



Stanford
MEDICINE

Annual FAA Meeting

September 26, 2017

Annual FAA Meeting

September 26, 2017 | LKSC 130 | 8:30 am - 10:30 am

Time	Item	
8:30-8:40	Welcome and Introductions	
	Responsibilities within OAA	
	<ul style="list-style-type: none">• Claudia Morgan - Associate Dean for Academic Affairs• Lisa Joo – Executive Associate to the Vice Dean, Adjunct Clinical Faculty• Ellen Waxman – Faculty relations, FRIP, Emeriti• Audrey Yau – Professoriate• Mary Watten – Professoriate• Jessica Salas-Mendonca – Clinician Educators and Instructors• Ashley Klein – Clinician Educators and Instructors• Alex Obaya – Short Term Faculty, Faculty On-Boarding• Denise Reyes – Sabbaticals and Leaves• Yogesh Vazirani – Manager of Operations and Analytics	
8:40-9:00	An Overview of the Last Academic Year’s Actions	Yogesh Vazirani
9:00-9:15	Discussion on the Professoriate	Audrey Yau and Mary Watten
9:15-9:30	Discussion on Clinician Educators and Instructors	Jessica Salas- Mendonca and Ashley Klein
9:30-10:00	Issues to Consider: Confidentiality	Tom Fenner
10:00-10:15	Visiting, Adjunct, and Other Teaching Titles	Claudia Morgan
10:15-10:30	Open Q&A	



An Overview of the last 5 Academic Years

Yogesh Vazirani

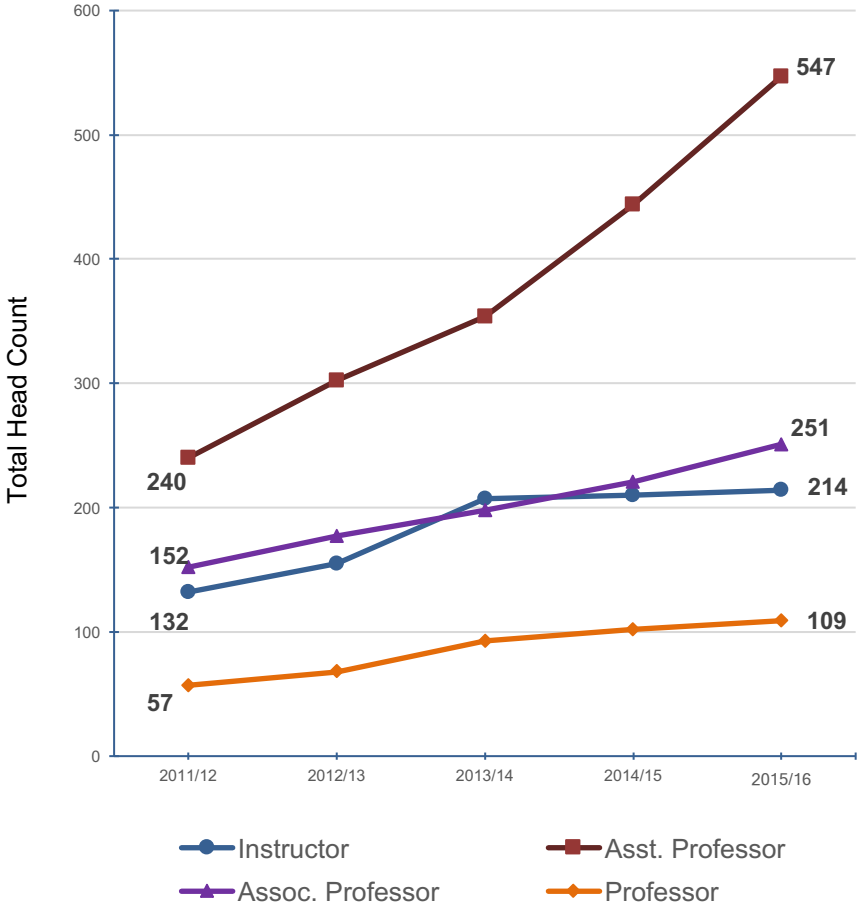
GAINS AND LOSSES

AY	Appointment Ended	Resigned	Total Departures	New Appointments	Net Gain/Loss
2011/12	2	20	31	56	25
2012/13	3	18	32	53	21
2013/14	1	15	27	85	58
2014/15	3	18	41	50	9
2015/16	3	12	28	57	29
Grand Total	12	83	159	301	142

