



Stanford  
MEDICINE

# Refresher on: New OAA Policies and Practices

May 24, 2017

# Agenda

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Time	Item	
8:00-8:30	Professoriate – Best Practices for Faculty Searches conforming to New Provost Requirements	Audrey/Rebecca
8:30-9:00	Professoriate - Discussion on New Trainee Solicitation Guidelines	Audrey/Rebecca
9:00-9:20	New Systems Review <ul style="list-style-type: none"><li>• FASA 2.2</li><li>• ByCommittee</li></ul>	Claudia
9:20-9:40	CES Reporting from Qualtrics	Audrey
9:40-10:00	Open Discussion and Q&A <ul style="list-style-type: none"><li>• Topics that would apply to all Departments</li><li>• Questions for OAA or other FAAs</li></ul>	

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# Best Practices for Faculty Searches

Audrey Yau

# Highlighted Changes

- Size of Candidate Pool
  - More strictly following guidelines for expected pool sizes (MCL, UTL, UTL w/ clinical activity, NTLR)
  - Number of candidates that can be pulled from one search will be scrutinized
- Conflicts of Interest
  - Previously allowed members with COI to just be recused from discussion – now must step off of the search committee as soon as a conflict is identified
  - For concluding searches, notate in search report that recusal was consistent with SoM practice at the time

# Highlighted Changes

- Choosing a known, internal candidate
  - is not desirable, though may occur and should be thoroughly justified in the search report
  - Additionally, to strengthen the case for choosing an internal candidate, at least 2 external referee letters should be included in the search report
- Voting by search committee
  - Individuals who participate on a search committee can vote at Department A&P review
  - A search committee member can also author the evaluation of candidate/scholarly role sections
  - A search committee member cannot provide a letter of recommendation

# Take Away and Moving Forward



- The Provost's Office is more critically reviewing School of Medicine faculty searches
- As a result, OAA will be more critically reviewing search initiation requests and search reports to be consistent with these new policies and best practices
- Many situations that arise during a search are highly situational – please consult OAA early on



# Discussion on New Trainee Solicitation Guidelines

Rebecca Robinson



# New Systems Review

Claudia Morgan



- Reporting Terminations (2 weeks before departure)
  - Destination & reason for departure needed
  - Have requested ability to enter this information for CE as well as Professoriate
- Creating EmplIDs for International Candidates
  - Either fill it out yourself or send link to candidates with instructions:
    - 000-00-0000 SS#
    - 94305 for zip
    - CA for state

# FASA: Importance of selecting correction action type



- Professoriate Amendment
- Academic Staff-Teaching/Other Teaching Staff
  - Visiting Faculty
  - Adjunct Professor/Adjunct Lecturer
  - Lecturers
- Visiting Scholar
- Clinician Educator/Adjunct Clinical Faculty/Instructor

# FASA: Help Tickets Submitted



- System Speed
- Multiple emails for same action

# FASA Enhancements Awaited

- Addition of FYI recipients to approval emails
- Addition of Division/Position number to approval emails
- Search options: either add SUNet ID search or remove it from text
- Sending approval emails for appointment modifications
- Accurate action in approval email (defaults to “appointment”)
- Inability to have more than one action at a time (eg if extension needed)

- Currently 22 cases in process
  - 11 New appointments
  - 6 Promotions
  - 5 Reappointments
- Two instances of system emails going to spam/clutter



# CES Reporting from Qualtrics

Audrey Yau



# Open Discussion Q&A

Issues that apply to all Departments?