward



- More accomplished than we thought in 90 days
- Having FAAs come to consult on CE processes was very insightful
- Is reducing the time to complete CE actions by 33% the right goal?
- FAA community: communication, mentoring
- Optimizing resources and guidelines on website
- Ultimately the number of CE actions will require a new solution, probably an additional committee (and staff)



Announcements/ Reminders: Professoriate

Rebecca Robinson
Audrey Yau

Announcements & Reminders



- New Long Form Training
 - March 13 – ByCommittee

- Please review Professoriate FAQ emails
 - Sent out ~1.5 months

Trainee solicitation

Need to solicit all research trainees (current and former) and a mix of current and former clinical trainees for some candidates.

Which candidates?

- Tenure cases
- Reappt to Assist Prof
- Promo to Assoc Prof

Ask candidate for (and submit to OAA)?

- All trainees, current and former, and whether they were clinical or research trainees

Solicit whom?

- All research trainees, current and former
- Mix of current and former clinical trainees

Trainee solicitation

- What about the old guidelines?
 - Use them as minimums for these cases. For example, reappt assist MCL was 3-5 trainees; make sure you solicit not less than 3-5 total.
- What if they have too many research trainees?
 - OAA will help you reduce the list to a reasonable number (probably less than 20 overall).
- Does this affect new appointments?
 - Yes and no. Totals haven't changed, but Dr. Boxer wants to know whether the trainees were clinical or research, and whether they were current or former.
 - Always need a mix of current and former trainees where possible.



Announcements/ Reminders: CE and Instructors

Ashley Klein

- May - September: at least **60 days** before requested start date

This includes appointments, reappointments, promotions, extensions, and FTE changes.

- FASA description
 - Name, action type, rank and term date
- Up to date CV
- Please use new checklist



Visiting Postdoctoral Scholars

Sharon Freiberg

Visiting Postdoctoral Scholars



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Eligibility

The individual must be visiting from and hold postdoctoral status with an outside institution or organization

The individual must have a doctoral or MD degree

The individual must show their source of financial support

The individual will receive no Stanford salary, financial support, or benefits

✓ unpaid

✓ up to one year in length

Visiting Postdoctoral Scholars



Required documents:

1. Checklist
2. Recommendation Form
3. CV
4. Draft Invitation Letter
5. Source of financial support
6. J-1 visa information (if applicable)

Not done through FASA

Email the appointment packet as
one complete PDF to Sharon

FASA - timelines - Visiting/OTT

- All appointments, reappointments, and FTE changes are processed through **FASA** (except for Visiting Postdoctoral Scholars).
- Submit appointment requests at least **one month** before the requested start date, or **two months** if a J-1 visa is required.
- Simple date changes can be done through email.



Professoriate Appeals Process

Audrey Yau



Open Discussion Q&A

Issues that apply to all Departments?