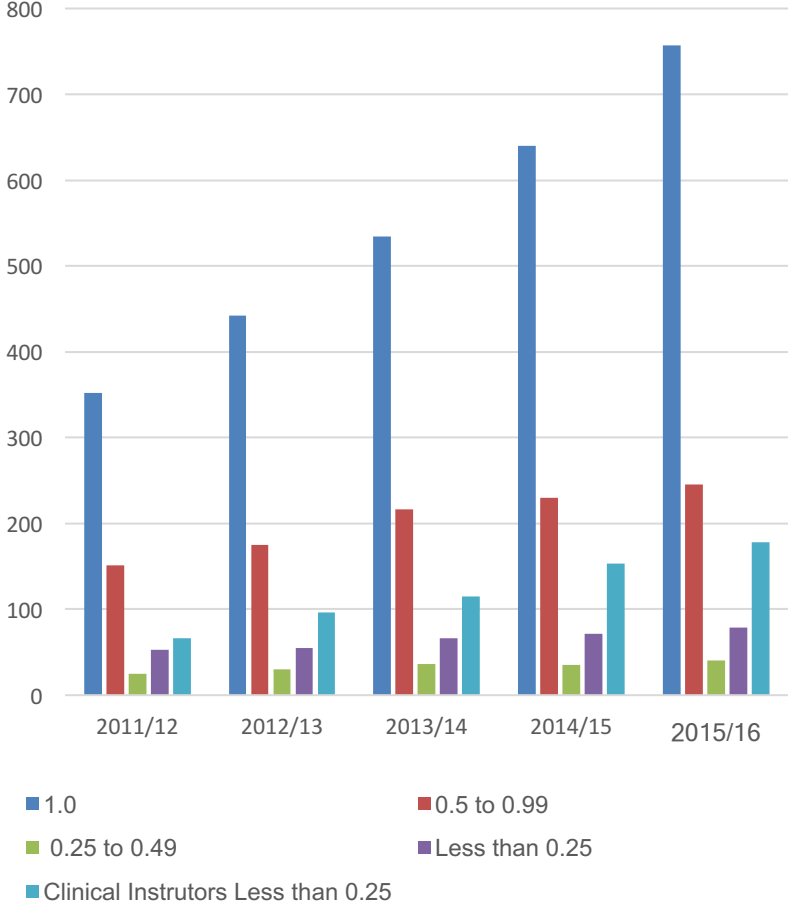
Review Faculty Data – Clinician Educators



HEADCOUNT - RANK



HEADCOUNT - FTE



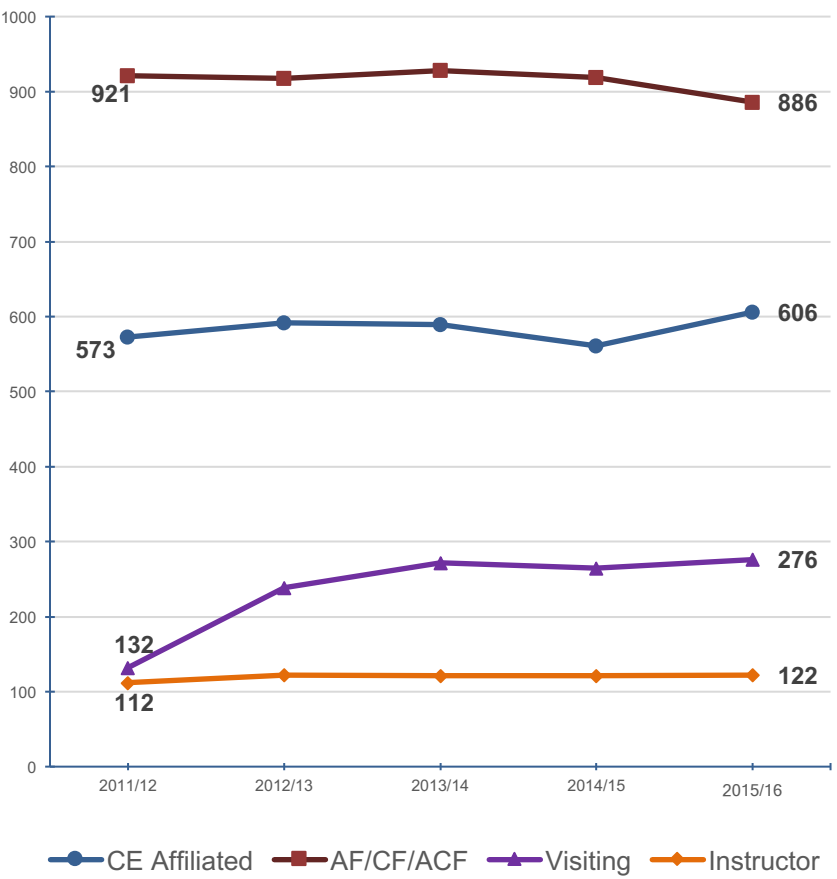
GAINS AND LOSSES

AY	Appointment Ended	Resigned	Total Departures	New Appointments	Net Gain/Loss
2011/12	46	29	76	148	72
2012/13	47	39	87	166	79
2013/14	33	38	72	201	129
2014/15	17	55	74	228	154
2015/16	25	70	98	240	142
Grand Total	168	231	407	983	576

Review Faculty Data – Miscellaneous Info

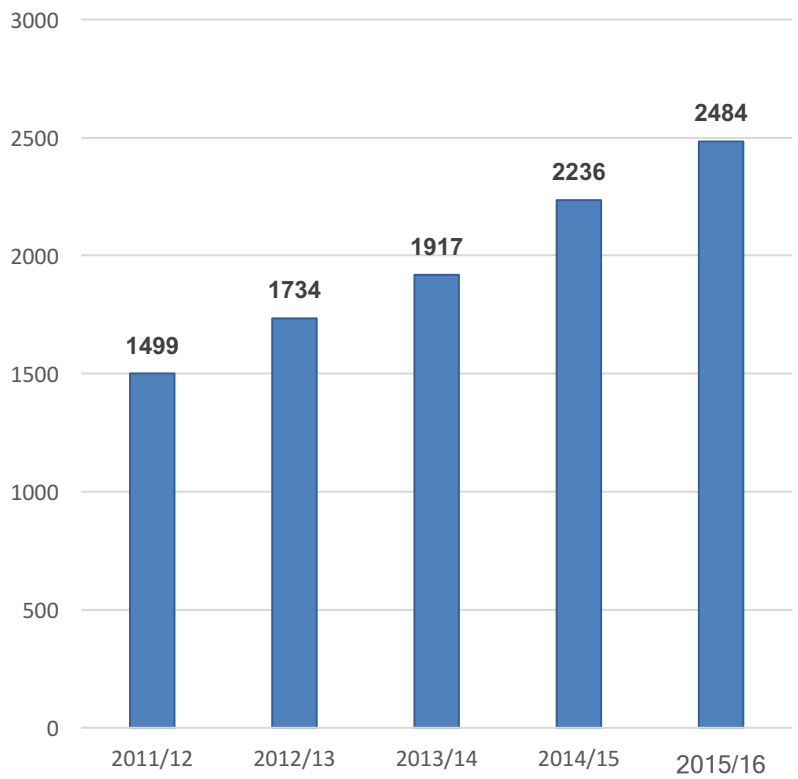


HEADCOUNT – OTHER LINES



CE & AST/OTS

Number of Actions

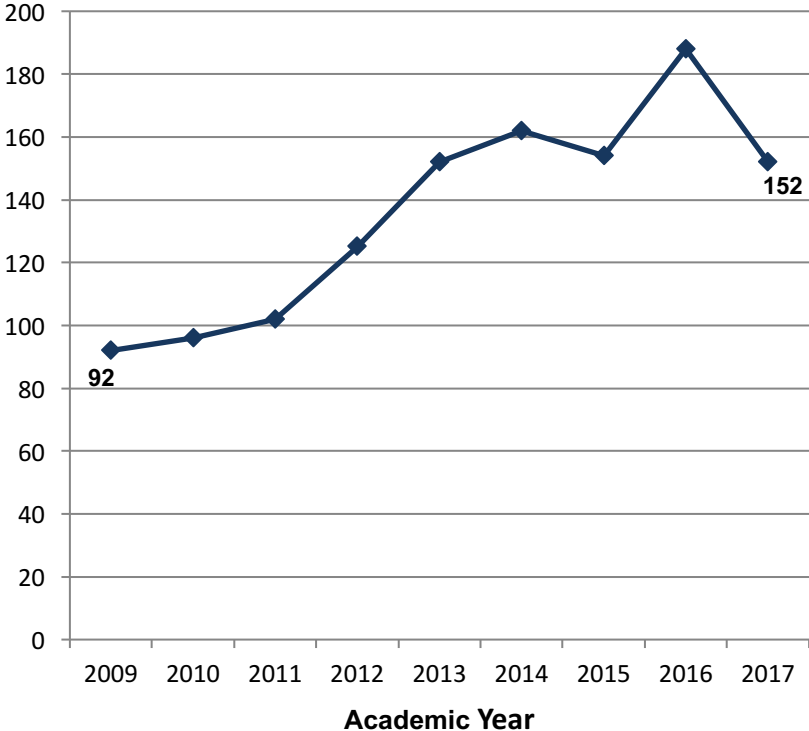


Review Faculty Data – Number of Leaves Processed



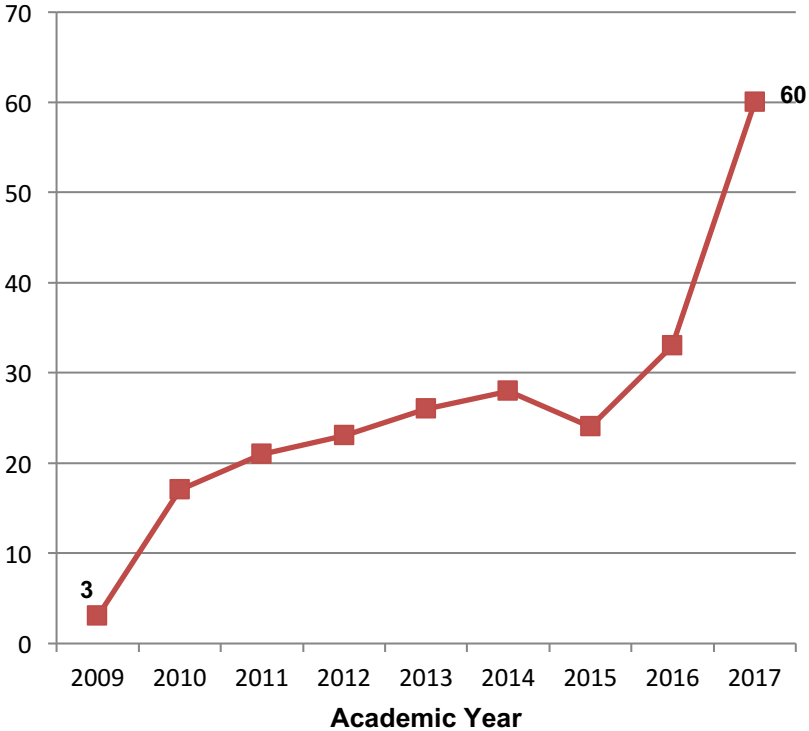
Professoriate

Sabbatical



Clinician Educator

PDLs





The Professoriate

Audrey M Yau

Mary Watten

The Numbers

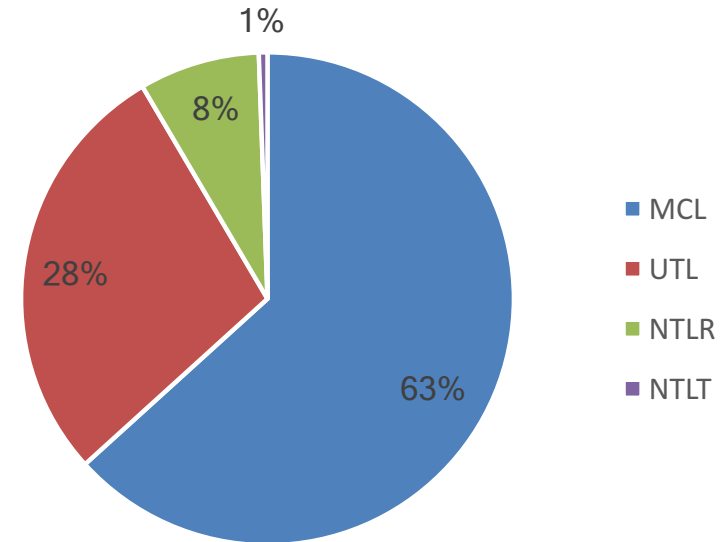
In the last year (start dates: Sept 2, 2016 – Sept 1, 2017)

177 long forms
 46 reappointments 26%
 58 promotions 33%
 73 new appointments 41%

83% search
 7% waiver
 10% waiver – line changes

31% internal
 69% external

Total Actions by Line



65 APRC files	43 days to committee	51 days total OAA	47 days with Provost
112 A&P files	31 days to committee	38 days total OAA	66 days with Provost

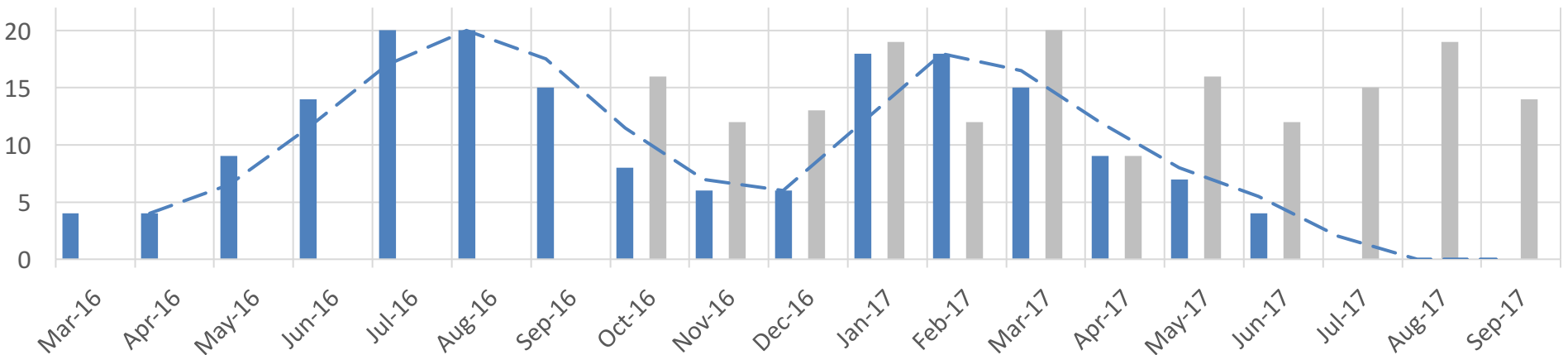
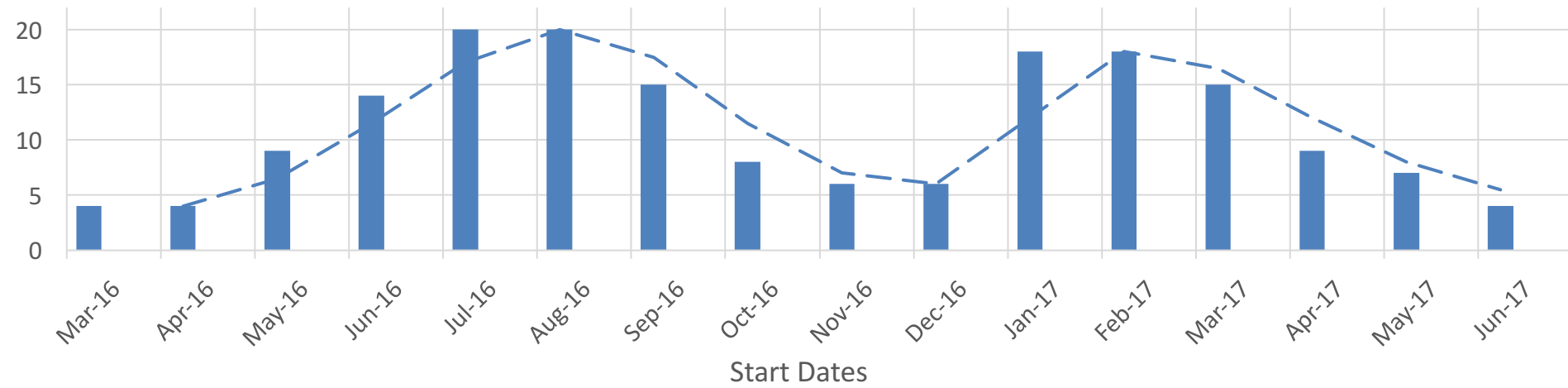
Department reporting

86% of offers were accepted by candidates

The Numbers

In the last year (start dates: Sept 2, 2016 – Sept 1, 2017)

Long Forms Received by Month



A number of changes...



- New Provost, Persis Drell
 - Changes in faculty searches – pool sizes and conflicts of interest
 - Department and Search committee voting practices
 - Provost office staff changes – new long form readers
- Changes within OAA
 - Delays in review with changes in staffing
 - Adjustments to implementation of policies and practices – trainee solicitation
- New University Long Form
 - Interfolio system – change to process

Much Appreciation



- We truly appreciate your hard work in getting these files in to us with all the other responsibilities you have in the Department and changes you've had to adjust to, particularly in this past year
- The number of requests, submissions, and questions we see per week can sometimes be overwhelming. We try to be timely in our responses and reviews
- To expedite this, please make sure files, grids, and requests submitted for approval are prepared thoughtfully – based on the evidence you have gathered and the written narratives, would you have any concerns in appointing, reappointing, or promoting this individual?
- Shared goal: to ensure the recruitment, advancement, and retention of outstanding faculty

Questions or Discussion?



- We will continue to publish the Professoriate: Frequently Asked Questions emails (~2-3 months)
- We hope the updates to the website over the last few months have been helpful – feedback is critical in making it more useful for you
- FAA mentor, mentee, and peer groups are also a useful resource
- Let us know how else we can help make the A&P process more efficient for you – OAA is planning on reviewing the Professoriate process with LEAN process improvement



Discussion on CE and Instructors

Jessica Salas-Mendonca

Ashley Klein

Numbers

- In the last 6 months
 - Clinical Instructor and Instructor actions
 - April- 36
 - May- 74
 - June- 96
 - July- 49
 - August- 88
 - September- 32

A&P Numbers

- Academic year (2016-2017)
 - Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor actions
 - September- 54
 - October- 30
 - November- 37
 - December- 24
 - January- 30
 - February- 19
 - March- 28
 - April- 21
 - May- 36
 - June- 37
 - July- 38
 - August- 47

Announcements



- Clinical Excellence Survey's
 - The waiver of CES' due to a national search is no longer applicable. CES' will be required for all new Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors
- Reappointments
 - Referee letters no longer required for all Clinician Educator reappointments
 - Clinical Excellence Survey's and Standardized Teaching Evaluations since the candidate's last review are still required

Friendly Reminders



- File submissions
 - CE and Instructor files submitted for OAA review for appointments, reappointments, and promotions need to be **submitted 60 days in advance of the requested start date**
 - CE and Instructor requests for extensions and FTE changes need to be **submitted 45 days in advance of the requested start date**
- Referees
 - At the rank at least equal to that proposed for the candidate
 - All letters should fully identify the writer
- Transmittal Memo's
 - New appointments: how the candidate was identified
 - Address low scores or comments in teaching evaluations and/or CES'
 - CES' are wanted from a broad mix of categories. If survey doesn't include the spectrum required, then address how many were solicited, how many reminders, etc.

Helpful to OAA



- FASA
 - Off-site location field should also be filled out if the candidate will be at an affiliated site (VAPAHCS, SCVMC, Kaiser- Santa Clara, etc.)
 - Division should only be listed under division, not under department
 - Please include name, action type, rank and dates of appointments in the subject box
- Concurrent Fellow/Clinical Instructor
 - Chair's memo should include if fellowship is through the Office of Postdoctoral Affairs (OPA) or Graduate Medical Education (GME)



Confidentiality: Issues to Consider

Tom Fenner

Deputy General Counsel

Office of the General Counsel



Visiting/AST-OTS

Claudia Morgan

Visiting, Adjunct, OTT Titles



Titles that fall under “AST/OTS” in FASA

- Adjunct Professor
- Adjunct Lecturer
- Visiting Instructor
- Visiting Assistant Professor
- Visiting Associate Professor
- Visiting Professor
- Lecturer
- Senior Lecturer

Please select *AST/OTS Primary* for the appointment type

Visiting, Adjunct, OTT Titles



Titles that fall under “Visiting Scholars” in FASA

- Visiting Scholars

About Visiting Scholar Appointments:

- Appointments are reviewed and approved by submission date (reviewed in order they are submitted)
- Faculty sponsor must be member of professoriate
- *Reminder* Minimum funding of \$53,406 a year or \$4,451 a month for appointments beginning October 1, 2017 and after. This minimum is equal to the current first-year postdoctoral stipend

Visiting Postdoctoral Scholars

- Appointments submitted through email NOT FASA. (But...)
- Appointments are reviewed and approved by submission date (reviewed in order they are submitted)
- *Reminder* Minimum funding of \$53,406 a year or \$4,451 a month for appointments beginning October 1, 2017 and after.
- Visa Submission for Visiting Postdoctoral Scholars: these must be submitted under “Med School Visiting Scholar/Faculty/Lecturer” Stanford Classification not under “Visiting Postdoctoral Scholar.” They are submitted this way so that the visa is routed to our office.

Visiting, Adjunct, OTT Titles



Appointment

- New
- Reappointment

Modify Appointment

- Change appointment details, FTE, Faculty Sponsor, Department, Salary



Announcements

Q&A